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NAVY DEPARTMENT,
Washington, December 17, 1920.

The following Regulations are issued, in accordance with the provisions of section 1547 of the Revised Statutes of the United States, for the government of all persons attached to the naval service.

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

These Regulations set forth the duty, responsibility, authority, distinctions and relations of the various bureaus, offices and individual officers each to the other. Details coming exclusively under the cognizance of a particular bureau or office which might properly be incorporated in a separate manual by the bureau or office concerned have been omitted.

Josephus Daniels

THE WHITE HOUSE, 17 December, 1920.

Approved:

Woodrow Wilson

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CHAPTER 1.

ARTICLES FOR THE GOVERNMENT OF THE NAVY OF THE UNITED STATES.

SECTION 1, ARTICLES 1-64.—ARTICLES FOR THE GOVERNMENT OF THE NAVY.

Section 1624 of the Revised Statutes, as affected by the acts of 3 March, 1893; 25 February, 1895; 3 March, 1899 (sec. 13); 13 May, 1908; 16 February, 1909; 22 August, 1912; and 29 August, 1916.

The Navy of the United States shall be governed by the following articles:

1.

The commanders of all fleets, squadrons, naval stations, and vessels belonging to the Navy are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and any such commander who offends against this article shall be punished as a court-martial may direct.

Commanders to supervise and correct.

2.

The commander of vessels and naval stations to which chaplains are attached shall cause divine service to be performed on Sunday, whenever the weather and other circumstances allow it to be done; and it is earnestly recommended to all officers, seamen, and others in the naval service diligently to attend at every performance of the worship of Almighty God.

Divine service.

3.

Any irreverent or unbecoming behavior during divine service shall be punished as a general or summary court-martial may direct.

Irreverent behavior.

4.

The punishment of death, or such other punishment as a court-martial may adjudge, may be inflicted on any person in the naval service—

Death sentence.

- Mutiny.** (1) Who makes, or attempts to make, or unites with any mutiny or mutinous assembly, or, being witness to or present at any mutiny, does not do his utmost to suppress it; or, knowing of any mutinous assembly or of any intended mutiny, does not immediately communicate his knowledge to his superior or commanding officer;
- Disobedience.** (2) Or disobeys the lawful orders of his superior officer;
- Striking superior officer.** (3) Or strikes or assaults, or attempts or threatens to strike or assault, his superior officer while in the execution of the duties of his office;
- Intercourse with enemy.** (4) Or gives any intelligence to, or holds or entertains any intercourse with, an enemy or rebel, without leave from the President, the Secretary of the Navy, the commander in chief of the fleet, the commander of the squadron, or in case of a vessel acting singly, from his commanding officer;
- Messages from enemy.** (5) Or receives any message or letter from an enemy or rebel, or being aware of the unlawful reception of such message or letter, fails to take the earliest opportunity to inform his superior or commanding officer thereof;
- Desertion in time of war.** (6) Or, in time of war, deserts or entices others to desert;
- Betraying trust.** (7) Or, in time of war, deserts or betrays his trust, or entices or aids others to desert or betray their trust;
- Sleeping on watch.** (8) Or sleeps upon his watch;
- Leaving station.** (9) Or leaves his station before being regularly relieved;
- Willful stranding or injury of vessel.** (10) Or intentionally or willfully suffers any vessel of the Navy to be stranded, or run upon rocks or shoals, or improperly hazarded; or maliciously or willfully injures any vessel of the Navy, or any part of her tackle, armament, or equipment whereby the safety of the vessel is hazarded or the lives of the crew exposed to danger;
- Destruction of public property.** (11) Or unlawfully sets on fire, or otherwise unlawfully destroys, any public property not at the time in possession of an enemy, pirate, or rebel;
- Striking flag or yielding.** (12) Or strikes or attempts to strike the flag to an enemy or rebel, without proper authority, or, when engaged in battle, treacherously yields or pusillanimously cries for quarter;
- Cowardice in battle.** (13) Or, in time of battle, displays cowardice, negligence, or disaffection, or withdraws from or keeps out of danger to which he should expose himself.
- Deserting duty in battle.** (14) Or, in time of battle, deserts his duty or station, or entices others to do so;
- Neglecting orders for battle.** (15) Or does not properly observe the orders of his commanding officer and use his utmost exertions to carry them into execution, when ordered to prepare for or join in, or when actually engaged in battle or while in sight of an enemy;

(16) Or, being in command of a fleet, squadron, or vessel acting singly, neglects, when an engagement is probable, or when an armed vessel of an enemy or rebel is in sight, to prepare and clear his ship or ships for action; **Neglecting to clear for action.**

(17) Or does not, upon signal for battle, use his utmost exertions to join in battle; **Neglecting to join in battle.**

(18) Or fails to encourage, in his own person, his inferior officers and men to fight courageously; **Failing to encourage others.**

(19) Or does not do his utmost to overtake and capture or destroy any vessel which it is his duty to encounter; **Failing to seek encounter.**

(20) Or does not afford all practicable relief and assistance to vessels belonging to the United States or their allies when engaged in battle. **Failing to afford relief.**

5.

All persons who, in time of war, or of rebellion against the supreme authority of the United States, come or are found in the capacity of spies, or who bring or deliver any seducing letter or message from an enemy or rebel, or endeavor to corrupt any person in the Navy to betray his trust, shall suffer death or such other punishment as a court-martial may adjudge. **Spies.**

6.

If any person belonging to any public vessel of the United States commits the crime of murder without the territorial jurisdiction thereof, he may be tried by court-martial and punished with death. **Murder.**

7.

A naval court-martial may adjudge the punishment of imprisonment for life, or for a stated term, at hard labor, in any case where it is authorized to adjudge the punishment of death; and such sentences of imprisonment and hard labor may be carried into execution in any prison or penitentiary under the control of the United States, or which the United States may be allowed by the legislature of any State to use, and persons so imprisoned in the prison or penitentiary of any State or Territory shall be subject in all respects to the same discipline and treatment as convicts sentenced by the courts of the State or Territory in which the same may be situated. **Imprisonment in penitentiary.**

8.

Such punishment as a court-martial may adjudge may be inflicted on any person in the Navy.

- Profanity, falsehood, etc.** (1) Who is guilty of profane swearing, falsehood, drunkenness, gambling, fraud, theft, or any other scandalous conduct tending to the destruction of good morals;
- Cruelty.** (2) Or is guilty of cruelty toward, or oppression or maltreatment of, any person subject to his orders;
- Quarreling.** (3) Or quarrels with, strikes, or assaults, or uses provoking or reproachful words, gestures, or menaces toward, any person in the Navy;
- Fomenting quarrels.** (4) Or endeavors to foment quarrels between other persons in the Navy;
- Duels.** (5) Or sends or accepts a challenge to fight a duel or acts as a second in a duel;
- Contempt of superior officer.** (6) Or treats his superior officer with contempt, or is disrespectful to him in language or deportment, while in the execution of his office;
- Combinations against superior officer.** (7) Or joins in or abets any combination to weaken the lawful authority of, or lessen the respect due to, his commanding officer;
- Mutinous words.** (8) Or utters any seditious or mutinous words;
- Neglect of orders.** (9) Or is negligent or careless in obeying orders, or culpably inefficient in the performance of duty;
- Preventing destruction of property.** (10) Or does not use his best exertions to prevent the unlawful destruction of public property by others;
- Stranding.** (11) Or through inattention or negligence suffers any vessel of the Navy to be stranded, or run upon a rock or shoal, or hazarded;
- Convoy service.** (12) Or, when attached to any vessel appointed as convoy to any merchant or other vessels, fails diligently to perform his duty, or demands or exacts any compensation for his services, or maltreats the officers or crews of such merchant or other vessels;
- Receiving freight, etc.** (13) Or takes, receives, or permits to be received, on board the vessel to which he is attached, any goods or merchandise, for freight, sale, or traffic, except, gold, silver, or jewels, for freight or safe-keeping; or demands or receives any compensation for the receipt or transportation of any other article than gold, silver, or jewels, without authority from the President or Secretary of the Navy;
- False muster.** (14) Or knowingly makes or signs, or aids, abets, directs, or procures the making or signing of, any false muster;
- Waste of property.** (15) Or wastes any ammunition, provisions, or other public property, or, having power to prevent it, knowingly permits such waste;
- Plundering.** (16) Or, when on shore, plunders, abuses, or maltreats any inhabitant, or injures his property in any way;
- Apprehending offenders.** (17) Or refuses, or fails to use his utmost exertions to detect, apprehend, and bring to punishment all offenders, or to aid all persons appointed for that purpose;

(18) Or, when rated or acting as master-at-arms, refuses to receive such prisoners as may be committed to his charge, or having received them, suffers them to escape, or dismisses them without orders from the proper authority; **Receiving prisoners.**

(19) Or is absent from his station or duty without leave, or after his leave has expired; **Absence without leave.**

(20) Or violates or refuses obedience to any lawful general order or regulation issued by the Secretary of the Navy; **Violating orders or regulations.**

(21) Or, in time of peace, deserts or attempts to desert, or aids and entices others to desert; **Desertion in time of peace.**

(22) Or receives or entertains any deserter from any other vessel of the Navy, knowing him to be such, and does not, with all convenient speed, give notice of such deserter to the commander of the vessel to which he belongs, or to the commander in chief, or to the commander of the squadron. **Harboring deserters.**

9.

Any officer who absents himself from his command without leave, may, by the sentence of a court-martial, be reduced to the rating of an ordinary seaman. **Officer absent without leave.**

10.

Any commissioned officer of the Navy or Marine Corps 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 and punished as a deserter. **Desertion by resignation.**

11.

No person in the naval service shall procure stores or other articles or supplies for, and dispose thereof to, the officers or enlisted men on vessels of the Navy, or at navy yards or naval stations, for his own account or benefit. **Dealing in supplies.**

12.

No person connected with the Navy shall, under any pretense, import in a public vessel any article which is liable to the payment of duty. **Importing dutiable goods.**

13.

Distilled spirits shall be admitted on board of vessels of war only upon the order and under the control of the medical officers of such vessels, and to be used only for medical purposes. **Distilled spirits.**

Crimes of fraud against United States. Fine and imprisonment, or such other punishment as a court-martial may adjudge, shall be inflicted upon any person in the naval service of the United States—

Presenting false claims. Who presents or causes to be presented to any person in the civil, military, or naval service thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Agreement concerning false claims. Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or

False papers. Who, for the purpose of obtaining or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer thereof, makes or uses, or procures or advises the making or use of, any writing, or other paper, knowing the same to contain any false or fraudulent statement; or

Perjury. Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes or procures or advises the making of, any oath to any fact or to any writing or other paper, knowing such oath to be false; or

Forgery. Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

Delivering less property than received for. Who, having charge, possession, custody, or control of any money or other property of the United States, furnished or intended for the naval service thereof, knowingly delivers or causes to be delivered, to any person having authority to receive the same, any amount thereof less than that for which he receives a certificate or receipt; or

Giving receipts without knowing their truth. Who, being authorized to make or deliver any paper certifying the receipt of any money or other property of the United States, furnished or intended for the naval service thereof, makes, or delivers to any person, such writing, without having full knowledge of the truth of the statements therein contained, and with intent to defraud the United States; or

Stealing, selling, etc. Who steals, embezzles, knowingly and willfully misappropriates, applies to his own use or benefit, or wrongfully and knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military or naval service thereof; or

Who knowingly purchases, or receives in pledge for any obligation or indebtedness, from any other person who is a part of or employed in said service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the United States, such other person not having lawful right to sell or pledge the same; or

Buying public military property.

Who executes, attempts, or countenances any other fraud against the United States.

Other frauds.

And if any person, being guilty of any of the offenses described in this article while in the naval service, receives his discharge, or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial in the same manner and to the same extent as if he had not received such discharge nor been dismissed.

Liability to arrest and trial.

15.

(Repealed by act of March 3, 1899, section 13.)

Persons entitled to prize money.

16.

No person in the Navy shall take out of a 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; and every person who offends against this article shall be punished as a court-martial may direct.

Removing property from prize.

17.

If any person in the Navy strips off the clothes of, or pillages, or in any manner maltreats, any person taken on board a prize, he shall suffer such punishment as a court-martial may adjudge.

Maltreating persons on prize.

18.

If any officer or person in the naval service employs any of the forces under his command for the purpose of returning any fugitive from service or labor, he shall be dismissed from the service.

Returning fugitives.

19.

Any officer who knowingly enlists into the naval service any person who has deserted in time of war from the naval or military service of the United States, or any insane or intoxicated person, or any minor between the ages of fourteen and eighteen years,

Enlisting deserters, minors, etc.

without the consent of his parents or guardian, or any minor under the age of fourteen years, shall be punished as a court-martial may direct.

20.

Every commanding officer of a vessel in the Navy shall obey the following rules:

Men received
on board.

(1) Whenever a man enters on board, the commanding officer shall cause an accurate entry to be made in the ship's books, showing his name, the date, place, and term of his enlistment, the place or vessel from which he was received on board, his rating, his descriptive list, his age, place of birth, and citizenship, with such remarks as may be necessary.

List of officers,
men, and passen-
gers.

(2) He shall, before sailing, transmit to the Secretary of the Navy a complete list of the rated men under his command, showing the particulars set forth in rule one, and a list of officers and passengers, showing the date of their entering. And he shall cause similar lists to be made out on the first day of every third month and transmitted to the Secretary of the Navy as opportunities occur, accounting therein for any casualty which may have happened since the last list.

Deaths and de-
sertions.

(3) He shall cause to be accurately minuted on the ship's books the names of any person dying or deserting, and the times at which such death or desertion occurs.

Property of de-
ceased persons.

(4) In case of the death of any officer, man, or passenger on said vessel, he shall take care that the paymaster secures all the property of the deceased, for the benefit of his legal representatives.

Accounts of
men received.

(5) He shall not receive on board any man transferred from any other vessel or station to him, unless such man is furnished with an account, signed by the captain and paymaster of the vessel or station from which he came, specifying the date of his entry on said vessel or at such station, the period and term of his service, the sums paid him, the balance due him, the quality in which he was rated, and his descriptive list.

Accounts of
men sent from
ship.

(6) He shall, whenever officers or men are sent from his ship, for whatever cause, take care that each man is furnished with a complete statement of his account, specifying the date of his enlistment, the period and term of his service, and his descriptive list. Said account shall be signed by the commanding officer and paymaster.

Provisions.

(7) He shall cause frequent inspections to be made into the condition of the provisions on his ship, and use every precaution for their preservation.

Health of
crew.

(8) He shall frequently consult with the surgeon in regard to the sanitary condition of his crew, and shall use all proper means to preserve their health. And he shall cause a convenient place to be set apart for sick or disabled men, to which he shall have them

removed, with their hammocks and bedding, when the surgeon so advises, and shall direct that some of the crew attend them and keep the place clean.

(9) He shall attend in person, or appoint a proper officer to attend, when his crew is finally paid off, to see that justice is done to the men and to the United States in the settlement of the accounts.

Final payment
of crew.

(10) He shall cause the Articles for the Government of the Navy to be hung up in some public part of the ship and read once a month to his ship's company.

Articles to be
hung up and
read.

Every commanding officer who offends against the provisions of this article shall be punished as a court-martial may direct.

Punishment
for offending.

21.

When the crew of any vessel of the United States are separated from their vessel by means of her wreck, loss, or destruction, all the command and authority given to the officers of such vessel shall remain in full force until such ship's company shall be regularly discharged from or ordered again into service, or until a court-martial or court of inquiry shall be held to inquire into the loss of said vessel. And if any officer or man, after such wreck, loss, or destruction, acts contrary to the discipline of the Navy, he shall be punished as a court-martial may direct.

Authority of
officers after loss
of vessel.

22.

(1) All offenses committed by persons belonging to the Navy which are not specified in the foregoing articles shall be punished as a court-martial may direct.

Offenses not
specified.

(The act of March 3, 1893, provides that "Fraudulent enlistment, and the receipt of any pay or allowance thereunder, is hereby declared an offense against naval discipline and made punishable by general court-martial, under article 22 of the Articles for the Government of the Navy.")

Fraudulent
enlistment.

23.

All offenses committed by persons belonging to the Navy while on shore shall be punished in the same manner as if they had been committed at sea.

Offenses com-
mitted on shore.

24.

No commander of a vessel shall inflict upon a commissioned or warrant officer any other punishment than private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than ten days, unless a further period is necessary to bring the offender to trial by a court-martial; nor shall he inflict or cause to be in-

Punishment by
order of com-
mander.

inflicted upon any petty officer, or person of inferior rating, or marine, for a single offense, or at any one time, any other than one of the following punishments, namely:

- (1) Reduction of any rating established by himself.
- (2) Confinement, not exceeding ten days, unless further confinement be necessary in the case of a prisoner to be tried by court-martial. The use of irons, single or double, is abolished except for the purpose of safe custody or when part of a sentence imposed by general court-martial. (Act Feb. 16, 1909.)
- (3) Solitary confinement, on bread and water, not exceeding five days.
- (4) Solitary confinement not exceeding seven days.
- (5) Deprivation of liberty on shore.
- (6) Extra duties.

No other punishment shall be permitted on board of vessels belonging to the Navy, except by sentence of a general or summary, court-martial or deck court. All punishments inflicted by the commander, or by his order, except reprimands, shall be fully entered upon the ship's log.

All officers of the Navy and Marine Corps who are authorized to order either general or summary courts-martial have the same authority to inflict minor punishments as is conferred by law upon the commander of a naval vessel. (Act Aug. 29, 1916.)

When a force of marines is embarked on a naval vessel or vessels as a separate organization, not a part of the authorized complement thereof, the authority and powers of the officers of such separate organization of marines shall be the same as though such organization were serving at a navy yard on shore, but nothing herein shall be construed as impairing the paramount authority of the commanding officer of any naval vessel over the vessel under his command and all persons embarked thereon. (Act Aug. 29, 1916.)

25.

Punishment by officers temporarily commanding.

No officer who may command by accident, or in the absence of the commanding officer, except when such commanding officer is absent for a time by leave, shall inflict any other punishment than confinement.

26.

Summary courts-martial.

Summary courts-martial may be ordered upon petty officers and persons of inferior ratings, by the commander of any vessel, or by the commandant of any navy yard, naval station, or marine barracks to which they belong, for the trial of offenses which such officer may deem deserving of greater punishment than such commander or commandant is authorized to inflict, but not sufficient to require trial by a general court-martial.

Summary courts-martial may be ordered upon enlisted men in the naval service under his command by the commanding officer of any brigade, regiment, or separate or detached battalion, or other separate or detached command, and, when empowered by the Secretary of the Navy, by the commanding officer or officer in charge of any command not specifically mentioned in the foregoing: *Provided*, That when so empowered by the Secretary of the Navy to order summary courts-martial, the commanding officer of a naval hospital or hospital ship shall be empowered to order such courts and deck courts, and inflict the punishments which the commander of a naval vessel is authorized by law to inflict upon all enlisted men of the naval service attached thereto, whether for duty or as patients. (Act Aug. 29, 1916.)

27.

A summary court-martial shall consist of three officers not below the rank of ensign, as members, and of a recorder. The commander of a ship may order any officer under his command to act as such recorder.

Constitution.

28.

Before proceeding to trial the members of a summary court-martial shall take the following oath or affirmation, which shall be administered by the recorder: "I, A B, do swear (or affirm) that I will well and truly try, without prejudice or partiality, the case now depending, according to the evidence which shall be adduced, the laws for the government of the Navy, and my own conscience." After which the recorder of the court shall take the following oath or affirmation, which shall be administered by the senior member of the court: "I, A B, do swear (or affirm) that I will keep a true record of the evidence which shall be given before this court and of the proceedings thereof."

Oaths of members and recorder.

29.

All testimony before a summary court-martial shall be given orally, upon oath or affirmation, administered by the senior member of the court.

Testimony.

The depositions of witnesses may be taken on reasonable notice to the opposite party and when duly authenticated may be put in evidence before naval courts, except in capital cases and cases where the punishment may be imprisonment or confinement for more than one year, as follows:

First, depositions of civilian witnesses residing outside the State, Territory, or District in which a naval court is ordered to sit;

Second, depositions of persons in the naval or military service stationed or residing outside the State, Territory, or District in

which a naval court is ordered to sit, or who are under orders to go outside of such State, Territory, or District;

Third, where such naval court is convened on board a vessel of the United States, or at a naval station not within any State, Territory, or District of the United States, the depositions of witnesses may be taken and used as herein provided whenever such witnesses reside or are stationed at such a distance from the place where said naval court is ordered to sit, or are about to go to such a distance as, in the judgment of the convening authority, would render it impracticable to secure their personal attendance. (Act Feb. 16, 1909, sec. 16, Stat. 622.)

30.

Punishment. Summary courts-martial may sentence petty officers and persons of inferior ratings to any one of the following punishments, namely:

(1) Discharge from the service with bad-conduct discharge; but the sentence shall not be carried into effect in a foreign country.

(2) Solitary confinement, not exceeding thirty days, on bread and water, or on diminished rations.

(3) Solitary confinement not exceeding thirty days.

(4) Confinement not exceeding two months.

(5) Reduction to next inferior rating.

(6) Deprivation of liberty on shore on foreign station.

(7) Extra police duties, and loss of pay, not to exceed three months, may be added to any of the above-mentioned punishments.

"The courts authorized to impose the punishments prescribed by article thirty of the 'Articles for the Government of the Navy' may adjudge either a part or the whole, as may be appropriate, of any one of the punishments therein enumerated: *Provided*, That the use of irons, single or double, is hereby abolished except for the purpose of safe custody, or when part of a sentence imposed by a general court-martial." (Act Feb. 16, 1909.)

31.

Disrating for incompetency. A summary court-martial may disrate any rated person for incompetency.

32.

Execution of sentence. No sentence of a summary court-martial shall be carried into execution until the proceedings and sentence have been approved by the officer ordering the court, or his successor in office, and by his immediate superior in command: *Provided*, That if the officer ordering the court, or his successor in office, be the senior officer present, such sentence may be carried into execution upon his approval thereof. (Act Aug. 29, 1916.)

33.

The officer ordering a summary court-martial shall have power to remit, in part or altogether, but not to commute, the sentence of the court. And it shall be his duty either to remit any part or the whole of any sentence, the execution of which would, in the opinion of the surgeon or senior medical officer on board, given in writing, produce serious injury to the health of the person sentenced; or to submit the case again, without delay, to the same or to another summary court-martial, which shall have the power, upon the testimony already taken, to remit the former punishment and to assign some other of the authorized punishments in the place thereof. (Sec. 1624, R. S.) The Secretary of the Navy may set aside the proceedings, or remit or mitigate, in whole or in part, the sentence imposed by any naval court-martial convened by his order or by that of any officer of the Navy or Marine Corps. (Act Feb. 16, 1909.)

Remission of sentence.

34.

The proceedings of summary courts shall be conducted with as much conciseness and precision as may be consistent with the ends of justice, and under such forms and rules as may be prescribed by the Secretary of the Navy, with the approval of the President, and all such proceedings shall be transmitted in the usual mode to the Navy Department, where they shall be kept on file for a period of two years from date of trial, after which time they may be destroyed, in the discretion of the Secretary of the Navy. (Act Feb. 16, 1909.)

Conduct of proceedings.

35.

Any punishment which a summary court-martial is authorized to inflict may be inflicted by a general court-martial.

Same punishment by general court.

36.

No officer shall be dismissed from the naval service except by the order of the President or by sentence of a general court-martial; and in time of peace no officer shall be dismissed except in pursuance of the sentence of a general court-martial or in mitigation thereof.

Dismissal of officers.

37.

When any officer, dismissed by order of the President since 3d March, 1865, makes, in writing, an application for trial, setting forth under oath that he has been wrongfully dismissed, the President shall, as soon as the necessities of the service may permit, convene a court-martial to try such officer on the charges on which he shall have been dismissed. And if such court-martial shall

Officer dismissed may demand trial.

not be convened within six months from the presentation of such application for trial, or if such court, being convened, shall not award dismissal or death as the punishment of such officer, the order of dismissal by the President shall be void.

38.

General courts-martial; by whom convened.

General courts-martial may be convened by the President, by the Secretary of the Navy, by the commander in chief of a fleet or squadron, and by the commanding officer of any naval station beyond the continental limits of the United States. (Act Feb. 16, 1909.)

When empowered by the Secretary of the Navy, general courts-martial may be convened by the commanding officer of a squadron, of a division, of a flotilla, or of a larger naval force afloat, and of a brigade or larger force of the naval service on shore beyond the continental limits of the United States: *Provided*, That in time of war if then so empowered by the Secretary of the Navy, general courts-martial may be convened by the commandant of any navy yard or naval station and by the commanding officer of a brigade or larger force of the Navy or Marine Corps on shore not attached to a navy yard or naval station. (Act Aug. 29, 1916.)

39.

Constitution.

A general court-martial shall consist of not more than thirteen nor less than five commissioned officers as members; and as many officers, not exceeding thirteen, as can be convened without injury to the service, shall be summoned on every such court. But in no case, where it can be avoided without injury to the service, shall more than one-half, exclusive of the president, be junior to the officer to be tried. The senior officer shall always preside and the others shall take place according to their rank.

40.

Oaths of members and judge advocate.

The president of the general court-martial shall administer the following oath or affirmation to the judge advocate or person officiating as such:

"I, A B, do swear (or affirm) that I will keep a true record of the evidence given to and the proceedings of this court; that I will not divulge or by any means disclose the sentence of the court until it shall have been approved by the proper authority; and that I will not at any time divulge or disclose the vote or opinion of any particular member of the court, unless required so to do before a court of justice in due course of law."

This oath or affirmation being duly administered, each member of the court, before proceeding to trial, shall take the following

oath or affirmation, which shall be administered by the judge advocate or person officiating as such:

"I, A B, do swear (or affirm) that I will truly try without prejudice or partiality the case now depending according to the evidence which shall come before the court, the rules for the government of the Navy, and my own conscience; that I will not by any means divulge or disclose the sentence of the court until it shall have been approved by the proper authority; and that I will not at any time divulge or disclose the vote or opinion of any particular member of the court, unless required so to do before a court of justice in due course of law."

41.

An oath or affirmation in the following form shall be administered to all witnesses, before any court-martial, by the president thereof:

Oath of witness.

"You do solemnly swear (or affirm) that the evidence you shall give in the case now before this court shall be the truth, the whole truth, and nothing but the truth, and that you will state everything within your knowledge in relation to the charges. So help you God (or 'this you do under the pains and penalties of perjury')."

42.

Whenever any person refuses to give his evidence or to give it in the manner provided by these articles, or prevaricates, or behaves with contempt to the court, it shall be lawful for the court to imprison him for any time not exceeding two months. This article, as set forth above in the form given in sec. 1624, R. S., is modified by secs. 11 and 12 of the act of Feb. 16, 1909, which provides "That a naval court-martial or court of inquiry shall have power to issue like process to compel witnesses to appear and testify which United States courts of criminal jurisdiction within the State, Territory, or District where such naval court shall be ordered to sit may lawfully issue.

Contempt.

"That any person duly subpoenaed to appear as a witness before a general court-martial or court of inquiry of the Navy, who willfully neglects or refuses to appear, or refuses to qualify as a witness or to testify or produce documentary evidence which such person may have been legally subpoenaed to produce, shall be deemed guilty of a misdemeanor, for which such person shall be punished on information in the district court of the United States; and it shall be the duty of the United States district attorney, on the certification of the facts to him by such naval court, to file an information against and prosecute the person so offending, and the punishment of such person, on conviction, shall be a fine of not more than five hundred dollars or imprisonment not to exceed six

months, or both, at the discretion of the court: *Provided*, That this shall not apply to persons residing beyond the State, Territory, or District in which such naval court is held, and that the fees of such witnesses and his mileage at the rates provided for witnesses in the United States district court for said State, Territory, or District shall be duly paid or tendered said witness, such amounts to be paid by the Bureau of Supplies and Accounts out of the appropriation for compensation of witnesses: *Provided further*, That no witness shall be compelled to incriminate himself or to answer any question which may tend to incriminate or degrade him."

43.

Charges.

The person accused shall be furnished with a true copy of the charges, with the specifications, at the time he is put under arrest; and no other charges than those so furnished shall be urged against him at the trial, unless it shall appear to the court that intelligence of such other charge had not reached the officer ordering the court when the accused was put under arrest, or that some witness material to the support of such charge was at that time absent and can be produced at the trial; in which case reasonable time shall be given to the accused to make his defense against such new charge.

44.

Duty of officer arrested.

Every officer who is arrested for trial shall deliver up his sword to his commanding officer and confine himself to the limits assigned him, on pain of dismissal from the service.

45.

Suspension of proceedings.

When the proceedings of any general court-martial have commenced, they shall not be suspended or delayed on account of the absence of any of the members, provided five or more are assembled; but the court is enjoined to sit from day to day, Sundays excepted, until sentence is given, unless temporarily adjourned by the authority which convened it.

46.

Absence of members.

No member of a general court-martial shall, after the proceedings are begun, absent himself therefrom, except in case of sickness, or of an order to go on duty from a superior officer, on pain of being cashiered.

47.

Witnesses examined in absence of member.

Whenever any member of a court-martial, from any legal cause, is absent from the court after the commencement of a case, all the witnesses who have been examined during his absence must, when he is ready to resume his seat, be recalled by the court, and

the recorded testimony of each witness so examined must be read over to him, and such witness must acknowledge the same to be correct and be subject to such further examination as the said member may require. Without a compliance with this rule, and an entry thereof upon the record, a member who shall have been absent during the examination of a witness shall not be allowed to sit again in that particular case.

48.

Whenever a court-martial sentences an officer to be suspended, it may suspend his pay and emoluments for the whole or any part of the time of his suspension. Suspension of pay.

49.

In no case shall punishment by flogging, or by branding, marking, or tattooing on the body be adjudged by any court-martial or be inflicted upon any person in the Navy. Flogging, branding, etc.

50.

No person shall be sentenced by a court-martial to suffer death, except by the concurrence of two-thirds of the members present, and in the cases where such punishment is expressly provided in these articles. All other sentences may be determined by a majority of votes. Determination of sentences.

51.

It shall be the duty of a court-martial, in all cases of conviction, to adjudge a punishment adequate to the nature of the offense; but the members thereof may recommend the person convicted as deserving of clemency, and state, on the record, their reasons for so doing. Adequate punishment; recommendation to clemency.

52.

The judgment of every court-martial shall be authenticated by the signature of the president, and of every member who may be present when said judgment is pronounced, and also of the judge advocate. Authentication of judgment.

53.

No sentence of a court-martial, extending to the loss of life, or to the dismissal of a commissioned or warrant officer, shall be carried into execution until confirmed by the President. All other sentences of a general court-martial may be carried into execution on confirmation of the commander of the fleet or officer ordering the court. Confirmation of sentence.

54.

Remission and mitigation of sentence.

Every officer who is authorized to convene a general court-martial shall have power, on revision of its proceedings, to remit or mitigate, but not to commute, the sentence of any such court which he is authorized to approve and confirm. (This article, as set forth above in the form given in sec. 1624, R. S., is modified by sec. 9 of the act of Feb. 16, 1909; see Art. 33.)

55.

Courts of inquiry.

Courts of inquiry may be ordered by the President, Secretary of the Navy, or the commander of a fleet or squadron (sec. 1624, R. S.), and by any officer of the naval service authorized by law to convene general courts-martial. (Act of Aug. 29, 1916.)

56.

Constitution.

A court of inquiry shall consist of not more than three commissioned officers as members, and of a judge advocate, or person officiating as such.

57.

Powers.

Courts of inquiry shall have power to summon witnesses, administer oaths, and punish contempts, in the same manner as courts-martial; but they shall only state facts, and shall not give their opinion, unless expressly required so to do in the order for convening. (This article, as set forth above in the form given in sec. 1624, R. S., is modified by secs. 11 and 12 of the act of Feb. 16, 1909; see Art. 42.)

58.

Oaths of members and judge advocate.

The judge advocate, or person officiating as such, shall administer to the members the following oath or affirmation: "You do swear (or affirm) well and truly to examine and inquire, according to the evidence, into the matter now before you, without partiality." After which the president shall administer to the judge advocate, or person officiating as such, the following oath or affirmation: "You do swear (or affirm) truly to record the proceedings of this court and the evidence to be given in the case in hearing."

59.

Rights of party to the inquiry.

The party whose conduct shall be the subject of inquiry, or his attorney, shall have the right to cross-examine all the witnesses.

60.

The proceedings of courts of inquiry shall be authenticated by the signature of the president of the court and of the judge advocate, and shall, in all cases not capital, nor extending to the dismissal of a commissioned or warrant officer, be evidenced before a court-martial, provided oral testimony can not be obtained.

Proceedings,
how authenticated and used
as evidence.

61.

No person shall be tried by court-martial or otherwise punished for any offense, except as provided in the following article, 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.

Limitation of
period in which
amenable to
trial.

62.

No person shall be tried by court-martial or otherwise punished for desertion in time of peace committed more than two years before the issuing of the order for such trial or punishment, unless he shall meanwhile have absented himself from the United States, or by reason of some other manifest impediment shall not have been amenable to justice within that period, in which case the time of his absence shall be excluded in computing the period of the limitation: *Provided*, That said limitation shall not begin until the end of the term for which said person was enlisted in the service.

Punishment
for desertion in
time of peace.

63.

Courts for the trial of enlisted men in the Navy and Marine Corps for minor offenses now triable by summary court-martial may be ordered by the commanding officer of a naval vessel, by the commandant of a navy yard or station, by a commanding officer of marines, or by higher naval authority. (Act of Feb. 16, 1909, 35 Stat., 621.)

Deck courts.

Hereafter all officers of the Navy and Marine Corps who are authorized to order either general or summary courts-martial may order deck courts upon enlisted men under their command.

Such courts shall be known as "deck courts" and shall consist of one commissioned officer only, who, while serving in such capacity, shall have power to administer oaths, to hear and determine cases, and to impose, in whole or in part, the punishments prescribed by article 30 of the Articles for the Government of the Navy.

In no case shall such courts adjudge discharge from the service or adjudge confinement or forfeiture of pay for a longer period than 20 days.

Any person in the Navy under the command of the officer by whose order a deck court is convened may be detailed to act as recorder thereof.

The officer within whose command a deck court is sitting shall have full power as reviewing authority to remit or mitigate, but not to commute, any sentence imposed by such court; but no sentence of a deck court shall be carried into effect until it shall have been so approved or mitigated, and such officer shall have power to pardon any punishment such court may adjudge.

The courts hereby authorized shall be governed in all details of their constitution, powers, and procedure, except as herein provided, by such rules and regulations as the President may prescribe.

The records of the proceedings of the courts hereby authorized shall contain such matters only as are necessary to enable the reviewing authorities to act intelligently thereon, except that if the party accused demands it within 30 days after the decision of the deck court becomes known to him, the entire record or so much as he desires shall be sent to the reviewing authority. Such records, after action thereon by the convening authority, shall be forwarded directly to, and shall be filed in, the office of the Judge Advocate General of the Navy, where they shall be reviewed, and, when necessary, submitted to the Secretary of the Navy for his action.

No person who objects thereto shall be brought to trial before a deck court. Where such objection is made by the person accused, trials shall be ordered by summary or general court-martial as may be appropriate. (Act Aug. 29, 1916, 39 Stat., 586.)

64.

Limitation of punishment. Whenever, by any of the Articles for the Government of the Navy of the United States, the punishment on conviction of an offense is left to the discretion of the court-martial, the punishment therefor shall not, in time of peace, be in excess of a limit which the President may prescribe. (The limitations of punishment prescribed by the President will be found in sec. 390, Naval Courts and Boards.)

CHAPTER 2.

INSTRUCTIONS TO OFFICERS IN GENERAL.

- Sec. 1.—Art. 74. Navy Department publications.
Art. 75. Preparation and distribution of publications.
Sec. 2.—Art. 76–128. Instructions in general.
Sec. 3.—Art. 129–130. Special schools.
Sec. 4.—Art. 131–136. Receipt of orders and official address.
Sec. 5.—Art. 137–138. Reports on fitness.

SECTION 1.—NAVY DEPARTMENT PUBLICATIONS.

74.

(1) All general rules and regulations for the guidance of, and all other general orders and general instructions to, persons in the Naval Establishment shall be contained in the following publications: Navy Department publications.

(a) Regulations for the Government of the Navy of the United States (Navy Regulations).

(b) Navy Department general orders.

(c) Changes in Navy Regulations circulars.

(d) Court-martial orders.

(e) Signal books and drill books.

(f) Uniform Regulations.

(g) Naval Courts and Boards.

(h) Manuals or circulars of instructions issued by any bureau or office and rules for gunnery exercises and engineering performances.

(i) Accounting Instructions.

(2) No proposed general order or suggested change in Navy Regulations, uniform regulations, or accounting instructions shall be submitted to the Secretary of the Navy for approval until it has been referred to all bureaus, the office of the Judge Advocate General, and the Major General Commandant of the Marine Corps. The written comment of each bureau or office shall be brought to the Secretary's attention at the time of such submission.

(3) The scope of the publications enumerated in the preceding paragraphs shall be:

(a) Navy Regulations: These shall include all regulations requiring the original approval of the President of the United States, and consequently the same approval of any change. In general, questions of principle shall be included in the Navy Regulations, while detailed instructions as to the methods of applying such principles shall be issued in the Bureau Manuals. The Navy Regulations may also include such regulations of lesser importance as are reasonably permanent in their nature and probably not subject to frequent change. The Navy Regulations shall be signed by the Secretary of the Navy and approved by the President of the United States.

(b) Navy Department general orders: These shall include all orders of permanent or temporary application addressed to the naval service, ceremonial orders, commendation of persons in the service, and similar matters not affecting the Navy Regulations, as may be decided upon from time to time by the Secretary of the Navy. Instructions as to administration, etc., shall not be issued in general orders, but shall be promulgated as changes in the Navy Regulations, it being desired to restrict, as far as practicable, the number of general orders issued. General orders shall be signed by the Secretary of the Navy.

(c) Changes in Navy Regulations circulars: These shall include all changes ordered in the Navy Regulations, and shall be signed by the Secretary of the Navy and approved by the President of the United States.

(d) Court-martial orders: These shall publish to the service such extracts from the records of proceedings of courts-martial and from the action of the department thereon as may be deemed desirable. They shall be signed by the Secretary of the Navy.

(e) Signal books and drill books: These shall include all matters pertaining to the subjects of which they treat. The orders promulgating them shall be signed by the Secretary of the Navy.

(f) Uniform regulations: These shall include all regulations and instructions relative to the uniforms of all persons in the Navy and Marine Corps. The order promulgating these regulations shall be signed by the Secretary of the Navy, who shall also sign the orders for any changes that may be made in them from time to time.

(g) Naval courts and boards: This shall include both the instructions and the forms governing the procedure of naval courts and boards. The order promulgating this publication shall be signed by the Secretary of the Navy, who shall also sign the orders for any changes that may be made in it from time to time.

(h) Manuals or circulars and rules for gunnery exercises and engineering performances. These manuals shall contain informa-

tion and instructions which pertain to the bureau or office by which issued, and shall in no way alter or amend any provision of the Navy Regulations or of any Navy Department general order. The contents of such manuals shall have the force and effect of orders from the same source. Each such manual or circular shall be signed by the chief of the bureau or head of the office concerned.

(i) Accounting instructions shall be issued by the Bureau of Supplies and Accounts after approval by the Secretary of the Navy, and all changes therein shall be similarly prepared and approved. The System of Accountability, United States Marine Corps (Quartermaster's Manual, United States Marine Corps), and the Paymasters' Manual, United States Marine Corps, shall be approved by the Major General Commandant and by the Secretary of the Navy.

(4) Orders or instructions contained in any of the publications enumerated in the two preceding paragraphs of this article shall have full force and effect for the guidance of all persons in the Naval Establishment. No other general regulations, general orders, or general instructions to the Naval Establishment shall be signed or issued by any bureau or office under the control of the Navy Department. This provision shall not be construed as prohibiting the publication by the bureaus or offices of the Navy Department of circulars or similar publications for the dissemination of information to the service, as may be authorized by the Secretary of the Navy, but such publications shall not have force and effect as regulations, and the terms "Navy regulations" or "General orders" shall not be used in connection with such publications.

(5) The provisions of the preceding paragraph shall not be construed as prohibiting the issuance by any officer of orders or instructions to the force or station under his immediate command, or by any chief of bureau or head of any office of orders or instructions relative to the work or to other technical matters relating solely to such bureau or office, provided that such orders or instructions do not conflict with the provisions of the Navy Regulations, or with any orders or instructions issued by the Secretary of the Navy; and provided that the terms "general order" and "special order" shall not be used in connection with such publications, orders, or instructions.

75.

(a) (1) All Navy Regulations and all circulars directing changes to be made therein shall be prepared in the office of the Chief of Naval Operations. ^{Preparation and distribution of publications.}

(2) All Navy Department general orders shall be finally prepared in the office of the Chief of Naval Operations.

(3) All court-martial orders shall be prepared in the office of the Judge Advocate General.

(4) All signal books shall be prepared in the office of the Chief of Naval Operations.

(5) All drill books shall be prepared in the office of the Chief of Naval Operations in consultation with the bureaus or offices concerned.

(6) The preparation referred to in the preceding paragraphs of this article shall include the presentation of the papers in question to the Secretary of the Navy for signature.

(7) All uniform regulations or changes therein for the Navy shall be prepared by the Bureau of Navigation, and for the Marine Corps by the Major General Commandant of the corps, and shall be submitted to the Secretary of the Navy for signature.

(8) The instructions governing the procedure for naval courts and boards and all changes therein shall be prepared in the office of the Judge Advocate General.

(9) The manuals or circulars of instructions authorized by article 74 shall be prepared in the bureau or office concerned, signed by the chief or head thereof, and submitted for the approval of the Secretary of the Navy in the manner prescribed in article 74.

(10) Whenever any bureau or office, or any officer or official in the naval service deems it necessary or advisable that any alteration or correction be made in, or any addition made to, any of the publications covered by this chapter, or that any general order should be issued, he shall bring the matter to the attention of the bureau or office as indicated in the preceding paragraphs of this article, submitting at the same time a draft of the proposed order or change, together with a statement of the reasons for proposing it.

(b) (1) All copies of the Navy Regulations and of corrections and changes therein, all uniform regulations and corrections and changes therein, and all general and court-martial orders, after printing, shall be distributed by the Bureau of Navigation to the bureaus and offices of the Navy Department, to flag and commanding officers afloat for all officers under their command, to commandants of naval districts for distribution to minor shore stations and offices in their district, to commandants of major shore stations for all officers borne on the books of the disbursing officers of such stations or attached thereto, and to the Major General Commandant of the Marine Corps for distribution to the officers under his immediate command.

(2) Commanding officers, afloat and ashore, receiving copies of such publications shall acknowledge their receipt to the Bureau

of Navigation, and shall be responsible for their proper distribution as above stated. Commandants of navy yards and naval stations, and commandants of naval districts, and the Major General Commandant of the Marine Corps shall submit to the Bureau of Navigation, on the first day of each month, a statement of the number of such publications required for distribution, and all such publications shall be distributed promptly upon receipt.

(3) General orders shall not be sent in the same envelope with court-martial orders, which last must be sent unaccompanied by other orders of any kind.

(4) The above rules shall not apply to any publication which any bureau or office is authorized to issue, which shall be distributed by the bureau or office which issues it.

(5) Signal books and cipher code books shall be published and distributed from the office of the Chief of Naval Operations, and the records of such books shall be kept in that office. All receipts for and reports in regard to such publications shall be addressed and forwarded accordingly.

(6) Drill books shall be distributed by the Bureau of Navigation, and the records thereof shall be kept in that bureau, except the "Drill Book for the Hospital Corps," for which the Bureau of Medicine and Surgery shall perform the above-mentioned duties. All receipts for and reports in regard to such publications shall be addressed and forwarded accordingly.

(7) Naval courts and boards, and orders for all changes therein, shall be distributed by the Bureau of Navigation, and the records thereof shall be kept in that bureau.

(8) The manuals or circulars of instructions authorized by article 74, and orders for all changes therein, shall be distributed by the bureau or office concerned, and the records thereof shall be kept in such bureau or office.

(9) The information circulars authorized, and instructions for all changes therein, shall be distributed by the bureau or office concerned, and the records thereof shall be kept in such bureau or office.

SECTION 2.—INSTRUCTIONS IN GENERAL.

76.

(1) Every officer of the Navy and Marine Corps shall make himself acquainted with, observe, obey, and, so far as his authority extends, enforce the laws and regulations for the government of the Navy and the provisions of all orders and circulars emanating from the Navy Department. In the absence of instructions officers will conform to the usages and customs of the naval service.

Observance of
the regulations
and all orders.

(2) Officers of all grades must carefully examine the regulations governing commanders in chief, flag officers not in chief command, senior officers present, and commanding officers, under which frequent reference is made to the duty of subordinate officers.

Inquiries as to interpretation.

(3) Any officer who may be required to take official action under any regulation of the department, or any law governing or referring thereto, who may desire instructions or explanations as to the force, meaning, or effect of such law or regulation, shall address his communication of inquiry through the proper official channels to the Secretary of the Navy.

77.

Relations with foreign States.

All officers in their relations with foreign States and with the Governments or agents thereof, shall observe and obey the law of nations.

78.

Naval harbors closed to foreign vessels.

(1) It has been ordered that the following-named harbors:

- Tortugas, Florida;
- Great Harbor, Culebra;
- Guantanamo Naval Station, Cuba;
- Pearl Harbor, Hawaii;
- Guam;
- Subig Bay, Philippine Islands;
- Kiska, Aleutian Islands;

are not, and that they shall not be made subports of entry for foreign vessels of commerce, and that said harbors shall not be visited by any commercial or privately owned vessel of foreign registry; nor by any foreign national vessel, except by special authority of the United States Navy Department in each case. (Executive Order, Sept. 23, 1912.)

(2) Foreign Governments have been notified that permission must be obtained from the Secretary of the Navy through their respective diplomatic representatives at Washington before their men-of-war or other public vessels may enter the actual limits of a navy yard or naval station of the United States.

(3) For the proper control, protection, and defense of the naval station, harbor, and entrance channel at Pearl Harbor, Territory of Hawaii, the Secretary of the Navy is authorized, empowered, and directed to adopt and prescribe suitable rules and regulations governing the navigation, movement, and anchorage of vessels of whatsoever character in the waters of Pearl Harbor, Island of Oahu, Hawaiian Islands, and in the entrance channel to said harbor, and to take all necessary measures for the proper enforcement of such rules and regulations. (Executive Order, Sept. 23, 1912.) (See also Article 1551.)

79.

(1) Whoever having knowledge of the actual commission of the crime of murder or other felony cognizable by the courts of the United States, conceals and does not as soon as may be disclose and make known the same to some one of the judges or other persons in civil or military authority under the United States, shall be fined not more than five hundred dollars, or imprisoned not more than three years, or both. (Sec. 146, Act of Mar. 4, 1909.)

Report of
knowledge of
crime, fraud,
etc.

(2) If any person under the Navy Department has knowledge of any fraud, collusion, or improper conduct on the part of any purchasing or other agent or contractor, or on the part of any person employed in superintending repairs, receiving or receipting for supplies, or has knowledge of any fraud, collusion, or improper conduct in any matters connected with the naval service he shall report the same immediately, in writing over his proper signature, to his immediate superior, specifying the particular act or acts of misconduct, fraud, neglect, or collusion, and the means of proving the same.

(3) Whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of keeping accounts or records of any kind, shall, with intent to deceive, mislead, injure, or defraud the United States or any person, make in any such account or record any false or fictitious entry or record of any matter relating to or connected with his duties, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing; or whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of receiving, holding, or paying over moneys or securities to, for, or on behalf of the United States, or of receiving or holding in trust for any person any moneys or securities, shall with like intent, make a false report of such moneys or securities, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both. (Act approved Mar. 4, 1911.)

80.

(1) In case of robbery, or of the discovery of loss or deficiency of money or other public property in the custody of any person in the United States naval service, the person responsible for its custody shall immediately report the occurrence, and the senior officer present shall order a court of inquiry, if authorized by law to order such courts, or, if not so authorized, a board of investigation to investigate the case, and to report fully all the circum-

Robbery, etc.

stances connected therewith, and to fix the responsibility therefor; the report of which court or board shall be forwarded in accordance with the provisions of Naval Courts and Boards as provided by Regulations, together with a statement of opinion and recommendation from the senior officer present. Unless the senior officer present shall deem it necessary, however, the provisions of this paragraph need not be construed to apply to missing property, other than money.

(2) In the case of the discovery of an excess of money or other public property in the custody of any person in the United States naval service, the person responsible for its custody shall immediately report the occurrence, and the senior officer present shall take such action in the case as may be necessary, either by convening a court of inquiry, if authorized by law so to do, by convening a board of investigation, or by ordering a board of survey.

(3) If any person other than the one having the custody of the said public money or property has knowledge of such robbery, or discovers such theft, loss, deficiency, or excess, he shall report the same without delay to his immediate superior officer, who shall at once take such action as may be necessary to bring the matter to the attention of the official whose duty it is, under the preceding paragraphs of this article, to investigate the same. In any case, where the facts of the occurrence are such as to bring it within the provisions of article 79, the person having knowledge or making discovery of the facts shall immediately make report thereof direct to his commanding officer or to the senior officer present, without notifying his own immediate superior thereof. In any case in which report is made to an immediate superior, under the provisions of this article, and in which the person making the report has reason to suspect that such immediate superior has not complied with the provisions of this article by making the required reports to his commanding officer or senior officer present, such person making the report shall immediately notify the commanding officer or senior officer present of the facts direct, and without further notification to the immediate superior concerned.

81.

Officers to suppress quarrels.

(1) In the event of a riot or quarrel between persons belonging to the Navy, it shall be the duty of the senior line officer present to suppress the disturbance, and, if necessary, to arrest those engaged in it even though they be his superiors in rank; and all persons belonging to the Navy who may be present shall render prompt assistance and obedience to the officer thus engaged in the restoration of order.

(2) Should there be no line officer present, the senior staff officer of the Navy or of the Marine Corps, who may be present, shall exercise the same authority and be entitled to the same obedience.

82.

Officers shall report to their immediate superiors all offenses committed by persons belonging to the Navy or Marine Corps, while on shore, which may come under their observation.

Offenses committed on shore to be reported.

83.

(1) Officers shall avoid any unnecessary expenditure of public money or stores and, so far as may be in their power, prevent the same in others. Officers shall be held accountable for any wasteful or improper expenditure that they may direct, authorize, or knowingly permit.

Responsibility for expenditure of money or stores.

(2) Public conveyance for the transportation of stores shall always be used when available. The supply officer of every ship having stores to be shipped shall make inquiry and keep himself informed as to the movements of any public vessel by which the stores may be transported.

Public transportation of stores.

(3) Public property shall not be loaned to individuals or organizations outside the naval service unless the senior officer present shall deem such action advisable or proper, by reason of a public exigency, calamity, or ceremonious occasion. The foregoing prohibition applies to the loan of flags. The accountability of the responsible officer shall not be diminished by the provisions of this paragraph.

Loans of public property.

84.

(1) Officers serving afloat shall before leaving port pay, or provide for paying, any debts they may have incurred. No officer shall at any time or place contract debts without a reasonable expectation of being able to discharge them.

Incurring debts.

(2) It is enjoined upon all officers that failure to discharge their just indebtedness brings discredit not only upon themselves but upon the naval service.

85.

(1) No enlisted person in the naval service shall, for profit or benefit of any kind, loan money to any other person in said service except by permission from his commanding officer; 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 without such permission.

Lending money.

(2) No person in the naval service 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 vessel of the Navy or at any navy yard, naval station, or marine barracks.

Engaging in trade.

86.

Gold, etc., taken as freight. When gold, silver, or jewels shall be placed on board any ship for freight or safe-keeping, as provided by the Articles for the Government of the Navy, the commanding officer shall sign bills of lading for the amount and be responsible for the same. The usual percentage shall be demanded from the shippers, and its amount shall be divided as follows: One-fourth to the commander in chief, one-half to the commanding officer of the ship, one-fourth to the Navy pension fund. To entitle the commander in chief to receive any part of the amount, he must have signified to the commanding officer of the ship, in writing, his readiness to unite with him in the responsibility for the care of the treasure or other valuables. When a commander in chief does not participate in a division, two-thirds shall inure to the commanding officer of the ship and the remainder to the pension fund.

87.

Officers ordered to duty by the Secretary of the Navy. No officer shall order into service or assign to duty any officer who may be on leave of absence or on furlough, or make any change in the distribution or arrangement of officers or enlisted men established by the Secretary of the Navy, except where required by the exigencies of the service on a foreign station; all such changes and the reasons therefor shall be reported to the Navy Department without delay by the officer ordering them.

88.

When visiting a command. Officers visiting a command in the performance of any official duty connected therewith shall report to the commanding officer.

89.

Execution of orders. (1) Orders issued by the Secretary or Assistant Secretary of the Navy direct to any commandant or other officer shall be promptly executed and the proper bureau or senior officer concerned immediately notified thereof.

An order received contradicting or conflicting with another. (2) If an officer receives an order from a superior annulling, suspending, or modifying one from another superior, or one contrary to instructions or orders from the Secretary of the Navy, he shall exhibit his orders, unless confidential and he has been forbidden to do so, and represent the facts in writing to the superior from whom the last order was received. If, after such representation, the latter shall insist upon the execution of his order, it shall be obeyed, and the officer receiving and executing it shall report the circumstances to the superior from whom he received the original order.

90.

All persons in the Navy are required to obey readily and strictly, and to execute promptly, the lawful orders of their superiors. Duty of subordinates.

91.

An officer who diverts another from any service upon which the latter has been ordered by a common superior, or requires him to act contrary to the orders of such superior, or interferes with those under such superior's command, must immediately report, and show satisfactorily to the Secretary of the Navy or to the officer whose orders he has contravened, that the public interest required such action. All orders under such circumstances must be given in writing. An officer diverting another from his duty.

92.

Combinations of officers for the purpose of influencing legislation, remonstrating against orders, or complaining of details of duty, are forbidden. Combinations for certain purposes forbidden.

93.

An application for the revocation or modification of orders to proceed will not justify any delay in their execution, if the officer ordered is able to travel; and no person shall delay obedience to an order for the purpose of making remonstrance or complaint. Not to delay reporting in obedience to orders.

94.

All petitions, remonstrances, memorials, and communications from any officer or officers of the Navy or Marine Corps, whether on the active or retired list, addressed to Congress, or to either House thereof, or to any committee of Congress, on any subject of legislation relating to the Navy or Marine Corps, pending, proposed, or suggested, shall be forwarded through the Navy Department, and not otherwise, except by authority of the department. All communications to Congress shall pass through the department.

95.

No bureau, office, or division chief, or subordinate in the Navy Department, and no officer of the Navy or Marine Corps shall apply to either House of Congress, or to any committee of either House of Congress, or to any Member of Congress, for legislation, or for appropriations, or for congressional action of any kind, except with the consent and knowledge of the Secretary of the Navy; nor shall any such person respond to any request for information from either House of Congress, or any committee of either House of Congress, or any Member of Congress, except through, or as authorized by, the department; except as provided in sections 102, 103, 104, and 859 of the Revised Statutes. Dealings with Congress.

96.

Language reflecting upon a superior.

No officer shall use language which may tend to diminish the confidence in or respect due to a superior in command; and it is the duty of every officer who hears such language to endeavor to check it and to report the same immediately to his superior.

97.

Exercise of authority.

Superiors of every grade are forbidden to injure those under their command by tyrannical or capricious conduct, or by abusive language. Authority over subordinates is to be exercised with firmness, but with justice and kindness.

98.

Oppression by or misconduct of superior.

If any person in the Navy considers himself oppressed by his superior, or observes in him any misconduct, he shall not fail in his respectful bearing toward him, but shall represent such oppression or misconduct to the proper authority. He will be held accountable if his representations are found to be vexatious, frivolous, or false.

99.

Application for redress.

Any application for redress of wrong shall be made in writing through the immediate commanding officer to the commander in chief of the fleet or squadron, or to the senior officer present, and it shall be the duty of the latter to take such action in the matter as, in his judgment, justice and the good of the service demand.

100.

Testimonials and presents forbidden.

(1) All votes, resolutions, or publications in praise or censure of any person in the naval service are forbidden.

(2) 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 section shall be summarily discharged from the Government employ. (Sec. 1784, R. S.)

(3) No officer or other person under the Navy Department shall solicit subscriptions for the purpose of making a gift to a member of the immediate family of an officer of the naval service.

101.

No person employed in the Navy or under the Navy Department shall take or receive, directly or indirectly, any emolument or gratuity from any contractor or other person furnishing supplies, or act as agent or attorney for such person. (Secs. 1781, 1782, R. S.)

Gratuities from
contractors.

102.

An officer of the Navy, either on the active or retired list, who acts as agent or attorney to prosecute a claim against the United States is liable to the penalty of a fine or imprisonment, or both. (Sec. 5498, R. S.)

Officers shall
not act as attor-
neys against the
United States.

103.

No officer shall give certificates to inventors whose works he may have examined, nor to persons with whom he has had official dealings, except that he may give letters to employees of the Navy who are to appear before examining boards and to former enlisted men seeking positions on shore, setting forth the character of service performed by such persons and their efficiency and conduct while under his observation.

Certificates of
officers.

104.

Officers shall not borrow money nor accept deposits from nor have any pecuniary dealings with enlisted men, except as provided in article 1779, for deposits with the supply officer.

Dealings with
enlisted men.

105.

(1) Applications for orders to duty, or for the revocation or modification of orders, shall be made by the officer himself in an official form and through official channels and shall state the precise reason for making the application.

Applications
for orders.

(2) Appointments, details, transfers, and assignments shall be made on the basis of official records.

Details, trans-
fers, etc., how
made.

106.

An officer shall not, without authority from his commanding officer or other superior, absent himself from his duty or exchange duty with another.

Exchange of
and absence
from duty.

107.

(1) All orders from commanding officers or others to their subordinates, involving travel, must be in writing, and must state specifically what duty is to be performed.

Orders involv-
ing travel.

(2) All such orders to enlisted men of the Navy or Marine Corps must state on their face the cause or necessity therefor.

(3) Officers shall not perform travel on Government duty, unless said travel has been authorized by proper authority, except in cases of emergency, and when there is not time to communicate with the department by telegraph.

108.

**Boat service
not of detached
duty.** Officers in boats engaged in the ordinary duty of the ship and not absent on an expedition or separated from the ship shall not regard themselves as on detached duty or assume the authority of such duty.

109.

**Senior line of-
ficer in boat.** Nothing in article 108 shall be construed as relieving the senior line officer in a boat from the responsibility for its safety and management under all circumstances.

110.

**Inspection of
accounts.** Commanding and other officers shall afford facilities for inspecting the accounts of officers of the Supply Corps.

111.

Sea service. No service shall be regarded as sea service except such as shall be performed at sea under the orders of the department and in vessels employed by authority of law. (Sec. 1571, R. S.)

112.

**Appointment in
diplomatic or
consular service.** If any officer of the Navy accepts or holds an appointment in the diplomatic or consular service of the Government, he will be considered as having resigned his place in the Navy, and it shall be filled as a vacancy. (Sec. 1440, R. S.)

113.

**Information
that might aid
a foreign power
forbidden.** (1) No person belonging to the Navy or employed under the Navy Department shall convey or disclose by oral or written communications, publications, or any other means, except as may be required by his official duties, any information whatever concerning the Naval or Military Establishment or forces, or any person, thing, plan, or measure pertaining thereto, when such information might be of possible assistance to a foreign power in time of peace or to an enemy in time of war.

**Publication of
information re-
garding foreign
policy, acts of
government, etc.** (2) No person belonging to the Navy or employed under the Navy Department shall publish or cause or permit to be published, directly or indirectly, or communicate by interviews, private letters, or otherwise, except as required by his official duties, any information in regard to the foreign policy of the United States, or concerning the acts or measures of any department of the Government or of any officer acting thereunder, or any comments or criticisms thereon; or the text of any official instructions, reports, or letters upon any subject whatever, or furnish copies thereof to any person, without the express permission of the Navy Department.

(3) Officers and other persons in the naval service desiring to publish articles on professional subjects, except translations from foreign publications or articles of a purely historical nature, shall submit the manuscript of such articles to the Office of Navy Intelligence for scrutiny before publication. The Department invites and urges officers to send in well-considered ideas and suggestions relative to improvement of naval efficiency.

Articles on
professional sub-
jects.

114.

No person belonging to the Navy or employed under the Navy Department shall act as a correspondent of a newspaper or other periodical without the express permission of the department. Every person authorized by the department to act as a correspondent on board any vessel or at any place under the jurisdiction of the Navy Department shall, before forwarding an article or news item for publication, submit it to the commanding officer for scrutiny, and the commanding officer shall suppress it, wholly or in part, if in his opinion the public interests so require.

Acting as
newspaper cor-
respondent.

115.

(1) For officers of the naval service authorized to administer oaths, see section 184, Naval Courts and Boards.

Oaths.

(2) When practicable, officers and men of the Navy and Marine Corps who may be required to subscribe under oath to any papers relating to naval administration and the administration of naval justice, will do so in the presence of an officer of the service authorized to administer oaths.

Oaths on off-
cial documents
to be adminis-
tered by officers.

(3) Notaries public shall not be employed in any matters of naval administration where officers of the Navy or Marine Corps, authorized by law to administer oaths for the purpose of the administration of naval justice and for other purposes of naval administration, are present and accessible.

(4) No officer, clerk, or employee in the executive service of the Government, who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or in any matter in which the Government is interested, or for any person when, in the case of such person, the act is performed during the hours of such notary's service to the Government. This regulation shall not apply to oaths of disinterestedness, or other oaths required to be made by law, provided that the work in connection therewith is not performed during office hours.

116.

Officers commanding fleets, squadrons, divisions, or ships shall not permit women to reside on board of, or take passage in, any

Women on
board ship.

ship of the Navy in commission except by special permission of the Secretary of the Navy.

117.

The religious institutions and customs of foreign countries visited by ships of the Navy must be respected.

118.

Alcoholic liquors. (1) No person in the naval service shall take or keep any alcoholic liquors or any intoxicating or narcotic substances on board ships of the Navy or within the limits of naval stations, marine barracks, or any other place under the exclusive jurisdiction of the Navy Department except as authorized for medical purposes, nor shall any such liquors, intoxicants, or substances be sold or given to said persons or issued to them except for medical purposes, within such places.

(2) The use or introduction for drinking purposes of alcoholic liquors on board any naval vessel, or within any navy yard or station, is strictly prohibited, and commanding officers will be held directly responsible for the enforcement of this order.

119.

Concealed weapons. It is prohibited for any member of the naval service to have concealed about his person any deadly or dangerous weapon or highly explosive substance, or have any such weapon or explosive in his possession or custody within the limits of any place under naval jurisdiction, 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.

120.

Arrest of drunken men. No greater force shall be used in the arrest of a drunken man than that required to restrain or confine the offender.

121.

Duty of Hospital Corps restricted. Members of the Hospital Corps shall not perform any military duties other than those pertaining to the medical department.

122.

Conformance to uniform regulations. (1) All persons belonging to the Navy must strictly conform to such regulations for uniforms as may be published from time to time by the Navy Department.

(2) The clothes, arms, military outfits, and accouterments furnished by the United States to any enlisted person in the Navy or Marine Corps, or required by such persons as a part of their prescribed uniforms or outfits, shall not be sold, bartered, exchanged, pledged, loaned, or given away, except by competent authority therefor. Clothes, arms,
etc., not to be
sold, etc.

123.

(1) Commanding officers of ships and stations shall be responsible for all secret and confidential publications issued that ship or station. When an officer is ordered detached from a ship or station, the commanding officer shall require the officer being detached to turn in to him all secret and confidential publications in his possession (except such publications as he may have received from the bureau or office of issue direct for his personal use), thereby retaining on board the full allowance of such publications. Officers will be held personally responsible for the care and safe-keeping of such publications as are issued to them. Upon detachment from a ship or station officers shall return all secret and confidential publications to the commanding officer. Officers requiring secret or confidential publications for their personal use, which can not be obtained from commanding officer, should make application to the bureau or office of the Navy Department having cognizance of the particular publication.

Confidential
publications.

(2) All secret or confidential books, pamphlets, instructions, blue prints, charts, etc., issued by any bureau or office of the Navy Department for which receipts, returns, or reports of destruction are required, will 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 this stated period.

(d) What reports or returns are required.

(e) The office or bureau having cognizance of the publication and to whom the reports or returns required by (d) are to be forwarded.

(3) The instructions in regard to the care, distribution, and disposition of secret and confidential publications contained in this article shall be strictly followed.

(4) (a) Secret and confidential publications are issued by the various bureaus or offices concerned, to commanding officers of ships or stations and in special cases only to individual officers. The commanding officer shall—

(a) Make direct to the bureau or office concerned all reports and returns required by legends in the various publications.

(b) Reissue publications as necessary to officers under his command, retaining the officer's receipts on board. Publications issued a ship or station will be retained on board such ship or at the station to which issued and will not be taken away by officers who may be detached.

(5) *Secret* publications are not to pass out of the hands of officers. Under no circumstances shall the contents of *secret publications* be explained or divulged to persons not regularly connected with the naval service. Proper means shall be taken for safeguarding secret publications. *Confidential* publications, 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 naval service. The contents of confidential publications shall not be explained or divulged to persons not directly connected with the naval service, except as noted above.

(6) Secret and confidential publications, except code and signal publications, no longer required may be returned to the bureau or office concerned by registered mail. Code and signal publications shall be turned in at the nearest issuing office or district communication superintendent.

(7) (a) In the event of an officer's death, dismissal, or resignation from the service, his commanding officer will cause his personal copies of secret and confidential publications to be returned.

(b) "When an officer's resignation is accepted, or when he severs connection with the service, he will turn in to his commanding officer, or if there be no commanding officer there, to the department, 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 the department, Bureau of Navigation). Officers leaving the service are warned of the provisions of the national defense secrets acts."

(8) Should a secret or confidential publication be lost or otherwise compromised, the fact shall be reported to the bureau or office concerned immediately.

(9) The importance of maintaining the contents of publications "secret" or "confidential" as indicated on the publication can not be too strongly emphasized. Officers are informed that in case the loss of same can not be satisfactorily explained the department will take such action in the matter as the circumstances seem to warrant.

124.

(1) Permission to make, for other than official use, photographs, photographic plates or films, or moving-picture films of naval vessels or parts thereof; of navy yards and stations, or of any establishments under the jurisdiction of the Navy; or of any device belonging to the Navy or intended for use thereof, shall be granted only by the Navy Department (Office of Naval Intelligence), under such detailed instructions as may be issued by general order.

Authority to photograph naval subjects.

(2) No person, not in the naval service, shall be allowed to take on board any naval vessel, nor into any navy yard, station, or establishment under the jurisdiction of the Navy, any photographic apparatus, without displaying written permission from proper authority.

(3) All photographs taken on board ship, or in naval establishments ashore by persons belonging to the Navy shall be submitted for censorship to the commanding officer or the commandant, as the case may be, or to a responsible officer designated by him, and if condemned shall be destroyed, together with the films from which printed.

125.

The duties of the United States Board on Geographic Names include that of determining, changing, and fixing place names within the United States and its insular possessions, and all names hereafter suggested for any place by any officer or employee of the Government shall be referred to said board for its consideration and approval before publication. In these matters, as in all cases of disputed nomenclature, the decisions of the board are to be accepted by the departments of Government as the standard authority.

Board on Geographic Names.

126.

In the event of any person of the naval service, either on board ship or at a naval station, becoming mentally or physically incapacitated under such circumstances as to render it impracticable for him to care for his personal effects, the commanding officer shall cause such effects to be collected and inventoried by an officer and held in appropriate safe-keeping until the recovery or transfer of the owner. The inventory shall be prepared in duplicate and duly certified by the officer making it. Should the patient be transferred, a copy of the inventory with a statement of the disposition of his effects shall accompany his transfer papers.

Care of effects of disabled persons.

127.

Officers ordered to a foreign country.

(1) No officer of the Navy or of the Marine Corps shall proceed to a foreign country on special duty connected with the service except under orders prepared by the Bureau of Navigation or by the Major General Commandant of the Marine Corps as the case may be, and signed by the Secretary of the Navy.

(2) A copy of each such order shall immediately be filed in the Bureau of Navigation and in the Office of Naval Intelligence.

(3) The Office of Naval Intelligence shall in each such case prepare a letter for the Secretary's signature informing the Department of State of the intended visit and the general nature only of the duty on which the officer is to be sent, in order that the diplomatic representatives of the United States in the countries to be visited may be informed in regard thereto.

(4) The written official report made by any such officer with respect to his mission shall be transmitted by him to the Office of Naval Intelligence for further reference and ultimate file.

128.

1. In order to enable the department to exercise proper supervision and control over all persons taking passage on board of, or making protracted visits to, vessels of the Navy, including persons under instruction or the employees of a contractor, all permits for such passage or protracted visit shall be issued by the Bureau of Navigation. If other bureaus and offices are interested in having persons take passage on board of or visit vessels, they should so recommend to the Bureau of Navigation and that bureau will, when proper, refer to other bureaus and offices for recommendation, such requests for permits as come to it direct.

2. In the waters of the United States, the commander in chief shall permit passengers on board of the ships of his command only upon written permission from the Secretary of the Navy.

3. When in foreign waters, passengers shall not be embarked on board ships of his command without his express authority or that of the senior officer present.

4. Passengers on board vessels will be assigned to the proper mess by the commanding officer, and all who are not entitled to subsistence by the Government may be charged rates for subsistence as provided for in the U. S. Navy regulations.

5. The commanding officer will, in a general way, inform press correspondents, upon their arrival on board, of such matters as are not appropriate for publication either during or after the termination of their visits, without first obtaining the direct permission of the Navy Department.

6. Foreigners and representatives of foreign activities must obtain permission from the Office of Naval Intelligence to make visits of inspection at navy yards and shore stations, or to inspect work being done for the Navy or vessels building for the Navy, at manufacturing establishments and shipyards.

7. Only casual visits or inspection on the part of visitors shall be allowed on naval vessels and to shore stations and on vessels at shipyards and other establishments at which Government ships are being built or material manufactured. If they desire further privileges to inspect some special feature for which permission has not been granted, they shall be courteously refused and instructed to apply to the Office of Naval Intelligence for the necessary permission. When permission is issued by the department authorizing a special or detailed inspection of a naval vessel, shore station, vessel at a shipyard, or Government material at other establishments where ships are being built or naval materials manufactured, the responsible officer at the shore establishment or on board ship shall detail an officer to accompany the visitor, and such officer shall report to the Office of Naval Intelligence by letter exactly what has been shown and what was refused.

8. No visits by others than persons belonging to the Army or the Navy, or properly accredited representatives of a contractor, or navy-yard workman employed in work on the vessel, shall be permitted on board submarines built or building, and all details except such as are published by the Navy Department regarding these vessels shall be held as confidential.

SECTION 3.—SPECIAL SCHOOLS.

129.

Such special schools and classes for the instruction of officers and men of the Navy and Marine Corps as the Secretary of the Navy may deem advisable shall be organized and carried on under instructions to be issued by the Navy Department.

Special
schools.

130.

(1) Postgraduate courses of instruction shall be maintained for the advanced education and training of commissioned officers in (a) general professional and allied subjects; (b) technical subjects pertaining to ordnance, mechanical, electrical, radio, marine and civil engineering, and naval construction; and (c) law and such other subjects as the Secretary of the Navy may prescribe in order to meet the requirements of the naval service.

Postgraduate
courses.

(2) The Naval Postgraduate School shall conduct and direct all such postgraduate education and instruction. Its headquarters and such of its activities as practicable will be located at the

Naval Academy. It shall be administered as a department of the Academy separate from the undergraduate departments and independent of the Academic Board.

(3) The head of the postgraduate school will be detailed by the Navy Department. He shall, under the supervision of the superintendent of the Naval Academy, direct and conduct the executive and administrative work connected with the prescribed postgraduate courses in conformity with such recommendations of the postgraduate council as may have been duly approved. (See par. 4.)

(4) The Naval Postgraduate School shall be under the supervisory control of the postgraduate council, whose membership shall be composed of the superintendent of the Naval Academy, who shall preside, the head of the postgraduate school, and of one member each from the Bureau of Ordnance, the Bureau of Engineering, the Bureau of Construction and Repair, and the Bureau of Yards and Docks. The postgraduate council shall meet periodically and upon the special call of the superintendent of the Naval Academy. An officer detailed to duty in the postgraduate school shall be appointed by the superintendent of the Naval Academy as secretary to the council.

(5) The facilities, apparatus and equipment of the Naval Academy and of the engineering experiment station, and the services of such officers, professors, and instructors of the Naval Academy and of the staff of the experiment station as may be necessary and available, shall be at the disposal of the postgraduate school.

(6) Requisitions for the tuition of postgraduate student officers at private institutions, when such tuition has been authorized by the Secretary of the Navy, will be prepared by the head of the postgraduate school and forwarded through official channels to the Bureau of Supplies and Accounts. Such requisitions shall bear reference to the Secretary's approval of the requests upon which they are based. Orders involving the transfer and travel of student officers incident to their duly authorized courses of study and training shall be issued by the Bureau of Navigation upon application of the head of the postgraduate school via the superintendent of the Naval Academy.

(7) Student officers at Annapolis shall be subject to the military supervision of the superintendent of the Naval Academy, but shall not be assigned quarters in the Naval Academy unless the superintendent finds it practicable to do so. Elsewhere than at Annapolis they shall be under the general military jurisdiction of the commandant of the naval district in which they may be stationed. They shall not be ordered to any duty not connected with their duly assigned courses of instruction.

SECTION 4.—RECEIPT OF ORDERS AND OFFICIAL ADDRESS.

131.

Officers shall promptly acknowledge the receipt of all orders and, immediately after reporting in obedience thereto, communicate the fact and the date of reporting. (Arts. 135, 1814.)

Acknowledging receipt of orders.

132.

An order from competent authority to an officer of the Navy or Marine Corps requiring him to proceed to any point, or to report for duty at a place not involving travel, but fixing no date and not expressing haste, shall be obeyed by reporting within four days, exclusive of travel time, after its receipt. If the order read "without delay," he shall report within 48 hours, exclusive of travel time, after its receipt; if "immediately," within 12 hours, exclusive of travel time, after its receipt; and all officers shall indorse on their orders the date and hour of their receipt. The foregoing allowances of time do not apply to any provisions of an officer's orders requiring him, after performing the duty specified, to return to his regular station or to proceed on further duty. Any delay in carrying out orders which may be granted to an officer of the Navy or Marine Corps by competent authority will be additional to the time allowed above.

Duty upon the receipt of orders.

133.

(1) When officers and others in the Navy or Marine Corps report for duty in accordance with written orders they shall present the orders to the officer to whom they report.

Duty when reporting in obedience to written orders.

(2) Officers shall indorse upon the orders of those who report to them the fact that the person ordered has reported for duty, and the date and place at which he so reported.

134.

Every officer, whether active or retired, not on duty, shall report to the Bureau of Navigation or the Major General Commandant, Marine Corps, his address on January 1 of each year; the report to be mailed so as to reach the bureau by the December 20 preceding.

Address of officers.

135.

(1) Every officer of the Navy or the Marine Corps shall keep the Bureau of Navigation or the Major General Commandant of the

Usual residence of officers.

Marine Corps, respectively, informed of his usual residence and of the address of his wife or next of kin. When ordered to his home he shall, upon the receipt of the order, certify upon it his place of residence, which must in all cases correspond to that which he has previously reported to the Bureau of Navigation or to the Major General Commandant of the Marine Corps.

(2) No officer on the active list shall change his usual residence without permission of the Bureau of Navigation or the Major General Commandant, Marine Corps.

(3) Officers on the retired list may change their residence, or travel abroad, except in belligerent countries, without specific permission from the department, but they shall keep the Bureau of Navigation or Major General Commandant, Marine Corps, informed of their address.

(4) Every officer of the Navy or Marine Corps visiting Washington shall, within 24 hours after his arrival, register his name and city address at the Bureau of Navigation, Navy Department, or headquarters Marine Corps, respectively.

136.

Officers returning from sea by order of a superior.

An officer returning from sea under orders from, or by permission of, a superior shall, immediately upon arrival in the United States, report by despatch to the Bureau of Navigation or the Major General Commandant, Marine Corps, stating his address and a brief or copy of the order or permission.

SECTION 5.—REPORTS ON FITNESS.

137.

When submitted.

(1) Reports on fitness of officers shall be made on prescribed forms on the last days of March and of September of each year, and whenever officers are ordered to appear for examination, detached from the service or transferred or whenever the reporting senior is detached. Reports on officers of the Navy shall be forwarded to the Bureau of Navigation, and those on officers of the Marine Corps to the Major General Commandant. All reports of fitness shall be considered as strictly confidential communications. In the event of their being referred to an officer for comment or other purpose, they shall be sent confidentially to such officer and shall be similarly returned direct, unless they call in question the action of any higher authority, in which case they shall be forwarded in the same confidential manner via such higher authority.

(2) Reports will be submitted according to the following table:

Reporting senior.	Officers reported upon.
Secretary of the Navy.....	<ol style="list-style-type: none"> 1. President of the General Board. 2. Chief of Naval Operations. 3. The Major General Commandant. 4. Chiefs of bureaus. 5. Judge Advocate General. 6. Commandants of navy yards. 7. Superintendent of Naval Academy. 8. Aids to the Secretary of the Navy. 9. Other officers who may perform special or temporary duty under his immediate orders.
Chief of Naval Operations.....	<ol style="list-style-type: none"> 1. Officers on duty in the office of the Chief of Naval Operations. 2. Heads of offices under the office of the Chief of Naval Operations. 3. Commanders in chief of fleets. 4. Flag officers afloat, not attached to fleets. 5. Commandants of all naval districts and stations except those under the commander in chief of the Asiatic Fleet, the naval station at Guantanamo. 6. Other officers who may perform special or temporary duty under his immediate orders.
District commandants.....	<ol style="list-style-type: none"> 1. The head of each activity within the command except as noted herein. When not familiar with remote stations, comment and forward to Chief of Naval Operations. 2. Officers of his staff.
President of the General Board.....	<ol style="list-style-type: none"> 1. Members and secretaries of the General Board, and officers not members attached thereto.
Commander in chief of a fleet.....	<ol style="list-style-type: none"> 1. Commanders of the various forces of his fleet and of the train. 2. The commanding officer of his fleet flagship. 3. The commanding officer of his tender. 4. Officers of his staff.
<p>NOTE.—(a) The commander in chief of the Atlantic Fleet will report on the commandant of the naval station, Guantanamo, Cuba. The commander in chief of the Asiatic Fleet will report on the commandant of the naval stations, Olongapo and Cavite.</p>	<ol style="list-style-type: none"> 5. Officers ordered to temporary duty in his fleet, the performance of which falls under his immediate cognizance. 6. Commanding officers of Marine Corps advanced base or other expeditionary forces serving under his command.
<p>NOTE.—(b) The commander in chief, Pacific Fleet, will report on the commanding officer, marine detachment, American legation, Managua, Nicaragua, and the commander in chief, Asiatic Fleet, will report on the commanding officer, marine detachment, American legation, Peking, China.</p>	<ol style="list-style-type: none"> 1. Squadron and division commanders under his command. 2. Officers of his staff. 3. Commanding officers of vessels attached to his force, but not attached to a division of his force. 4. Officers ordered to temporary duty in his force, the performance of which falls under his immediate cognizance. 5. Commanding officers of Marine Corps advanced base or other expeditionary forces serving under his command.
<p>Commander of a force other than "destroyer" or "submarine."</p>	

Reporting senior.	Officers reported upon.
Chief of a bureau NOTE.—The Chief of Bureau of Navigation will report on the supervisor of naval auxiliaries, and on the commandants of training stations.	1. Officers on duty in his bureau. 2. Heads of offices or establishments under his bureau. 3. The senior inspecting officer at each private shore establishment who represents the bureau in connection with the manufacture of material or the construction of vessels.
Officer in charge of a recruiting division ...	1. Officers on duty in his office. 2. Officers in charge of all main recruiting stations.
Officer in charge of a recruiting station	1. Officers on duty in his office. 2. Officers in charge of his substations (if any).
Director of Naval Communications	1. Divisional (coast) radio superintendents. 2. Officers under his immediate orders, except those on duty in Office of Naval Operations.
Divisional superintendents	1. District radio superintendents.
Commander of a destroyer or submarine force.	2. Officers under their immediate orders.
	1. Flotilla commanders of his force. 2. Commanders of squadrons, divisions, or vessels of his command, who are not attached to flotillas, squadrons, or divisions, respectively, of his force.
	3. Officers of his staff.
	4. Officers ordered to temporary duty in his force, the performance of which falls under his immediate cognizance.
Flotilla commander	1. Squadron commanders of his flotilla. 2. Commanding officers of divisions and vessels of his command who are not assigned to a squadron or division, respectively, of his flotilla.
Squadron commander	3. Officers of his staff.
	1. Division commanders of his squadron.
	2. Commanding officers of vessels who are not assigned to a division of his squadron.
Division commander	3. Officers of his staff.
	1. Commanding officers of vessels of his division.
Commanding officer of a ship	2. Officers of his staff
Commandant of a navy yard or naval station. NOTE.—In the case of the Superintendent of the Naval Academy, that officer shall report upon the heads of both yard and academic departments and divisions.	1. All officers under his command.
	1. Officers of his staff.
	2. Commanding officers of ships attached to his station.
	3. Heads of yard departments and divisions.
1. The president of a permanent board.... 2. The head of a division or department at a navy yard or naval station. 3. The commanding officer of marines at a navy yard or naval station. 4. Other heads of special service.....	4. On all other officers under his command, except those attached to ships, and those attached to the yard or station who are subordinate to the head of a department or a division, or to the commanding officer of the marines.
	Officers performing duty under their immediate orders.

NOTE.—An officer on special service for which there is no reporting senior, shall submit his reports on fitness direct to the Bureau of Navigation. Naval attachés shall be reported upon by the Director of Naval Intelligence.

UNITED STATES MARINE CORPS.

Reporting senior.	Officers reported upon.
The Major General Commandant.....	<ol style="list-style-type: none"> 1. Heads of staff departments. 2. Aids to Major General Commandant. 3. Officers on duty in his office. 4. Departmental commanders, commanding officers of advanced base or other forces of the Marine Corps not under the command of another officer of the Navy or Marine Corps. 5. Commanding officers of marine barracks, or marine rifle ranges, not under the command of another officer of the Navy or Marine Corps.
Head of Staff Department of Marine Corps.	<ol style="list-style-type: none"> 1. Officers on duty in his office, and officers of his department on duty elsewhere not under command of a naval or marine officer.
Departmental Commander.....	<ol style="list-style-type: none"> 1. Officers serving on his staff, commanding officers of advanced base forces, or other forces of the Marine Corps, or of marine barracks, Marine Corps rifle ranges, or other organization, under the department and not under the command of another officer of the Navy or Marine Corps.
The officer in charge of recruiting at headquarters.	<ol style="list-style-type: none"> 1. Officers in charge of recruiting divisions. 2. Officer in charge of recruiting publicity bureau.
Officer commanding advanced base force and brigade commanders.	<ol style="list-style-type: none"> 1. Regimental commanders. 2. Officers of his staff. 3. Battalion commanders of battalions not assigned to regiments. 4. Company officers of companies attached to brigade headquarters.
Regimental commander.....	<ol style="list-style-type: none"> 1. Battalion commanders. 2. Regimental staff officers. 3. Company officers of companies attached to regimental headquarters.
Battalion commander.....	<ol style="list-style-type: none"> 1. All officers attached to his battalion.
Commanding officer of a marine barracks, a marine detachment of a shore station, and a Marine Corps rifle range.	<ol style="list-style-type: none"> 1. All officers under his command.
Officer in charge of recruiting division...	<ol style="list-style-type: none"> 1. All officers on duty in his division.

NOTE.—An officer of the Marine Corps on duty the nature of which is such that there is no reporting senior shall submit his reports on fitness to the Major General Commandant.

(3) The commanding officer of a ship shall require the executive officer to report to him on the fitness of all heads of departments and other officers attached to the ship, and shall, in addition, require the heads of ship departments to report to him on the fitness of officers who have performed duty under their orders. These reports rendered to the commanding officer by the executive officer and heads of departments are for his use in making his report on the fitness of all officers under his command, and shall not be forwarded to the department unless, in unusual cases, the commanding officer deems such procedure advisable, in which event he shall state the reason therefor.

Preparation.

- Mailing.** (4) The reports of commanding officers of ships upon their subordinates shall, when complete in all details, be sent direct to the Bureau of Navigation or the Major General Commandant of the Marine Corps, as the case may be.
- At navy yards.** (5) The reports by heads of departments or divisions of navy yards and naval stations on their subordinates shall be forwarded to the commandant for his comment and indorsement, with special reference to military questions. When complete in all details the reports shall be sent direct to the Bureau of Navigation or the Major General Commandant of the Marine Corps, as the case may be.
- Division commander.** (6) A division commander shall forward the reports on the fitness of commanding officers of his division direct to the Bureau of Navigation.
- Unfavorable reports.** (7) The marks and comment shall cover only the period of time stated in the reports. A record of all punishments inflicted upon the officer, with the date and nature of offense and the kind and degree of punishment, shall be set forth under "Remarks." Whenever any portion of the report made by the reporting senior is in any sense unfavorable, the reason shall be clearly stated under the head of "Remarks" and the entire report shall be referred to the officer reported on for his statement with regard to the unfavorable portion, and the report and statement shall be returned without delay to the reporting senior. The reporting senior will forward the statement and fitness report to the Bureau of Navigation by indorsement. If the officer reported upon does not desire to make a statement, he shall so state in writing. Reporting seniors are not required to give answers to queries which are beyond their personal knowledge.
- Remarks.** (8) Reporting seniors shall always place under "Remarks" a brief expression of their opinion of the professional ability of the officers reported upon, this to be in addition to any other comment that they may deem pertinent and necessary to make the reports complete and adequate to their purpose. They shall particularly state whether or not the officers previously reported upon unfavorably show improvement as regards the deficiencies in question.
- Importance of reports.** (9) The importance of keeping the efficiency records of officers continuously complete in all respects requires prompt rendition of the same, and the responsibility is twofold—that of the officer reported upon to submit his report at the necessary times to his reporting senior, and the responsibility of the second named to see that the reports are promptly submitted to him by those upon whom he reports, and his own responsibility with respect to the expeditious completion of the reports and the forwarding of the same according to the instructions that apply to each case.

(10) Whenever a medical officer makes an entry in a health record that indicates the use by any officer of intoxicants or drugs that tend to disqualify him physically, mentally, or morally for service, he shall immediately submit a written statement of the fact, quoting the entry, to the commanding officer of the ship, the commandant of the navy yard or naval station, or the division commander or the commander in chief (through official channels), as the case may be, and this officer shall immediately proceed with reference to said entry in the manner provided in paragraph 7 of this article, respecting unfavorable answers made by him to queries contained in the prescribed form of reports on fitness; and shall forward a copy of the same, the statement in regard thereto of the officer concerned, and such comments as he may deem proper, with his semiannual report of fitness to the department. Nothing herein contained shall preclude the further investigations and proceedings prescribed in chapter 4, section 1, Navy Regulations.

Report of excessive use of intoxicants or drugs.

(11) Special reports, in letter form, shall be made at any time that occasion may arise of— Special report.

- (a) Distinguished conduct in battle;
- (b) Conspicuous acts of valor or devotion in line of duty;
- (c) Extraordinary courage, ability, or resource in time of peril or great responsibility.

These provisions shall be strictly construed and not extended to cover acts of duty that, although out of the ordinary course, are yet not uncommon in seafaring or military life. The regular reports of fitness shall comprise as complete an estimate as practicable of an officer's performance of duty, special and ordinary, during the period in question.

(d) Serious misconduct or marked inefficiency shall also be made the subject of a special report, a copy to be referred to the officer concerned for such statement as he may choose to make in reply.

(e) Officers temporarily detached or absent from their regular stations, on duty out of or additional to the regular course, shall be reported on by the senior under whom the special or additional duty is performed, the report, in letter form, to be sent to the officer's regular reporting senior for his information and to be appended to the next regular report of fitness. This paragraph shall not apply to duty on courts, boards, surveys, etc.

(12) An officer's record on file shall include the following reports as to his qualifications and performance of duty:

- (a) Reports on fitness;
- (b) Special reports as prescribed in paragraph 11 of this article;

(c) Extracts from the findings and recommendations of courts or boards concerning the officer's performance of duty;

(d) Reports from sources outside the Navy concerning an officer's performance of duty or his character; nothing unfavorable shall be filed without investigation and the knowledge of the officer concerned.

(e) Commendation or censure by a superior other than the officer who makes the report of fitness, provided it is based upon the findings of a court or a board or upon the writer's own knowledge of the facts, but not when founded solely upon information from the officer who makes the regular report of fitness in the case.

(f) Statements of the officer in reply to any unfavorable matter on his record.

The fitness of an officer for the service, with respect to promotion and assignment to duty, is determined by his record. Reports on fitness and special reports are decisive of the service career of the individual officer, and have important influence on the efficiency of the entire service. The preparation of these reports is, therefore, one of the most important and responsible duties of superior officers.

(g) Proposed letters of admonition or commendation to officers of the Navy drafted by the Chief of Naval Operations or by a chief of a bureau, copies of which it is desired to have placed with an officer's record, will be placed before the Secretary for approval by the Bureau of Navigation; if approved, the official letter will be prepared and presented for signature by said bureau.

Reports on
officers on de-
tached or inde-
pendent duty.

(13) Officers in command of vessels, squadrons, or flotillas not attached to a fleet shall forward reports of fitness in their case, duly filled out in those respects in which officers are required to report upon themselves, to the Chief of Naval Operations. Upon receipt these reports shall be completed as far as practicable by the Chief of Naval Operations and forwarded to the Bureau of Navigation.

(14) When commanding officers of vessels, squadrons, or flotillas, not attached to a fleet, are in the presence of a senior officer, ashore or afloat, for a period of one month or more, the senior officer shall furnish such commanding officers with statements as to their performance of duty during that period, which statements shall be forwarded with the commanding officers' reports of fitness to the department (Chief of Naval Operations). Similarly, senior officers who have spent a month or more at any insular naval station, except Guantanamo and Olongapo,

shall furnish the commandant of the station with a statement to be forwarded by the commandant with his report of fitness.

(15) After a naval action or campaign, and after service on shore with an expeditionary force or force of occupation, an entry shall be made on each officer's report of fitness of his participation therein, stating the kind of service performed, giving dates and the names of any engagements in which he took part.

138.

(1) The health record of every officer shall be placed in the custody of the medical officer of the ship or station to which he is attached, and it shall be the duty of the medical officer to keep such record complete and to forward it through official channels to the ship or station to which the officer may be transferred.

Health record.

(2) Every officer shall inform the medical officer in whose custody his health record may be of his detachment, promotion, or of orders to appear before a medical board for medical survey, promotion, or retirement.

(3) In the case of an order for an officer to appear before a board involving a physical examination, the health record shall be forwarded through his commanding officer, if practicable, otherwise direct, to the senior member of such board for its consideration and the entry of the findings and recommendations of the board.

(4) Upon the completion of the physical examination of an officer by a board the record shall be forwarded as follows:

(a) To the medical officer of the station or ship to which assigned.

(b) In the case of officers unassigned, recommended to be granted sick leave or recommended to appear before another board, or other contingency when a proper destination is not obvious, to the Bureau of Medicine and Surgery, accompanied by a statement of the circumstances in the case.

(5) When an officer is ordered to duty where there is no medical officer, or granted leave, or is otherwise permanently removed from the observation of the medical officer having custody of this record, it shall be forwarded to the Bureau of Medicine and Surgery.

(6) Officers on duty or leave where there is no medical officer on duty shall furnish the Bureau of Medicine and Surgery with a report of any disability incurred while so employed, this report to become a part of the official health record of the officer.

139.

Naval Reserve Force.
Uniform permitted.

Responsibility. Navy may, in his discretion, permit the members of the Naval Reserve Force to wear the uniform of their respective ranks, grades, or ratings while not in active service, and such members shall, for any act committed by them while wearing the uniform of their respective ranks, grades, or ratings, be subject to the laws, regulations, and orders for the government of the regular Navy. (Act of 1 July, 1918.)

Enrolled members of the Naval Reserve Force when in active service shall be subject to the laws, regulations, and orders for the government of the regular Navy, and the Secretary of the Navy may, in his discretion, permit the members of the Naval Reserve Force to wear the uniform of their respective ranks, grades, or ratings while not in active service, and such members shall, for any act committed by them while wearing the uniform of their respective ranks, grades, or ratings, be subject to the laws, regulations, and orders for the government of the regular Navy. (Act of 1 July, 1918.)

140.

Identification tags shall be worn by all persons in the naval service 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.

The following information is required on identification tags: Name, date of entry into service, date of birth, and finger print. In case of officers, the rank shall be entered.

CHAPTER 3.

RANK, COMMAND, AND DUTY.

Sec. 1.—Art. 148–160. Officers in general.

Sec. 2.—Art. 161–179. Detail of command and duty.

Sec. 3.—Art. 180–186. Law and decisions on rank and command.

SECTION 1.—OFFICERS IN GENERAL.

148.

(1) Officers of the United States Navy shall be known as officers of the Line and officers of the Staff. Uniforms and titles of officers.

(2) Applicable alike to regulars and reservists, the uniform of any given rank or rating in the Navy shall hereafter be identical in every respect throughout except for the necessary distinguishing corps devices; and every officer in the Navy shall be designated and addressed by the title of his rank without any discrimination whatever.

(3) In oral official communications officers below the rank of commander may be addressed as "Mr." and in the case of the officers of the Medical Corps as "Dr." In written communications the name and the corps to which any staff officer belongs will be stated immediately after his name; for example: Lieutenant John Doe, Medical Corps, United States Navy; Lieutenant John Doe, Supply Corps, United States Navy; Lieutenant John Doe, Construction Corps, United States Navy; and Lieutenant John Doe, Civil Engineer Corps, United States Navy.

149.

(1) On the active list the officers of the line are, by law, as follows: Admiral, vice admiral, rear admiral, captain, commander, lieutenant commander, lieutenant, lieutenant (junior grade), and ensign; and they have, respectively, these titles. Rank and titles of line officers.

(2) Line officers have rank in the order given in paragraph 1 of this article and shall exercise military command accordingly, subject to the restrictions of article 150 (6) (7).

(3) Midshipmen are, by law, officers in a qualified sense. They are classed as being of the line.

(4) On the retired list the grades of the officers of the line are the same as on the active list, with the exception of admiral and vice admiral, with the addition of the grade of commodore, which takes rank next after that of rear admiral.

Rank in grade. (5) All the above officers shall take rank in each grade according to the dates of their commissions; in the absence of commissions they shall take rank according to the order in which their names appear upon the Official Navy Register as kept in the Navy Department.

150.

- Authority of line officers.** (1) Officers of the line exercise military command.
 (2) Only officers on duty can exercise, or are subject to, command except as provided for in article 87.
- Command of ships' expeditions.** (3) On all occasions where two or more ships' expeditions or detachments of officers and men meet, the command of the whole devolves upon the senior line officer, subject to the limitations of paragraphs (6), (7), (9), of this article.
 (4) At all times and places not specifically provided for in these regulations, where the exercise of military authority for the purpose of cooperation or otherwise is necessary, of which the responsible officer must be the judge, the senior line officer on the spot shall assume command and direct the movements and efforts of all persons in the Navy present, subject to the limitations of paragraphs (6) and (9) of this article or specific orders.
 (5) The senior line officer shall be held accountable for the exercise of his authority, and must not divert any officer from a duty confided to him by a common superior, or deprive him of his command or duty without good and sufficient reason.
- Officers of the line restricted to certain duties.** (6) Officers of the line restricted by law to the performance of engineering duties only, officers of the Naval Flying Corps restricted by law to aeronautical duties only, officers of the Naval Coast Defense Reserve, officers of the Naval Auxiliary Reserve, and officers of the Naval Reserve Flying Corps shall have all necessary authority for the exercise of command within their particular departments or services for the performance of their respective duties, but shall not exercise military command outside of their respective departments or services. Nothing herein shall be taken to restrict the rights of officers of the line of the Navy, assigned to engineering duties only, to succeed to command on shore within the meaning of the law.
 (7) The commanding officer of a squadron, division, flotilla, or higher naval authority may, when he deems it desirable and where, not restricted by law, specially authorize any line officer to exercise command on board the ship to which he is attached without regard to the above restrictions and may specifically designate the senior line officer to whom the restrictions of paragraph (6) apply, to exercise the functions of senior officer present in the absence of a line officer not so restricted.
- Combined forces.** (8) For the purpose of determining who shall exercise command over a combined force, composed of vessels commanded by

officers of the Naval Reserve Force and vessels commanded by officers of the Regular Navy, acting in conjunction, or over a combined force composed of military units commanded by officers of said reserve force and officers of the Regular Navy or Marine Corps, acting in conjunction, an officer of the Reserve Force of or above the rank of lieutenant commander or major will be regarded as junior to lieutenant commanders and majors of the Regular Navy and Marine Corps, respectively. (Act Aug. 29, 1916; act July 1, 1918.)

(9) When serving on shore with a mixed detachment, composed of seamen and marines, the marines shall always be placed on the right in battalion or other infantry formation, and the senior officer of the line of the Navy, or of the Marine Corps, according to rank, shall command the detachment. Mixed detachments.

151.

The officers of the staff are as follows: Medical officers, dental officers, supply officers, chaplains, professors of mathematics, naval constructors, civil engineers. Staff officers.

152.

(1) When the office of chief of bureau is filled by an officer below the rank of rear admiral, said officer shall, while holding said office, have the rank and, except as otherwise provided for by law or regulation, title of rear admiral. Rank and titles of line officers, chiefs of bureaus.

(2) The chiefs of the Bureaus of Medicine and Surgery, Supplies and Accounts, Engineering, Construction and Repair, and Yards and Docks, while holding these offices, shall have, respectively, the title of Surgeon General of the Navy, Paymaster General of the Navy, Engineer in Chief of the Navy, Chief Constructor of the Navy, and Chief of Civil Engineers of the Navy. Each such chief of bureau, however, shall be addressed and designated by the title of his rank, in written communications the title of his office to be stated next after his name. Titles of other chiefs of bureaus.

(3) Correspondence from a chief of bureau shall show the name of his office.

(4) The Judge Advocate General shall be an officer of the Navy or Marine Corps, and shall have, while holding said office, the rank and title of rear admiral in the Navy or major general in the Marine Corps, as the case may be. Judge Advocate General.

(5) An officer holding an acting appointment shall affix the title of his acting rank to his official signature, and when such appointment is revoked he shall resume the title of his actual rank. Acting appointments.

153.

Authority of
staff officers.

(1) Officers of the staff shall, under the commanding officer, have all necessary authority within their particular departments for the due performance of their respective duties, and they shall be obeyed accordingly by their subordinates.

(2) They shall not, by virtue of rank and precedence, have any additional right to quarters, nor shall they have authority to exercise command, except in their own corps, and except as provided in articles 170 and 171; nor shall they take precedence of their commanding officer; nor shall they take precedence of the aid or executive of the commanding officer while executing the orders of such commanding officer on board of the vessel or at the station to which he is attached; 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 military duty incident to the naval service.

154.

Precedence of
officers.

(1) All line officers of the same rank take precedence with each other according to their respective dates of commission in such rank. All staff officers of the same rank take precedence with each other according to their respective dates of commission in such rank. All line and staff officers of the same rank, originally commissioned as officers of the Navy since March 4, 1913, take precedence with each other according to their respective dates of commission in such rank. All line and staff officers of the same rank, originally commissioned as officers of the Navy on or before March 4, 1913, take precedence with each other according to length of service in the Navy. (For purpose of estimating length of service such staff officers are credited with constructive service under sec. 1486, R. S., as amended.) The precedence of officers of the Navy is shown in the precedence list published in the Navy Register. Where commissioned officers of the different corps, who are not graduates of the Naval Academy, take precedence from the same date, they shall be arranged in the precedence table to take rank in the following order: (a) Line officers; (b) medical officers; (c) officers of the Supply Corps; (d) chaplains; (e) professors of mathematics; (f) naval constructors; (g) civil engineers.

(2) All processions on shore where officers appear in an official capacity and where formation is necessary, shall be regarded as military formation. (Sec. 1489, R. S.)

(3) When on active duty officers of the Naval Reserve Force shall take precedence among themselves and with other officers of the naval service in their respective grades or ranks according to the dates of their commissions or provisional assignment of rank

in the Naval Reserve Force: *Provided*, That all officers of the Naval Reserve Force of and above the rank of lieutenant commander shall rank with but after officers of the same rank or grade in the United States Navy, except that in time of war or other national emergency such officers of the Naval Reserve Force shall have a date of precedence with officers of the United States Navy as of the date of general mobilization, to be established by the Secretary of the Navy.

155.

(1) The relative rank between officers of the Navy, whether on the active or retired list, and officers of the Army and of the Marine Corps, shall be as follows, lineal rank only being considered: Officers of the Navy and the Marine Corps.

- (a) Admiral shall rank with general.
- (b) Vice admiral with lieutenant general.
- (c) Rear admiral with major general.
- (d) Commodore with brigadier general.
- (e) Captain with colonel.
- (f) Commander with lieutenant colonel.
- (g) Lieutenant commander with major.
- (h) Lieutenant with captain.
- (i) Lieutenant (junior grade) with first lieutenant.
- (j) Ensign with second lieutenant. (Sec. 1466, R. S.)

(2) In fixing the relative rank of officers of the Army, officers of the Navy, and officers of the Marine Corps, of the same grade and date of appointment and commission, the time which each may have actually served as a commissioned officer of the United States, whether continuously or at different periods, shall be taken into account. (Sec. 1219, R. S.)

(3) Officers in the same grade in the Army, Navy, and Marine Corps have relative rank and precedence among themselves according to the dates, respectively, of their commissions, the senior in commission ranking the junior. (Op. Att. Gen., Oct. 7, 1905.)

(4) Graduates of the Naval Academy who, upon graduation, are assigned to the Marine Corps and appointed second lieutenants therein, take rank with their classmates who are appointed ensigns in the Navy, in accordance with their final standing upon graduation. This applies only while holding the same relative rank and date of commission.

156.

The officers of the Marine Corps shall be, in relation to rank, on the same footing as officers of similar grades in the Army. Officers of the Marine Corps and Army.
(Sec. 1603, R. S.)

Officers of the
Coast Guard.

(1) The relative rank between officers of the Navy and Marine Corps, whether on the active or on the retired list, and officers of the Coast Guard, shall be as follows:

(a) Captain commandant with captain.

(b) Commander and engineer in chief with commander.

(c) Lieutenant commander and lieutenant commander (Engineering) with lieutenant commander.

(d) Lieutenant and lieutenant (Engineering) with lieutenant.

(e) Lieutenant (junior grade) and lieutenant (junior grade) (Engineering) with lieutenant (junior grade).

(f) Ensign and ensign (Engineering) with ensign. "Provided, That all laws applicable to the titles hereby abolished in the Coast Guard shall apply to the titles hereby established;" (act approved June 5, 1920).

Whenever the personnel of the Coast Guard, or any part thereof, is operating with the personnel of the Navy in accordance with law, precedence between commissioned officers of corresponding grades in the two services shall be determined by the date of commissions in those grades. (Act Aug. 29, 1916.)

Coast Guard
operating under
Navy during
war.

(2) The Coast Guard constitutes a part of the military forces of the United States operating under the Treasury Department in time of peace, and 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. (Act. Jan. 28, 1915.) Whenever the whole or any part of the personnel of the Coast Guard is operating with the personnel of the Navy, officers and men of each service shall have the same authority and control over officers and men of the other service as that to which their rank or rating entitles them in their respective services. (Executive order of May 2, 1916.)

(3) Whenever in time of war the Coast Guard operates as part of the Navy, the personnel of that service shall be subject to the laws prescribed for the government of the Navy (act Aug. 29, 1916), but they shall continue to be subject to the laws, regulations, and orders for the government of the Coast Guard, except in so far as may be necessary for discipline, command, and effective military administration.

Warrant off-
cers.

(1) Boatswains, gunners, machinists, carpenters, pay clerks, acting pay clerks, sailmakers, pharmacists, marine gunners, and quartermaster clerks are warrant officers. They take precedence of each other on the active list of the Navy or Marine Corps, according to the date of their warrants, and in case the warrants of two or more of them are of the same date, then according to the order in which their names are borne upon the Official Navy

Register as kept in the Navy Department. They take precedence next after midshipmen and ahead of all mates.

(2) After six years from date of warrant, boatswains, gunners, machinists, carpenters, sailmakers, and pharmacists, and pay clerks upon completion of a total service of six years as pay clerk, acting pay clerk, and paymaster's clerk, if duly qualified, shall be commissioned chief boatswains, chief gunners, chief machinists, chief carpenters, chief sailmakers, chief pharmacists, and chief supply clerks, respectively, to rank with but after ensigns, and shall be designated commissioned warrant officers. On the active list of the Navy, these commissioned warrant officers take precedence after ensigns, and of each other according to the dates of their commissions, and in case the commissions of two or more of them are of the same date, then according to the order in which their names are borne upon the Official Navy Register as kept in the Navy Department. Their commissions give no additional right to quarters on board ship or to command.

Commissioned
warrant officers.

(3) Chief boatswains, chief gunners, chief machinists, boatswains, gunners, and machinists are classed as line officers of the Navy; chief carpenters, chief pay clerks, chief sailmakers, chief pharmacists, carpenters, pay clerks, sailmakers, and pharmacists, as staff officers. So far as succession to command or succession to duties aboard ship outside the engineer department are concerned, chief machinists and machinists are restricted to the performance of engineering duty only.

How classed.

(4) Such commissioned warrant officers as are or may be retired with the rank of lieutenant (junior grade) take precedence next after officers having the rank of lieutenant (junior grade). Such boatswains, gunners, carpenters, pay clerks, and sailmakers as are retired with the rank of the next higher grade shall take precedence with other officers of the Navy next after ensigns. All commissioned warrant officers and warrant officers when retired take precedence of each other as when on the active list; and in case the seniority of two or more of the same rank is of the same date, then according to the order in which their names are borne upon the Official Navy Register as kept in the Navy Department.

Rank of, and
precedence.

(5) Commissioned warrant officers and warrant officers who are retired without advancement in rank shall take precedence as when on the active list.

159.

(1) Mates are rated, by authority of the Secretary of the Navy, from seamen and ordinary seamen who have enlisted in the naval service for not less than two years. (Sec. 1408, R. S.) Mates have no relative rank, but they shall take precedence of all petty officers, noncommissioned officers of the Marine Corps, and en-

Mates.

listed men, and in their own grade according to the dates of their appointment.

160.

Authority of subordi- nate offi- cers and petty officers. Commissioned warrant officers, warrant officers, mates, and petty officers shall have, under their superiors, all necessary authority for the due performance of their duties, and they shall be obeyed accordingly.

(Precedence of petty officers and enlisted men of the Navy and Marine corps together with their ratings will be published in a Navigation Manual each year.)

SECTION 2.—DETAIL OF COMMAND AND DUTY.

161.

Duty per- formed. Officers of the Navy shall perform such duty at sea or on shore as may be assigned them by the department.

162.

Staff Officer, Chief of Bureau. Any staff officer who has performed duty as Chief of Bureau for a full term shall thereafter be exempt from sea duty. (Sec. 1436, R. S.)

163.

Officers re- stricted to engi- neering duties. Such rear admirals, captains, and commanders as are by law restricted to the performance of engineering duties shall be assigned accordingly, and to shore duty only, except that such commanders may be assigned to duty as fleet and squadron engineers. (Act Aug. 29, 1916.)

164.

Classification of vessels. The President is authorized to establish, and from time to time to modify, as the needs of the service may require, a classification of vessels of the Navy, and to formulate appropriate rules governing assignments to command of vessels and squadrons. (Act Mar. 3, 1901.)

165.

Merchant crews. Vessels under the jurisdiction of the Navy in foreign ports having merchant crews are amenable to navigation laws. Crews must be shipped and discharged before consuls and papers deposited with consuls, except in those cases where anticipated orders for prompt movement makes this course undesirable, in which case the consul is to be notified.

166.

Assignments to command. A fleet may be commanded by a flag officer; a force, a squadron, or division by a flag officer, captain, or commander; a destroyer or submarine flotilla by a captain, commander, or lieutenant com-

mander; a destroyer or submarine division by a lieutenant commander or lieutenant. (See sec. 1434, R. S.)

167.

A naval station may be commanded by a rear admiral, captain, or commander. Naval stations.

168.

The executive officer of a ship shall be of lower grade than the captain. Executive officer.

169.

An ensign shall perform such duties afloat as may be assigned him, and as may be prescribed elsewhere in the Navy Regulations, including junior officer of the watch, deck or engine room; but shall not be detailed for duty on the staff of a flag officer, nor as aid to the commanding officer of a ship. Ensigns.

170.

(1) An officer of the Medical Corps of the Navy, not below the rank of lieutenant commander, may command a hospital ship or ambulance ship. Command of hospital ships.

(2) Officers of the medical corps shall command naval hospitals, naval medical schools, hospital corps schools, medical supply depots, and separate naval dispensaries or sick quarters.

171.

Line officers may be detailed for duty under staff officers in the manufacturing and repair departments of navy yards and naval stations. (Act approved June 24, 1910.) Duty under staff officers.

172.

(1) Should the flag officer commanding die, become incapacitated, or leave his station permanently before being relieved by a successor appointed by the Secretary of the Navy, the line officer next in rank in the fleet or squadron shall succeed to the command and discharge its duties until regularly relieved, in addition to his regular duties; and he shall have all the authority and responsibility of a flag officer in command as if assigned to that duty in terms by the Navy Department. Flag officer in chief command disabled; succession.

(2) An officer who succeeds to command as provided in this article acquires no increase of rank nor change in personal title.

Absence less than twenty-four hours.

(3) During the temporary absence of a flag officer from his command afloat, not exceeding twenty-four hours, he shall be represented by the chief of staff or, in his absence, by the captain of the flagship, who is authorized to carry out the established routine and make the necessary signals therefor.

Absence exceeding twenty-four hours in U. S. port.

(4) In a port of the United States, on the occasion of the absence of a flag officer from his command afloat, for a period exceeding twenty-four hours, his flag shall be hauled down, and the command, subject to any directions from the flag officer, shall devolve upon the senior line officer present in the fleet, squadron, or division, with the title of senior officer present.

Absence exceeding twenty-four hours in foreign port.

(5) In a foreign port, upon the occasion of the absence of a flag officer from his command afloat, for a period exceeding 24 hours, the command, subject to any directions from the flag officer, shall devolve upon the senior officer present in the fleet, squadron, or division, with the title of senior officer present, and the flag officer's flag shall be hoisted over the ship in which the temporary commander is embarked, but without a salute.

173.

Flag officer in chief command killed in battle.

(1) If the flag officer commanding be killed in battle, the officer next in rank on board the ship bearing his flag shall succeed provisionally and until the senior officer in the fleet announces that he has taken command. It shall be the duty of the officer thus succeeding provisionally to report to such senior officer as soon as practicable, and by private signal, the death of the flag officer. The flag of the deceased shall be kept hoisted until the battle is decided.

(2) A commander in chief, a commandant of a naval station, or other officer on detached or independent service shall, in the event of his protracted illness or disability for a period of two weeks, report the fact to the department, by telegraph if beyond the continental limits of the United States, otherwise by letter.

174.

Authority of a flag officer when a passenger.

1. The commanding officer of a ship not a flagship with a flag officer embarked as passenger by due authority shall be subject to the orders of such flag officer. The latter, when so embarked, shall display his flag.

Passengers assigned to duty.

2. Other officers embarked as passengers, senior to the commanding officer, shall have no authority, but those junior to him, if not on a flag officer's staff, may be assigned to duty when the exigencies of the service render it necessary, of which necessity the commanding officer shall be the sole judge. Passengers thus assigned shall have the same authority as though regularly attached to the ship, but shall not displace any officer belonging to the regular complement of the ship in his quarters.

175.

No officer can place himself on duty by virtue of his commission or warrant alone. ^{Authority to perform duty.}

176.

An officer duly appointed to act in any grade shall, while serving under such appointment, be entitled to the same command, precedence, and honors as if he held a commission in that grade of the same date as his appointment. ^{Authority of acting appointments.}

177.

Retired officers of the Navy and Marine Corps may be employed on active duty, with their consent, in time of peace. (Act Aug. 22, 1912.) In time of war, or a national emergency declared by the President to exist, such retired officers may, in the discretion of the Secretary of the Navy, be ordered to perform active duty. (Act July 1, 1918.) ^{Retired officers.}

178.

An officer of the Navy can not assume command of Army forces on shore, nor can an officer of the Army assume command over any ship of the Navy, or over its officers or men afloat, except in either case by special authority for a particular service; but when officers of the Navy are on duty on shore with the Army they shall be entitled to the precedence of the rank in the Army to which their own corresponds, except command as aforesaid, and this precedence will regulate their right to quarters. ^{Authority of Navy and of Army officers serving together.}

179.

(1) Officers ordered to duty under the Lighthouse Board, the Bureau of Fisheries, or the Coast and Geodetic Survey, shall report by letter to the Secretary of Commerce, and while on such duty they shall obey the orders and directions of the Secretary of Commerce and of the Lighthouse Board, the Bureau of Fisheries, or the Superintendent of the Coast Survey, as the case may be. ^{Officers on duty in Lighthouse Service, under Fish Commission, or in Coast Survey.}

(2) While on the duty indicated above, officers will be held directly responsible to the Secretary of the Navy, for conformity to the rules and Articles for the Government of the Navy, and the Navy Regulations, except only in so far as they may be inconsistent with the special service in which they are engaged. They will also be held responsible for the care of the persons, vessels, and public property that may be placed under their control.

SECTION 3.—LAW AND DECISIONS ON RANK AND COMMAND.

180.

- Sec. 1468, R. S. Commanding officers of vessels of war and of naval stations shall take precedence over all officers placed under their command. The Secretary of the Navy may, in his discretion, detail a line officer to act as the aid or executive of the commanding officer of a vessel of war or naval station, which officer shall, when not impracticable, be next in rank to said commanding officer. Such aid or executive shall, while executing the orders of the commanding officer on board the vessel, or at the station, take precedence over all officers attached to the vessel or station. All orders of such aid or executive shall be regarded as proceeding from the commanding officer; and the aid or executive shall have no independent authority in consequence of such detail.
- Sec. 1470, R. S. Staff officers, senior to the officer so detailed, shall have the right to communicate directly with the commanding officer. In proceedings on shore, on courts-martial, summary courts, courts of inquiry, boards of survey, and all other boards, line and staff officers shall take precedence according to rank.
- Sec. 1489, R. S.

181.

Decision.

The foregoing are provisions of the statute laws of the country. In view of the fact that their meaning and force have been sometimes misunderstood, they are here given for the information of the service, with the following declaration and regulations, promulgated as the views of the Secretary of the Navy, upon the subject matter, and his official construction of the law as it exists in relation thereto. By the force of naval law, and regulations made in conformity therewith, the following principles are established and exist as essentials of all military service, without which there can be neither command, discipline, nor responsibility:

Authority of officers in command.

(a) Officers intrusted with the command of vessels of war or naval stations, or with the command or direction of any military expedition or duty, whatever their rank, must, while properly in such command or direction, have full command, authority, and precedence over all officers and persons, of whatever rank, serving in such vessel, station, or expedition, or in the execution of such duty. This authority and precedence will descend to the officer or person on whom such command or direction may devolve by reason of the death, disability, or absence of the person otherwise in command or direction.

Death, disability or absence of commanding officer.

(b) In case of death, disability, or absence of an officer in military command or direction, this command and direction, with all its authority and precedence, devolves and rests upon the line officer eligible to command next in rank who may be present and

on duty with such command. In processions on shore all officers take precedence according to their rank; but when such procession forms a military command, the command devolves upon the senior line officer present eligible to command, subject to the limitation of article 150, paragraph (9), and authority and precedence attach accordingly. On all courts-martial, courts of inquiry, boards of survey, and other boards, line and staff officers take precedence according to rank. The senior officer of such courts or boards presides by virtue of his rank.

(c) Officers of the staff corps of the Navy shall on all occasions be treated with the same respect as officers of corresponding rank in the line not in command, under like circumstances. 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 by law to their juniors in actual rank, it is for reasons growing out of the necessities of military service, operating alike on all officers of both line and staff under like circumstances, and subject to the same conditions applicable to all. The right of military command and to additional quarters is restricted by law.

Staff officers.

(d) No officer of any grade of the Navy 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 of any corps; 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 vessel of war or naval station to which the senior is attached, or in command or direction of the military expedition or duty on which such senior is serving, or is, as aid or executive, executing such order of the commanding officer; and no commanding officer is authorized to delegate to any junior the authority to grant any permission, privilege, or liberty to his 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. Any officer on shipboard, however, who is intrusted by general provision or 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 will he be interfered with therein, unless by the commanding officer, or the aid or executive, who are entitled to relieve him in the performance of such duty.

Authority to
issue orders, etc.

The executive officer; his duties and authority.

(1) The efficiency of every military organization requires of the commanding authority, besides the general duties of command and direction, the additional duties of organization, police, and inspection; all these appertain to and go with the command. For the relief of the commanding officer they are usually intrusted, in their details, to subordinates, but they are performed by his authority and under his direction. On shipboard and at navy yards the Secretary of the Navy, by authority of law, designates the senior line officer to perform these duties in addition to the ordinary duties assigned to him as such line officer attached to the ship or yard. The officer so designated is called, for the time being, "the aid or executive of the commanding officer." This is not a new rank; nor has the officer by virtue of the title, or in consequence of the detail, any new independent authority. It is merely a designation of the officer who, for the relief of the commanding officer or commandant, and by his authority alone, carries out, on board the ship or at a navy yard, the details of organization, inspection, and police.

In charge of police of ship.

(2) As the officer in charge of the police of the ship and the execution of all provisions made for her general good condition, appearance, and safety, the duties of the executive officer of a ship are constant and call him everywhere, and give him, as representative of the commanding officer for that purpose, charge of and authority over the details necessary to the proper performance of all police duties. To this authority all officers and persons are required to yield full and prompt acquiescence.

As inspecting officer of ship.

(3) As the inspecting officer of the ship, required at stated periods to examine and report her general condition and efficiency in all her departments, the aid or executive is entitled to make personal examination of and report upon all these, and for that purpose every facility is to be afforded him by every officer attached to the vessel; and all officers in charge of storerooms or other parts of the ship are required to have such storerooms or parts of the ship in proper condition for his inspection, at such times as may be designated by the commanding officer.

As intrusted with organization.

(4) As the officer to whom the details of the organization of the ship's company are intrusted, the aid or executive is the proper person to station the officers and crew, and to prepare, form, parade, and present them in proper attitude for review and inspection by the commanding officer or other proper officer, and for this purpose he has authority to take preliminary charge of all formations and parades, to see that the whole is properly organized and paraded, and to receive the reports customary on such occasions from the officers in charge of departments and divisions, and transmit them as a whole to the commanding officer. While carrying

out the details of organization and those of police and inspection, in execution of the orders of the commanding officer, the aid or executive takes precedence over all officers attached to the ship, and shall be obeyed and respected accordingly. Reports of heads of departments and of officers senior in rank to the aid or executive, other than those above mentioned, will be made direct to the commanding officer. The commanding officer is authorized to grant temporary leave of absence to the officers and others attached to the vessel. Under his orders and special directions such leave of absence may be granted by the aid or executive to officers who are junior to him in rank; these officers will report their return from leave to the aid or executive. Officers senior in rank to the aid or executive desiring to leave the ship will obtain the required permission directly from the commanding officer, and upon their return from leave will report the same to him. All officers will report their permission to leave the ship, and their return, to the officer of the deck. The departure and return of officers senior to the aid or executive will be reported to the latter by the officer of the deck.

(5) These duties of organization, inspection, and police devolve upon "the aid or executive of the commanding officer of a vessel of war" by virtue of his detail as such "aid or executive," and they, and the exercise of the authority necessary to execute them, are recognized by all military law and usage, and by the statute which authorizes his designation. But they are duties pertaining to the command, delegated, under sanction of law, by the commanding officer to his "aid or executive," who, in carrying them out, is "executing the orders of the commanding officer," and the authority exercised as necessary to their execution is the authority of "the commanding officer," exercised by his "aid or executive," and not the authority of the "aid or executive" himself. By the express provision of the statute, this officer has "no independent authority" as such "aid or executive," but exercises only the authority necessarily delegated for the execution "of the orders of the commanding officer." This delegated authority, however, is recognized by the statute which confers on the "aid or executive," while exercising it, "precedence over all officers attached to the ship," of whatever rank or corps. But this special precedence is given to him only "while executing the orders of the commanding officer on board ship," and is not his under other circumstances.

(6) The officer in command of a ship of war is not authorized to delegate his power except for the carrying out of the details of the general 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; and his "aid or executive," in the exercise of the power given to him

Exercise of authority by executive officer.

Delegation of authority.

for "executing the orders of the commanding officer," must keep himself constantly informed of the opinions and wishes of the commanding officer; and whenever and as soon as he may be informed or is in doubt as to such opinion or wishes he must remedy such defect by prompt and personal application, to the end that the authority of the commanding officer may be used only to carry out his own views; and that he may not be, by its unwarranted exercise, in any measure, relieved from his official responsibilities, which can neither be assumed by nor fall upon any other officer.

Authority other than as executive.

(7) The details of these duties may be more fully defined by general or special orders and regulations, but the "aid or executive of the commanding officer of a vessel of war" has, as such "aid or executive," no other duties or authority except those which come within the scope of the above descriptions; and any other authority at any time to be exercised by the officer designated as such "aid or executive" must be such authority only as belongs to him by virtue of his rank in the line. This is his in his own right, with all the power and precedence which belong to it, but it is to be exercised only according to the general rules governing alike all officers of all corps and every grade.

Not required to announce authority for orders.

(8) It is not necessary, nor consistent with military usage and efficiency, that the "aid or executive" should be required to announce with every order given or authority exercised by him as such, that he is "executing the orders of the commanding officer." The delegated character of this authority is fully understood and is defined by the statute, which contemplates obedience to it as such by "all officers attached to the vessel," and the statute, while it provides that the officer detailed to act as "aid or executive" shall, "when not impracticable, be next in rank to the commanding officer," still contemplates the same obedience when this is impracticable.

Complaints and appeals.

(9) Any complaint or appeal growing out of the exercise of these duties should be made to the commanding officer, and the right to make any such complaint or appeal shall not be denied to any person.

Right of officers to communicate with commanding officer.

(10) The right of all officers, whether of the line or staff, 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 "aid or executive" for the purpose of police, organization, 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.

(11) The general principles involved in the relations of the aid or executive to the commanding officer of a ship as laid down in this article shall also govern, as far as they may be applicable, in the case of the aid or executive to the commandant of a navy yard.

183.

Every officer in charge of a department has the general right, at all proper times, to communicate and confer directly with the responsible 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.

Officers in charge of departments.

184.

It is conceivable that most unusual and extraordinary circumstances may arise in which the relief from duty of a commanding officer by a subordinate becomes necessary, either by placing him under arrest or on the sick list; but such action shall never be taken without the approval of the Navy Department or other appropriate higher authority, except when reference to such higher authority is undoubtedly impracticable because of the delay involved or for other clearly obvious reason. Such reference must set forth all facts in the case, and the reasons for the recommendation, with particular regard to the degree of urgency involved.

Unusual circumstances.

185.

In order that a subordinate officer, acting upon his own initiative, may be vindicated for relieving a commanding officer from duty, the situation must be obvious and clear, and must admit of the single conclusion that the retention of command by such commanding officer will seriously and irretrievably prejudice the public interests. The subordinate officer so acting must be next in lawful succession to command; must be unable to refer the matter to a common superior for one of the reasons set down in article 184; must be certain that the prejudicial actions of his commanding officer are not caused by secret instructions unknown to the subordinate; must have given the matter such careful consideration, and must have made such exhaustive investigation of all the circumstances, as may be practicable; and finally must be thoroughly convinced that the conclusion to relieve his commanding officer is one which a reasonable, prudent, and experienced officer would regard as a necessary consequence from the facts thus determined to exist.

Conditions to fulfill.

Intelligently fearless initiative is an important trait of military character, and it is not the purpose to discourage its employment in cases of this nature. However, as the action of relieving a superior from command involves most serious possibilities, a decision so to do or so to recommend should be based upon facts established by substantial evidence, and upon the official views of others in a position to form valuable opinions, particularly of a technical character. An officer relieving his commanding officer or recommending such action, together with all others who so counsel, must bear the legitimate responsibility for, and must be prepared to justify, such action.

CHAPTER 4.

ADMINISTRATION AND DISCIPLINE.

Sec. 1.—Art. 196–204. The exercise of authority.

Sec. 2.—Art. 205–210.—Arrest or suspension

Sec. 3.—Art. 211–220. Punishments.

SECTION 1.—THE EXERCISE OF AUTHORITY.

196.

Punishment shall be in strict conformity with the laws for **Punishments.**
the government of the Navy.

197.

(1) In order to avoid unnecessary recourse to courts of inquiry **Inquiry into**
and general courts-martial, it is directed that where an officer **complaints of**
or other person shall be reported to his immediate commanding **misconduct.**
officer for grave misconduct, the latter shall institute a careful inquiry into the circumstances on which the complaint is founded. He shall call upon the complainant 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.

(2) He shall also call upon the accused for such counter statement or explanation 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.

(3) In the infliction of punishment upon enlisted men for lesser **Minor offenses.**
offenses, commanding officers of vessels and marine barracks, should, in ordinary cases, resort to the authority conferred upon them by the provisions of article 24 of the Articles for the Government of the Navy, instead of convening summary courts-martial or deck courts for the trial thereof. The certainty of prompt punishment is more conducive to discipline than punishment deferred long after the offense.

198.

Reports, complaints, etc., to be in temperate language.

Officers making reports or complaints shall confine themselves exclusively to facts; and statements submitted in reply to or in explanation thereof must be couched in temperate language and relate specifically to the matter referred to therein. Officers to whom such reports or complaints are submitted for statement must not reply by making counter charges. Officers desiring to prefer charges against others should make them independently. Opinions must not be expressed, nor the motives of others impugned.

199.

Commanding officer to take action upon reports not necessary to refer to higher authority.

If, after the investigation of a report against an officer or other person in the Navy, the commanding officer shall not deem the offense one requiring the action either of a court of inquiry or court-martial, he shall himself take such action as he may think necessary, within the limits of punishment allowed him by law.

200.

Cases requiring trial.

(1) If upon such investigation the commanding officer shall be satisfied that the charge is such as to call for judicial action he may place the accused under suspension or in confinement, as the case may require, neither of which, however, shall be considered as a punishment.

(2) He shall transmit to the Secretary of the Navy, through the Bureau of Navigation, or, in the case of officers or enlisted men of the Marine Corps, through the commandant of the Marine Corps, or such superior officer as may be authorized to convene a general court martial, as the case may require, a letter reporting fully and accurately in detail and in the order of their occurrence, the circumstances on which the charge, or charges, may be founded, and when words constitute the substance of the offense, those used are to be set out as fully and exactly as possible in the letter. The letter is not in any way to refer to accompanying reports for the circumstances constituting the offense, but is, in itself, to be so circumstantial as to afford a full account of the real nature and extent of the offense charged and to the allegations of which the offender would be held to confess should be plead guilty.

201.

Further proceedings.

(1) Should the Secretary of the Navy, or such superior officer as may be authorized to convene a general court-martial, decide that no trial is to take place, the accused shall be at once released

and restored to duty. But if it be decided that the accused shall be brought to trial, the court shall be assembled for that purpose as soon as the nature of the case and the interests of the public service will allow, unless, meanwhile, such information or explanation shall reach the convening authority as to make it advisable to withdraw the charges and restore the accused to duty.

(2) When a trial has been decided upon, the accused shall, as soon as practicable, be furnished with a copy of the charges and specifications, and at the same time be placed formally under arrest for trial.

(3) When the trial of an enlisted man by general court-martial is ordered, the judge advocate shall be furnished with all information available and necessary to the prosecution of the case.

202.

Whenever an accusation is made against an officer, either by report or by indorsement upon a communication, a copy of such report or indorsement shall be furnished him at the time. Officer furnished with copy of accusation.

203.

The commanding officer of a ship or other competent authority may release temporarily and put on duty an officer under suspension or arrest, should an emergency of the service or other sufficient cause make such measure necessary. Temporary release no bar to future trial or investigation. The order for temporary release shall be in writing and shall assign the reasons. Should the officer be under charges, they need not be withdrawn; and such temporary release and restoration to duty shall not be a bar to any subsequent investigation or trial of the case that the convening authority may think proper to order, nor to the investigation of any complaint the accused may make in regard to the suspension or arrest.

204.

Offenses shall not be allowed to accumulate in order that sufficient matter may thus be collectively obtained for a trial, without giving due notice to the offender. Charges not to be held back to accumulate.

SECTION 2.—ARREST OR SUSPENSION.

205.

The placing of an officer or enlisted man under arrest to await trial by court-martial is to insure his presence at the trial and to give him a reasonable opportunity to prepare his defense. Purpose and time of arrest. 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 no more rigorous than the circumstances require.

206.

Surrender of sword. (1) 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 of the ship or other competent authority.

Limits of arrest. (2) He shall confine himself to the limits assigned him at the time of his arrest or afterwards, under pain of dismissal from the service.

(3) 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.

Temporary restoration to duty. (4) 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.

207.

Suspension. 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.

208.

Confinement or restraint. An officer placed under arrest or suspension on board ship shall not be confined to his room or restrained from the proper use of any part of the ship to which before his arrest or suspension he had a right, except the quarter-deck, poop, and bridges, unless such confinement or restraint shall be necessary for the safety of the ship or of the officer or for the preservation of good order and discipline; but such confinement shall not be imposed for a longer time than absolutely necessary. Similarly, at a naval station or other place on shore, the confinement or restraint imposed shall not be unduly rigorous.

209.

Arrest or suspension of an officer of the Supply Corps. (1) Whenever a commanding officer, commandant, or other senior officer orders an officer of the Supply Corps under suspension or arrest, he shall take possession of the safe and of the keys of the storerooms under the charge of such officer, and shall immediately cause a seal to be placed on the safe in the presence of the

officer suspended. The senior officer present shall immediately thereupon direct a board, consisting of at least three officers, to take an inventory of the money, papers, clothing, provisions, and small stores in charge of such officer; shall take such steps in regard to other stores under the charge of the officer concerned as may be practicable for the purpose of safeguarding the interests of the Government, of the officer relieved, and of such officer as may be then or later ordered to take charge thereof, without unduly interfering with the progress of work, and shall appoint a suitable person to take immediate charge thereof, who shall be present at such inventory.

(2) Should the officer of the Supply Corps concerned be released from suspension or arrest and restored to duty, the senior officer present shall, in the same manner and under the same conditions as stated above, cause a second inventory of the money, papers, clothing, provisions, and small stores to be taken, and the officer restored to duty shall be held responsible only for the money and stores then on hand, as thus ascertained. The officer in question and the person appointed to take charge shall both be present when the above inventories are taken, and they shall each be furnished with copies of the same.

Restoration of an officer of the Supply Corps to duty.

(3) Whenever in either of the above cases the senior officer present deems it impracticable to have an inventory taken of the stores, he shall furnish the officers concerned with a certificate to that effect.

When inventory can not be taken.

(4) If the officer restored to duty after temporary suspension is satisfied with the vouchers for expenditures of all kinds furnished by the officer who has acted in his stead, he shall state the fact in writing, which will relieve the officer who has so acted from rendering accounts to the Auditor for the Navy Department and to the Navy Department.

Accounts in cases of temporary suspension.

(5) Before an officer of the Supply Corps under suspension or arrest is taken permanently from the ship or station to which he has been attached he shall be allowed a reasonable time in which to close his books and complete his vouchers; and no books or vouchers necessary to the perfect settlement of his accounts shall, under any circumstances, be taken from his personal charge unless absolutely necessary for the public interest, in which case a detailed receipt for the same shall be furnished him by the person appointed to take charge of, or to relieve him from his duties.

Books and vouchers of officer of the Supply Corps in arrest.

210.

No officer can demand a court-martial on himself, or on any other person, or persist in considering himself under the restraint of arrest after he has been released by proper authority, or refuse to return to duty.

Officers in arrest can not insist on being tried.

SECTION 3.—PUNISHMENTS.

211.

Restraint of
prisoners to be
tried.

(1) When any enlisted person is confined for a longer time than ten days to await trial by court-martial, the commanding officer shall keep in view the fact that his confinement is protracted simply to insure the appearance of the prisoner before the court by which he is to be tried. He must not, therefore, be subjected to greater rigor than is necessary to effect that object.

(2) Commanding officers will send to the department on the 30th of each month a report showing all the facts in any case where they have used irons on any man in the naval service.

(3) Confinement of this character is not to be employed except where it is absolutely necessary with violent prisoners, and not at any time as a punishment inflicted by a commanding officer.

212.

Treatment of
prisoners.

(1) The commanding officer shall assure himself that persons in confinement suffer no cruel or unusual treatment at the hands of his subordinates.

Release of
prisoners.

(2) He shall direct the release of every person upon the expiration of the term of confinement.

Bread and
water.

(3) The awarding of punishments involving confinement upon bread and water or diminished rations, though not prohibited by law, is not regarded with favor by the Department. Should a sentence involving confinement or diminished rations be awarded, the same will not be carried into effect without prior action of the Department.

213.

Investigation
of reports.

(1) All reports of misconduct shall be investigated by the commanding officer before punishment is adjudged. 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.

Investigation to
be delayed.

(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.

214.

Punishments on
Sunday.

Extra duty as punishment shall be discontinued on Sunday.

215.

Dimensions of
ships' prisons.

Cells for the confinement of prisoners shall not be less than six feet long and three and one-half feet broad, with the full height

between decks, and shall be properly ventilated. They shall not be altered without the authority of the Navy Department.

216.

(1) Prisoners shall not be confined in any other spaces than those which have been designated by the Navy Department as prisons or spaces proper to be used as such. In case of necessity, extra spaces may be authorized by a commander in chief on a foreign station, by a senior officer present, or by the commanding officer of a ship acting singly, and the medical officer of the ship shall be called upon to report whether such spaces are fit for prison use. Prisons and other spaces used for confinement.

(2) Intoxicated men shall not be confined in any place or manner that may be dangerous to them in their condition. Confinement of intoxicated men.

217.

Entries in the log regarding punishments shall include the name, rank, or rating of the offender, the date and nature of the offense, and the kind and degree of punishment. The date of every suspension, arrest, confinement, and restoration to duty shall also be entered upon the log book. (Art. 24.) Punishments to be entered in log book.

218.

An admonition or caution in the ordinary course of duty shall not be considered as a reprimand in the sense of punishment. Admonition in course of duty.

219.

If, in the opinion of the commander in chief or senior officer present, a trial by court-martial is necessary, he shall either submit a succinct report of the case, together with all correspondence relating thereto, to the Secretary of the Navy, or shall himself at once prefer charges against the offender and convene a court-martial for his trial, as the case may seem to require. Report of wrongs.

220.

When any officer of the naval service, including midshipmen and warrant officers, is officially reported as having been guilty of intoxication or immorality, the matter will be reported to the Navy Department before any disciplinary action is taken by other authority, except that when such other authority is so empowered he may order a trial by general court-martial without referring the matter to the Navy Department. Intoxication and immorality.

(Attention is called to arts. 81, 90, 97, 98, 99, 120, 184, 185, 186.)

CHAPTER 5.

HONORS, DISTINCTIONS, SALUTES, AND CEREMONIES.

- Sec. 1.—Art. 230–238. The President of the United States, the Vice President, an ex-President, the president or sovereign of a foreign State and members of royal families.
- Sec. 2.—Art. 239–247. Cabinet officers, the Chief Justice, governors, Members of Congress, diplomatic representatives, and consuls.
- Sec. 3.—Art. 248–264. Naval and military officers.
- Sec. 4.—Art. 265–295. Honors and distinctions in general.
- Sec. 5.—Art. 297–303. Honors and salutes to foreign governments and officials.
- Sec. 6.—Art. 304–315. Gun salutes in general.
- Sec. 7.—Art. 316–319. Return gun salutes.
- Sec. 8.—Art. 320. Ensigns displayed when saluting or returning salutes.
- Sec. 9.—Art. 321–343. Ensigns, flags, and pennants.
- Sec. 10.—Art. 344–357. Visits of ceremony.
- Sec. 11.—Art. 358–361. Anniversaries, solemnities, and holidays.
- Sec. 12.—Art. 362–379. Funeral ceremonies.
- Sec. 13.—Art. 380. Naval Reserve.
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SECTION 1.—THE PRESIDENT OF THE UNITED STATES, THE VICE PRESIDENT, AN EX-PRESIDENT, THE PRESIDENT OR SOVEREIGN OF A FOREIGN STATE AND MEMBERS OF ROYAL FAMILIES.

230.

(1) The composition consisting of the words and music known as “The Star Spangled Banner” is designated the National Anthem of the United States of America. ^{The National Anthem.}

(2) Whenever the National Anthem is played on board a vessel of the Navy, at a naval station, or at any place where persons belonging to the naval service are present, all officers and enlisted men not in formation shall stand at attention facing toward the music (except at colors, when they shall face toward the colors). If in uniform, covered, they shall salute at the first ^{Honors to the National Anthem.}

note of the anthem, retaining the position of salute until the last note of the anthem. If not in uniform and covered, they shall uncover at the first note of the anthem, holding the headdress opposite the left shoulder and so remain until the last note of the anthem, except that in inclement weather the headdress may be slightly raised.

(3) When played by a naval 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.

231.

The President
on board ship.

(1) When the President of the United States visits a ship of the Navy, all officers of the vessel shall assemble in dress uniform on the side of the quarter-deck on which he enters; he shall be received at the gangway by the flag officer and commanding officer, accompanied by such other officers as may be designated; the rail shall be manned; the full guard paraded; and such of the crew as are not otherwise employed shall be formed in order forward of the guard. When the President reaches the deck, officers and men shall salute; the guard present arms; the drum give four ruffles and the bugle sound four flourishes; the ruffles and flourishes shall be followed by the National Anthem by the band; the President's flag shall be displayed at the main at the moment he reaches the deck and kept flying as long as he is on board. A national salute shall be fired as soon as practicable after the President shall have been received. The same ceremonies shall be observed when the President leaves the ship, the salute being fired when the boat shall be sufficiently clear. Should no band be present to play the National Anthem, the bugle shall sound "To the colors." The President's flag shall be hauled down with the last gun of the salute. (Art. 322.)

(2) All other ships of the Navy present at the time of the official reception or departure of the President shall, unless otherwise directed by the senior naval officer present, man the rail, and fire the national salute at the same time as the ship visited.

(3) A ship of the Navy flying the flag of the President shall be regarded as the ship of the senior officer present, and her motions shall be followed accordingly.

(4) Whenever the President is embarked in a ship flying his flag, all ships of the Navy, on meeting her at sea or elsewhere, and all naval batteries, when she is passing, shall fire a national salute.

(5) When the President, embarked on board a ship with his flag flying, passes close aboard a ship of war, the rail shall be manned unless instructions to the contrary have been received from the senior officer present and the honors laid down in article 266 shall be rendered, except that the full guard shall be paraded instead of the guard of the day. The same ceremonies shall be observed by a ship when passing the President's flag flying aboard another ship.

(6) When the President, embarked in a boat with his flag flying, passes close aboard a ship of the Navy, the full guard of the latter shall be paraded in a conspicuous position, four ruffles given on the drum and four flourishes sounded on the bugle, the national anthem shall be played by the band, and officers and men shall salute. The rail shall not be manned unless specific orders have been received from the senior officer present to do so. The same ceremonies shall be observed by a ship when passing the President's flag flying in a boat.

(7) When the President of the United States is regularly embarked on board a ship of the Navy, but is absent therefrom at night with the intention of returning within twenty-four hours, his absence shall be indicated by eight white lights displayed at the peak, one above the other.

(8) When the President visits a naval station officially, the honors prescribed by paragraph 1 of this article shall be rendered, as far as may be practicable, the full guard being paraded and the President received by the commandant and other officers at such place or places as may be most suitable.

232.

(1) When an ex-President of the United States visits a ship of the Navy he shall receive the same honors as prescribed in article 231, except that the rail shall not be manned, the ruffles and flourishes shall be followed by a march by the band, and 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 salutes. (Art. 322.)

An ex-Presi-
dent.

(2) When an ex-President of the United States visits a naval station he shall receive the same honors as prescribed in article 231 (8), except that the ruffles and flourishes shall be followed by a march by the band.

233.

The Vice President.

(1) When the Vice President of the United States visits a ship of the Navy he shall receive the same honors as prescribed in article 231, except that the rail shall not be manned, the ruffles and flourishes shall be followed by a march by the band, and there shall be but one salute of nineteen guns, which shall be fired at his departure, the national ensign being displayed at the fore during the salute.

(2) When the Vice President visits a naval station officially he shall receive the same honors as prescribed in article 231 (8), except that the ruffles and flourishes shall be followed by a march by the band, and there shall be but one salute of 19 guns, which shall be fired upon his arrival instead of on departure.

234.

A foreign president or sovereign.

(1) When the president of a foreign republic or a foreign sovereign visits a ship of the Navy the same honors as those prescribed in article 231 shall be extended, except that the national ensign of the country represented shall be displayed at the main during the entire visit, and the National Anthem of that country played by the band. (Art. 322.)

(2) When the president of a foreign republic or a foreign sovereign visits a naval station officially he shall receive the same honors as prescribed in article 231 (8), the National Anthem of his country being played by the band.

235.

A member of a royal family.

(1) When any member of a royal family visits a ship of the Navy the honors prescribed in article 234 shall be extended, except that the national flag shall be displayed only during the salute. (Art. 322.)

(2) When any member of a royal family visits a naval station officially he shall receive the same honors as prescribed in article 231 (8), the National Anthem of his country being played by the band.

236.

Meeting a foreign president, sovereign, or member of a royal family.

Whenever a ship of the Navy falls in with a friendly foreign ship of war flying the standard or flag of a president of a republic, sovereign, or member of a royal family, or passes near such standard or flag, if flying elsewhere than from a ship of war, a national salute shall be fired and the flag of the nation of the president, sovereign, or prince displayed at the main during the salute. (Art. 322.)

237.

When naval vessels are passing Washington's tomb, Mount Vernon, Va., between sunrise and sunset, the following ceremonies shall be observed as far as practicable: Full guard and band paraded; bell tolled and colors half-masted at the beginning of the tolling of the bell. When opposite Washington's tomb taps shall be sounded on the bugle, guard present arms, and officers and men on deck stand at attention and salute. The colors shall be mast-headed at the last note of taps, the band playing the National Anthem, the end of which will be the signal for "carry on."

Vessels passing
Washington's
tomb.

238.

None of the foregoing salutes shall be fired by any except ships authorized to salute according to article 304.

Ships author-
ized to salute.

SECTION 2.—CABINET OFFICERS, THE CHIEF JUSTICE, GOVERNORS, MEMBERS OF CONGRESS, DIPLOMATIC REPRESENTATIVES, AND CONSULS.

239.

(1) When the Secretary of the Navy visits officially a ship of the Navy, all officers of the vessel shall assemble in dress uniform on the side of the quarter-deck on which he enters; he shall be received at the gangway by the flag officer and the commanding officer, accompanied by such other officers as may be designated; the full guard shall be paraded, and the crew formed in order forward of them. When the Secretary reaches the deck, officers and men shall salute, the guard present arms, the drum give four ruffles, and the bugle sound four flourishes; the ruffles and flourishes shall be followed by a march by the band, and the Secretary's flag shall be displayed at the main while he is on board. A salute of nineteen guns shall be fired as soon as practicable after he is received on board. The same ceremonies shall be observed when the Secretary of the Navy officially leaves the ship, the salute being fired when the boat shall be sufficiently clear; the Secretary's flag being hauled down with the last gun of the salute. (Art. 322.)

The Secretary
of the Navy.

(2) When a ship of the Navy falls in with a vessel flying the flag of the Secretary of the Navy, his flag shall be saluted with nineteen guns. If two or more ships in company fall in with a vessel flying such flag, only the senior of the ships in company shall fire a salute.

(3) When the Secretary of the Navy, embarked on board a ship with his flag flying, passes close aboard a ship of the Navy, the honors laid down in article 266 shall be rendered, except

that the full guard shall be paraded instead of the guard of the day. The same ceremonies shall be observed by a ship when passing the flag of the Secretary of the Navy flying aboard another ship.

(4) When the Secretary of the Navy, embarked in a boat with his flag flying, passes close aboard of a ship of the Navy, the full guard of the latter shall be paraded in a conspicuous position, four ruffles given on the drum and four flourishes sounded on the bugle, a march shall be played by the band, and officers and men shall salute. The same ceremonies shall be observed by a ship passing the Secretary's flag flying in a boat.

(5) When the Secretary of the Navy is regularly embarked on board a ship of the Navy, but is absent therefrom at night with the intention of returning within twenty-four hours, his absence shall be indicated by six white lights displayed at the peak, one above the other.

(6) When the Secretary of the Navy visits a naval station, officially, the honors prescribed in paragraph 1 of this article shall be rendered, as far as may be practicable, the full guard being paraded and the Secretary received by the commandant and other officers at such place or places as may be most suitable.

240.

Members of the President's Cabinet other than the Secretary of the Navy.

(1) With the exception that there shall be but one salute, to be fired upon departure, and that the national ensign shall be displayed at the fore during the salute, the same honors as prescribed in article 239 shall be extended when a ship of the Navy is visited officially by a member of the President's Cabinet other than the Secretary of the Navy, or by the President pro tempore of the Senate.

(2) Upon official visits to naval stations of one of the officials mentioned in paragraph (1) of this article the honors prescribed in article 239 (6) shall be rendered, except that there shall be but one salute, which shall be fired upon arrival.

241.

The Assistant Secretary of the Navy.

(1) When the Assistant Secretary of the Navy visits officially a ship of the Navy, all officers of the vessel shall assemble in dress uniform on the side of the quarter-deck on which he enters. He shall be received at the gangway by the senior officer on board, accompanied by such other officers as he may designate; the full guard shall be paraded, and the crew formed in order forward of them. When the Assistant Secretary reaches the deck, officers and men shall salute; the guard present arms; the drum give four ruffles and the bugle sound four flourishes; the ruffles and

flourishes shall be followed by a march by the band, and the Assistant Secretary's flag shall be displayed at the main while he is on board. A salute of seventeen guns shall be fired as soon as possible after the Assistant Secretary shall have been received. The same ceremonies shall be observed when the Assistant Secretary of the Navy officially leaves the ship, the salute being fired when the boat shall be sufficiently clear, the Assistant Secretary's flag being hauled down with the last gun of the salute. (Art. 322.)

(2) When a ship of the Navy falls in with a vessel flying the flag of the Assistant Secretary of the Navy, his flag shall be saluted with 17 guns. If two or more ships in company fall in with a vessel flying such flag, only the senior of the ships in company shall fire a salute.

(3) When the Assistant Secretary of the Navy, embarked on board a ship with his flag flying, passes close aboard of a ship of the Navy, the honors laid down in article 266 shall be rendered, except that the full guard shall be paraded instead of the guard of the day. The same ceremonies shall be observed by a ship when passing the flag of the Assistant Secretary flying aboard another ship.

(4) When the Assistant Secretary of the Navy, embarked in a boat with his flag flying, passes close aboard of a ship of the Navy, the full guard of the latter shall be paraded in a conspicuous position, four ruffles shall be given on the drum and four flourishes sounded on the bugle, a march shall be played by the band, and officers and men shall salute. The same ceremonies shall be observed by a ship passing the Assistant Secretary's flag flying in a boat.

(5) When the Assistant Secretary of the Navy is regularly embarked on board a ship of the Navy, but is absent therefrom at night with the intention of returning within twenty-four hours, his absence shall be indicated by four white lights displayed at the peak, one above the other.

(6) When the Assistant Secretary of the Navy visits a naval station officially, the honors prescribed in paragraph 1 of this article shall be rendered, as far as may be practicable, the full guard being paraded and the Assistant Secretary received by the commandant and other officers at such place or places as may be most suitable.

242.

(1) With the exception that the officers shall wear undress uniform, that there shall be but one salute of seventeen guns, to be fired upon departure, and that the national ensign shall be displayed at the fore during the salute, the same honors as prescribed in article 240 shall be extended when a ship of the Navy is visited

Chief Justice
of the Supreme
Court.

Governor gen-
eral.

A committee of
Congress, Presi-
dent pro tem

pore of Senate, officially by the Chief Justice of the Supreme Court of the United States; by a governor general of islands or groups of islands occupied by the United States forces, when the visit is made within the waters of the islands of which he is governor general the President pro tempore of the Senate; a committee of Congress, or the Speaker of the House of Representatives; by a governor of one of the States or Territories of the United States, or of an island under the control of the United States, within the waters of the State, Territory, or island of which he is governor.

(2) When one of the officials mentioned in paragraph 1 of this article visits a naval station officially, the honors prescribed in that paragraph shall be rendered, as far as may be practicable, the full guard being paraded and such official received by the commandant and other officers at such place or places as may be most suitable. The salute shall be fired upon arrival instead of on departure.

243.

An ambassador. (1) When an ambassador visits officially a ship of the Navy, whether within the waters of the nation to which he is accredited or elsewhere, he shall be rendered the same honors as are prescribed in article 231, paragraph 1, except that the rail shall not be manned; there shall be but one salute of 19 guns, which shall be fired at his departure, and the national ensign shall be displayed at the fore during the salute.

(2) When an ambassador visits a naval station officially, he shall receive the same honors as are prescribed in article 231, paragraph 8, except that there shall be but one salute of 19 guns, which shall be fired upon his arrival instead of at his departure.

High commissioner. (3) When a high commissioner or other diplomatic officer of the United States, whose credentials give him powers equal or superior to those of an ambassador, visits officially a ship of the Navy he shall receive the same honors as those prescribed for an ambassador.

Envoy extraordinary and minister plenipotentiary, minister resident, or chargé d'affaires. (4) When an envoy extraordinary and minister plenipotentiary, minister resident, diplomatic representative above the rank of chargé d'affaires and below that of envoy extraordinary and minister plenipotentiary or chargé d'affaires of the United States visits officially a ship of the Navy within the waters of the nation to which he is accredited, he shall be received by the flag officer and commanding officer and such other officers as may be designated, in undress uniform, with the full guard, and with honors as follows:

(a) An envoy extraordinary and minister plenipotentiary, three ruffles and flourishes; band to play a march, and on departure a salute of 15 guns, with national ensign at fore during the salute.

(b) A minister resident, or diplomatic representative as above, two ruffles and flourishes; band to play a march, and on departure a salute of 13 guns, with national ensign at fore during salute.

(c) A chargé d'affaires, one ruffle and one flourish; band to play a march, and on departure a salute of 11 guns, with national ensign at fore during salute.

244.

(1) First secretaries of embassies rank with, but after, brigadier generals in the Army and hold a rank intermediate between rear admirals and captains in the Navy.

(2) Secretaries of legations rank with, but after, colonels in the Army and captains in the Navy. Secretaries of legations or embassies.

(3) Secretaries of embassies and legations shall be given the side honors and courtesies due their rank, but they shall not be saluted with guns except when acting as chargé d'affaires, in which case the provisions of article 243, paragraph 4, shall govern.

245.

(1) When a consul general, consul, vice consul, or consular agent visits officially a ship of the Navy within the foreign port to which he is accredited he shall be received, in the case of a consul general, by the flag officer and commanding officer, and in the case of the other officials mentioned, by the commanding officer, and the guard of the day shall be paraded. Consul general.
Consul.
Vice consul or consular agent.

(2) Upon the departure of the above-named officials a salute shall be fired with the national ensign displayed at the fore during the salute, the number of guns to be—

(a) For a consul general, eleven guns.

(b) For a consul, seven guns.

(c) For a vice consul or a consular agent, five guns.

(3) A vice consul, when in charge of the office and acting as consul general or consul, is entitled to the same honors, salutes, and precedence as regards exchange of official visits as the titular officer.

246.

(1) Consuls general and consuls general at large rank with, but after, brigadier generals in the Army and hold rank intermediate between rear admirals and captains in the Navy. On occasions of ceremony other than purely diplomatic functions, consuls general, for questions of precedence, rank with, but next before, first secretaries of embassies. Precedence.

247.

Diplomatic or
consular officer
taking passage
aboard.

(1) When a diplomatic or consular officer of the United States makes a passage, officially, aboard a ship of the Navy, to the country to which he is accredited, he shall be rendered the honors prescribed in articles 243 or 245 upon disembarking from the ship after arrival in the country in question. No salute shall be fired in his honor when he comes on board in the port of departure, unless such port be a foreign port, in which case he shall receive the same honors upon arrival as prescribed above for his disembarkation.

(2) Should such diplomatic or consular officer come on board a ship of the Navy in a port of the country to which he is accredited, for passage home or to some other country, he shall receive the same honors upon embarkation as are prescribed in the preceding paragraph for disembarkation. He shall receive no salute upon disembarkation at his destination unless such destination be a foreign port, in which case he shall receive the same honors as when he embarks.

SECTION 3.—NAVAL AND MILITARY OFFICERS.

248.

Salutes.

(1) Officers are entitled to salutes, ruffles, and flourishes, as follows:

- (a) Admiral: Seventeen guns, four ruffles and flourishes.
- (b) Vice Admiral: Fifteen guns, three ruffles and flourishes.
- (c) Rear Admiral: Thirteen guns, two ruffles and flourishes.
- (d) Commodore: Eleven guns, one ruffle and flourish.

(2) The Major General Commandant and other general officers of the Marine Corps are entitled to the same salutes and other honors as naval officers of corresponding rank.

(3) A captain or commander appointed to command a squadron with temporary rank higher than his permanent rank, is entitled to the salute and other honors due the temporary rank conferred upon him by his Government.

(4) In all cases where a guard is paraded for an officer whose rank entitles him to a salute of eleven guns or more, the band, if there be one, shall be paraded with the guard. (Arts. 271 and 272.) In tendering honors to a flag or general officer, or official of like rank, the band shall play the "Admiral's March."

249.

A flag officer
assumes com-
mand.

(1) When a flag officer goes on board his flagship to assume command the officers of the vessel shall assemble in dress uniform on the side of the quarter-deck on which he enters; he shall be

received at the gangway by the commanding officer and such other officers as the latter may designate; the guard shall be paraded and the crew at quarters ready for inspection. When the flag officer reaches the deck, officers and men shall salute; the guard present arms; ruffles and flourishes be given; the band play a march; and the flag officer's flag shall be hoisted and saluted with the number of guns to which he is entitled.

(2) If a flag officer assumes command in the presence of another flag officer his senior, the flag of the former shall not be saluted, but he shall salute the flag of his senior, which salute shall be returned according to the scale prescribed in article 248. If a flag officer assumes command in the presence of one or more flag officers his juniors, the salute provided for in paragraph 1 of this article shall be fired, and in addition he shall be saluted by the flag officer next in rank and by him only. This salute shall be returned according to the scale prescribed in article 248.

250.

In the presence of a senior flag officer, salutes to junior flag officers shall not be fired except as provided in articles 251, 252, 253 (a) and (b). In all cases the provisions of article 306 shall be observed.

251.

When a flag officer relinquishes his command afloat the ceremonies at his departure shall be the same as when he assumes command. His flag shall be hauled down at the last gun of the salute.

252.

When a flag officer goes on board a ship of his command to make an official inspection he shall be received with the same honors as prescribed in article 249, except that he shall prescribe the dress to be worn, and his flag shall not be hoisted unless hauled down from his flagship. At no time shall his flag be displayed from more than one ship.

253.

(a) When a flag officer visits officially for the first time a ship of the Navy, not under his command, he shall be received by the senior officer on board and officers of the personal staff and of the watch; the guard shall be paraded and ruffles and flourishes given. The same ceremonies shall be observed on his departure, and a salute fired.

(b) If a ship shall be inspected by the Board of Inspection and Survey for Ships when a flag officer is present as president of the board, the same ceremonies shall be observed as in the preced-

ing article. The flag of such president shall be hoisted and saluted, and he shall be regarded as "a flag officer embarked as passenger by due authority." (Art. 175.) Upon the completion of the inspection and at his final departure, his flag shall be saluted and hauled down. (Arts. 405, 406.)

254.

A flag officer leaves or returns to his flagship.

(1) When a flag officer leaves or returns to his flagship officially, during the day the guard shall be paraded and ruffles and flourishes given; he shall be accompanied to the gangway or received by the commanding officer, the officer of the deck, the officers of his personal staff, and the junior officers of the watch. (Arts. 261 and 282.)

(2) When a flag officer is about to leave his flagship officially during the day, a red pennant shall be displayed directly under his flag and hauled down when he shoves off.

(3) The absence of a flag officer from his flagship during the day shall be indicated in port by flying the alphabet flag "E" at the starboard main yardarm during his absence.

255.

Absence lights of a flag officer.

Absence at night, with intention to return within 24 hours, shall be indicated by white lights displayed at the peak in a vertical line, as follows:

Admiral	-----	Five.
Vice admiral	-----	Four.
Rear admiral	-----	Three.
Captain or commander appointed to command a force, a squadron, flotilla, or division other than destroyers and submarines	-----	Three.
Commander of a destroyer or submarine division (not a flag officer)	-----	One.
Captain of any ship	-----	One.

(But none if a flag officer's lights are shown.)

256.

Top lights for flagships.

Every flagship, when in port or when at sea in company with other ships, shall carry two white lights in a horizontal line six feet apart, using outriggers if necessary on the after side of the mainmast and about six feet below the lowest of the absence lights.

257.

A flag officer assumes or relinquishes command of a naval station.

When a flag officer assumes or relinquishes command of a naval station he shall receive the same honors, so far as practicable, as prescribed in articles 249 and 251.

258.

When a ship of the Navy, other than a flagship, falls in with a flag officer afloat, the latter shall be saluted as provided in article 248, and not again saluted by such ship oftener than once a year, unless he is promoted, makes a visit of inspection, or unless there is a change in commanding officers duly appointed. If two or more ships in company fall in with a flag officer only the senior of the ships in company shall salute.

Flag officer saluted by ships falling in with him.

259.

If a fleet or squadron falls in with another fleet or squadron, or if one flagship falls in with another, the flag officers in chief command shall exchange salutes; the junior fleet or squadron commander first saluting the senior, the number of guns fired to be in accordance with article 248. These salutes shall not be repeated by the same commanders oftener than once a year unless one or the other is in the meantime promoted.

Flag officers saluted when meeting.

260.

When a general officer of the United States Army or Marine Corps or a chief of a bureau of the Navy Department or the Judge Advocate General of the Navy, visits officially a ship of the Navy or a naval station, he shall be received and saluted in the manner prescribed in article 253.

Military officers visiting ship of the Navy.

261.

No officer of the Navy, except flag officers or chiefs of bureaus of the Navy Department or Judge Advocate General of the Navy, and no officer of the Army or Marine Corps, except those mentioned in article 260, shall be saluted with guns. No officer in civilian's clothes shall be saluted with guns or have a guard paraded in his honor.

Officers to be saluted.

262.

When the commanding officer of a ship leaves or goes on board of the vessel under his command, he shall be attended at the side by the officer who in his absence succeeds to the command; and, if of or above the grade of lieutenant commander, the guard of the day shall be paraded in his honor if he leaves or returns officially during the day.

A commanding officer leaves or returns to his ship.

263.

Chief of staff
or a commanding
officer visits an-
other ship of the
Navy.

When a chief of staff or any commanding officer of a ship or of a flotilla visits officially another ship of the Navy, he shall be attended at his reception and departure by the commanding officer and, if of or above the grade of lieutenant commander, the guard of the day shall be paraded in his honor. When the chief of staff leaves or returns to the flagship officially, the guard of the day shall be paraded in his honor.

264.

Field officers
in command vis-
iting ships of the
Navy.

When an officer of the Army or Marine Corps commanding a military post or station, of or above the grade of major and not above the grade of colonel, visits officially any ship of the Navy, he shall receive the same honors as prescribed in article 263.

Honors and ceremonies.

Rank.	Uniform.	Salute.		Guns.	Rifles.	Guard.	Music.	Side honors.	Flag.
		Ar-rival.	De-par-ture.						
President.....	Dress.....	1	1	21	4	Full.....	National anthem.....	Yards or rail manned and 8 S. boys.	President's, at main, during visit.
President of foreign Republic or a foreign sovereign.	do.....	1	1	21	4	do.....	do.....	do.....	National, at main, during visit.
Member of royal family.	do.....	1	1	21	4	do.....	do.....	do.....	National, at main, during salute.
Ex-President.....	do.....	1	1	21	4	do.....	March.....	8 S. boys.	National, at main, during salute in foreign countries.
Vice President.	do.....	1	1	19	4	do.....	do.....	do.....	National, at fore, during salute.
Ambassador.....	do.....	1	1	19	4	do.....	National anthem.	do.....	Do.
Secretary of the Navy.....	do.....	1	1	19	4	do.....	March.....	do.....	Secretary's, at main, during visit.
Assistant Secretary of the Navy.....	do.....	1	1	17	4	do.....	do.....	do.....	Assistant Secretary's, at main, during visit.
Cabinet officer.....	do.....	1	1	19	4	do.....	do.....	do.....	National, at fore, during salute.
Chief Justice.....	do.....	1	1	17	4	do.....	do.....	do.....	Do.
Governor General, United States Islands.	Undress.	1	1	17	4	do.....	do.....	do.....	Do.
Governor of State, Territory, or United States Islands.	do.....	1	1	17	4	do.....	do.....	do.....	Do.
President pro tempore of the Senate.....	do.....	1	1	19	4	do.....	do.....	do.....	Do.
Speaker of the House of Representatives.....	do.....	1	1	17	4	do.....	do.....	do.....	Do.
Committee of Congress.....	do.....	1	1	17	4	do.....	do.....	do.....	Do.
Envoy extraordinary.....	do.....	1	1	15	3	do.....	do.....	do.....	Do.
Minister resident or "diplomatic representative".....	do.....	1	1	13	2	do.....	do.....	6 S. boys.	Do.
Chargé d'affaires.....	do.....	1	1	11	1	do.....	do.....	do.....	Do.
Consul general.....	Of the day.	1	1	11	1	Day.....	do.....	do.....	Do.
First secretaries of embassies or legations.....	do.....	1	1	7	7	Day.....	do.....	4 S. boys.	Do.
Vice consul or consular agent (where he is the only representative of the United States).....	do.....	1	1	5	5	do.....	do.....	do.....	Do.
Admiral.....	Undress.	1	1	17	4	do.....	do.....	do.....	Do.
General.....	do.....	1	1	15	3	do.....	do.....	do.....	Do.
Vice admiral.....	do.....	1	1	13	2	do.....	do.....	6 S. boys.	Do.
Lieutenant general.....	do.....	1	1	11	1	do.....	do.....	do.....	Do.
Rear admiral.....	do.....	1	1	11	1	Day.....	do.....	do.....	Do.
Major general (Army or Marine Corps).....	do.....	1	1	11	1	Day.....	do.....	do.....	Do.
Commodore.....	do.....	1	1	11	1	Day.....	do.....	do.....	Do.
Brigadier general (Army or Marine Corps).....	do.....	1	1	11	1	Day.....	do.....	do.....	Do.
Chief of staff, if not a flag or general officer.....	Of the day.	1	1	11	1	Day.....	do.....	do.....	Do.

In case of foreign officers, national, at fore, during salute.

SECTION 4.—HONORS AND DISTINCTIONS IN GENERAL.

265.

Before rendering honors to passing ships or commanding officers above the rank of lieutenant "attention" shall be sounded (where not herein excepted), upon which every one in sight on deck shall stand at attention facing toward the ship or person saluted, until "carry on" is sounded. Attention previous to rendering honors.

266.

(1) Vessels of the third rate or above, except auxiliaries, passing close aboard shall exchange salutes by the guard of the day presenting arms, the band playing the national anthem, officers and men above decks at attention and saluting. When no band is present the hand salute shall be made when abreast the other ship's colors. If one of the vessels is a flagship, the salute is the same, since it is to the national ensign that the honors are rendered. The same salute will be made to all foreign men-of-war, even though smaller than a third rate. Article 273. Vessels of and above third rate.

(2) Vessels under third rate and auxiliaries flying a pennant shall salute and be saluted by other ships by officers and men being called to attention by bugle and saluting with the hand.

267.

By "close aboard" is meant within 600 yards for passing ships, 400 yards for passing officers. For high personages and foreign ships the term shall be interpreted liberally, and in any case of doubt the officer responsible for taking action shall be careful not to render less honor than may be due. Close aboard.

268.

The rendering of honors shall take place while the ships are overlapping, sounding "attention" when the jack staff of one vessel passes the jack staff or flagstaff of the other and "carry on" when the quarter-deck of one vessel has passed the quarter-deck of the other. Honors to an officer shall be rendered while he is abreast the quarter-deck, sounding "carry on" when the honors have been completed and acknowledged. When a guard is paraded, arms shall be presented when "attention" sounds and brought to the order at "carry on." Honors rendered while overlapping.

269.

To a flag officer passing in a boat close aboard with his flag flying the same honors shall be rendered as if he were coming on board (Art. 248 (4)), but with the guard of the day instead of Flag officer passing.

the full guard. Officers and men on deck shall salute at the first flourish, remaining at hand salute until the end of the last flourish. When the passing officer is a commanding officer above the grade of lieutenant, with his pennant flying, "attention" shall be sounded on the bugle, officers and petty officers on watch, sentries, and boat keepers saluting, others on deck standing at attention. The honors prescribed in this article shall be rendered when the passing officer is a chief of staff with pennant flying.

270.

Full honors, as specified in the preceding article, shall not be rendered to a flag or commanding officer who passes or comes alongside without his flag or pennant flying. In such case the salute in passing shall be the same as for any commissioned officer, namely, boat keepers, sentries, and others who observe the boat, salute. If a flag or commanding officer comes on board without flag or pennant flying, only side honors shall be given unless he should request full honors on departure. All persons on the quarter-deck shall stand at attention by command without bugle.

271.

Personal honors. In rendering personal honors, when the guard presents arms, officers in uniform and men not in formation, on deck and in view, shall salute with the right hand, so remaining until the end of ruffles and flourishes, or, if none, until "order arms."

272.

Crew paraded. When any of the crew are paraded in rendering honors they shall salute only by command.

273.

Honors between ships during maneuvers or evolutions. No honors other than "attention" on the bugle shall be rendered between vessels while they are engaged in maneuvers or evolutions. When two or more ships are in company, whether at anchor or underway, coming to anchor or getting underway, they shall be considered as a part of the same formation and as engaged in maneuvers or evolutions, so far as concerns salutes. In case of a ship or ships joining such formation, honors shall not be rendered unless such ship or ships have been or are on detached duty. The term "detached duty" in this case does not apply to a ship or ships temporarily out of formation, but only to ships which, by order of competent authority have been in some port other than the rendezvous of the division, squadron, or fleet to

which they may belong; or on duty which has kept them away from their immediate division, squadron, or fleet for a period of more than 48 hours. A ship is not considered as on detached duty when she leaves the formation, whether underway or at anchor, for target practice, coaling in the immediate vicinity, or for similar duty. Ships of divisions or squadrons of the fleet getting underway or coming to anchor at about the same time, or in obedience to the same signal, shall be considered as engaged in evolutions, and no honors, other than "attention" on the bugle, shall be rendered as they pass each other. (Art. 416.) Vessels engaged in tactical evolutions outside of port shall not exchange any salutes whatever.

274.

When all hands are called for getting underway in port or coming to anchor, all men not specially stationed shall fall in at quarters in charge of their division officers. The full guard and band and, on board the ship of the senior officer present, the crews of the saluting guns shall form prepared to render or return honors.

Stations when getting underway or coming to anchor.

275.

The rendering of honors shall be so regulated as not to keep officers and men at attention longer than necessary to make the salute distinctly recognizable.

Keeping men at attention.

276.

The following is a tabular statement of salutes to be rendered under the foregoing instructions:

Table of honors.

(a) Passing or being passed by a foreign man-of-war, United States man-of-war, with or without personal flag flying, whether member of fleet, squadron, or division, or not, if she has been or is on detached duty.	Guard of the day and band; attention by bugle; national air. Hand salute at end of national air.
(b) Passing or being passed by vessel of own formation or a United States vessel under third rate or auxiliary flying a pennant.	Attention on bugle; band salute. In outside tactical evolutions, none.
(c) Flag officer, with flag flying, comes on board.	Full guard and band; attention by bugle; flourishes; march; tend side. Hand salute at command "present arms" and remain at salute until end of flourishes.
(d) Flag officer, in a boat, passes close aboard with flag flying.	Guard of the day and band; attention by bugle; flourishes; march. Hand salute as in (c).
(e) Flag officer, in uniform, with no flag flying, comes on board.	Attention on quarter-deck without bugle; tend side. Hand salute while piping side as flag officer comes aboard.
(f) Flag officer, in a boat, passes close aboard without flag flying, whether in uniform or not.	No general honors; boat keepers, sentries, and others salute.

- (g) Commanding officer, of or above rank of lieutenant commander, passes close aboard with pennant flying.
- (h) Commanding officer, of or above rank of lieutenant commander, with pennant flying, comes on board.
- (i) Commanding officer, of or above, rank of lieutenant commander, comes on board, no pennant flying.
- (j) All officers, not specified, coming on board in uniform.
- (k) All officers, not specified above, passing close aboard whether in uniform or not, or when coming on board in civilian clothes.
- Attention by bugle; officers and petty officers on watch, boat keepers, and sentries salute; others stand at attention.
- Guard of the day; attention by bugle; tend side. Hand salute at command "present arms," and remain at salute until command "order arms."
- Attention on quarter-deck without bugle; tend side. Hand salute while piping side as officer comes aboard.
- Attention near gangway without bugle; tend side. Hand salute as in (i).
- No general honors; boat keepers, sentries, and others salute.

277.

Duties of officers of the deck, and others.

The officer of the deck is especially charged with giving the command "Attention" as regards salutes to ships and to officers and officials who are entitled to salutes when passing in boats. Petty officers, leading men, and others are required to give the command when boats pass near the ship with a pennant or flag flying, and the bugle call has not been obeyed by everyone in his vicinity, or the boat has not been observed by the officer of the deck.

278.

When side honors rendered, persons in view salute, etc.

When side honors only are rendered to a flag officer or commanding officer, officers and men on deck and in view from the gangway shall stand at "attention," facing the gangway, and salute as the officer appears over the side and shall remain at the salute until the end of the pipe.

279.

Officer of the deck attends at the gangway.

The officer of the deck shall attend at the gangway on the arrival or departure of any commissioned officer or distinguished visitor.

280.

Piping the side.

(1) On the occasion of the official reception or departure of a civil, diplomatic, or consular official or of any commissioned officer of the Navy, Army, Marine Corps, Naval Militia, or Coast 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.

(2) Piping the side for officers not wearing side arms may, by order of the commanding officer, be dispensed with, without distinction of rank or grade, on board of the ships to which they are attached.

281.

Side boys shall attend at the side when the side is piped, as follows, except as noted in 282 (e): Side boys.

- (a) For officials saluted with 15 or more guns, eight.
- (b) For officials saluted with 11 or 13 guns, six.
- (c) For other officers of and above the rank of commander and for officials entitled to corresponding honors, four.
- (d) For other commissioned officers of the Navy or Marine Corps and officials entitled to corresponding honors, two.

282.

(1) All honors, except as prescribed in article 279 and such as social courtesy may demand, shall be dispensed with at the reception or departure of all officers under the following circumstances: Side honors dispensed with.

- (a) When they are in plain clothes.
- (b) When the departure or reception takes place after sunset and before 8 a. m. (except that for foreign officers the side shall be piped).

(c) During the meal hours of the crew, for officers of the United States Navy or Marine Corps.

(d) When coaling ship or when exercising at battle stations, for officers of the United States Navy or Marine Corps.

(e) On board ships having a complement, exclusive of the engineer force, of 125 men or less the attendance of side boys for officers of the United States Navy shall be required on occasions of ceremony, but shall not be required on ordinary occasions. When the side is piped for officers of the United States Army or of foreign services, side boys shall be in attendance between 8 a. m. and sunset.

(2) The guard and band shall not be paraded on Sundays for United States ships or for officers of the United States Navy, Marine Corps, or Army. Marine guard and band not paraded.

283.

Sentries at the gangways shall salute all officers in uniform when going or coming over the side. All sentries on the upper decks or in view from outside, shall salute all commissioned officers passing them close aboard, in boats or otherwise. Sentries to salute.

284.

The starboard gangways shall be used by all commissioned officers and their visitors; the port gangways shall be used by all other persons. If the construction of the ship or other circumstances make a change in this rule expedient, the change may be made at the discretion of the commanding officer. Use of gangways.

285.

Salutes to colors and quarter-deck.

(1) All officers and men, whenever reaching the quarter-deck, either from a boat, from a gangway, from the shore, or from another part of the ship, shall salute the national ensign. In making this salute, which shall be entirely distinct from the salute to the officer of the deck, the person making it shall stop at the top of the gangway or upon arriving upon the quarter-deck, face the colors, and render the salute, after which the officer of the deck shall be saluted. In leaving the quarter-deck, the same salutes shall be rendered in inverse order. The officer of the deck shall return both salutes in each case, and shall require that they be properly made.

(2) The commanding officer shall clearly define the limits of the quarter-deck; it shall embrace so much of the main or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions. When the quarter-deck so designated is forward and at a considerable distance from the colors the salute to the colors prescribed in the preceding paragraph will not be rendered by officers and men except when leaving or coming aboard the ship.

(3) The salute to the national colors to be made by officers and enlisted men with no arms in hand shall be the "hand salute," the headdress not to be removed.

286.

Personal salutes to officers of the Navy, Army, and Marine Corps.

(1) The hand salute shall be exchanged between officers and enlisted men when on shore and not in a military formation nor at work on every occasion of their meeting, passing near, or being addressed, the officer junior in rank or the enlisted man saluting first. Similarly, when afloat every officer and enlisted man shall salute a flag officer, his own commanding 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.

(2) Personal salutes and other marks of respect due their rank shall always be extended to officers on duty of the Army, Marine Corps, Naval Militia, and Coast Guard, and to foreign officers.

(3) The salute to any person whatever, by all officers and enlisted men in uniform with no arms in hand, whether on or off duty, on any occasion outdoors, shall be the hand salute, using the right hand, the headdress not to be removed.

287.

Salutes by the crew on ship-board.

(1) On board their own ship, all officers and enlisted men shall salute their captain 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 execu-

tive 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.

(2) Men at work shall not leave off nor salute unless addressed by an officer or called to attention. A man in formation shall not salute when directly addressed, but shall come to attention if at rest.

(3) Men seated at work, at games, or at mess are not required to rise when an officer passes, other than the captain, unless called to attention or necessary to clear a gangway.

(4) In a boat where there is no officer, when at a landing or at the boom, men seated and not at the oars shall rise and salute whenever a boat with an officer in it comes near. If awnings are spread, they shall salute without rising.

288.

The side shall be sufficiently lighted to enable persons to go on board or take their departure without inconvenience. **Lights at the gangway.**

289.

(1) Except when there is a special countersign, the answering hail from a boat, in reply to a ship's hail, shall be varied according to the senior officer or official who may be in the boat, as follows: **Answering the hail.**

President of the United States	“United States.”
Secretary or Assistant Secretary of the Navy	“Navy.”
Flag officer in chief command	“Fleet.”
Chief of Staff (when not in command of a ship)	“Staff.”
Force commander	“Force” (giving name of force).
Division commander	“— Division” (giving number of his division).
Marine officer commanding a brigade	“Brigade commander.”
Flotilla commander	“Flotilla” (giving name of flotilla).
Commanding officer	The name of the ship under his command.
Marine officer commanding regiment	“Regimental commander.”
Other commissioned officers	“Aye, aye.”
Other officers	“No, no.”
Enlisted men and marines	“Hello.”
Boats not intending to go alongside regardless of rank of passengers	“Passing.”

(2) Power boats approaching a ship when a flag or pennant is not displayed in the bow may sound short blasts on the

whistle at night or during the day when the curtains are so drawn that the rank of passengers can not be distinguished, as follows:

President of the United States.....	Eight.
Secretary of the Navy.....	Seven.
Assistant Secretary of the Navy.....	Five.
Admiral.....	Six.
Vice Admiral.....	Five.
Other flag officer.....	Four.
General officer, Marine Corps.....	Four.
Commanding officer, Chief of Staff, or torpedo flotilla commander.....	Three.
Marine officer commanding a brigade or regiment.....	Three.
Other commissioned officer.....	Two.
All others.....	One.

290.

Salutes when
in boats.

(1) Salutes shall be exchanged between boats meeting or passing each other as by the accompanying table. No junior shall pass a senior without permission.

(2) The junior shall always salute first, and the senior shall return the salute with the hand.

(3) Officers of the Army and foreign officers in boats shall always be saluted when recognized.

(4) Officers in uniform, but without flag or pennant flying, or when in civilian clothes, shall be saluted with the hand only.

(5) Coxswains in charge of boats shall always rise and salute when officers enter or leave their boats, or when steering a boat extending or returning a salute to or from all commissioned officers. But when steering a loaded or towing boat or a boat under sail, they shall salute with the hand only.

(6) Boat keepers and all other men in boats not under way, and not containing an officer, shall, when boat awnings are not spread, stand and salute when an officer comes alongside, leaves the side, or passes near them, and shall remain standing until the boat passes or reaches the ship's side. If boat awnings are spread, they shall salute with the hand without rising, but steam launches with canopies shipped shall not be considered as boats with awnings spread.

(7) Men working on the ship's side do not salute, but continue their work, except when the bugle sounds the call of attention.

(8) At morning or evening colors, pulling boats passing near a man-of-war of any nationality, shall lie on their oars, and steamers stop their engines, the coxswains saluting, and members of the crews of steamers outside the canopy to stand facing toward the colors and saluting.

Boat salutes.

Rank or rate of the senior in the saluting boat.	Rank of the senior officer in the boat to be saluted.			
	Flag or general officer (with flag flying).	Commanding officer above rank of lieutenant (with pennant flying).	Other commissioned officer.	Midshipman or warrant officer.
Flag or general officer.	Junior salutes with hand.			
Commanding officer above rank of lieutenant (with pennant flying).	Stops engine, lays on oars, and salutes with hand.	Junior salutes with hand.		
Other naval officer below flag rank and above rank of lieutenant, and marine officers of corresponding rank.	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.	Junior 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.	Junior salutes with hand.	
Midshipman or warrant officer.	Stops engine, tosses or trails 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 or towing boat or boat under sail.	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.	Stands and salutes with hand.	Salutes with hand.

291.

(1) At landings and gangways juniors shall give way to seniors, and at all times juniors shall show deference to their seniors by abstaining from crossing the bows of their boats, crowding them, or ignoring their presence. The same rules shall apply in the relations of officers ashore, whether in vehicles or on foot. Juniors to give way to seniors.

(2) Boats shall always haul clear of shore landings and ships' gangways while waiting. The crews shall not be allowed to leave the boats except by authority.

(3) In accompanying other officers, juniors shall walk or ride on the left of their seniors, unless there be special reason for the contrary.

292.

Cheering. Cheers shall not be given as a compliment to any officer.

293.

To dress ship. (1) On the occasion of dressing ship all derricks, booms, etc., shall be lowered into the places where they secure; the flag and jack staffs shall be shipped, and a national ensign shall be hoisted at each masthead, except in the case of a flagship. If the masts are the same height, the ensigns shall be the same size. At the peak, or on a staff aft, the largest ensign with which a ship is furnished shall be displayed. Forward, on the jack staff, the jack shall be hoisted. The ship shall be dressed at 8 a. m. and remain so until sundown. (Arts. 293, 294, 322.)

(2) If the dressing is complimentary to some other nation, then the ensign or standard of that nation shall be hoisted as provided in articles 320 and 322.

Personal flags or pennants. (3) In three-masted vessels, no ensign shall be displayed at a mizzen masthead where the flag of an admiral is flying. (Art. 322.)

294.

To full-dress ship. (1) On the occasion of full-dressing ship, in addition to the dressing of the mastheads, when the masting of the ship will permit, a rainbow of flags shall be arranged, reaching from the water line forward to the water line aft. Peculiarly masted ships shall provide to make the most artistic display, as little modified from the rainbow effect as it is possible for them to arrange.

(2) Where possible, all ships shall be dressed alike, and, to insure uniformity, the flags shall be stopped on in the order given in the Introduction to the General Signal Book.

295.

Distinguished officials visiting navy yards. When any distinguished official visits a navy yard or naval station he shall, so far as practicable, receive the same honors as if visiting a ship of the Navy. (Arts. 231 to 235 and 239 to 242, inclusive.)

SECTION 5.—HONORS AND SALUTES TO FOREIGN GOVERNMENTS AND OFFICIALS.

297.

Salute to foreign port. When a ship of the Navy 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 port. The ensign of the nation saluted shall be displayed at the main during the salute. In case two or more ships enter in company, only the senior shall salute. (Arts. 315 (3), 322.)

298.

(1) When a ship of the Navy falls in at sea with a friendly foreign ship of war flying the flag or pennant of a flag officer or commodore, she shall exchange salutes with such ship of war in the same manner as when meeting similar ships of the United States, as provided in articles 258 and 259, except that the salute will be returned gun for gun. Salutes to foreign flag officers.

The national ensign of the country of the officer saluted shall be displayed at the fore during such salute.

(2) 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. As between flag officers of the same grade the last comer will salute first. 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.

299.

(1) On the occasion of the first official visit of a foreign naval or military officer, a member of the diplomatic corps, or other distinguished official to a ship of the Navy, he is to receive the same honors as an official of the United States of the same grade or rank. Salutes to other foreign officials.

(2) The honors for a foreign cabinet officer shall be the same as those prescribed in article 240 for a member of the Cabinet of the President of the United States, other than the Secretary of the Navy.

(3) A foreign official, not thus provided for, when visiting a ship of the Navy, may be saluted either at his reception or departure with the number of guns he would be entitled to receive if visiting a ship of his own nation, or the number prescribed by the senior officer, not, however, to exceed nineteen. (Arts. 296 and 315.) No personal flag of any foreign official shall be saluted except as prescribed in articles 236 and 298, unless assurance is received that the salute will be returned.

300.

Nations not recognized. No salute shall be fired in honor of any nation or of any official of any nation not formally recognized by the Government of the United States.

301.

When meeting foreign officials. Officers and men of the Navy shall extend to foreign officials, when passing near ships of the Navy with the insignia of their rank flying, or when met ashore or afloat, the personal salutes and other marks of respect due to similar officials of the United States.

302.

Lowering sails and dipping ensign. (1) No ship of the Navy shall lower her sails or dip her ensign unless in return for such compliments.

(2) Of the colors carried by a naval force on shore, only the battalion or regimental colors shall be dipped in rendering or acknowledging a salute; the national colors shall not be dipped, except when passing in review before the President or as a compliment to the sovereign or ruler or a member of the royal family of another country.

303.

National anthems played in compliment. National anthems of foreign states shall be played by the band as a compliment as follows:

(a) In the morning, after colors, the national anthem of the port, followed by the national anthem of the ships of war present, in the order of rank. (Art. 298.)

(b) When passing or being passed by a foreign ship of war close aboard, at which time officers and men on deck in sight shall salute and sentries present arms. (Arts. 266 and 267.)

SECTION 6.—GUN SALUTES IN GENERAL.

304.

Saluting ships. (1) In the absence of instructions from the department vessels of the Navy of the first, second, and third rates, except colliers, refrigerating ships, supply ships, distilling ships, tank steamers, repair ships, and hospital ships, shall be considered as saluting ships.

If unable to salute. (2) In cases where, from any special cause, a ship, from which a salute in compliment to a foreign power or officer may reasonably be expected, is unable to salute, the circumstances are to be explained on the spot to the representative of such foreign power.

To salute if possible. (3) In cases where, from any special circumstances, the omission to salute can not be explained without giving offense to a

foreign power or officer, salutes shall be fired by any ship which can possibly do so with safety, whether included in the foregoing category or not.

305.

- (1) A national salute shall consist of twenty-one guns.
 (2) The interval between guns in all salutes shall be five seconds.

A national salute.

306.

- (1) In the official presence of the President of the United States, or of the president or sovereign of any other nation, no gun salute shall be fired by vessels of the Navy to any personage of lesser degree.

Salutes in presence of a senior.

- (2) No salute shall be fired in the presence of a senior without his permission, except it be one in honor of such senior. (See 251-253 (b).)

- (3) Whenever a salute is fired, following the motions of the flagship or ship of the senior officer present, each ship shall begin its salute with the first gun from the flag or senior ship.

- (4) During the firing of a salute all officers and men on deck shall stand at attention and face toward the ship or person saluted.

307.

- (1) No salute shall be fired between sunset and sunrise. As a general rule, salutes shall be fired between 8 a. m. and sunset. Salutes shall not be fired on Sunday, unless required by international courtesy. The national ensign shall always be displayed during a salute.

When salutes may be fired.

- (2) In the case of a salute at 8 a. m., the first gun shall be fired at the last note of the national anthem.

308.

Forts and cities of the United States shall not be saluted by ships of the Navy.

United States forts and cities.

309.

Salutes shall not be fired in ports or parts of ports where they are forbidden by the local authorities.

Where not to salute.

310.

Any boat having an official on board shall lay on oars (or stop the engine), bows forward, during the firing of a salute in his honor.

Boats while salute is firing.

311.

Officials entitled to salutes visit in company.

When two or more officials each entitled to a salute visit a ship of the Navy and depart in company, but one salute shall be fired, and that to the senior. If they depart in succession, each shall be saluted.

312.

Salutes to an official making a passage.

When any official entitled to a salute embarks in a ship of the Navy for the purpose of making a passage in her, he shall be saluted when going on board and again upon disembarking. (Art. 247.)

313.

When in doubt as to the rank of an official.

When in doubt as to what officials are to be visited, saluted, or otherwise honored, or as to the rank of any official, or whether a salute (involving a return) will be returned, commanding officers of ships of the Navy shall first send an officer to the official or other suitable person to obtain the required information.

314.

Salutes and ceremonies may be dispensed with.

Salutes and other ceremonies attending the reception or departure of officials may be dispensed with at the personal request of the officers in whose honor they are prescribed.

315.

When salutes are due.

(1) Officials whose rank entitles them to nineteen or more guns shall receive full honors, including the salute with guns, on the occasion of every visit except as noted in article 314.

(2) Other officials, whether naval, military, or civil, shall not be saluted by the same ship at the same port, or by a naval station, oftener than once in 12 months, unless such official has been advanced in rank, or unless he be on special duty in which international or other exceptional courtesies may be involved, when the commanding officer shall, in the absence of instructions, exercise his discretion. If a personal visit is made by a flag officer of a different command, such officer shall be given a personal salute on his departure, although his flag may have been previously saluted. (See 258, 259.)

(3) Foreign saluting ports shall be saluted on the occasion of every visit, except in the case of a ship leaving port temporarily, when, by agreement with the local authorities, the salute may be dispensed with.

SECTION 7.—RETURN GUN SALUTES.

316.

The following arrangements entered into by the maritime powers will be observed in regard to returning salutes: Return salutes.

(1) Salutes to be returned gun for gun—

(a) To the national flag upon arrival in a foreign port.

(b) To foreign flag officers and commodores when met at sea or in port.

(2) Salutes not to be returned—

(a) To a President of a Republic, royal personage, or members of royal families, whether on arrival at or departure from a port or upon visiting ships of war.

(b) To diplomatic, naval, military, or consular authorities, or to governors, or officers administering a government, whether on arrival at or departure from a port, or when visiting ships of war. Return salutes of flag officers.

(c) To foreigners of high distinction on visiting ships of war.

(d) Upon occasions of national festivals or anniversaries.

317.

(1) When a ship or naval station of the United States salutes the flag of the Secretary of the Navy, or of the Assistant Secretary of the Navy, or the flag of a flag officer, the return salute shall be as prescribed by article 248. The return salute to any other commanding officer shall be seven guns. Salutes to flag officers, when not to be returned.

(2) No salutes to other officials of the United States are to be returned.

318.

Personal salutes fired to flag officers, either of the United States or of any foreign State, on the occasion of their paying official visits are not to be returned. Personal salutes.

319.

It is the duty of a fort or other Army post to return a national salute fired by a foreign ship of war entering a port of the United States. In case there is no fort or post capable of returning the salute, it shall be returned by the senior ship present, and if there be none, by a naval battery or station. Salutes to United States ports to be returned by whom.

SECTION 8.—ENSIGNS DISPLAYED WHEN SALUTING OR RETURNING SALUTES.

320.

Salutes to
functionaries
mentioned in
sections 1 and 2.

The following rules in regard to displaying ensigns while saluting or returning salutes shall be observed (art. 322).

(1) On the occasion of saluting the officials mentioned in sections 1 and 2 of this chapter, ensigns shall be displayed as therein directed.

National sa-
lutes.

(2) When firing a national salute upon entering a foreign port, or when returning the same from a ship of war of a foreign nation, the ensign of the foreign nation shall be displayed at the main.

Foreign na-
tional anniversa-
ries or festivals.

(3) On all occasions of celebrating foreign national anniversaries or festivals, when salutes are fired, the ensign of the nation celebrating the day shall be displayed at the main during the salute and for such further times as the ships of such nation present may remain dressed, and in the case of an anniversary of the nation in whose waters the ship is lying, where no ships of that nation are present, until sunset.

Foreign flag
officers.

(4) While saluting the flag or broad pennant of a foreign flag officer or commodore, or returning a foreign salute to a flag officer or commodore of the United States, the ensign of the foreign nation shall be displayed at the fore.

Personal sa-
lutes to foreign
officials.

(5) During personal salutes fired in honor of foreign naval, military, diplomatic, and consular officials, while visiting ships of the Navy, or other foreigners of distinction not provided for in section 1, the ensign of the foreign nation to which the visitor belongs shall be displayed at the fore.

Salutes to
United States
officials other
than naval.

(6) On the occasion of saluting, in a foreign port, officials of the United States other than naval, the national ensign shall be displayed at the fore. If in a port of the United States, no colors will be displayed in honor thereof, except as provided in sections 1 and 2 of this chapter.

SECTION 9.—ENSIGNS, FLAGS, AND PENNANTS.

321.

Distinctive
marks of ships
of the Navy.

(1) The distinctive mark of a ship of the Navy in commission, other than the national ensign, is a flag or pennant at a mast-head.

(2) The distinctive mark of the senior on board shall be displayed, day and night, and shall be carried at the main, except the flag of an admiral, vice admiral, or rear admiral, and the pen-

nant of the senior officer present, which shall be carried at the aftermast and starboard after yardarm, respectively.

(3) No flags or pennants other than those prescribed in these regulations or the signal book shall be displayed on board any ship of the Navy as a personal honor to any person or for the purpose of indicating the presence of such person on board, and all flags or pennants thus displayed shall conform strictly to the patterns laid down in the signal book.

(4) In two-masted ships all such flags and pennants shall be displayed from the main; in single-masted ships from the truck; and in mastless ships from the loftiest and most conspicuous hoist. (Art. 322.)

Where displayed.

322.

(1) Except as prescribed in paragraph 2 of this article, no personal flag of any official shall ever be displayed at the same masthead with any national ensign. Whenever such double display is required under these regulations, in dressing ship or during a visit aboard of any foreign official, the personal flag or pennant shall be displayed at the fore while the national ensign is hoisted at the main. In dressing ship, the personal flag or pennant shall be shifted to the fore during such period of dressing, and no national ensign shall then be flown from that masthead. This provision shall be complied with in dressing ship in honor of our own country by shifting the personal flag or broad pennant forward and displaying our own ensign at the main.

Personal flags displayed with ensigns.

(2) A personal flag or broad pennant at a masthead where a national flag is shown during a gun salute shall be lowered until clear of the national flag, during the salute.

(3) When the personal flag of the President of the United States, or of the Secretary of the Navy, of the Assistant Secretary of the Navy is flying aboard any ship of the Navy, any other personal flag or pennant shall be hoisted at the foremast. Should two or more of the above-named officials visit a ship at the same time, the flag of the senior only shall be displayed.

323.

(1) The national ensign on board a ship of the Navy at anchor shall be hoisted at 8 a. m. and kept flying until sunset. Whenever a ship comes to anchor or gets under way, if there is sufficient light for the ensign to be seen, it shall be hoisted, although earlier or later than the time specified. Unless there are good reasons to the contrary, the ensign shall be displayed when falling in with other ships of war or when near the land, and especially when passing or approaching forts, lighthouses, or towns.

When the national ensign shall be displayed.

(2) When two or more vessels of the first rate are in company in port, the senior officer present shall, at 7.45 a. m., make a signal.

Size of colors to be prescribed by signal.

preparatory signal, giving the size of colors to be hoisted for the day; if made during the day, colors shall be shifted when the signal is hauled down. Jacks, flag, and senior officers' flags and pennants, and commission pennants, corresponding in size to the colors, shall be flown.

(3) The national ensign shall be displayed on shore from 8 a. m. to sunset at every shore station under the jurisdiction of the Navy Department, at such point as the commandant thereof may direct, and, except as specified in the following sentence, at that point only. Where there exist outlying reservations under the command of such commandant, which lie so far from the main reservation that their governmental character is not clearly indicated by the display of the ensign at such main reservation, the commandant shall direct the national ensign to be displayed at such point on each such outlying reservation as he may deem desirable.

324.

When the union jack shall be displayed.

(1) When at anchor the union jack shall be flown from the jack staff from morning colors to evening colors.

(2) The jack hoisted at the fore is a signal for a pilot. A gun may be fired to call attention to it.

(3) The jack hoisted at the mizzen or at a yardarm denotes that a general court-martial or court of inquiry is in session. It is to be hoisted (and, if in port, a gun fired) when the court meets and to be hauled down when the court adjourns.

325.

National ensign in boats.

The national ensign shall be displayed from boats belonging to naval ships (1) between 8 a. m. and sunset in a foreign port, when away from the ship.

(2) When the ship is dressed and in such boats as are water borne.

(3) In a home port when boarding a foreign vessel.

(4) At such other times as may be prescribed by the commanding officer.

326.

Flag of officers of the same grade.

When two or more flag officers of the same grade meet, the senior only shall fly the blue flag, and all others the red.

327.

Senior officer's pennant.

When two or more ships of the Navy are together, with no distinctive flag of a flag officer or division commander flying, the senior officer's pennant shall be displayed at the starboard

after yardarm of the senior ship, in addition to the narrow pennant at the main.

328.

(1) An officer in command of a naval station shall fly his flag or broad pennant, or senior officer's pennant, on the receiving ship, if there be one; and if not, at some conspicuous and suitable place within the limits of his command, without regard to any flags or pennants of officers in command afloat.

Flag or pennant of an officer commanding a naval station.

(2) When cruising ships, attached to a regularly organized fleet, are lying at a naval station, the senior officer of such ships shall fly the senior officer's flag or pennant without reference to the flag or pennant of the commanding officer of the shore station, except that a division commander shall not replace his flag or pennant by the pennant of the senior officer present. The senior officer present's pennant, when thus hoisted, indicates the senior officer of the fleet present, and shall not relieve the commandant of his duties as senior officer present for vessels not attached to such fleet. If vessels attached to two or more regularly organized fleets or squadrons are lying at the same naval station, the senior officer of them all only shall hoist the pennant of the senior officer present, but the senior officer present in each fleet or squadron shall perform the duties of that office for all vessels of the fleet or squadron to which he is attached.

Flag of officers afloat at a navy yard.

329.

(1) When in a port of the United States, on the occasion of the absence of a flag officer from his command afloat for a period exceeding twenty-four hours, his flag shall be hauled down, and the command shall devolve upon the line officer next in rank present in the fleet, squadron, or division, subject to any directions from the flag officer.

Flag of an officer absent from his command temporarily.

(2) If in a foreign port, the same officer shall succeed to the command, and the flag shall be displayed from the ship in which the temporary commander is embarked, but without firing a salute. 172, par. 5.)

(3) When the command is temporarily transferred in accordance with the provisions of this article, the business of the command shall be carried on, if practicable, through the office of the absent flag officer, in order that the records may be kept continuous and complete.

330.

Any flag or other officer in command, afloat or at a naval station, and any chief of staff when acting in behalf of his flag officer, shall, upon official occasions and visits, carry on a staff

Boat flags or pennants.

at the bow of the boat in which he is embarked a flag or broad or narrow pennant according to his rank.

331.

Pennants of division commanders.

(1) An officer not a flag officer duly appointed to the command of a division and not in command of a ship, shall carry the division pennant at all times at the masthead, and in the bow of a boat in which he is embarked officially.

(2) An officer in command of a ship and temporarily designated to command a division, shall not carry the division pennant at the masthead, nor in the bow of a boat, when separated from the fleet, squadron, or station to which he belongs.

332.

Ships not in United States service.

An officer of the Navy commanding a ship engaged otherwise than in the service of the United States shall not display a pennant or flag of command at the masthead or in the bow of a boat.

333.

Officer in a boat not flying flag or pennant.

A flag or commanding officer, when embarked in a boat without his distinctive flag or pennant flying, shall be considered as present in an unofficial capacity.

334.

Mark upon the boat of a flag officer or commodore.

The boat of a flag officer or commodore shall carry on each bow, in gilt, the stars as arranged in his flag or pennant, and, on the end of the flag and pennant staffs a gilt lance head.

335.

Marks upon boat of a commanding officer.

The boats of other officers in command shall carry a gilt arrow on each bow. If the officer in command be of the grade of captain, a gilt ball shall be carried on the end of the boat pennant and flag staffs; if a commander, a gilt star; if of lower rank, flat truck.

336.

Insignia of command, when half-masted.

No personal flag or pennant of any officer of the Navy shall be half-masted when displayed either from ships or boats, except upon the decease of the officer.

337.

Distinctive mark of diplomatic functionaries.

(1) When the President of the United States, the Secretary of the Navy, or the Assistant Secretary, is embarked in a ship's boat, his flag shall be displayed in the bow of the boat, except when otherwise requested by him.

(2) When a diplomatic official of the United States of and above the rank of chargé d'affaires pays an official visit afloat in a boat of the Navy, the union jack of a suitable size shall be carried on a staff in the bow.

(3) When the naval governor of Guam, Tutuila, or the Virgin Islands of United States, is embarked in a boat, within the limits of his Government, for the purpose of paying visits of ceremony in his official capacity as governor, a union jack of suitable size shall be carried on a staff in the bow of the boat.

(4) When a consular representative of the United States pays an official visit afloat in a boat of the Navy, the consular flag shall be displayed on a staff in the bow.

338.

(1) The following ceremonies shall be observed at "colors" on board ships in commission: The field music, guard of the day, and the band, if there be one, shall be present. At morning "colors" the band shall play the National Anthem, at the beginning of which the ensign shall be started up and hoisted smartly to the peak or truck. All officers and men shall face the ensign and render the salute required by article 230 (2), and the guard of the day and sentries under arms shall come to the position of "present" while the National Anthem is being played. If there be no band available, the field music shall sound the "colors," call in place of the National Anthem, and the same salute shall be rendered as when the National Anthem is played. Honors to foreign ensigns shall be rendered in the same manner as the above, substituting the appropriate national air. Honors to the national ensign at 8 a. m.

(2) The same ceremonies shall be observed at sunset "colors," the ensign being started from the peak or truck at the beginning of the National Anthem. The ensign shall not be lowered hurriedly.

(3) At naval stations the same ceremonies shall be observed as closely as possible. At naval stations.

(4) The same honors shall be rendered at "colors" to foreign ensigns, except that where such honors should be rendered simultaneously to our own and to foreign ensigns, the precedence shall be given to our own.

339.

In half-masting the ensign it shall, if not previously hoisted, be first hoisted to the truck or peak with the usual ceremonies and then lowered to half-mast. Before lowering from half-mast it shall be first hoisted to the truck or peak and then lowered with the usual ceremonies. Half-masting the ensign.

340.

Motions of the senior officer to be followed.

Upon all occasions on board ship or at naval stations of hoisting, lowering, or half-masting the colors, or displaying the union jack, the motions of the senior officer present in sight shall be followed.

341.

Answering a dip.

When any vessel salutes a ship of the Navy by dipping her national ensign it shall be returned dip for dip. If before 8 a. m. or after sunset the colors shall be hoisted, the dip returned, and, after a suitable interval, the colors hauled down.

342.

Colors to be shown at daylight.

(1) A ship of the Navy entering port at night shall hoist her ensign at daylight for a short period, to enable the authorities of the port and ships of war present to determine her nationality. It is customary for other ships of war to show their colors in return.

Man-of-war lights.

(2) At night when approaching an anchorage where men-of-war are likely to be found, all ships shall hoist at the peak two white lights in a vertical line. When at anchor in port and sighting an incoming vessel making this display of lights, United States ships at anchor shall answer such signal by hoisting the same display.

343.

Ships with less than three masts.

On board a ship where, for want of masts, the distinctive mark of command can not be displayed as prescribed, it shall be hoisted in the most conspicuous position possible. Under similar circumstances the position of a national ensign during a salute will be modified as may be necessary, following the spirit of the rules herein laid down, but its display must not be omitted. (Arts. 321 and 322.)

SECTION 10.—VISITS OF CEREMONY.

344.

Arrival of President, Secretary of Navy, or Assistant Secretary.

When the President of the United States, the Secretary of the Navy, or the Assistant Secretary of the Navy, away from the seat of government, arrives for a visit in the vicinity of a naval station or of a port in which there is a naval vessel, the senior officer present shall send an officer to ask officially for instructions, and shall himself officially call, if the duration of such visit permits.

345.

The following rules, in which the maritime powers generally have concurred, shall be observed by all officers of the Navy in regard to the interchange of visits with officers of friendly foreign ships of war in all ports. Their observance by foreign officers may be expected:

(a) The senior officer in port, whatever may be his rank, shall, upon the arrival of a foreign ship of war, send an officer to such ship to offer the customary courtesies. In case two or more ships of the same nation arrive in company, then the visit shall be made to the senior ship only.

(b) When such a visit is made to a ship of the Navy an officer shall be sent to return it at once.

(c) Within twenty-four hours of arrival, the flag or other officer in chief command of the arriving ship or ships shall visit the flag or other officer in chief command of the foreign ship or ships present in port, if the latter be his equal or superior in grade. Such a visit made to a ship of the Navy shall be returned within twenty-four hours.

(d) In the case of officers of different grades the junior shall pay the first visit, the same limits of time being observed as to the visit and its return.

(e) All flag officers shall return visits of officers of the grade of captain and of those of superior grades. They shall send their chief of staff to return the calls of commanders or other junior commanding officers.

(f) Captains and commanding officers of junior grades shall return all visits made to them by commanding officers, whatever their grade.

(g) In the case of two or more ships arriving in port or lying in port when another ship arrives, and after the interchange of visits between the senior officers shall have taken place, the captains or other officers in command of the several ships of war arriving shall call upon the flag officer, the captains, and other officers in command of the ships of war in port, who will return the visits with the exceptions mentioned in paragraph (e) above.

346.

Wardroom officers of a ship of the Navy arriving in port shall, after the interchange of the usual visits by their own and other commanding officers, call upon commanding and wardroom officers of other ships of war in port, when such visits, in the opinion of their commanding officer, are usual or desirable, and will probably be returned. The officers to make the visits shall be designated by the commanding officer.

347.

Modifications
of rules for
visits.

The visits of ceremony prescribed in articles 345 and 346 are those regularly tendered by officers of the principal maritime nations. In view of the large number of such visits which must sometimes be made under those rules, when a considerable number of ships are assembled, the following modifications thereof will be carried out:

(a) When two or more ships of the Navy arrive at a port where there is a United States naval station, or where there is stationed a force of marines who are not attached to a naval station, or when two or more ships meet two or more other ships of the United States Navy, visits shall only be exchanged between the senior officers present, ashore and afloat.

(b) In cases where foreign stations or ships are concerned, the senior officer present shall make such arrangements with the foreign officer or officers in command in regard to the exchange of official visits by subordinates as circumstances, expediency, and international courtesy may require.

348.

Visits between
naval stations
and ships.

Visits of ceremony between officers of ships of the Navy and those of foreign naval and military stations, and between officers of naval stations and those of foreign ships of war, shall be governed by the rules laid down in articles 345, 346, 347, so far as officers of the United States Navy are concerned.

349.

Visits between
officers of the
Navy.

(1) Visits of ceremony in the United States Navy, weather permitting, shall be exchanged by flag officers, by captains, and by commanding officers afloat as soon as practicable after meeting or upon arriving within communicating distance. In all cases the junior shall make the first visit, and it shall be returned within 24 hours. Flag officers are not required to return the visits of officers under their command, except in the case of visits of other flag officers.

Visits to com-
mandants.

(2) The same visits shall be exchanged by commanding officers afloat and commandants of naval stations as soon as practicable after the arrival of a ship at a navy yard or within convenient boating distance therefrom. With foreign vessels arriving within the limits of a naval station, visits shall be exchanged when practicable, regardless of distance.

Visits of cour-
tesy.

(3) An officer joining a ship or naval station shall, in addition to reporting for duty, make a visit of courtesy to his commanding officer or commandant within 48 hours after joining.

(4) Where a Marine Corps force is stationed at a port and is not a part of a navy yard or station, the same official calls shall be exchanged between the commanding officer thereof and the senior naval officer afloat as prescribed in paragraph (2) of this article.

350.

Whenever a ship of the Navy arrives in waters adjacent to a naval station of the United States, the senior officer present shall immediately notify the commandant, by telegram or by radiogram, of her arrival, and shall forward to him copies of the orders under which the ship is acting, unless such orders are secret, in which case the commandant shall be informed of the fact. As soon as her probable date and hour of departure have been determined, the senior officer present shall immediately notify the commandant thereof. (Arts. 859, 2046.)

Arrival of ships
to be reported
to commandants.

351.

Upon arrival in a foreign port where there are diplomatic or consular officers of the United States the following rules in regard to visits of ceremony shall be observed by officers of the Navy:

Visits between
naval officers
and diplomatic
and consular of-
ficers.

(a) A flag officer or commodore shall pay the first visit to a diplomatic officer of or above the rank of chargé d'affaires. He will receive the first visit from consular officers.

A flag officer
or commodore.

(b) A 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. (245, par. 3.)

A commanding
officer.

(c) Diplomatic and consular officers in charge of legations or consulates shall be notified of the arrival of the ship in port.

Arrival in port
to be announced.

(d) The senior officer present, when notified, shall, if necessary, arrange to furnish a suitable boat to enable a diplomatic or consular officer to pay official visits afloat. A commanding officer shall, when notifying these officials of his arrival, offer them a passage to the ship at such time as they may select.

Boats for vis-
its.

352.

Flag and commanding officers of the Navy shall, in foreign ports, pay such visits to foreign, civil, military, diplomatic, consular, and other officials as custom and courtesy may demand.

Visits of cour-
tesy to foreign
officials.

353.

Flag officers and commodores may expect a return visit in person from foreign governors and other high civil, military, and diplomatic officials. Other commanding officers may expect such

Return visits.
Return visits
of foreign offi-
cials.

return visits to be made by an aid-de-camp or other suitable officer designated for that purpose.

354.

Visits of ceremony only between officers of the Navy and of the Army.

In ports of the United States, whether within the continental limits, outlying territories, or in the insular possessions, visits of ceremony between officers of the Navy and Army will be governed by the rules laid down in articles 345, 346, 347 for such visits between officers of the Navy and those of friendly foreign ships of war.

355.

Between officers of the Navy and governors of United States insular possessions, etc.

The following rules shall be observed by officers of the Navy in regard to interchange of visits with the governors of United States insular possessions and outlying territories:

(a) When a naval vessel or group of vessels arrives at a port of an island or group of islands or outlying possessions of the United States where there is a governor general or governor, holding a commission or appointment as such from the President of the United States, the commander in chief or senior commanding officer of such vessel or group of vessels shall, within 24 hours of arrival, make the first visit upon such governor general or governor.

(b) In case of the temporary absence of such governor general or governor from his post the official duly acting in his stead shall receive the same courtesies.

(c) Should such governor general or governor find that from indisposition or pressure of important business he is unable to make or return the prescribed visits in person, he will depute his aid or some other official to do so. In like manner should a naval commander in chief or senior commanding officer find that from indisposition or pressing occupation he is unable to make the prescribed visits, he will depute an officer of his staff to do so. In each case the officer failing to make the prescribed visit in person will report the circumstances and state the reasons which led to the omission of the visit to the department under which he is acting.

356.

Return visits. Official visits shall be returned within 24 hours when practicable.

357.

Boarding men of war.

(1) The guard ship of the senior division present shall send an officer to board incoming men-of-war, except flagships and vessels attached to the fleet. Flagships shall be boarded by a line

officer on the staff of the commander in chief or the senior flag officer present.

(2) The guard ship of the senior division present shall also send an officer or competent chief petty officer to board all merchant vessels or yachts flying American colors found in or arriving at foreign ports; also all vessels which are probably carrying mail for the fleet. If no flag officer be present, this boarding visit shall be made by the guard ship of the day.

Boarding merchant vessels and yachts.

(3) The following summary of information in regard to merchant ships or yachts shall be obtained by boarding officers, and boarding books must conform thereto:

Information to be obtained by boarding officers.

- (a) Name, nationality, and kind of vessel.
- (b) Name of owner (if a yacht) and whether or not he is on board, the name of the master, and the number of crew.
- (c) Tonnage and cargo.
- (d) Place from, time out, and kind of passage.
- (e) Probable date of departure from port and port then bound for.
- (f) Any casualties, extraordinary events on the passage, general route taken; ships, fog, ice, etc., encountered.
- (g) General remarks.

In case of a man-of-war substitute in *b* "Name and rank of the commanding officer, and, if a flagship, of the flag officer," and omit *c*.

In case of a merchant vessel, the fact of her carrying mail, with the destination of such mail, shall be entered under "General remarks."

(4) The date and place at which the boarding visit was made shall be noted in every case and the signature and rank of the boarding officer appended.

(5) Immediately after boarding a vessel the boarding officer shall report on board the flagship of the commander in chief or the ship of the senior officer present, and there enter in the boarding book a full record of the visit, and shall sign his name and rank to the same.

Report of boarding officer.

SECTION 11.—ANNIVERSARIES, SOLEMNITIES, AND HOLIDAYS.

358.

(1) On the 22d of February and 4th of July every ship of the Navy in commission, not under way, 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 ensign at the peak. At naval stations the ensign shall be displayed from 8 a. m. to sunset, and at noon a national salute shall be fired. (Art. 322.)

Observance of national anniversaries of the United States.

Weather unfavorable. (2) If, in the opinion of the senior officer present, the weather is so bad as to make "full-dressing" inadvisable, "dressing" may be substituted, and, if necessary, these flags may be hauled down after being hoisted.

Memorial Day. (3) Memorial Day, May 30, shall be observed by the suspension of all unnecessary work, drills, and exercises; at noon a salute of twenty-one minute guns shall be fired by all saluting vessels in commission and naval stations, during which the ensign shall be at half-mast. Detachments from vessels in United States ports and naval stations shall, in the discretion of the senior officer present, take part in memorial parades in the immediate vicinity, if requested by competent authority, if it can be done without land transportation or other expense to the Government.

Postponement over Sunday. (4) When the 22d of February, 30th of May, or 4th of July occurs on Sunday, all special ceremonies shall be postponed until the following day.

359.

Notification of intended celebration to be given to foreign authorities present. Upon the celebration of a national anniversary of the United States, or upon observing any national solemnity, in a foreign port or in presence of a foreign ship or ships of war, due notice of the time and manner of conducting the celebration or solemnity shall be given by the senior officer 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.

360.

Participation by ships of the Navy in celebrations of foreign national anniversaries. Upon the occasion of the celebration of their national anniversaries by the authorities of ships of war of a friendly foreign nation in foreign or domestic ports, ships of the Navy present shall, on official intimation being received by the senior officer, "full-dress" or "dress" ship, with the foreign national ensign at the main, and fire such salutes as are fired by the foreign authorities or ships, not, however, to exceed twenty-one guns, unless the senior officer present deems it necessary to fire a larger number in order to participate properly in the celebration or solemnity, to show proper courtesy to the nation complimented, or to avoid giving offense. Under similar circumstances, ships of the Navy shall participate in the observance of national solemnities of foreign States. Upon all such occasions efforts shall be made to accord, so far as possible, with the foreign authorities in the time and manner of conducting the ceremonies. (Art. 322.)

361.

(1) 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 regarded as holidays on board ships of the Navy and at naval stations. Of these, only the 22d of February and the 4th of July shall be observed ceremoniously.

(2) Whenever any of the above-designated dates falls on Sunday, the following Monday shall be observed as a holiday.

SECTION 12.—FUNERAL CEREMONIES.

362.

(1) Upon the receipt of official intelligence of the death of the President of the United States, the senior officer shall direct that on the following day the ensign and union jack be displayed at half-mast from sunrise to sunset, and guns fired every half hour during this period, from all ships present. Similar orders shall be given at naval stations.

(2) Upon the receipt of official intelligence of the death of the Vice President of the United States, the Secretary or the Assistant Secretary of the Navy, the senior officer shall direct that on the following day the ensign and union jack be displayed at half-mast from 8 a. m. to sunset and minute guns fired at noon by all saluting ships present, the number of guns to be the same as that contained in the respective salutes to the above-named officials. Similar orders shall be given at all naval stations.

(3) A civil official who was entitled to a salute is entitled to minute guns at his funeral. Whenever a naval station or a ship of the Navy joins in the funeral honors of a civil official of the Government, other than as prescribed in paragraphs 1 and 2 above, the ensign and 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 by the naval station and one of the saluting ships present, when the funeral cortege moves, if at the port where the funeral occurs; otherwise at noon.

363.

On the death of an officer in the Navy the following ceremonies shall be observed:

(a) If the deceased was at the time of his death a flag officer in command afloat or on shore, his flag or broad pennant shall be displayed at half-mast until sunset of the day of the funeral or of

National holidays.

On the death of the President.

On the death of the Vice President, the Secretary or Assistant Secretary of the Navy.

Death of a civil official.

Death of naval officer.

A flag officer.

the removal of the body; the ensign and union jack of all ships present and at naval stations 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, minute guns shall be fired, not exceeding in number the salute. At sunset on the day of the funeral or of the transfer of the body of the deceased from the flagship or scene of command, his flag or broad pennant shall be rounded up with the ensign and hauled down. Like ceremonies shall be carried out in case the deceased be a general officer of the Marine Corps, in command.

Commanding
officer of a ship.

(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 union jack of all ships present and at naval stations in sight shall be displayed at half-mast from the beginning of the funeral service until sunset of that day, unless at sea. During the transfer of the body to the place of interment or, if at sea, during the funeral, minute guns shall be fired, not exceeding seven in number. 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. Like ceremonies shall be carried out in case the deceased be an officer of the Marine Corps in command.

A commis-
sioned officer.

(c) If the deceased officer was a commissioned officer of the Navy or Marine Corps, other than those mentioned in paragraphs *a* and *b* of this article, the ensign and union jack of all ships present and at naval stations 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 should the escort have returned within such period.

A midshipman,
warrant officer,
clerk, or mate.

(d) If the deceased was a midshipman, warrant officer, or mate, the ensign and union jack of all ships present and at naval stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body from the ship and for one hour afterwards.

364.

An enlisted
man.

On the death of any petty officer or person of inferior rating, the ensign and union jack of all ships present and at naval stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body to the shore.

365.

Minute guns
fired by Army
posts.

On the occasion of the funeral of a flag officer or commodore near a garrisoned fort of the United States, the commanding

officer thereof shall be duly notified of the time of the funeral, and minute guns, not exceeding in number the officer's salute, may be expected to be fired from the fort when the cortege moves after landing.

366.

When at sea the ship shall always be hove to and the ensign displayed at half-mast during any funeral service and while committing the body to the deep. Any further display of the ensign at half-mast while at sea shall be regulated according to circumstances by the senior officer present. (Art. 908 (3).)

Burial at sea.

367.

(1) An escort under arms shall accompany the funeral cortege of any officer or enlisted man to the place of interment, and after the funeral service fire three volleys of musketry over the body. In foreign ports, when permission can not be obtained to land an armed escort, the volleys should be fired over the body after it has been lowered into the boat alongside; at sea, after committing the body to the deep.

Volleys to be fired by the escort.

(2) When the funeral ceremonies of an officer or official take place at, or in the immediate vicinity of, a naval station, or in a port where a naval force is lying, or where the remains are conveyed through such place en route to the place of burial, the strength of the escort shall be as indicated below, so far as the naval force available can furnish it. When the funeral ceremonies occur in the city of Washington, or at any other place than those herein provided for, the escort will be as ordered by the Navy Department.

Funeral escorts.

(a) Secretary of the Navy: Three battalions of Infantry of four companies each and two battalions of Artillery of two batteries each, each battery to consist of two platoons.

(b) Admiral: Three battalions of Infantry of four companies each and one battalion of Artillery of two batteries, each battery to consist of two platoons.

(c) Assistant Secretary of the Navy or Vice Admiral: Two battalions of Infantry of four companies each and one battalion of Artillery of two batteries, each battery to consist of two platoons.

(d) Rear Admiral: Two battalions of Infantry of four companies each and one battery of Artillery of two platoons.

(e) Commodore: Two battalions of Infantry of four companies each and one platoon of Artillery.

(f) Captain: Eight companies of Infantry.

(g) Commander: Six companies of Infantry.

- (h) Lieutenant commander: Four companies of Infantry.
- (i) Lieutenant: Two companies of Infantry.
- (j) Lieutenant (junior grade), ensign, or chief warrant officer: One company of Infantry.
- (k) Midshipman, warrant officer, or mate: One section of Infantry.
- (l) Chief petty officer: Sixteen men, commanded by a chief petty officer.
- (m) First, second, or third class petty officer: Twelve men, commanded by a petty officer of the same class as the deceased.
- (n) All other enlisted men: Eight men, commanded by a third-class petty officer.
- (o) A band shall, when available, form part of the funeral cortege of the Secretary of the Navy, Assistant Secretary, and commissioned officers, or on other occasions when deemed appropriate by the senior officer present.
- (3) The funeral escort for officers and men of the Marine Corps shall be the same as given above for the corresponding rank.
- (4) When there is not a sufficient force available to form the funeral escort as designated in paragraph 2 of this article, such escort shall be composed of as many men as practicable, up to the limits indicated.
- (5) There shall be six pallbearers, who shall be selected from the same rank as the deceased if practicable.
- (6) The funeral escort shall be commanded by an officer of the same rank as the deceased if practicable; if no officer of that grade be available, then an officer of the highest practicable rank in a lower grade will be selected for this duty.

368.

Burial at night. Funeral honors shall not be paid between sunset and sunrise. When it is necessary to bury the dead at night, such funeral services as are practicable shall take place.

369.

Funeral in a foreign port. When a death occurs in a foreign port among the officers or crew of a ship of the Navy the procedure given in article 908 (3) shall be observed. Should burial be necessary the senior officer shall arrange with the local authorities, through the consul, if there be one, otherwise directly, for the interment of the body; and shall also obtain permission for an armed escort to land. If the deceased was a commissioned officer, notice shall be sent to the senior foreign naval officials present and the proper local officials of the time and place of the funeral.

370.

The pallbearers shall march at the side of the hearse or pall, the junior to the left and leading, the next junior to the right and leading, and so on. If a sufficient number of foreign officers of suitable rank attend the funeral, they may be invited to serve as additional pallbearers; they will occupy the same relative positions, but outside of the first mentioned. Eight men shall be selected to serve as body bearers, and shall march immediately behind the body.

Pallbearers.

Body bearers.

371.

If the deceased was a flag officer or captain of a ship, his flag or pennant shall be draped in mourning and displayed at half-mast in the bow of the boat carrying the body. The flag or pennant shall also be carried immediately in advance of the body in the funeral cortege to the grave, but not on the return from the grave.

Flag or pennant of the deceased.

372.

(1) A funeral procession of boats shall move from the ship to the shore in the following order:

Funeral procession of boats.

Band.

Escort.

Clergy.

Body and body bearers.

Pallbearers.

Mourners from ship of deceased in inverse order.

Mourners from other ships in inverse order, junior ships leading.

Mourners from foreign ships in inverse order, junior ships leading.

(2) Boats may be formed in more than one column if necessary.

373.

A funeral procession on shore shall be formed as follows:

Funeral procession on shore.

Band.

Escort.

Clergy.

Body and pallbearers.

Body bearers.

Mourners in inverse order of rank:

(a) Enlisted men.

(b) Officers from ship of deceased.

(c) Other officers.

(d) Foreign officers.

Distinguished persons.

Delegations.

Societies.

Citizens.

374.

Details of funerals.

Officers and pallbearers shall wear the mourning badge on the left arm and sword hilt. The escort only shall be under arms. The ensigns of all boats shall be displayed in the same manner as the ensigns of their respective ships. The distinctive mark of command, except that of the deceased, shall not be displayed at half-mast from ships or boats. Whatever the grade or rate, the coffin shall be covered with the national flag, and in the case of an officer the cap and the side arms of the deceased placed thereon. The national colors carried by a funeral escort shall not be draped except when ordered by the Navy Department for an occasion of national mourning.

375.

Moving of procession.

(1) On the march to the place of interment the procession shall move in common time; the music shall play a dirge; the ensign and the ship's battalion color, the latter draped in mourning, shall be carried in the center of the escort; and the drums shall be draped in mourning and muffled.

(2) In returning from the place of interment the column shall move in quick time, and the mourners march in order of rank. When clear of the cemetery, the mourning and muffling shall be removed from the battalion color and the drums and the music shall play a march.

376.

Death of an officer when not on sea duty.

An officer whose death occurs on shore shall receive the same honors as if it had occurred while on duty at sea.

377.

Death of a general officer of the Army or Marine Corps.

(1) On receiving official intelligence of the funeral of a general officer of the Army or Marine Corps at a port where there is a naval station or in which one or more ships of the Navy may be present, the ensigns and union jacks shall be half-masted during the funeral service and until the return of the escort; and minute guns, not exceeding in number the officer's salute, shall be fired from the naval station and by one of the saluting ships when the funeral cortege moves.

Volleys.

(2) Volleys shall be fired for naval or military persons only.

378.

Death of a diplomatic or consular officer.

On the death in a foreign port of a diplomatic or consular officer of the United States, the senior naval officer present shall, with the permission of the local authorities, land an armed escort, direct the attendance of officers and others, and make such other funeral arrangements as seem proper and circumstances permit.

379.

When the senior officer present receives official notice of the funeral of a foreign official, he shall detail such officers to attend the funeral, direct such visits of condolence to be made, and make such other dispositions as circumstances warrant or permit and international courtesy demands.

SECTION 13.—NAVAL RESERVE.

380.

When a vessel is commanded by an officer of the Naval Reserve Force, the usual honors and ceremonies shall be exchanged in the same manner as if the vessel were commanded by an officer of the regular Navy.

Vessels commanded by Naval Reserves.

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CHAPTER 6.

THE NAVY DEPARTMENT.

- Sec. 1.—Art. 390-394. Organization.
Sec. 2.—Art. 395. Quarterly reports of bureaus and offices.
Sec. 3.—Art. 396. Expenditure of appropriations.
Sec. 4.—Art. 397. Information furnished to persons outside the department.
Sec. 5.—Art. 398-399. Duties conducted under the supervision of the Assistant Secretary of the Navy; the solicitor.
Sec. 6.—Art. 400-404. The General Board.
Sec. 7.—Art. 405-420. The Board of Inspection and Survey.
Sec. 8.—Art. 421-424. The Communication Service.
Sec. 9.—Art. 425. Monthly Survey Office.

SECTION 1.—ORGANIZATION.

390.

There shall be at the seat of government an executive department, to be known as the Department of the Navy, and a Secretary of the Navy, who shall be the head thereof. (Sec. 415, R. S.)

Secretary of the Navy.

391.

(1) An Assistant Secretary of the Navy is authorized by law, who shall perform such duties as may be prescribed by the Secretary of the Navy or required by law. (Acts of July 11, 1890, and Mar. 3, 1891.) All orders issued by the Assistant Secretary in conducting the duties assigned him shall be considered as emanating from the Secretary and shall have full force and effect as such.

Assistant Secretary of the Navy.

(2) In case of the absence of the Secretary of the Navy his duties shall be performed by the Assistant Secretary of the Navy. (Sec. 177, R. S.)

392.

(1) There shall be a Chief of Naval Operations, who shall be an officer on the active list of the Navy appointed by the President, by and with the advice and consent of the Senate, from among the officers of the line of the Navy, not below the grade of captain, for a period of four years, who shall, under the direction of the Secretary of the Navy, be charged with the operations of the

Chief of Naval Operations.

fleet, and with the preparation and readiness of plans for its use in war. (Act Mar. 3, 1915.)

(2) Hereafter the Chief of Naval Operations, while so serving as such Chief of Naval Operations, shall have the rank and title of admiral, to take rank next after the Admiral of the Navy, and shall, while so serving as Chief of Naval Operations, receive the pay of \$10,000 per annum and no allowances. All orders issued by the Chief of Naval Operations in performing the duties assigned him shall be performed under the authority of the Secretary of the Navy, and his orders shall be considered as emanating from the Secretary, and shall have full force and effect as such. To assist the Chief of Naval Operations in performing the duties of his office there shall be assigned for this exclusive duty not less than 15 officers of and above the rank of lieutenant commander of the Navy or major of the Marine Corps: *Provided*, That if an officer of the grade of captain be appointed Chief of Naval Operations he shall have the rank and title of admiral, as above provided, while holding that position: *Provided further*, That should an officer, while serving as Chief of Naval Operations, be retired from active service he shall be retired with the lineal rank and the retired pay to which he would be entitled had he not been serving as Chief of Naval Operations. (Act Aug. 29, 1916.)

(3) During the temporary absence of the Secretary and the Assistant Secretary of the Navy the Chief of Naval Operations shall be next in succession to act as Secretary of the Navy. (Act Mar. 3, 1915.)

(4) In the absence of the Secretary of the Navy, the Assistant Secretary and the Chief of Naval Operations, the duties of the Secretary of the Navy shall temporarily devolve upon the several members of his Advisory Council in the order of seniority.

393.

Bureaus.

(1) The business of the Department of the Navy shall be distributed in such manner as the Secretary of the Navy shall judge to be expedient and proper among the following bureaus:

First, a Bureau of Yards and Docks.

Second, a Bureau of Navigation.

Third, a Bureau of Ordnance.

Fourth, a Bureau of Construction and Repair.

Fifth, a Bureau of Engineering.

Sixth, a Bureau of Supplies and Accounts.

Seventh, a Bureau of Medicine and Surgery. (Sec. 419, R. S.)

Custody of records.

(2) The several bureaus shall retain the charge and custody of the books of records and accounts pertaining to their respective duties, and all of the duties of the bureaus shall be performed under the authority of the Secretary of the Navy, and their orders

shall be considered as emanating from him and shall have full force and effect as such. (Sec. 420, R. S.)

(3) The Judge Advocate General of the Navy shall perform such duties as may lawfully be required. (Act June 8, 1880.)

Judge Advocate
General.

(4) The Solicitor shall perform such duties as may be assigned by the Secretary of the Navy.

Solicitor.

(5) The General Board of the Navy shall, under the direction of the Secretary of the Navy, perform such duties as are contained in section 6 of this chapter and such other duties as may be prescribed from time to time.

General Board.

(6) No bureau or office under the jurisdiction of the Navy Department shall issue any orders or directions except in connection with duties specifically prescribed for it by law, regulation, or general order, and in order to prevent duplication of work no bureau or office shall create or maintain any office, section, or division occupied on matters other than those for which specific authorization to issue orders is granted such bureau or office.

(7) Chiefs of bureaus shall issue orders concerning the work of their own bureaus, provided such work is not of a character to alter the military characteristics of any ship. Any proposed work the performance of which would alter the military characteristics of any ship shall be referred to the Secretary of the Navy for decision prior to authorization.

Bureaus in
general.

(8) Each bureau shall determine upon and require for or have manufactured all material, apparatus, tools, stores, fuel, transportation, stationery, blank books, forms, and appliances of every kind needed for its own use in carrying out its duties, as hereinafter defined. Each bureau shall be charged with the preservation of the public property, under its cognizance.

Duties of bu-
reaus.

(9) Each bureau shall be charged with all that relates to the equipment of ships, according to its allowance list from time to time in force.

Equipment of
ships.

(10) All work done by one bureau for another bureau, including the construction, alteration, and repair of public works, shall be done by the former after approval by, and to the satisfaction of, the latter; and such work shall at all times be open to the inspection of the bureau for which it is done.

Work done by
one bureau for
another.

(11) Each bureau shall inspect all material for its use, except at navy yards, where inspections shall be made as provided for in article 1612. Controversial questions as to the acceptance of manufactured or purchased articles shall be referred to the bureau having cognizance.

Inspection of
material.

(12) Each bureau shall estimate for and defray from its own funds the cost necessary to carry out its duties as hereinafter defined.

Defraying
costs.

(13) Each bureau shall make nominations for assignment of officers to duty under its cognizance.

Information for Chief of Naval Operations. (14) Every chief of bureau or head of an office shall furnish such information and data as may be called for by the Chief of Naval Operations.

(15) (a). There shall be a mutual exchange of information between the Office of the Chief of Naval Operations and the various technical bureaus regarding the policies of ship movements, ship overhauls, the progress of work in the various technical bureaus, and such other matters as require the cooperation of the responsible bureaus with the Office of the Chief of Naval Operations.

Conference with Chief of Naval Operations. (b) When a conference becomes necessary to facilitate the transaction of business affecting the interests of any bureau or office, the chief of such bureau or head of such office, when notified by the Chief of Naval Operations, shall designate a representative to attend such conference.

Work previously disapproved. (16) In every case pertaining to the design, alteration, or repair of ships or equipage wherein any bureau recommends for approval any departure from recognized standard practice, or any action at variance with any former decision of the department, such bureau shall invite the attention of the department to:

(a) The previous decisions or rulings of the department in regard to the subject in question.

(b) The reasons for recommending any departure from existing practice or any change in policy.

394.

Secretary's advisory council. (1) The Secretary's advisory council will be composed of the following members:

The Assistant Secretary of the Navy.

The Chief of Naval Operations.

The Chief of the Bureau of Navigation.

The Chief of the Bureau of Ordnance.

The Chief of the Bureau of Engineering.

The Chief of the Bureau of Construction and Repair.

The Chief of the Bureau of Yards and Docks.

The Chief of the Bureau of Supplies and Accounts.

The Chief of the Bureau of Medicine and Surgery.

The Major General Commandant of the Marine Corps.

The Judge Advocate General of the Navy.

The Secretary's advisory council will meet every Thursday at noon, in the Secretary's office, unless otherwise directed, and at such other times as the Secretary may direct.

Correspondence of the department. (2) The general correspondence of the Department of the Navy shall be under the immediate supervision of the Secretary of the Navy.

Papers for Secretary's signature. (3) Papers intended for the signature of the Secretary of the Navy or of the Assistant Secretary of the Navy shall be presented

to them through the Chief of Naval Operations or the chief of bureau concerned. In the preparation of papers for the signature of the Secretary or Assistant Secretary, based on the written recommendations of chiefs of bureaus, the bureaus concerned shall be called in conference if departure from their recommendation is contemplated.

(4) Chiefs of bureau shall communicate directly with the Secretary and Assistant Secretary at any time on business pertaining to their bureaus.

SECTION 2.—QUARTERLY REPORTS OF BUREAUS AND OFFICES.

395.

(1) It is the duty of the Secretary of the Navy to make at the expiration of each quarter of the fiscal year a written report to the President as to the condition of the public business of the Navy Department and whether any branch thereof is in arrears. (See act of Mar. 15, 1898.)

Report of condition of bureau or office.

(2) To enable the Secretary to carry out his duty as specified in the preceding paragraph, a report shall be made by the head of each of the bureaus and offices of the department at the close of each quarter, showing the condition of work in each such bureau or office, and whether any part thereof is in arrears.

SECTION 3.—EXPENDITURE OF APPROPRIATIONS.

[The provisions of this section apply not only to the Navy Department, but to all navy yards, naval stations, and elsewhere throughout the naval service.]

396.

No executive department or other Government establishment of the United States shall expend, in any one fiscal year, any sum in excess of appropriations made by Congress for that fiscal year or involve the Government in any contract or other obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law. Nor shall any department or any officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in case of sudden emergency involving the loss of human life or the destruction of property. All appropriations made for contingent expenses or other general purposes, except appropriations made in fulfillment of contract obligations expressly authorized by law, or for objects required or authorized by law without reference to the amounts annually appropriated therefor, shall, on or before the

Expenditure of appropriations.

beginning of each fiscal year, be so apportioned by monthly or other allotments as to prevent expenditures in one portion of the year which may necessitate deficiency or additional appropriations to complete the service of the fiscal year for which said appropriations are made; and all such apportionments shall be adhered to and shall not be waived or modified, except upon the happening of some extraordinary emergency or unusual circumstance which could not be anticipated at the time of making such apportionment, but this provision shall not apply to the contingent appropriations of the Senate or House of Representatives; and in case said apportionments are waived or modified as herein provided, the same shall be waived or modified in writing by the head of such executive department or other Government establishment having control of the expenditure, and the reasons therefor shall be fully set forth in each particular case and communicated to Congress in connection with estimates for any additional appropriations required on account thereof. Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than one hundred dollars or by imprisonment for not less than one month. (Sec. 3679, R. S., as amended by the act of Feb. 27, 1906.)

SECTION 4.—INFORMATION FURNISHED TO PERSONS OUTSIDE THE DEPARTMENT.

397.

Not to be furnished to attorneys, etc.

No information shall be furnished from the records of the Navy Department to attorneys or agents concerning the naval service of officers or enlisted men of the Navy, until such attorneys or agents shall file a power of attorney in the department, showing that they have authority from the person whose record is desired or his legal representatives, to request such information, and shall also file a statement of the purpose for which such information is desired. If such statement be deemed satisfactory to the department, the information will be furnished, provided the attorney or agent submits to the department the same proof of the identity of the person or persons he represents, as is required when the application for such information is made by the person or persons themselves.

SECTION 5.—DUTIES CONDUCTED UNDER THE SUPERVISION OF THE ASSISTANT SECRETARY OF THE NAVY; THE SOLICITOR.

398.

Duties supervised by the Assistant Secretary.

The final preparation of departmental estimates for submission to Congress shall be under the supervision of the Assistant Secretary of the Navy.

399.

(1) It shall be the duty of the Solicitor to examine and report upon questions of law, including the drafting and interpretation of statutes and matters submitted to the accounting officers not relating to the personnel; preparation of advertisements, proposals, and contracts; insurance; patents; the sufficiency of official, contract, and other bonds and guarantees; proceedings in the civil courts by or against the Government or its officers in cases relating to material and not concerning the personnel as such; claims by or against the Government; questions submitted to the Attorney General, except such as are under the cognizance of the Judge Advocate General; bills and congressional resolutions and inquiries not relating to the personnel and not elsewhere assigned; and to conduct the correspondence respecting the foregoing duties.

Duties of the
Solicitor.

(2) He shall be charged, under the special instructions of the Secretary of the Navy, with the searching of titles, purchase, sale, transfer, and other questions affecting lands and buildings pertaining to the Navy, and with the care and preservation of all muniments of title to land acquired for naval uses.

(3) He shall also render opinion upon any matter or question of law when directed to do so by the Secretary or Assistant Secretary.

SECTION 6.—THE GENERAL BOARD.

400.

(1) The General Board shall be composed of the Chief of Naval Operations, the Major General Commandant of the Marine Corps, the Director of Naval Intelligence, the president of the Naval War College, and such additional officers as the Secretary of the Navy may designate.

Composition.

(2) An officer above the grade of lieutenant shall be detailed as secretary to the general board. He shall record its proceedings and have charge and custody of its files and correspondence.

401.

(1) The General Board shall be furnished for information with the approved War Plans, including cooperation with the Army and employment of all the elements of naval defense.

Duties.

(2) It shall consider the number and types of ships proper to constitute the fleet and shall advise the Secretary of the Navy respecting the same, including such increase as may be requisite, to be submitted annually to Congress.

(3) It shall consider and report upon such subjects as the Secretary of the Navy may lay before it.

Military characteristics of new vessels.

(1) When designs are to be prepared for a new ship, the General Board shall submit to the Secretary of the Navy a recommendation as to the military characteristics to be embodied therein. Such military characteristics shall include a general statement as to type of ship, speed, radius of action, and armor and armament, but shall not, except in special cases, be so restrictive as to prevent various arrangements being developed in order to obtain the benefit arising from the consideration of several possible solutions. These military characteristics shall be prepared by the General Board sufficiently early to permit the preliminary design referred to below to be prepared and the approximate cost determined before the estimates for the yearly building program are submitted.

Outline preliminary plans.

(2) The Bureau of Construction and Repair will then be directed to prepare and submit outline preliminary plans, approximate data, or both, showing the ship in accordance with the above recommendations as approved by the Secretary of the Navy. Such plans, when approved by the Secretary, shall be the basis of actual contract plans and specifications, subject to such modifications in nonmilitary features as may appear desirable and practicable in working out the details.

Duties of bureaus in preparation of plans.

(3) For the purpose of preparing the outline preliminary plans, the Bureau of Construction and Repair shall consult the other bureaus of the Navy Department, which shall furnish to that bureau, when requested, preliminary plans and approximate data of the features under their respective cognizance for incorporation in the preliminary design, together with such comment and recommendations with relation to the features under their cognizance as may be deemed necessary from a consideration of technical details. Such comment or recommendations, if tending to modify any of the features recommended by the General Board and approved by the Secretary of the Navy to such an extent as to affect the principal dimensions, general arrangement, or probable cost of the vessel, shall be forwarded, with appropriate comment by the Bureau of Construction and Repair, to the Secretary of the Navy for his action before the preliminary designs are submitted.

General Board shall consider preliminary plans.

(4) The outline preliminary plans when completed and the approximate data necessary for an understanding thereof shall be forwarded by the Bureau of Construction and Repair, together with such comment and recommendations as may appear necessary, to the Secretary of the Navy, who will refer the same to the General Board for consideration and recommendation.

Conference of officers with General Board.

(5) There will be ordered to be present to confer with the General Board during such consideration, the Chief Constructor or his designated assistant, and such other officers as may be designated,

who are deemed specially qualified to consider the interdependence of military and technical features in the type of vessel under consideration, including officers who have obtained markedly successful results in ordnance, engineering, or turret-gun work, or in service with torpedo vessels. The department will, after consideration of the recommendations of the General Board as thus prepared, issue final instructions as to the features to be embodied; and the duty of preparing the final plans shall then devolve upon the bureaus, in accordance with their responsibilities as laid down in these regulations.

403.

(1) During the preparation of the final designs of a new vessel each bureau shall prepare a detailed statement of all objects under its cognizance which it is proposed to install during the construction and fitting out complete for sea of the vessel. A copy of such statement shall be furnished to the Bureau of Construction and Repair when requested by that bureau, together with such itemized estimates of weights and positions of centers of gravity as may be required by that bureau. This statement and estimates of weights and positions of centers of gravity is to be furnished in sufficient time before the final plans are submitted to the Secretary of the Navy for approval to permit the Bureau of Construction and Repair to prepare the plans without delay and to determine fully the matters of displacement, trim, stability, and strength.

Preparation of
final designs,
weights, etc.

(2) Within three months after the commissioning of a new vessel, a detailed statement, itemized as above, shall be furnished the Bureau of Construction and Repair by each other bureau concerned, in which the actual weights and revised estimates of the positions of centers of gravity shall be given where necessary.

404.

All recommendations relating to changes in designs of ships shall be submitted to the Secretary of the Navy via the Bureau of Construction and Repair.

Changes in de-
signs.

SECTION 7.—THE BOARD OF INSPECTION AND SURVEY.

405.

The Board of Inspection and Survey shall be composed as near as may be of one flag officer, two captains (one being designated for engineering duties), one naval constructor, and one commander (designated as recorder), one commander or lieutenant commander (for aviation duties), and of such other officers as may be necessary to carry out the duties of the Board.

Composition.

406.

Vessels to be
inspected.

(1) The board, under specific orders in each case from the department, shall be charged with the acceptance examinations and trials of all naval vessels and aircraft and with the inspection of all vessels newly commissioned. It shall inspect and examine all naval vessels on their return from foreign stations and all vessels in the United States as often as once in three years when practicable.

When directed by the Secretary of the Navy the Board will conduct a military inspection of any of the vessels above referred to.

(2) Commanding officers of ships in commission, whether in reserve or in ordinary, shall report to the Chief of Naval Operations without delay whenever the condition of their ships is such as to require a material inspection in one or more departments. Such reports shall be forwarded through the regular official channels and shall bear the recommendations of the senior officers concerned. A flag officer in command afloat may originate a similar recommendation for a vessel under his command, and a commandant may do so for a vessel out of commission at the yard which he commands.

(3) When it shall come to the knowledge of the chief of any bureau, for matters under his cognizance, that the condition of any ship is such that she requires extensive repairs or alterations sufficiently important or expensive to justify such a course, he shall report the fact to the Chief of Naval Operations with a recommendation that an inspection be held.

(4) When advisable the department will order an inspection.

(5) Prior to the undertaking of a general overhaul of a vessel, and in sufficient time to enable the yard concerned to prepare necessary plans, and assemble necessary material, the vessel will be inspected at her home yard or at the yard where the overhaul is to be undertaken, by the Board of Inspection and Survey, assisted by representatives of the industrial department of the yard.

407.

Sub-board.

When it is impracticable for the Board of Inspection and Survey to conduct any trial, inspection, or examination, such trial, inspection, or examination shall be made by a sub-board, the personnel of which shall be nominated by the President of the Board of Inspection and Survey.

408.

The president.

The president of the Board of Inspection and Survey, Navy Department, shall be ex officio president of all trial and inspection boards for vessels and aircraft of the Navy on the Pacific coast

or elsewhere, whether for vessels under construction, for military or other special inspection, or for the inspections called for by article above. The senior officer of the board actually conducting these trials or inspections shall sign as the senior member present, unless such senior officer be the president of the Board of Inspection and Survey, Navy Department, in which case he shall sign as such.

409.

The Board of Inspection and Survey shall determine the procedure necessary to carry out the provisions of the regulations and contracts relating to trials and inspections under its cognizance, and the board actually conducting the trial or inspection shall conform to such procedure.

Procedure.

410.

The precept convening the board for the trial or inspection of a vessel or aircraft, wherever the said trial or inspection may be held, and the orders detailing the officers to duty on such boards shall be forwarded through the president of the Board of Inspection and Survey, Navy Department, who shall prepare such detailed instructions for the guidance of the board as may be necessary in each particular case to insure that all trials and inspections be conducted in a systematic and thorough manner.

Precept.

411.

The various bureaus concerned in the construction of a vessel or aircraft for the Navy shall, when the board is ordered to conduct the acceptance trials of such a vessel, furnish it with all corrected plans and specifications necessary for its guidance in carrying out these examinations and trials. In the case of a vessel or aircraft other than one of those specified in the preceding sentence the bureaus concerned shall, so far as practicable, furnish the board with such information or assistance as may be desired for its use when engaged in an inspection of such vessel.

Duties of bureaus.

412.

(1) In order to facilitate the preparation of estimates for repairs and alterations recommended in a material inspection report, the Board of Inspection and Survey shall be assisted by two representatives, one from the hull division and the other from the machinery division of the industrial department of the yard at which the work will be performed if authorized.

Estimates.

(2) For the consideration of matters specially affecting a bureau, the board may be assisted by special representatives of

the bureau or bureaus concerned and such representatives shall be nominated for this duty by the chief of bureau concerned to the Bureau of Navigation via the Board of Inspection and Survey.

(3) The commander in chief of a fleet may designate such officers from the fleet as he deems desirable to assist the board. The President of the Board of Inspection and Survey shall notify the commander in chief of all inspections of vessels under his command in sufficient time to enable the latter to issue necessary orders should he desire to appoint such assistants.

413.

Recommendations for disapproval.

The board shall, in its recommendations for disapproval, state the name of the contractor or subcontractor who supplied or built any unsatisfactory feature.

414.

Data forwarded to board.

All documents or data of any kind whatsoever relating to a vessel or aircraft to be inspected or tried which are forwarded to inspection or trial boards for their consideration shall be forwarded to the president of the Board of Inspection and Survey. If practicable, these shall be forwarded at the same time as the department's precept for the said trials and inspections, so that they may be available in connection with the preparation of the detailed instructions by the president of the board, and the originals of all reports of such trials and inspections shall be forwarded to the department through the president of the Board of Inspection and Survey.

415.

Possible sale of vessel.

If the question of the possible sale of a vessel arises, the action to be taken shall be as prescribed in article 1897.

416.

Vessel on detached service when being inspected.

A vessel in full commission, in commission in reserve, or in commission in ordinary, being inspected by the board shall be considered as being on detached duty until the inspection is completed.

417.

Recommendations as to design.

(1) The Board of Inspection and Survey shall include in its report of trials and inspection (of vessels), whenever it may consider advisable, recommendations relative to the design of vessels or aircraft or to any parts of same, including details of design, con-

struction, materials, locations, and methods of operation of the various parts of the machinery and mechanical appliances.

(2) In case the board considers any of the above features to be necessary or desirable in the case of the ship under consideration, specific recommendation relating to the same shall be included under the appropriate heading in the list of items in the report on that ship.

(3) As far as practicable those features recommended by the board for consideration in connection with other vessels, including new designs and vessels under construction (including aircraft), shall be grouped under separate paragraph or paragraphs and carried on separate pages, with the caption "Design recommendations." This is to insure that these design matters may not be overlooked in the body of the report.

(4) In order that the board may have full knowledge of the department's decisions in relation to design matters upon which the board has made recommendation, the department will inform the board of those design items which have been disapproved, or which have been approved in a form other than that in which recommended. As far as practicable the board will be informed of the reasons for the department's decision on these items.

(5) Whenever it comes to the attention of the Board of Inspection and Survey that any detail, or integral piece of machinery or arrangement or method of operation has had sufficient trial to test its merits and in the opinion of the board has proved unsatisfactory, the board shall definitely recommend that it be eliminated in future construction, with its reasons therefor. If after such recommendation of disapproval and after opportunity has been had to effect correction, it becomes necessary again to recommend disapproval of the same item in the same particulars, a special report relative thereto shall be submitted to the department.

418.

(1) The board shall further include in its report a concise statement of the condition and efficiency of the vessel, naming such officers to whom credit or discredit should attach for such condition and efficiency. Special credit
or discredit.

(2) Copies of these statements will be filed by the Bureau of Navigation with the official record of the officer concerned. One copy will also be sent to the officer concerned for statement in the premises.

419.

(1) In conducting preliminary and final acceptance trials of new vessels built under contract, or at a navy yard, the Board of Inspection and Survey shall be governed by the contract for Preliminary
and final accept-
ance trials.

the construction of such vessel and her machinery. The object of such trials is to determine the fulfillment of the contract, and in the case of final acceptance trials, whether there shall have appeared any weaknesses, defect, failure, breaking down, or deterioration, other than that due to fair wear and tear, through fault of the contractors, and which have not been corrected and made good by them, for the purpose of furnishing accurate information for use in determining the final settlement with the contractors for the cost of the vessel.

(2) Preliminary and final acceptance trials of a vessel built at a navy yard may, at the discretion of the Secretary of the Navy, be combined in one trial.

(3) The board shall carefully observe the performance of the vessel and the machinery, and upon the conclusion of the trials make full and detailed report to the department, which shall include its conclusions on the following points:

(a) Whether, upon such trials, any weakness or defect exists.

(b) Whether the machinery or any part or parts are found to be defective in any respect; or whether there is any failure, breaking down, or deterioration other than that due to fair wear and tear, of any part or parts of the machinery, engines, boilers, or appurtenances.

(c) All items of work required by the contract and specifications and duly authorized changes therein, that were unfinished at the time of the preliminary acceptance trial, or subsequently authorized, which are, in the opinion of the board, not yet satisfactorily completed.

(d) What suggestions and recommendations are made concerning any designs or design criticisms.

(4) As soon as practicable after the trials are completed a careful and thorough examination shall be made of such parts of the machinery as the board may designate which would show injury, if any occurred, or defective conditions, if any are likely to be present. In the case of a vessel in commission the conditions ascertained shall be reported by the commanding officer through the regular channels, in addition to the report made to the Board of Inspection and Survey.

420.

Reports on contract trials.

(1) All reports of the Board of Inspection and Survey upon trials of naval vessels built under contract or at navy yards shall contain work lists under the "Bureau of Construction and Repair," "Bureau of Engineering," and "Bureau of Ordnance." Under each bureau the lists shall be itemized under five heads, viz:

- (1) List A, items of work recommended for which the contractor is considered responsible.
- (2) List B, items of work recommended for which the contractor is not considered responsible.
- (3) List C, alterations recommended, contractor not responsible.
- (4) List D, alterations requested and not recommended.
- (5) List E, items already authorized.

(2) The Board of Inspection and Survey shall prepare its reports on sheets 8 by 10½ inches in size and shall distribute copies as follows:

	Copies.
The Solicitor-----	Original.
The Chief of Naval Operations-----	1
The Bureau of Construction and Repair (1 black carbon backed for blue printing)-----	4
The Bureau of Engineering-----	2
Home navy yard of vessel-----	1
Commanding officer-----	1
The Bureau of Ordnance (of that portion which refers to ord- nance matters)-----	1
The Bureau of Navigation (of that portion of the report which refers to navigation)-----	1

(3) Immediately upon receipt of the above reports by the Bureau of Construction and Repair, that bureau will forward one copy each to the superintending constructor and the contractor, and upon completion of the necessary blue-print copies will forward one to the Bureau of Ordnance, one to the Inspector of Ordnance, and two to the home yard where the vessel is delivered for the use of the hull and machinery divisions, copies for the inspector of machinery will be furnished by the Bureau of Engineering. The copy furnished for the use of the Chief of Naval Operations and one of the copies furnished the Bureau of Construction and Repair shall be returned to the board's files.

(4) When the Board of Inspection and Survey makes the inspections provided for by Article 406 its report shall be submitted in two separate parts.

(a) One, to be designated "Report of Material Inspection," shall indicate the material condition of the ship in all departments, and will contain, with comment and recommendation, lists of all considered repairs and alterations, in order that such reports may be a record of the condition of the vessel and a comprehensive guide for the purpose of preparing estimates.

(b) The other, to be designated "Report of Military Inspection," shall contain the report of all matters pertaining to discipline and of all other matters other than repairs and alterations recommended. The original of this part shall be forwarded by the board to the Chief of Naval Operations. A copy shall be for-

Reports, how
submitted.

warded to the commanding officer of the ship in question through the commander in chief, and a copy shall be filed with the records of the Board of Inspection and Survey.

Repairs and alterations.

(5) The Board of Inspection and Survey shall consider all repairs, urgent and desirable; all alterations, whether primarily considered or previously authorized but as yet unaccomplished or uncompleted; and all such items of work shall be grouped and numbered in accordance with the recognized classification and bureau cognizance.

(6) To insure the inclusion and consideration by the Board of Inspection and Survey of the various items of repair and overhaul that may have arisen subsequent to the last general overhaul of the vessel the following general procedure shall be observed:

Letter from commanding officer.

(a) The commanding officer shall submit for the board's consideration a written statement relative to such repairs and alterations that he may consider necessary or desirable, together with copies of all previous letters on similar subjects that have been submitted and on which final action has not as yet been taken, and shall furnish any information or assistance that may be needed by the board to enable it to carry out the inspection. Alterations that have been previously submitted to the department and disapproved shall not be included, unless a reconsideration of any such item is desired, in which case a separate letter to the board shall be written. This letter shall contain a list of the items of alterations for which reconsideration is requested. The previous history, so far as known, of each item shall be given, including the dates and numbers of the correspondence in connection therewith and the action of the bureau or department thereon. For each item there shall be given the reasons which are believed to justify reconsideration.

Weekly report of work.

(b) Commandants of the navy yards shall submit for the board's consideration complete copies of the last weekly report of work (Form N. S. O. 27) for the vessel under inspection, showing all outstanding job orders; and the estimate of outstanding job orders shall be included in the report of estimates to be submitted by the yard.

(c) The board shall, in addition to its action on the yard requests emanating from the commanding officer of the ship, recommend such other repairs and alterations as may be deemed desirable as a result of its own observations and of its opinion, based on the reports from similar vessels.

Work lists.

(7) All reports of the Board of Inspection and Survey upon material inspections shall contain work lists under the "Bureau of Construction and Repair," "Bureau of Engineering," and "Bureau of Ordnance" and shall further contain subheadings "Urgent Repairs," "Desirable Repairs," and "Alterations." Under each

item "Alterations Recommended" work being done shall also be included.

The Board of Inspection and Survey shall prepare its reports on sheets 8 by 10½ inches and shall distribute copies as follows:

	Copies.	Preparation of
	Original	reports.
The Chief of Naval Operations-----	1	
The Bureau of Construction and Repair-----	1	
The Bureau of Ordnance-----	1	
The Bureau of Engineering-----	1	
The home navy yard of vessels (or overhaul yard) (1 black carbon-backed for blue printing)-----	3	
Force commander-----	1	
Commanding officer of vessel-----	1	
The Bureau of Navigation (of that portion of the report which refers to navigation)-----	1	

SECTION 8.—COMMUNICATION SERVICE.

421.

The Naval Communication Service is the organization, under the Chief of Naval Operations, charged with the administration of the operation of all United States Naval Communication systems.

422.

It has cognizance of naval communications carried on by means of telegraph, telephone, cable, radiotelegraph and radiotelephone, radio compass, visual and underwater signals and sound telegraphs, pigeons, couriers, and postal service. It also has cognizance of the operation of such naval communication systems as may be authorized by law to carry on commercial business.

423.

(1) While the operation of the communication service is under the direction of the Chief of Naval Operations, the Office of Naval Communications shall distribute immediately for action to the various responsible bureaus or offices of the department all communications not relating to matters under the immediate jurisdiction of the Office of Naval Operations, as set forth in Article 433.

(2) Detailed instructions relative to the organization, operation, and administration of the Naval Communication Service shall be contained in the Communication Instructions, United States Navy, which shall be issued under the same instructions which govern Manuals.

424.

(1) The duties of the Naval Communication Service shall include the operation of all telephone service provided for the Navy Department and Naval Establishment, and the supervision of all personnel handling such operation. It shall provide by lease or contract, or by agreement in the case of another department of the Government, such telephone plant or parts thereof as are not to be owned and maintained by the Navy, together with the service thereof.

(2) In case a telephone plant or any part thereof is to be Navy owned and maintained, the public works office of the yard, station, base, or district concerned shall have charge, under the Bureau of Yards and Docks, of the construction and maintenance of such telephone plant, or Navy part thereof, in the same manner as other public works and utilities, subject in the case of divided ownership to any contract provisions.

(3) Where not Navy owned and maintained, the telephone company or the Government department concerned is responsible to the Communication Service for the construction and maintenance of the plant in accordance with the terms of the lease, contract, or agreement.

SECTION 9.—MONTHLY SURVEY OFFICE.

425.

(1) A monthly survey of the activities of the Naval Establishment (including the Marine Corps) will be prepared for the Secretary of the Navy by the officer in charge of an office under the Secretary, which will be known as "The Monthly Survey Office."

(2) All bureaus, offices, navy yards, naval stations (including the Marine Corps), commanders in chief, and commanding officers of vessels will comply with requests for information made by the officer in charge of the Monthly Survey Office.

CHAPTER 7.

OFFICE OF NAVAL OPERATIONS.

Sec. 1.—Art. 433. The Chief of Naval Operations.

SECTION 1.—THE CHIEF OF NAVAL OPERATIONS.

433.

(1) The Chief of Naval Operations shall, under the direction of the Secretary of the Navy, be charged with the operations of the fleet and with the preparation and readiness of plans for its use in war. (Act Mar. 3, 1915.) Operations of fleet.

(2) This shall include the direction of the Naval War College, the Office of Naval Intelligence, the Office of Gunnery Exercises and Engineering Performances, the operation of the Communication Service, the operations of the Aeronautic Service, of mines and mining, of the naval districts, Naval Militia, and of the Coast Guard when operating with the Navy; the direction of all strategic and tactical matters, organization, maneuvers, gunnery exercises, drills and exercises, and of the training of the fleet for war; and the preparation and revision and enforcement of all drill books, signal codes, and cipher codes. Direction of activities.

(3) The Chief of Naval Operations shall be charged with the preparation, revision, and record of Regulations for the Government of the Navy and General Orders. Navy Regulations.

(4) He shall advise the Secretary concerning the movements and operations of vessels of the Navy and prepare all orders issued by the Secretary in regard thereto, and shall keep the records of service of all fleets, squadrons, and ships. Ship movements.

(5) He shall advise the Secretary in regard to the military features of all new ships and as to any proposed extensive alterations of a ship which will affect her military value; as to the location, capacity, and protection of navy yards and naval stations, including all features which affect the military value of dry docks, including their location; also as to matters pertaining to fuel Military features.

reservations and depots, the location of radio stations, reserves of ordnance and ammunition, fuel, stores, and other supplies of whatsoever nature, with a view to meeting effectively the demands of the fleet, and shall furnish the General Board full information with regard to their location and capacity.

Foreign rela-
tions.

(6) He shall advise the Secretary of the Navy on all business of the department in regard to foreign relations, and all correspondence in regard to these matters shall be presented for the department's action through his office.

War plans.

(7) In preparing and maintaining in readiness plans for the use of the fleet in war, he shall freely consult with and have the advice and assistance of the various bureaus, boards, and offices of the department, including the Marine Corps headquarters, in matters coming under their cognizance. After the approval of any given war plans by the Secretary it shall be the duty of the Chief of Naval Operations to assign to the bureaus, boards, and offices such parts thereof as may be needed for the intelligent carrying out of their respective duties in regard to such plans.

(8) The Chief of Naval Operations shall from time to time witness the operations of the fleet as an observer.

(9) He shall have two principal senior assistants, officers not below the grade of captain, one as assistant for operations and the other as assistant for material.

(10) He shall ex officio be a member of the General Board.

CHAPTER 8.

THE BUREAU OF NAVIGATION.

SECTION 1.—DUTIES OF THE BUREAU OF NAVIGATION.

443.

(1) The duties of the Bureau of Navigation shall comprise the issue, record, and enforcement of the orders of the Secretary to the individual officers of the Navy and of the Naval Reserve Force; the training and education of line officers and of enlisted men (except of the Hospital Corps) at schools and stations and in vessels maintained for that purpose; the upkeep and operation of the Naval Academy, of technical schools for line officers, as provided in article 130 of the apprentice-seaman establishments, of schools for the technical education of enlisted men, and of the Naval Home at Philadelphia, Pa.; the upkeep and the payment of the operating expenses of the Naval War College; the enlistment, assignment to duty, and discharge of all enlisted persons; it shall have under its direction the organization and administration of the Naval Reserve Force, and shall provide for the mobilization of all these reserves.

Bureau of navigation.

(2) It shall have under its direction all rendezvous and receiving ships, and shall provide transportation for all enlisted persons under its cognizance.

(3) It shall establish the complements of all ships.

(4) It shall keep the records of service of all officers and men, and shall prepare an annual Navy register for publication, embodying therein data as to fleets, squadrons, and ships which shall be furnished by the Chief of Naval Operations. To the end that it may be able to carry out the provisions of this paragraph, all communications to or from ships in commission relating to the personnel of such ships shall be forwarded through this bureau, whatever their origin.

(5) It shall be charged with all matters pertaining to application for appointments and commissions in the Navy and with the preparation of such appointments and commissions for signature.

(6) It shall be charged with the preparation, revision, and enforcement of all regulations governing uniform, and with the distribution of all orders and regulations of a general or circular character.

(7) Questions of naval discipline, rewards, and punishments shall be submitted by this bureau for the action of the Secretary of the Navy. The records of all general courts-martial and courts of inquiry involving the personnel of the Navy, shall, before final action, be referred to this bureau for comment and recommendation as to disciplinary features.

(8) It shall receive and bring to the attention of the Secretary of the Navy all applications from officers for duty or leave.

(9) It shall receive all reports of services performed by individual officers or men.

(10) It shall be charged with the enforcement of regulations and instructions regarding naval ceremonies and naval etiquette.

(11) It shall be charged with the upkeep and operations of the Hydrographic Office, the Naval Observatory, Nautical Almanac, and Compass Offices; with all that relates to the supply of ships with navigational outfits, including instruments, and with the maintenance and repair of same; with the collection of foreign surveys; and with the publication and supply of charts, sailing directions, and nautical works, and the dissemination of nautical, hydrographic, and meteorological information to the Navy and mercantile marine. It shall also have charge of all ocean and lake surveys and ships' and crews' libraries; it shall defray the expenses of pilotage of all ships in commission.

CHAPTER 9.

THE BUREAU OF MEDICINE AND SURGERY.

Sec. 1.—Art. 457–458. Duties of the Bureau of Medicine and Surgery.

SECTION 1.—DUTIES OF THE BUREAU OF MEDICINE AND SURGERY.

457.

(1) The Bureau of Medicine and Surgery shall have charge of the upkeep and operation of all hospitals and of the force employed there; it shall advise with respect to all questions connected with hygiene and sanitation affecting the service and, to this end, shall have opportunity for necessary inspection; it shall provide for physical examinations; it shall pass upon the competency, from a professional standpoint, of all men in the Hospital Corps for enlistment, enrollment, and promotion by means of examinations conducted under its supervision or under forms prescribed by it; it shall recommend and have information as to the assignment and duties of all enlisted men of the Hospital Corps; it shall recommend to the Bureau of Navigation the complement of medical officers, dental officers, nurses, and hospital corpsmen for hospitals and hospital ships, and shall have power to appoint and remove all nurses in the Nurse Corps, subject to the approval of the Secretary of the Navy.

Bureau of
Medicine and Sur-
gery.

(2) Except as otherwise provided for, the duties of the Bureau of Medicine and Surgery shall include the upkeep and operation of medical supply depots, medical laboratories, naval hospitals, dispensaries, technical schools for the medical, dental, and hospital corps; and the administration of the Nurse Corps.

(3) It shall approve the design of hospital ships in so far as relates to their efficiency for the care of the sick and wounded.

(4) It shall require for all supplies, medicines, and instruments used in the medical department of the Navy. It shall have control of the preparation, reception, storage, care, custody, transfer, and issue of all supplies of every kind used in the medical department for its own purposes.

Duty of Bureau of Medicine and Surgery.

(1) The Bureau of Medicine and Surgery is charged with the duty of inspecting the sanitary condition of the Navy and making recommendations in reference thereto; of advising with the department and other bureaus in reference to the sanitary features of ships under construction and in commission, regarding berthing, ventilation, location of quarters for the care and treatment of the sick and injured; of the provisions for the care of wounded in battle; and, in the case of shore stations, of advising in regard to health conditions depending on location, the hygienic construction and care of public buildings, especially of barracks and other habitations, such as camps. It shall advise in regard to water supplies used for drinking, cooking, and bathing purposes, and drainage and the disposal of wastes, so far as these affect the health of the Navy. It shall provide for the care of the sick and wounded, the physical examination of officers and enlisted men, with a view to the selection or retention of those only whose physical condition is such as to maintain or improve the military efficiency of the service if admitted or retained therein, the management and control of naval hospitals, and of the internal organization and administration of hospital ships, the instruction of the personnel of the Hospital Corps and Nurse Corps, and the furnishing of all medical and hospital supplies. It shall advise in matters pertaining to clothing and food so far as these affect the health of the Navy. It shall safeguard the personnel by the employment of the best methods of hygiene and sanitation, both afloat and ashore, with a view to maintaining the highest possible percentage of the personnel ready for service at all times. It shall adopt for use all such devices or procedures as may be developed in the sciences of medicine and surgery which will in any way tend to an increase in military efficiency.

(2) All technical schools which are, or may be, established for the education of medical and dental officers or members of the Hospital Corps and Nurse Corps shall be under the supervision and control of the Bureau of Medicine and Surgery.

CHAPTER 10.

THE JUDGE ADVOCATE GENERAL.

Sec. 1.—Art. 469-470. Duties of the Judge Advocate General.

SECTION 1.—DUTIES OF THE JUDGE ADVOCATE GENERAL.

469.

(1) The duties of the Judge Advocate General of the Navy shall be to revise and report upon the legal features of and to have recorded the proceedings of all courts-martial, courts of inquiry, boards of investigation and inquest, and boards for the examination of officers for retirement and promotion in the Naval Service; to prepare charges and specifications for courts-martial, and the necessary orders convening courts-martial, in cases where such courts are ordered by the Secretary of the Navy; to prepare courts-martial orders promulgating the final action of the reviewing authority in general courts-martial cases, except those of enlisted men convened by officers other than the Secretary of the Navy; to prepare the necessary orders convening courts of inquiry and boards for the examinations of officers for promotion and retirement, for the examination of all candidates for appointment as officers in the Naval Service, other than midshipmen, and in the Naval Reserve Force, where such courts and boards are ordered by the Secretary of the Navy, and to conduct all official correspondence relating to such courts and boards.

General duties.

(2) It shall also be the duty of the Judge Advocate General to examine and report upon all questions relating to rank and precedence, to promotions and retirements, and to the validity of the proceedings in court-martial cases, all matters relating to the supervision and control of naval prisons and prisoners, including prisoners of war; the removal of the mark of desertion; the correction of records of service and reporting thereupon in

Records of service, pay, etc.

the Regular or Volunteer Navy; certification of discharge in true name; pardons; bills and resolutions introduced in Congress relating to the personnel and referred to the department for report, and the drafting and interpretation of statutes relating to personnel; references to the Comptroller of the Treasury with regard to pay and allowances of the personnel; questions involving points of law concerning the personnel; proceedings in the civil courts in all cases concerning the personnel as such; and to conduct the correspondence respecting the foregoing duties, including the preparation for submission to the Attorney General of all questions relating to subjects coming under his own cognizance which the Secretary of the Navy may direct to be so referred.

International
law.

(3) The study of international law is assigned to the Office of the Judge Advocate General. He shall examine and report upon questions of international law as may be required.

470.

Opinions and
decisions.

All requests for opinions or decisions to be rendered on any subject by the Judge Advocate General of the Navy or by the Solicitor for the Navy Department shall be formally submitted in writing to the Secretary of the Navy for approval and reference to those offices. Only formal opinions or decisions in writing shall be rendered thereon when such requests are referred. Such opinions or decisions shall be the basis of official action by any bureau or any office or officer of the Navy Department or Marine Corps only after the approval of such opinion or decision by the Secretary of the Navy. No oral or informal opinions shall be rendered by the Office of the Judge Advocate General of the Navy or the Solicitor of the Navy Department.

CHAPTER 11.

THE BUREAU OF YARDS AND DOCKS.

Sec. 1.—Art. 481. Duties of the Bureau of Yards and Docks.

Sec. 2.—Art. 482-494. Public works and public utilities.

SECTION 1.—DUTIES OF THE BUREAU OF YARDS AND DOCKS.

481.

(1) The duties of the Bureau of Yards and Docks shall comprise the design and construction of the public works and public utilities of the Navy and their repair, upkeep, and operation, except as otherwise prescribed in this chapter. Bureau of
Yards and Docks.

SECTION 2.—PUBLIC WORKS AND PUBLIC UTILITIES.

482.

(1) The definitions given in this article shall govern in all regulations, instructions, and manuals relative to all public works and public utilities under the jurisdiction of the Navy Department.

Definitions.

(2) The term "public works" shall be construed to include the following, and such similar works as the Secretary of the Navy may designate, of whatever character and wherever located except as indicated in the list, and except such as may be located on board ship:

Public works.

Aqueducts.	Dikes.
Breakwaters.	Ditching.
Bridges.	Dredging.
Buildings and permanent fixtures.	Docks.
Canals.	Dry docks and machinery thereof.
Casemates.	Earthworks.
Chimneys.	Fences.
Cisterns.	Flagpoles.
Conductors for heat, air, light, power, steam, water, and com- municating systems.	Fueling plants.
Conduits for pipes and conductors.	Grading.
Dams.	Harbor works.
	Heating and ventilating plants.
	Hospitals.

Industrial offices.	Recreation grounds.
Landings.	Refrigerating plants.
Lawns.	Reservoirs.
Magazines.	Roads.
Paving.	Sewers.
Piers.	Shade trees.
Pipe lines.	Slips.
Pole lines.	Slips, building.
Power plants and the machinery thereof.	Smokestacks.
Quay walls.	Tanks, storage.
Radio stations on shore, including buildings and masts, but not equipment or its installation.	Target ranges on shore.
Railways.	Walks.
Railways, marine.	Walls.
	Waterworks.
	Wharves.

Public utilities.

(3) The term "public utilities" shall be construed to include the following, and such similar utilities as the Secretary of the Navy may designate, of whatever character and wherever located, except as indicated in the list, and except such as may be located on board ship:

Awnings.	Mules, horses, and cattle.
Cranes, outside of shops.	Pile drivers.
Derricks, outside of shops.	Shears.
Dredges.	Steam shovels.
Fire apparatus.	Telephone and telegraph lines.
Fixed moorings.	Trucks.
Flags.	Vehicles.
Landing floats.	Wheels.
Locomotives and rolling stock.	

Repairs defined.

(4) In connection with public works and public utilities, "repairs" shall be construed to include repairs of greater magnitude than those defined under "upkeep" (see par. 5), also necessary alterations in internal arrangements and fittings, but not such material alterations in structural design as may properly be considered "new construction." "Repairs" shall not include any work which is an indirect expense, under the Accounting Instructions, in the operation of the public work or utility.

Upkeep defined.

(5) "Upkeep" shall be construed as meaning such care and cleaning of public works and utilities, such incidental and minor repairs thereto, and such minor alterations thereof as are chargeable under the Accounting Instructions to the indirect expense account.

Expenditures for "Upkeep," as contrasted with "Repairs," of nonindustrial public works and utilities shall be limited in amount and in the same manner as provided for in the Accounting Instructions for industrial public works and utilities.

These "minor repairs and alterations" shall not be construed to include the cutting of any structural wall, beam, or support; the

removal or closing of any staircase, elevator, fire door, or fire partition; or any changes in the architectural features or external appearance of public works or utilities.

(6) The operation of any public work or utility shall be construed to include the supervision and management of the activities, whether industrial or military, carried on therein or therewith when employed for the purpose for which constructed and maintained. Operation defined.

(7) Any question in regard to the proper classification of any item or activity under the several definitions given in this article shall be forwarded to the Chief of Naval Operations for reference to the Secretary of the Navy. Questions of classification.

483.

(1) Public works and public utilities under the jurisdiction of the Navy Department shall be considered as divided into two classes, namely, industrial and nonindustrial, as defined in this article. Classes of public works and utilities.

(2) Industrial public works and public utilities shall include all those wherein or wherewith industrial operations are carried on and whose upkeep and operation are chargeable to the indirect expense account in accordance with the Accounting Instructions. Industrial works and utilities.

(3) Nonindustrial public works and public utilities shall include all those wherein or wherewith industrial operations are not carried on, or whose upkeep and operation are not chargeable to the indirect expense account in accordance with the Accounting Instructions. Nonindustrial works and utilities.

(4) Any question in regard to the proper classification of any item under the two definitions given in this article shall be referred to the Secretary of the Navy for decision. Questions of classification.

484.

(1) The cognizance over the upkeep and operation of public works and public utilities shall be as provided in this article. Cognizance.

(2) The upkeep and operation of industrial public works and utilities shall be the duty of the commandant, the details being administered by the head of the yard department, or division concerned. The costs of upkeep and operation shall be allocated in accordance with the Accounting Instructions. Administration, upkeep, and operation of industrial works.

(3) The upkeep and operation of nonindustrial public works and public utilities shall be the duty of the commandant, subject to any instructions he may receive in regard thereto from the bureau or office charged with defraying the costs of keeping up and operating the same, the details being administered by the appropriate officer under his command. The cost of upkeep and operation shall, in each case, be defrayed by the bureau or office under which the funds for this purpose are appropriated, estimates for such Administration, etc., of nonindustrial works.

appropriations being submitted as the Secretary of the Navy may direct.

(4) At naval ordnance establishments as designated in article 505, repairs to public works and utilities within the capacity of the force employed, as well as their upkeep and operation, shall be under the cognizance of the Bureau of Ordnance.

(5) At hospitals and medical supply depots, repairs to public works and utilities within the capacity of the force employed, as well as their upkeep and operation, shall be under the cognizance of the Bureau of Medicine and Surgery.

(6) At naval training stations, the Naval Observatory, the Naval War College, and the Naval Academy repairs to public works and utilities within the capacity of the force employed, as well as their upkeep and operation, shall be under the cognizance of the Bureau of Navigation.

(7) At marine barracks and marine posts repairs to public works and utilities within the capacity of the force employed, as well as their upkeep and operation, shall be under the cognizance of the Marine Corps.

(8) At radio stations and the engineering experiment station repairs to public works and utilities within the capacity of the force employed, as well as their upkeep and operation, shall be under the cognizance of the Bureau of Engineering.

Both industrial and nonindustrial purposes.

(9) When any public work or public utility is employed for both industrial and nonindustrial purposes the costs of upkeep and operation shall be divided, and shall be charged as provided in paragraphs 2 and 3 of this article; and such division shall be as nearly as possible in the same proportion as the activities bear to each other.

Power plants and conductors.

(10) Power plants and conductors for air, heat, light, power, and steam, up to and including the permanent installation within all buildings, shall be kept up and operated by the machinery division.

The Bureau of Yards and Docks shall have such control over the upkeep and operation of these plants as may be necessary to enable it properly to safeguard expenditures under it and to insure that such plants are at all times kept up and operated in an efficient and economical manner.

Operation of coaling and fuel plants.

(11) The upkeep and operation of coaling and fuel plants at a navy yard shall be in charge of the supply officer; the upkeep and operation of coaling and fuel plants not at a navy yard shall be in charge of the officer in charge of the plant, or the custodian thereof, if the plant has not been placed under the commandant of a station; otherwise of the commandant.

(12) The cost of upkeep and operation of all fueling plants, whether at a navy yard or elsewhere, shall be charged against

the proper appropriation under the Bureau of Supplies and Accounts for the supply of fuel to the Navy. The upkeep and operation of all fueling plants not at a navy yard shall be under the cognizance of the Bureau of Supplies and Accounts.

(13) The operating features of all coaling and fuel plants shall be designed by the Bureau of Yards and Docks in consultation with the Bureau of Engineering and the Bureau of Supplies and Accounts.

(14) The fuel stored in coaling and fuel plants shall be in charge of the supply officer of the station within which they lie or to which they are attached. In the case of such plants not within or attached to a naval station the fuel shall be in charge of such officer as may be designated.

Custody of fuel.

(15) The upkeep and operation of all dry docks, building slips, and marine railways, including the machinery thereof, shall be under the hull division.

Operation of dry docks, building slips and marine railways.

The charges for upkeep and operation of these structures not connected with any individual job shall be made against the proper appropriations under the Bureau of Construction and Repair. The cost of docking and undocking ships shall be charged against the appropriate jobs, together with the incidental overhead charges in connection with such jobs.

(16) In addition to the provisions of this article, floating dry docks shall be maintained and employed under the detailed instructions contained in article 1544.

Floating dry docks.

(17) The upkeep and operation of cranes, except locomotive cranes operating on yard railroad tracks; derricks; and shears, outside of shops; and the machinery thereof, shall be under the hull division.

Operation of cranes, derricks, and shears.

(18) The upkeep and operation of all public works and public utilities, except as otherwise provided in this article, shall be under the public works department.

485.

In general, and unless the Secretary of the Navy shall direct to the contrary in specific cases, all formal estimates for appropriations for public works and public utilities shall be prepared by the Bureau of Yards and Docks and be submitted to the Assistant Secretary of the Navy. When any other bureau or office desires the construction of any public work or public utility it shall so report to the Secretary of the Navy, who will, in his discretion, direct the Bureau of Yards and Docks to prepare the necessary estimates, in consultation with the chief of the bureau or office concerned, and submit them to him for further action.

Preparation of formal estimates.

Design, construction, and repair of public works, etc.

The design and construction of all public works and public utilities, and their repair, except as excluded in article 484, shall be the duty of the Bureau of Yards and Docks. When such work is to be done as a charge against any appropriation or fund under the control of a bureau or office other than the Bureau of Yards and Docks, it shall be done under the charge of the Bureau of Yards and Docks, on a specific allotment from the proper appropriation or fund made by the bureau or office concerned and approved by the Secretary of the Navy.

487.

Right of approval of plans.

(1) Prior to the construction of any public work or public utility the general features affecting the activities performed therein or therewith shall be submitted to the commandant of the station concerned for recommendation unless otherwise directed by the Secretary of the Navy.

(2) In the case of the construction of public works and public utilities, which are to be used for activities under the cognizance of a bureau or office other than the Bureau of Yards and Docks, the general features affecting the activities performed therein or therewith shall be submitted for approval to the bureau or office having cognizance of the activities.

(3) In the case of disagreement between the offices and bureaus concerned the matter shall be referred to the Secretary of the Navy for decision.

488.

Unauthorized buildings at naval stations.

No buildings other than those authorized and for which appropriation has been made by Congress shall be erected upon public lands at any naval station, nor shall a commandant grant permission to any persons other than those duly and officially authorized to reside in, occupy, or use any building or portion thereof upon such public lands. If for special reasons any exception to this regulation is deemed desirable, the matter shall be referred to the Secretary of the Navy for action, in his discretion.

489.

Foundations for machine tools.

The foundations for machine tools shall be charged against the appropriations under which the tools themselves are purchased, unless the Secretary of the Navy shall direct to the contrary in specific cases, except that when a new building is to be erected or extensive alterations are to be made in any existing building for which purposes specific appropriations are to be re-

quested, which construction or alteration involves the construction or alteration of machine-tool foundations, the estimates for such new work shall include the estimates for such foundations so far as may be practicable.

490.

Papers relative to the general naval-station care and maintenance shall be transmitted by commandants direct to the Bureau of Yards and Docks. Correspondence of commandant with Bureau of Yards and Docks.

491.

The furniture for all public works shall be provided and repaired by the Bureau of Yards and Docks, except where otherwise provided by law. Furniture.

492.

The Bureau of Yards and Docks shall provide watchmen and labor for cleaning naval stations, and for the protection of public property therein, except that, at naval ordnance establishments as designated in article 505 these duties shall be performed by the Bureau of Ordnance; at the Naval Academy, Naval War College, Naval Observatory, and naval training stations, they shall be performed by the Bureau of Navigation; at the engineering experiment station they shall be performed by the Bureau of Engineering; at fuel plants not at a navy yard or naval station by the Bureau of Supplies and Accounts; at the experimental model basin, navy yard, Washington, by the Bureau of Construction and Repair; at naval hospitals and medical-supply depots they shall be performed by the Bureau of Medicine and Surgery; and at marine barracks they shall be performed by the Marine Corps. Watchmen and labor for cleaning stations, etc.

493.

The public works officer shall inspect annually all public works and public utilities as to their condition, especially in regard to their structural stability and state of preservation as viewed from an architectural and civil engineering standpoint, and shall report the result of such inspection to the commandant in writing. Successive inspections shall be made not more than 14 months apart, and the public works officer shall be held responsible for any deterioration which may exist in such public works or utilities which he does not so report. Inspection by public works officer.

**Current ap-
propriation act.**

(1) When the current appropriation act provides funds for any of the purposes mentioned in this section under other bureaus or offices than those set forth herein, the provisions of such appropriation act shall govern.

**Future esti-
mates.**

(2) In every case in which the condition described in the preceding paragraph exists, however, future estimates shall be prepared (in accordance with the legal forms and methods applying to such cases) in such a manner that subsequent appropriation acts, if accepted by Congress in the form in which submitted, will enable the provisions of this section to be fully complied with.

CHAPTER 12.

THE BUREAU OF ORDNANCE.

Sec. 1.—Art. 505. Duties of the Bureau of Ordnance.

SECTION 1.—DUTIES OF THE BUREAU OF ORDNANCE.

505.

(1) The Bureau of Ordnance shall have cognizance over the up-keep and operation of the following naval ordnance establishments and of their repair except as excluded in article 484: Bureau of Ordnance.
Cognizance.

- (a) Naval gun factory.
- (b) Naval ordnance plants.
- (c) Naval torpedo stations.
- (d) Naval proving grounds.
- (e) Naval ammunition depots.
- (f) Naval magazines on shore.
- (g) Naval mine depots.

And of all that relates to the manufacture of offensive and defensive arms and apparatus (including torpedoes and armor), all ammunition, and war explosives. It shall require for or manufacture all machinery, apparatus, equipment, material, and supplies required by or for use with the above.

(2) It shall determine the interior dimensions of revolving turrets and their requirements as regards rotation.

(3) It shall, as the work proceeds, inspect the installation of the permanent fixtures of the armament and its accessories on board ship, and the methods of stowing, handling, and transporting ammunition and torpedoes, all of which work shall be performed to its satisfaction. It shall design and construct all turret ammunition hoists, determine the requirements of all ammunition hoists, and the method of construction of armories and ammunition rooms on shipboard, and, in conjunction with the Bureau of Construction and Repair, determine upon their location and that of ammunition hoists outside of turrets. It shall install all parts of the armament and its accessories which are not permanently attached to any portion of the structure of the hull, ex-

cepting turret guns, turret mounts, and ammunition hoists, and such other mounts as require simultaneous structural work in connection with installation or removal. It shall confer with the Bureau of Construction and Repair respecting the arrangements for centering the turrets and the character of the roller paths and their supports.

(4) It shall have cognizance of all electrically operated ammunition hoists, rammers, and gun-elevating gear which are in turrets; of electric training and elevating gear for gun mounts not in turrets; of electrically operated air compressors for charging torpedoes; and of all range finders and battle order and range transmitters and indicators.

CHAPTER 13.

THE BUREAU OF CONSTRUCTION AND REPAIR.

Sec. 1.—Art. 519. Duties of the Bureau of Construction and Repair.

SECTION 1.—DUTIES OF THE BUREAU OF CONSTRUCTION AND REPAIR.

519.

(1) The duties of the Bureau of Construction and Repair shall comprise the responsibility for the structural strength and stability of all ships built for the Navy; all that relates to designing, building, fitting, and repairing the hulls of ships, turrets, spars, capstans, windlasses, steering gear, and ventilating apparatus; and, after consultation with the Bureau of Ordnance and according to the requirements thereof as determined by that bureau, the designing, construction, and installation of independent ammunition hoists, and the installation of the permanent fixtures of all other ammunition hoists and their appurtenances; placing and securing armor after the material, quality, and distribution of thickness have been determined in accordance with the provisions of articles 402 and 403; placing and securing on board ship, to the satisfaction of the Bureau of Ordnance, the permanent fixtures of the armament and its accessories as manufactured and supplied by that bureau; installing the turret guns, turret mounts, and ammunition hoists, and such other mounts as require simultaneous structural work in connection with installation or removal; care and preservation of ships not in commission. The Bureau of Construction and Repair shall also, after conference with the Bureau of Ordnance, design the arrangements for centering the turrets, the character of the roller paths and their supports, and furnish that bureau every opportunity to inspect the installation on board of all permanent fixtures of the armament and accessories supplied by said bureau.

Bureau of Construction and Repair.

(2) It shall have cognizance of all electric turret-turning machinery and of all electrically operated ammunition hoists (except turret hoists), the same to conform to the requirements of the

Bureau of Ordnance as to power, speed, and control. It shall also have cognizance of stationary electrically operated fans or blowers for hull ventilation, boat cranes, deck winches, capstans, steering engines and telemotors therefor, hand pumps not in the engine or fireroom, and electric launches and other boats supplied with electric motive power; it shall consult the Bureau of Engineering in regard to and shall approve the plans for the installation of all conduit and molding or other means for carrying electric wiring; it shall supply and install, in consultation with the Bureau of Engineering, all voice tubes and means of mechanical signal communication.

(3) It shall have charge of the docking of ships, and of the operating and cleaning of dry docks.

(4) It shall have charge of the manufacture of anchors and cables, the supplying and fitting of rope, cordage, rigging, sails, awnings, and other canvas, and flags and bunting, and the supplying, installing, and repairing of galley ranges, steam cookers, and other permanent galley fittings, such permanent fittings to be to the satisfaction of the Bureau of Supplies and Accounts.

CHAPTER 14.

THE BUREAU OF ENGINEERING.

Sec. 1.—Art. 530. Duties of the Bureau of Engineering.

SECTION 1.—DUTIES OF THE BUREAU OF ENGINEERING.

530.

(1) The duties of the Bureau of Engineering shall comprise all that relates to designing, building, fitting out, and repairing machinery used for the propulsion of naval ships; the steam pumps, steam heaters, distilling apparatus, refrigerating apparatus, all steam connections of ships, and the steam machinery necessary for actuating the apparatus by which turrets are turned. Bureau of Engineering.

(2) It shall inspect all fuel for the fleet.

(3) It shall have cognizance of the entire system of interior communications. It is specifically charged with the design, supply, installation, maintenance, and repair of all means of interior and exterior electric signal communications (except range finders and battle order and range transmitters and indicators), and of all electrical appliances of whatsoever nature on board naval vessels, except motors and their controlling apparatus used to operate the machinery belonging to other bureaus.

(4) It shall supply and install all conduit and molding or other means for carrying electric wiring, the plans for such installation being made after consultation with the Bureau of Construction and Repair, and being subject to the approval of that bureau.

(5) It shall have charge of the design, manufacture, installation, maintenance, repair, and operation of radio outfits on board ship and on shore and of the upkeep and payment of expenses, other than the pay of enlisted personnel, of operation of radio stations on shore.

(6) It shall have supervision and control of the upkeep and operation of the Engineering Experiment Station.

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DEPARTMENT OF CHEMISTRY

LABORATORY OF ORGANIC CHEMISTRY

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CHAPTER 15.

THE BUREAU OF SUPPLIES AND ACCOUNTS.

Sec. 1. Art. 541. Duties of the Bureau of Supplies and Accounts.

SECTION 1. DUTIES OF THE BUREAU OF SUPPLIES AND ACCOUNTS.

541.

(1) The duties of the Bureau of Supplies and Accounts shall comprise all that relates to the purchase (including the preparation and distribution of schedules, proposals, contracts and bureau orders and advertisements connected therewith and the Navy's list of acceptable bidders), reception, storage, care, custody, transfer, shipment, issue of and accounting for all supplies and property of the Naval Establishment except medical supplies (but including their purchase) and supplies for the Marine Corps.

(2) It shall have direction of the naval clothing factories and their cost of operation. It shall have supervision over requisitions and service covering provisions, clothing, and canteen stocks; allotments under Supplies and Accounts appropriations and the accounting for allotments for ships under all appropriations; the preparation and issuance of allowance lists for ships of Supplies and Accounts material; after recommendation of the bureau concerned, the disposition of excess stocks accumulated at the various yards and the upkeep of Naval Supply Account stock. It shall recommend to the Bureau of Yards and Docks the interior arrangements of storehouses ashore and to the Bureau of Construction and Repair the character of the permanent galley fittings and interior storeroom arrangements afloat.

(3) It shall have direction of the sale of condemned, salvaged, and scrap or other materials and the transfer thereof from point to point.

(4) It shall procure all coal, fuel oil, and gasoline for Navy use, including expenses of transportation, leased storage, and handling the same and water for all purposes on board naval vessels and the chartering of merchant vessels for transportation purposes. It shall be charged with the procurement and loading of cargoes

of supply ships, colliers, and tankers, and with the upkeep and operation of fueling plants.

(5) The cost of supplies purchased by the Bureau of Supplies and Accounts for other bureaus or branches of the Naval Establishment shall be defrayed out of the appropriations provided therefor by law coming under the cognizance of those bureaus or branches.

(6) It shall have charge of all that relates to the supply of funds for disbursing officers and the payment for articles and services for which contract and agreement have been made by proper authority.

(7) It shall be responsible for the keeping of the property and money accounts of the Naval Establishment, including accounts of all manufacturing and operating expense at navy yards and stations; the direction of naval cost accounting and the audit of property returns from ships and stations.

(8) It shall prepare the estimates for the appropriations for freight, fuel, provisions, and clothing for the Navy, the maintenance of the supply, accounting, and disbursing departments at navy yards and stations, and for the pay of all officers and enlisted men of the Navy.

CHAPTER 16.

THE MARINE CORPS.

- Sec. 1.—Art. 552-556. General instructions.
- Sec. 2.—Art. 557-567. The Major General Commandant of the Marine Corps.
- Sec. 3.—Art. 568-572. The staff of the Marine Corps.
- Sec. 4.—Art. 573-578. Marine brigades.
- Sec. 5.—Art. 579-582. Recruiting, discharges, transfers, and desertions.
- Sec. 6.—Art. 583-593. Service at navy yards and naval stations.
- Sec. 7.—Art. 594-596. Marine Corps target practice.
- Sec. 8.—Art. 597-625. Service aboard ships of war.
- Sec. 9.—Art. 626-631. Service aboard naval vessels as separate organization.

SECTION 1.—GENERAL INSTRUCTIONS.

552.

(1) The President is authorized to prescribe such military regulations for the discipline of the Marine Corps as he may deem expedient. (Sec. 1620, R. S.) Military regulations.

(2) The Marine Corps shall at all times be subject to the laws and regulations established for the government of the Navy, except when detached for service with the Army by order of the President; and when so detached they shall be subject to the rules and articles of war prescribed for the government of the Army. (Sec. 1621, R. S.) Subject to regulations for the government of the Navy.

(3) Marines may be detached for service on board the armed vessels of the United States, and the President may detach and appoint for service on said vessels such of the officers of said corps as he may deem necessary. (Sec. 1616, R. S.) Service on board naval vessels.

(4) The President may substitute marines for landsmen in the Navy as far as he may deem it for the good of the service. (Sec. 1618, R. S.) President may substitute marines for landsmen.

(5) The Marine Corps shall be liable to do duty in the forts and garrisons of the United States on the seacoast or any other Duty in forts, etc.

duty on shore, as the President, at his discretion, may direct.

Marine officers shall not command naval vessels or naval stations.

(Sec. 1619, R. S.)

(6) No officer of the Marine Corps shall exercise command over any navy yard or vessel of the United States. (Sec. 1617, R. S.) No officer of the Marine Corps shall exercise command over any naval station of the United States.

Duty of Marine Corps.

(7) The following duties may be performed by the Marine Corps, when so directed by the Secretary of the Navy:

(a) To furnish organizations for duty afloat on board armed transports for service either with fleets, squadrons, or divisions, or on detached service.

(b) To garrison the different navy yards and naval stations, both within and beyond the continental limits of the United States.

(c) To furnish the first line of the mobile defenses of naval bases and naval stations beyond the continental limits of the United States.

(d) To man such naval defenses and aid in manning, if necessary, such other defenses as may be erected for the defense of naval bases and naval stations beyond the continental limits of the United States.

(e) To furnish such garrisons and expeditionary forces for duties beyond the seas as may be necessary in time of peace.

Marine officer in command of combined force.

(8) When an officer of the Marine Corps is in command of combined forces of the Army and Marine Corps, he shall submit reports on the action and operations of the forces under his command, through military channels, to the Secretary of War, as well as to his superior of his own branch of the service.

553.

Enlisted men not employed as servants.

Under no circumstances shall any enlisted man be employed as a servant.

554.

Pay checked when absent without leave.

(1) The pay and allowances of any marine absent from his command without leave, or after his leave has expired, for one connected period of twenty-four hours or more, shall be checked against his account for the time he is so absent; such absence being computed from the date (inclusive) that the unauthorized absence begins to the date (exclusive) of the man's return to military control. Disconnected periods of unauthorized absence of less than twenty-four hours will not be checked.

(2) The act of August 29, 1916, as amended by the act of July 1, 1918, contains the following provisions:

"Provided, That hereafter no officer or enlisted man in the Navy or Marine Corps, in active service, who shall be absent from duty

on account of injury, sickness or disease resulting from his own intemperate use of drugs or alcoholic liquors, or other misconduct, shall receive pay for the period of such absence, the time so absent and the cause thereof to be ascertained under such procedure and regulations as may be prescribed by the Secretary of the Navy: *Provided*, That an enlistment shall not be regarded as complete until the enlisted man shall have made good any time in excess of one day lost on account of injury, sickness or disease resulting from his own intemperate use of drugs or alcoholic liquors, or other misconduct." (39 Stat., 580.)

Absence from duty of any officer or enlisted man in the United States Marine Corps in active service on account of injury, sickness or disease resulting from his own intemperate use of drugs or alcoholic liquors, or other misconduct, is within the purview of the statute quoted above.

With reference to the provision contained in the act of July 1, 1918, relative to the forfeiture of pay by officers and enlisted men of Navy and Marine Corps in active service while absent from duty on account of injury resulting from their own intemperate use of drugs or alcoholic liquors, or other misconduct, an officer or enlisted man who, on or after July 1, 1918, has been absent or may hereafter be absent from duty on account of such injury is not entitled to pay, as distinguished from allowances for the period of such absence. But no deduction of pay will be made in the case of an officer or enlisted man absent from duty on account of injury coming within the purview of the above-mentioned statute, where such injury was incurred prior to July 1, 1918.

Whenever an officer or enlisted man is absent from duty due to causes within the purview of the statute quoted above, the company or detachment commander will state in his daily "Morning report of marines" his opinion to that effect by noting under "Remarks" opposite "Sick present" or "Sick in hospital" the name of the officer or enlisted man concerned and whether or not the case falls within paragraphs 2 and 3 of this regulation; the medical officer will in like manner record his opinion in his "Morning report of sick." Notice that such an entry has been made will at once be brought to the attention of the officer or enlisted man concerned by the company or detachment commander. When the company or detachment commander and the medical officer are in accord, the finding, if approved by the commanding officer, shall be final. Should the company or detachment commander and the medical officer disagree, or should the commanding officer dissent, the latter will call a board of officers of not less than two members, one of whom shall be a medical officer, to report upon and make recommendations in the case. Approval by the commanding officer of the findings of this board shall be

final; but, if the commanding officer disapprove the findings of the board, the proceedings will be forwarded for the action of the next higher authority. In the case of a company or detachment commander or of an officer or enlisted man not carried upon the rolls of a company, the duties hereinbefore required of the company or detachment commander will be performed by the next superior officer under whose command or direction the officer or enlisted man concerned may be serving.

No deduction of pay will be made in the case of any officer or enlisted man absent from duty on account of disease which was contracted prior to August 29, 1916, or on account of injury incurred prior to July 1, 1918, resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct.

555.

Reduction of
noncommissioned
officers.

(1) Noncommissioned officers holding permanent warrants shall not be reduced in rank except in pursuance of the sentence of a court-martial or by the order of the Major General Commandant.

(2) Noncommissioned officers holding temporary warrants shall not be reduced in rank except in pursuance of the sentence of a court-martial, by the order of the appointing authority, or by the order of the Major General Commandant.

556.

Orders to ma-
rines serving
with Army.

(1) The provisions of this article will govern the method of communicating orders to marines detached for service with the Army by order of the President under sections 1619 and 1621, Revised Statutes.

(2) When marines are, by order of the President, detached for service with the Army, the Major General Commandant of the Marine Corps is, for the time that the marines are thus detached and for the purpose of administering the affairs of such detachments, an official of the War Department. He retains such control and jurisdiction over said detached forces as shall enable him to make the necessary transfers of officers and men from and to the commands, and to exercise general supervision over all expenditures and supplies needed for the maintenance of and connected with the management of the marine forces so detached. He shall be responsible to the Secretary of War for the general efficiency and discipline of so much of the corps as is detached for service with the Army.

(3) Communications which relate exclusively to the routine business of the Marine Corps and do not involve questions of administrative responsibility within the supervision of the commanding officer of the combined forces, and which do not relate

to individual interests or status of a military nature requiring the action of said commanding officer, shall be forwarded direct between the headquarters of the Marine Corps and the senior officer of the said corps serving with the detached forces.

(4) All communications regarding the personnel of the Marine detachments on duty with the Army shall be addressed to the proper representative of the Marine Corps and forwarded to The Adjutant General of the Army, who will forward them, unless the War Department directs their return to the Commandant of the corps for modification.

SECTION 2.—THE MAJOR GENERAL COMMANDANT OF THE MARINE CORPS.

557.

(1) The Major General Commandant of the Marine Corps shall be stationed at the headquarters of the Marine Corps, Washington, D. C., and shall be responsible to the Secretary of the Navy for the general efficiency and discipline of the corps.

Where stationed.
Responsibility for efficiency and discipline of corps.
The staff.

(2) The records of all general courts-martial and courts of inquiry involving the personnel of the Marine Corps shall, before final action, be referred to the Major General Commandant for comment as to disciplinary features.

558.

The Major General Commandant shall have immediate command of the officers composing the staff of the corps, who shall perform their duties under his direction.

559.

(1) The Major General Commandant shall, under the direction of the Secretary of the Navy, issue such orders for the movement of officers and troops, and such orders and instructions for their guidance, as may, from time to time, be necessary.

Issue of orders.

(2) When detachments or organizations are ordered to a navy yard for transportation, unless otherwise directed, the officer in command of the detachment or organization only shall report in person to the commandant of the station or the commanding officer of the vessel to which ordered.

560.

The Major General Commandant shall exercise general supervision and control over the recruiting service of the corps, and over the necessary expenses thereof, including the establishment

Recruiting service.

of recruiting offices, and shall, from time to time, according to the necessities of the service, detail officers and men therefor.

561.

Supervision of estimates and expenditures.

The Major General Commandant shall exercise a general supervision over all expenditures and supplies needed for the maintenance or connected with the management of the corps. It shall be his duty to see that all estimates of appropriations, required for the support and employment of the corps, are based upon proper considerations and made for legal objects.

562.

Distribution of officers and men.

(1) The Major General Commandant shall make such distribution of officers and men, for duty at the several shore stations, as shall appear to him to be most advantageous for the interests of the service, and shall from time to time, when required by the department, furnish detachments for vessels of the Navy, according to the authorized scale of allowance.

(2) He shall establish and supervise the operation of such schools as may be necessary for the instruction and training of officers and enlisted men.

Band.

(3) He shall station the Marine Band at headquarters, and it shall be under his immediate control and direction.

563.

Return of deserters.

When practicable, the Major General Commandant shall order deserters or stragglers apprehended or surrendering themselves at stations within the limits of the United States, to be returned to the vessels or stations to which they belong, and cause the expenses attending their return to be charged against their accounts.

564.

Issue of orders in commandant's absence.

In the absence of the Major General Commandant of the Marine Corps the business of his office shall be conducted by such officer of the Marine Corps as the Secretary of the Navy may designate, who shall sign all official papers as "By order of the Major General Commandant."

565.

Inspections.

Under orders from the Secretary of the Navy, the Major General Commandant of the corps shall make visits of inspection to the various stations of the corps at such times as he may deem proper in the interests of the service.

566.

The Major General Commandant of the Corps shall report annually to the Secretary of the Navy the condition and wants of the corps, together with the necessary estimates, in duplicate, of appropriations required for its support.

Annual report
to the Secretary
of the Navy.

567.

Administration of the Marine Corps Reserve.—(a) A Marine Corps Reserve shall be organized and administered by the Major General Commandant, and the Marine Corps headquarters shall hold the same relation to the Marine Corps Reserve as it does to the personnel of the Marine Corps.

Marine Corps
Reserve.

SECTION 3.—THE STAFF OF THE MARINE CORPS.

568.

(1) The officers of the staff departments of the Marine Corps shall be stationed at such places as may be designated by the Commandant of the corps. They shall have cognizance of such matters and shall perform such duties as may be required by or in pursuance of law, or that may be assigned by the Major General Commandant of the corps.

Stations of officers
of staff departments.

(2) An officer of the line detailed to fill a vacancy in the staff departments, though eligible to command, according to his rank, shall not assume command of troops unless put on duty under orders which specially so direct.

(3) The heads of the staff departments shall report annually, in writing, to the Major General Commandant, the condition and requirements of their respective departments, together with such recommendations as they may deem appropriate.

(4) In the absence of the head of any staff department the senior assistant on duty in his office shall act as the head of such department.

569.

It shall be the duty of the adjutant and inspector of the corps:

Adjutant and
inspector's de-
partment.

(a) To keep the records of the officers and enlisted men of the Marine Corps and to make the necessary returns and furnish the necessary information in connection therewith.

(b) To make inspections and investigations when so ordered.

(c) To perform such other duties as may be prescribed by the Major General Commandant of the corps.

- The quartermaster's department.** (1) The quartermaster of the corps shall be charged with the military and administrative details of that department.
- Supplies and transportation.** (2) The quartermaster's department shall provide all military supplies, including subsistence ashore, requisite for the use of the corps, as well as material, labor, and services. It will purchase, hire, operate, maintain, and repair such harness, wagons, carts, drays, and other vehicles as are required for the transportation of troops and supplies, and for official, military, and garrison purposes. It shall furnish means of transportation which may be needed in the movement of troops and material. It shall furnish and have charge of all public animals and equipment for the same.
- Payment of expenses.** (3) The quartermaster's department shall pay, out of the proper appropriations provided for the corps, all expenses thereof other than those pertaining to the paymaster's department. These expenses shall be paid by such officers of the quartermaster's department as may be designated by the Major General Commandant of the corps, or by such other officers as may be detailed by the Major General Commandant of the corps as acting assistant quartermasters. To meet such expenses, the quartermaster of the corps shall see that sufficient funds are kept in public depositories to the credit of himself or of the officers charged with making payments. To procure such funds, requisitions shall be submitted from time to time by the quartermaster of the corps, and, through him, by officers detailed as disbursing officers, on the Secretary of the Navy for deposit to their credits under "General account of advances."
- Proposals and contracts.** (4) It shall be the duty of the quartermaster of the corps, and that of officers of that department when authorized by him, to invite proposals for supplies and services for the Marine Corps, and to prepare and make contracts and agreements for the same in accordance with law, under the direction of the Secretary of the Navy.
- Buildings, etc.** (5) The quarters, barracks, and other public buildings and grounds provided for the use of officers and enlisted men of the Marine Corps are under the direction of the quartermaster of the corps. He shall, from time to time, make an inspection of such buildings and all other public property, or cause such inspection to be made, whenever ordered by the Major General Commandant of the corps.
- Public works.** (6) The quartermaster of the corps shall suggest and recommend to the Bureau of Yards and Docks plans for such public works and other improvements as by these regulations that bureau is required to perform.
- Estimates.** (7) The quartermaster of the corps shall prepare annually, and at such other times as may be required, estimates of appropria-

tions required by the Marine Corps under the quartermaster's department, accompanying such estimates with necessary data fully explaining the requirements.

(8) The quartermaster of the corps shall report annually, in writing, to the Major General Commandant of the corps, the condition and requirements of such department, together with his recommendations, giving estimates of cost when expense is involved. Annual report.

(9) All funds received from sales of public property and from other sources pertaining to the quartermaster's department of the Marine Corps shall be remitted without delay by the officer receiving the same to the most accessible disbursing officer of the quartermaster's department. All funds so received by disbursing officers shall immediately be taken up under "General account of advances," stating source from which derived, and accounted for in the same manner as other public moneys received by them. Proceeds of sales.

(10) Disbursing officers shall transmit to the Auditor for the Navy Department, quarterly, an account current embracing all receipts and expenditures of funds, accompanied by an abstract and all vouchers necessary to substantiate the account. A copy of the account current shall be forwarded to the Bureau of Supplies and Accounts. They shall also forward monthly to the Bureau of Supplies and Accounts a statement of the amount of money received and expended by them under each separate appropriation. Cash received through collections and accounted for on the monthly statement of receipts and expenditures to the Bureau of Supplies and Accounts will be accompanied by a duplicate of the abstract of collections. The original copy of the abstract of collections shall be forwarded to the Quartermaster, Marine Corps. Account current to auditor.

(11) Where disbursing officers of the Marine Corps make payments chargeable to appropriations of the Navy, they shall account for such payments on the monthly statement of receipts and expenditures, and these payments shall be substantiated by memorandum copies of the voucher covering the expenditures. Payments from naval appropriations.

(12) General depots established for the collections, manufacture, and preservation of supplies are under the control of the quartermaster of the corps, who shall from time to time issue such instructions as may be necessary for the guidance of officers in charge of such depots. Supply depots.

571.

(1) The paymaster of the corps shall have general supervision over all matters pertaining to the military and administrative details of that department. Paymaster.

(2) He shall receive and expend the funds appropriated under "Pay of the Marine Corps."

(3) He shall prepare annually, and at such other times as may be required, estimates of appropriations required for "Pay of the Marine Corps," together with all necessary explanatory data.

(4) He shall pay the officers and civil employees monthly, or, if any so desire, semimonthly, or cause them to be so paid.

(5) Except as otherwise provided in orders or manual, he shall pay the enlisted men monthly, or cause them to be so paid.

(6) He shall report annually, in writing, to the Major General Commandant of the corps the condition and requirements of his department, together with such recommendations as he may deem appropriate.

(7) The paymaster and each assistant paymaster or special disbursing agent serving under the paymaster's department, if carrying a disbursing account, shall transmit monthly to the Auditor for the Navy Department an account current, embracing all transactions coming within the time covered by the account except authorized payments for which credit has been or may be deferred, accompanied with vouchers necessary to substantiate the account. A copy of this account current, with details of transfers of funds to other disbursing officers and of Treasury deposits to the credit of the United States, shall be forwarded to the Bureau of Supplies and Accounts.

(8) Enlisted men of the Marine Corps may deposit their savings with the paymaster of the corps, or with any assistant paymaster of the Marine Corps, or with the officer of the Supply Corps of the Navy who carries their accounts, such deposits to be in sums not less than \$5 and for no fractional part of a dollar, the same to remain so deposited until final payment on discharge, but no man shall be permitted to start a deposit account within six months of the expiration of his enlistment.

(9) He shall make, or cause to be made, an administrative audit, or analysis of the accounts and returns of all disbursing officers of his department, and, acting for the Bureau of Supplies and Accounts, audit and prepare the administrative analysis of all pay rolls of enlisted men of the Marine Corps carried by supply officers of the Navy, ashore and afloat.

(10) He shall bring to the notice of the Major General Commandant of the corps all matters relating to the accounts of his department, that require or merit it, and shall immediately inform the disbursing officer concerned of all errors or illegal disbursements.

572.

Accountability. (1) Officers of the Paymaster's Department shall account for funds to the Auditor for the Navy Department, and to the Bureau

of Supplies and Accounts, through the paymaster of the corps, to whom the account current, with all accompanying papers, shall be sent for analysis under the several heads of appropriations and for proper record in detail, prior to their transmittal to the Treasury Department for audit.

(2) The paymaster of the corps shall transmit the accounts to the proper accounting officer of the Treasury Department so that they may be received by such officer within 20 days of their actual receipt by the paymaster of the corps.

(3) The information as to the pay and allowances prescribed by or in pursuance of law for officers and enlisted men of the Navy and Marine Corps shall be embodied in the Manuals of the Supply Corps, United States Navy, and the Paymaster's Department, Marine Corps, respectively, and the service shall be governed accordingly.

SECTION 4.—MARINE BRIGADES.

573.

Marine brigades are organized for service as units in naval activities, and while they may be attached for quarters and training to navy yards or naval stations, it is necessary for their efficiency that their administration, training, and discipline should be continuous, and not subject to material change upon their transfer to war conditions. To accomplish this end these matters will be left in the hands of the brigade commander, subject to modification by the commandant of the yard or station in those cases where he deems the exercise of his authority necessary for the best interests of the service.

Organization.

574.

(1) Brigade commanders, under the direction of the Major General Commandant of the Marine Corps, shall have control of and be responsible for the administration, training, discipline, and efficiency of the brigades under their command.

(2) When stationed at a navy yard or naval station within the continental limits of the United States, a marine brigade shall, during its presence there, be under the command of the commandant of the yard or station, who shall, except in matters pertaining to navy-yard duties and the enforcement of the police and fire regulations of the yard, be guided by the provisions of article 573.

Command.

(3) When officers attached to a brigade at a navy yard or naval station are required by the commandant of the yard or station

for service on boards or courts, they will be detailed by the brigade commander upon the order of the commandant.

575.

Service on shore with Navy.

When serving on shore in cooperation with vessels of the Navy, brigade commanders or the officer commanding the detachment of marines shall be subject to the orders of the commander in chief, or, in his absence, to the orders of the senior officer in command of vessels specially detailed by the commander in chief on such combined operations so long as such senior officer is senior in rank to the officer commanding the brigade or the detachment of marines. When the brigade commander or the officer commanding the detachment is senior to the senior officer in command of the vessels specially detailed by the commander in chief on such combined operations, or when, in the opinion of the commander in chief, it is for any reason deemed inadvisable to intrust such combined command to the senior officer afloat, the commander in chief will constitute independent commands of the forces ashore and afloat, which forces will cooperate under the general orders of the commander in chief.

576.

Command of separate marine forces.

The brigade commander or other senior line officer of the Marine Corps present shall command the whole force of marines in general analogy to the duties prescribed in the Navy Regulations for the senior naval officer present when two or more naval vessels are serving in company, but the commander of each regiment, separate battalion, or detachment shall exercise the functions of command over his regiment, battalion, or detachment in like general analogy to the duties of the commander of each naval vessel.

577.

Leave.

(1) Brigade commanders are authorized to grant leave of absence and furloughs as follows: To officers attached to the brigade, leave of absence not to exceed 10 days, exclusive of travel time; to enlisted men attached to the brigade, furloughs in accordance with instructions that may be issued from time to time by the Major General Commandant of the Marine Corps. When stationed at navy yards or naval stations, brigade commanders will keep the commandant informed as to leave granted officers.

Surveys of material.

(2) Boards of Survey on Marine Corps property for which an officer attached to a brigade is accountable will be ordered and action taken thereon by the brigade commander. This also applies to Navy property in use by the Marine Corps and accounted for on Marine Corps property account. Navy property in use by

the Marine Corps is to be taken up and accounted for on Marine Corps property accounts in the same manner as if it were Marine Corps property.

578.

When ordered by the Major General Commandant of the Marine Corps, brigade commanders will inspect such parts of their brigades as may be serving at other stations in the United States, and shall at all times make such recommendations concerning the organization and training of these units as they may deem advisable.

Inspections.

SECTION 5.—RECRUITING, DISCHARGES, TRANSFERS, AND DESERTIONS.

579.

(1) The regulations for the recruiting service of the Army shall be applied to the recruiting service of the Marine Corps as far as practicable.

Recruiting service.

(2) Every person before being enlisted or enrolled must pass the physical examination; and no person shall be enlisted unless pronounced fit by the commanding and medical officers, except by special authorization, in each case, from the Major General Commandant of the Marine Corps and Surgeon General of the Navy.

(3) Enlisted men of good character and faithful service who, at the expiration of their terms, are undergoing treatment for injuries incurred or disease contracted in the line of duty may be reenlisted if they so elect, and if the disability prove to be permanent, they will subsequently be discharged on certificates of disability. An enlisted man not under treatment, but who has contracted in the line of duty infirmities that may raise a question of physical eligibility to reenlistment, but not such as to prevent his performing the duties of a marine, may be reenlisted by authority of the Major General Commandant on application made through the surgeon and proper official channels in time to receive a decision before the date of discharge.

(4) In the case of a person having physical disabilities, who has been enlisted by authorization as above, the physical condition of the enlisted man must be fully described in his enlistment paper, in order that no improper claims for pension may be allowed.

580.

(1) Except as provided in the second paragraph of this article, the commanding officer of marines shall be the recruiting officer of his command, and his name shall appear as such on the enlistment paper and in the service record book, which record shall be

Recruiting officer.

signed by him, and on the first page of which shall be entered the date and place of enlistment of the recruit.

(2) At barracks designated as recruit depots, the Commandant of the corps may designate the executive officer as recruiting officer, and when so designated such officer shall carry out the provisions of the preceding paragraph.

581.

Enlistments
and reenlist-
ments.

(1) No person shall be enlisted or reenlisted in the corps except as a private, drummer, trumpeter, or apprentice.

(2) On foreign stations marines may be reenlisted, but not received for first enlistment.

582.

Discharges.

(1) Marines serving within the United States shall be discharged as follows:

Upon expiration of enlistment.

For undesirability, inaptitude, or unfitness.

For physical or mental disability (disability to be determined by a board of medical survey).

In pursuance of the sentence of a court-martial.

(2) The recommendation for discharge on account of undesirability, inaptitude, or unfitness, must in every case be made by the immediate commanding officer of the man concerned.

(3) In all cases where marines serving at shore stations are to be discharged the Major General Commandant of the Marine Corps shall either issue and forward the necessary discharge certificates, or, at his discretion, shall authorize the commanding officer of the command in which the men are serving to issue appropriate discharge certificates; except that marines serving in their first enlistment may be discharged in accordance with the sentences of courts-martial without the specific authority of the Major General Commandant of the Marine Corps.

(4) When marines serving on board ships (except receiving ships and except the cases covered by paragraph 6) are to be discharged they shall, whenever practicable, be transferred, together with their staff returns, upon orders from the Major General Commandant of the Marine Corps, to the nearest marine barracks. Where this procedure is not practicable they shall be similarly transferred upon orders from the commanding officer of the ship or from the senior officer present. Marines serving on board receiving ships shall be discharged on board unless transferred upon orders from the Major General Commandant of the corps.

(5) When, in pursuance of a sentence of a court-martial, a marine, in his first enlistment, serving in the United States on board

ship (including receiving ships) or at a shore station, is to be discharged from the service, he shall be discharged by his commanding officer and his service record book then forwarded to the Major General Commandant of the Marine Corps.

(6) When, in pursuance of a sentence of a summary court-martial, a reenlisted marine serving in the United States on board ship (including receiving ships), or at a shore station, is to be discharged from the service, his case, together with the recommendation of his commanding officer, shall first be referred by the Judge Advocate General to the Major General Commandant of the Marine Corps, who shall either direct the discharge or authorize the placing of the man on probation. In the event of discharge being directed, the man's service record book shall be forwarded to the General Commandant of the Marine Corps after the discharge has been effected.

(7) A marine may be discharged from a ship on a foreign station as follows: On foreign station.

In pursuance of the sentence of a general court-martial, in which case a transcript of the sentence shall be forwarded to the Major General Commandant of the Corps.

At the expiration of the man's term of enlistment, upon order of the commanding officer of the ship.

In either of the two latter cases the discharge shall be made only on the marine's written request, and upon his executing an agreement in writing to waive all claims to consular aid and to transportation to the United States. In all cases mentioned in this paragraph the discharge shall be issued by the commanding officer of the ship and the staff returns shall be forwarded to the Commandant of the corps after discharge.

(8) In cases where the discharge is to be issued by an officer other than the marine's immediate commanding officer, such as the Major General Commandant of the corps or the brigade commander, the staff returns, with information as to the cause of discharge, shall be forwarded to the commanding officer a sufficient time in advance to enable him to have the accounts settled and the discharge prepared and forwarded for delivery at the proper time. Where the discharge is to be issued by the marine's immediate commanding officer, such as the commanding officer of a post or ship, such officer shall cause the officer or noncommissioned officer having the clothing account to certify to the officer having the pay account, on the form provided for that purpose, a statement of the clothing account, in order that the latter officer may make a full statement of the man's account. Every officer who issues a discharge shall report to the Commandant of the corps the cause, place, and date of discharge, and forward the staff returns to him after discharge. By other than immediate commanding officer.

(9) The issuing officer shall in every case indorse upon the discharge certificate the character given upon discharge.

SECTION 6.—SERVICE AT NAVY YARDS AND BARRACKS.

583.

Authority of commandant of station. The marine detachment serving at a navy yard or naval station shall be subject to the orders of the commandant thereof. No part of the detachment shall be relieved or withdrawn without an order of the Major General Commandant of the corps, except that deficiencies in the complement of marines on board ships on the eve of sailing may, by order of the commandant of a navy yard or station, be supplied by the Commanding officer of marines, who shall report the circumstances to the Major General Commandant without delay.

584.

Authority of commanding officer of detachment. (1) The commanding officer of marines at a navy yard or barracks is clothed with the same authority for the purpose of enforcing discipline among the officers and men under his command as that which rests, for similar purposes, in the commanding officer of a vessel.

Responsibility. (2) He shall be responsible for the discipline and efficiency of his command.

(3) Under no circumstances shall an offender be placed on guard, or required to perform extra guard duty as punishment, whether serving afloat or ashore.

585.

Transfer of officer. (1) When an officer is ordered to relieve another in command of the marines within a navy yard or station, he shall report in person, on his arrival, to the commandant of the station.

(2) Marine officers ordered to duty at a naval station shall report first to the commandant of the station, and then to the commanding officer of marines.

586.

Police and government of marines in barracks. The commanding officer of marines shall have under his direction the government and police of the marines when in barracks, his regulations for which must conform to the general regulations of the station.

587.

Posting sentinels. The commanding officer of marines shall cause such sentinels and patrols to be posted as may be directed by the commandant of the station.

588.

The commanding officer of marines shall, every morning, unless the commandant of the station reserves this duty to himself, or directs that the use of the countersign be discontinued, issue and transmit the countersign for the ensuing night, in writing and under seal, to the commandant and to such other officers, and such only, as the commandant may designate.

Countersign.

589.

The commanding officer of marines is responsible for the instruction of his command.

Instruction of command.

590.

At least once in each week the commanding officer of marines shall in person inspect the men's quarters, arms, and accouterments, and the guardroom, cells, prison, and grounds. He shall make a thorough examination and assure himself that all military, police, and sanitary regulations in force are properly observed and that all prisoners, including those in confinement under sentence of court-martial, are properly cared for.

Weekly sanitary inspection.

591.

(1) Officers and marines in garrison shall wear uniform.

Uniform.

(2) The uniform of the day shall be designated by the commanding officer.

592.

Customary liberty to noncommissioned officers, musicians, and privates shall be granted by the commanding officer of marines.

Granting liberty.

593.

(1) At each station the commanding officer of marines shall detail daily a commissioned officer of the command for duty as officer of the day.

Officer of the day.

(2) The duties of the officer of the day shall be conducted in accordance with instructions and regulations established for the Army, and the special instructions and regulations prescribed by the commanding officer of marines.

(3) In case of fire at the navy yard or station he shall inform the commandant and his commanding officer and carry out the fire regulations.

SECTION 7.—MARINE CORPS TARGET PRACTICE.

594.

Marine Corps target practice shall be held as provided in this section and under the conditions laid down herein.

Conditions.

595.

Rules govern- (1) When firing the Army courses for qualification, the firing
ing. regulations for the United States Army, as adopted by the United States Marine Corps, will govern the target practice of marines, and in order to enable marines serving afloat to qualify under the said regulations they will, whenever practicable, be given opportunity to fire under said regulations, and when held such practice will be in addition to and separate and distinct from the practice held under the provisions of the Firing Regulations for Small Arms, United States Navy.

(2) Marines will also be governed by the Firing Regulations for Small Arms, United States Navy, and such other regulations as may apply to the subject in the Navy, and will in nowise be differentiated in this respect from the naval personnel.

596.

Payment of Prizes for excellency in gunnery exercise and target practice,
prizes. both afloat and ashore, shall be awarded and paid to enlisted men of the Marine Corps, in like manner, in the same amounts, and under the same conditions as to enlisted men of the Navy.

SECTION 8.—SERVICE AFLOAT ABOARD SHIPS OF WAR.

597.

Embarkation. If a marine detachment is specially assigned to duty on board a cruising vessel the provisions of this section shall govern.

598.

Rations. (1) When marines are received on board they shall be entered separately on the books and shall be in all respects upon the same footing as the enlisted men of the Navy with regard to rations.

Clothing. (2) They shall be furnished, by the supply officer, with clothing and small stores when the commanding officer of marines shall certify that they require them, under the same conditions as such articles are furnished enlisted men of the Navy.

599.

Discipline. They shall be subject to the orders of their superiors in rank in the same manner as the rest of the crew and shall be entitled to the same privileges and be under the same discipline.

600.

Drill and dis- The marine detachment when detailed for duty on board ship
tribution for bat- is a distinct part of the complement of the ship and forms a division
tle. in the detail of the whole force for battle. It shall be thoroughly drilled and instructed at such guns as may be assigned

by the commanding officer and, when practicable, shall be stationed as a division thereat, under its own officers, as the commanding officer of the ship may direct. If impracticable to so assign the marines as a division, they shall be detailed as gun's crews, the marine officer or officers to command as many of such crews as practicable, and after the assignments above outlined surplus men, if any, shall be distributed as the commanding officer of the ship deems most effective for battle.

601.

The marine officer of the ship has none of the independent authority that is vested in the commanding officer of marines at a shore station and can assign no punishment or restriction.

Authority of officers.

602.

(1) When more than one marine officer is attached to a ship, one such officer shall at all times be present on board for duty unless excused on particular occasions by the commanding officer of the ship.

Presence of officers for duty.

(2) In all cases a marine officer, when there is one attached to a ship, shall be present to superintend the prescribed instructions and exercises of the detachment, unless excused as above.

603.

When a ship is ready to receive her complement of marines, the commandant of the station, having previously caused the commanding officer of the ship to be informed, shall direct the commanding officer of marines to send the detachment to the designated place of embarkation, accompanied by all its officers, unless any are prevented by written order of the Secretary of the Navy or by illness, the latter being certified to by a surgeon's certificate.

Embarkation.

604.

The marine officer of a ship shall be attentive to the cleanliness, health, and comfort of his men and to their instruction, soldier-like appearance, and efficiency.

Health and efficiency of detachment.

605.

(1) The marine officer of the ship shall have charge of and be accountable for the arms, accouterments, and clothing belonging to his detachment. He shall have these articles kept in good order and shall report to the commanding officer any injury that may

Charge of arms, clothing, etc.

result from neglect or misconduct, in order that the responsibility therefor may be fixed and damages be recovered. He shall inspect the clothing at least once in each month, and in case of any loss or abuse he shall make report to the commanding officer. He shall see that the arms, accouterments, and all Government property, including any uniform clothing for which the marine officer is responsible, that is in the possession of marines deceased or absent without leave, and any other uniform clothing for which the marine officer is responsible, are collected and preserved to be disposed of as provided for by law and regulation. (Art. 122 (2).)

(2) When the arms and accouterments of the marine detachment of a vessel are the property of the Bureau of Ordnance, Navy Department, the marine officer of the ship shall exercise over them only the same authority as is now exercised by the officer of a gun division of a ship over his divisional battery outfit.

606.

Repairs to arms. If repairs to the arms or accouterments under his charge become necessary, the marine officer shall apply to the executive officer for such assistance as may be needed or shall request authority to turn them in for repairs at the nearest depot of supplies.

607.

Daily inspections. The marine officer of the ship shall examine daily, before quarters, the living spaces occupied by the marines, their clothes lockers, gun racks, and the marine storeroom, assuring himself that they are ready for inspection.

608.

Where formed. At quarters the marines shall be formed at such place as shall be designated by the commanding officer of the ship, under their own officers, the senior of whom shall report the absentees.

609.

Times of drills. The marines shall be instructed and exercised at prescribed drills, including pulling in boats, at such times and places as the commanding officer of the ship may appoint.

610.

Guard mounting. (1) When ordered by the commanding officer of the ship, regular details shall be made for guard each day, and the ceremony of

guard mounting shall be carried out as nearly as possible as at barracks on shore.

(2) On board ships having more than 20 privates the guard of the day shall consist of 1 noncommissioned officer and 10 privates; and on board those having less than 20 privates it shall consist of 1 noncommissioned officer and 8 privates.

611.

(1) All permanent or standing orders for sentinels shall be approved by the commanding officer of the ship and shall pass through the marine officer of the ship. When necessary, the officer of the deck shall give special orders for sentinels, and when such orders are of an important character he shall inform the executive officer and marine officer of the ship. In all cases the orders shall be communicated to the sentinels by the sergeant or corporal of the guard.

Sentinels.

(2) The marine officer shall visit sentinels frequently and shall satisfy himself that they understand their orders and duties.

612.

Marines may be detailed for duty as orderlies for flag officers, chiefs of staff, and commanding officers of ships.

Orderly duty.

613.

(1) Noncommissioned officers shall not be detailed as messmen.

(2) Marines shall not be assigned to duty as master at arms, yeoman, or chief pharmacist's mate, except in case of emergency, which shall be determined by the commanding officer of the ship. When necessary to make such assignment, it shall continue only until a suitable person can be selected for the required duty.

Assignment of men to other duties.

(3) They shall not be assigned to duty as messengers for the officer of the deck.

(4) In detailing marines for any work or labor not included in their usual guard, post, and deck duties, regard shall be had to the amount of guard and post duty being required of them.

614.

(1) When a vacancy in the complement of noncommissioned officers occurs on board a cruising ship, the marine officer of the ship shall recommend and the commanding officer of the ship shall designate some one of the detachment for promotion to fill the vacancy, when practicable. The commanding officer of the ship shall appoint a board, consisting of the marine officer of the ship and of two line officers of the Navy or Marine Corps, to examine

Vacancies of noncommissioned officers: Abroad.

the person so designated as to his qualifications for promotion. If reported qualified, and the report be approved by the commanding officer of the ship, he shall make the appointment to continue in force until the termination of the cruise, unless sooner vacated by order of the appointing authority. If, at any time, the commanding officer of the ship desires that an appointment issued by himself be made permanent, he may make recommendation to the commandant of the corps, who may issue a permanent warrant.

In the United States.

(2) When such a vacancy occurs within the waters of the United States and the commanding officer of the ship does not deem it advisable to promote a member of the detachment, he shall report the facts to the Major General Commandant of the corps, who shall fill the vacancy by transfer.

615.

Offenses.

Reports against marines shall be entered in the daily report book. Any misbehavior of the marines on guard or on duty as sentinels shall be reported to the executive officer through the officer of the deck and to the marine officer of the ship. The marine officer of the ship, when on board, shall be present at the mast when offenses committed by marines are to be investigated.

616.

Conduct and liberty lists.

The marine officer of the ship shall keep the executive officer informed of the proficiency in rating, sobriety, and obedience of the marines, and shall make recommendations to him regarding their liberty.

617.

Master rolls and clothing accounts.

(1) The marine officer of the ship shall keep a muster roll, and clothing and other accounts, and shall forward them, as well as other required returns, through the proper channels.

(2) He shall prepare and submit, in the same manner, and on the same form as is provided for the payment of marines at shore stations, monthly pay rolls, in duplicate, to the supply officer of the ship, retaining a third copy, such rolls to show in the column of "Remarks" all necessary data to support any extra credits appearing thereon; the original, when approved by the commanding officer of the ship, will constitute the supply officer's authority for the payment of the roll. After payment has been accomplished he shall make such corrections in the retained roll as are necessary to make it agree with the original as audited and settled by the supply officer, make the necessary entries in the "Service Record Book," obtain the certificate of the supply officer, in the space provided, to the effect that said roll is a copy of the roll upon which payment was made, after which he shall transmit the

same to the paymaster of the corps, United States Marine Corps, through the Bureau of Supplies and Accounts.

(3) The jurisdiction and handling of accounts of the Marine Corps by the Bureau of Supplies and Accounts consists solely in keeping the record of all expenditures that are chargeable to Marine Corps appropriations.

618.

A marine officer may be detailed by the commanding officer of the ship as superintendent of small-arm target practice. **Superintendent of small-arm practice.**

619.

Marine officers may be required to make intelligence reports upon such subjects as the commanding officer of the ship may direct. **Intelligence reports.**

620.

The officers and men of the Marine Corps serving in a fleet shall be properly organized and shall be landed at such times and places as the commander in chief may direct for exercise in prescribed drills and duties, under the command of the fleet marine officer. **Drill on shore.**

621.

When serving on shore with a mixed detachment, composed of seamen and marines, the marines shall always be placed on the right in battalion or other infantry formation, and the senior officer of the line of the Navy, or of the Marine Corps, according to rank, shall command the detachment. **Service with a mixed detachment.**

622.

Marine officers below the grade of major may be assigned to duty as officers of the deck in port. Those marine officers on the junior watch list may stand junior officer watch at sea. **Watch and deck officers.**

623.

The marines of receiving ships and of vessels which are temporarily at a navy yard shall, under the direction of the commandant of the station, be landed for the purpose of drill and exercise in the school of the battalion, in conjunction with the marines of the station, under the command of the senior marine officer present. **Drill with marines of barracks.**

624.

Official correspondence. All official correspondence between officers and enlisted men and the Major General Commandant or staff of the corps, relating to the detail, efficiency, or requirements of the command shall be addressed to the commanding officer of the ship. Communications from enlisted men shall be forwarded through the marine officer of the ship and executive officer to the commanding officer of the ship.

625.

Allowances. The allowance of arms, accouterments, tentage, and equipage for marine detachments of ships shall be in accordance with the current allowance lists therefor approved by the Secretary of the Navy.

SECTION 9.—SERVICE ABOARD NAVAL VESSELS AS A SEPARATE ORGANIZATION.

626.

Marine transports. Special armed transports, each carrying a permanently organized force of marines, may be ordered to duty with fleets, squadrons, or divisions, or on special service.

627.

Organizations, etc. When a force of marines is embarked on a naval vessel or vessels as a separate organization not a part of the authorized complement thereof, the authority and powers of the officers of such separate organization of marines shall be the same as though such organization were serving at a navy yard on shore, but nothing herein shall be construed as impairing the paramount authority of the commanding officer of any naval vessel over the vessel under his command and all persons embarked thereon. (Act Aug. 29, 1916.)

628.

Orders to marines, discipline, etc. All orders to the marine organization when embarked shall, so far as may be practicable, be given through its own officers and noncommissioned officers, and the commanding officer of the ship shall bear in mind that, although the discipline of all on board is under his control, he is nevertheless to leave the organization to the management of its own officers, so far as may be consistent with the order and discipline of the ship.

629.

When embarked on board a naval vessel or vessels in accordance with the provisions of this section, the marines shall take care of all parts of the ship that are devoted to their use. Care of parts of ship.

630.

When a vacancy occurs in the complement of noncommissioned officers on board an armed transport, the marine officer commanding the organization shall convene a board to conduct the examination, and if the candidate be reported as qualified, the marine officer may issue the necessary warrant, the appointment to continue in force until the termination of the cruise. If the marine officer desires that such appointment be made permanent, he shall make recommendation to that effect to the Major General Commandant of the corps, who may issue a permanent warrant. Filling vacancies.

631.

(1) The Department of the Pacific, United States Marine Corps, will include such posts, detachments, offices, and other organizations as may be directed by the Major General Commandant. Department of the Pacific.

(2) The departmental commander shall be under the direct command of, shall perform his duties under the immediate direction of, and shall be responsible for the general efficiency and discipline of the troops under his department to the Major General Commandant.

(3) The departmental commander shall, when ordered by competent authority, make visits of inspection to the various stations of the department.

(4) Under the direction of the Major General Commandant, the departmental commander shall issue orders for the movement of officers and troops in the department.

(5) Under the same direction, the departmental commander shall distribute the officers and men for duty at the several stations and with the various organizations in accordance with the necessities of the service; and shall, when duly ordered, furnish detachments for vessels of the Navy, according to their authorized complements. When duly ordered, he shall also cause vacancies in such detachments to be filled and shall direct the necessary transfer of officers and men for that purpose.

(6) The departmental commander shall exercise a general supervision over all expenditures and supplies needed for the maintenance or connected with the management of the department. It shall be his duty to see that all estimates of funds required for the support and employment of the department are based on proper considerations and are made for legal objects.

CHAPTER 17.

ORGANIZATION OF THE NAVAL FORCES.

Sec. 1.—Art. 641-649. General organization of the naval forces.

Sec. 2.—Art. 650-652. Status of ships.

Sec. 3.—Art. 653-664. Organization of the fleets.

Sec. 4.—Art. 665-669. Hospital ships.

SECTION 1.—GENERAL ORGANIZATION OF THE NAVAL FORCES.

641.

(1) The organization of the naval forces for war will be stated in the Mobilization Plans in the War Portfolio. War organiza-
tion.

(2) During peace the principal naval forces shall be divided into three fleets, as follows: Peace organi-
zation.

(a) United States Atlantic Fleet.

(b) United States Pacific Fleet.

(c) United States Asiatic Fleet.

(3) The monthly Navy Directory will include the home-yard assignment of United States naval vessels, and no change in this assignment of home yards will be made without the authority of the Secretary of the Navy.

642.

Each fleet shall be commanded by a commander in chief. A commander in chief may be ordered to command a special service squadron or other force at the discretion of the department. Commanders
of fleets.

643.

The geographical limits of command of the commanders in chief of the three fleets of the peace organization shall be as follows:

(a) *Atlantic Fleet.*—This shall include the Atlantic Ocean and Mediterranean Sea and their tributary waters. The eastern limits shall be the western coasts of Europe and Africa; in the Mediter- Atlantic Fleet.

ranean Sea, at Suez; north of Asia, the eightieth meridian east of Greenwich; and south of Africa, the twentieth meridian east of Greenwich. The western limits shall be the eastern coasts of North, Central, and South America; north of North America, the one hundredth meridian west of Greenwich; south of South America, the seventy-first meridian west of Greenwich; and in the Straits of Magellan, Punta Arenas, Chile.

Pacific Fleet. (b) *Pacific Fleet*.—This shall include the eastern part of the Pacific Ocean and tributary waters. The eastern limits shall be the west coasts of North, Central, and South America; north of North America, the one hundredth meridian west of Greenwich; south of South America, the seventy-first meridian west of Greenwich; and in the Straits of Magellan, Punta Arenas, Chile. The western limits shall be the one hundred and eightieth meridian as far north as the fiftieth parallel of north latitude, and above that the one hundred and sixtieth meridian east of Greenwich and the east coasts of Asia; and north of Asia, the eightieth meridian east of Greenwich.

Asiatic Fleet. (c) *Asiatic Fleet*.—This shall include the Pacific and Indian Oceans and tributary waters between the eastern limits of the Atlantic command and the western limits of the Pacific command.

644.

Forces in each fleet. These commands shall be composed as the department may from time to time direct, and shall be under the commander in chief of the fleet. Nothing in these regulations, however, shall be construed as authorizing any commander in chief to attach to his command any vessel not specifically so ordered by the department, except so far as may be justified by the regulations relating to the rights and duties of a senior officer present.

645.

Vessels on special service. Vessels on special service and vessels making passage within the limits of a command may operate within the limits of any one of the three commands at the department's discretion, without being placed under the immediate command of the commander in chief.

646.

Special service squadrons. Special service squadrons or detachments may be organized at any time at the discretion of the department; for the performance of any duty which may be required of them, and the officer in command of such a squadron or detachment may be designated as either a commander in chief or a commander of a squadron or detachment, as circumstances may render advisable. Such squad-

rons or detachments may operate within the limits of command of the commander in chief of one of the principal fleets without being placed under the direct command of such commander in chief, but when so acting shall be subject to the provisions of the following article.

647.

When one or more ships arrive within the limits of command of the commander in chief of the Asiatic Fleet, or in waters contiguous to those in which a flag officer is serving in command afloat, the senior officer present, if junior to the commander in chief, or to such other flag officer, shall report to him either by telegraph or mail, as may be deemed expedient. In so doing he shall report the tenor of his orders, if not secret, and if secret, he shall report the fact. He shall also report how communications may reach him. These reports shall continue from time to time, as necessary, or as required by circumstances, until such detached force has left the limits of command or the proximity of the flag officer to whom they are made. If the officer in command of the detached force is a flag officer senior in rank to the commander in chief of the fleet concerned, the latter shall make to the former the reports required by the provisions of this article. It shall be the duty of the senior in every case to keep the junior informed as to how to address and forward such reports.

Separate forces meeting.

648.

In addition to the three fleets mentioned in the above paragraphs the vessels of the Navy in commission will constitute (a) Naval District Forces, and (b) the Naval Transportation Service.

Other forces.

649.

(a) Assignment of transports, cargo, and fuel vessels to the Naval Transportation Service will be made by the Chief of Naval Operations. The Port Director Naval Transportation Service will, under the direction of the district commandant, coordinate the various activities of these vessels in regard to: Operation, including port movements, berthing, loading, discharging, and bunkering; personnel, including inspections, changes, and passengers; material, including repairs by ship's force, navy yard, or private firms under the cognizance of the various bureaus of the Navy Department; supply, including ship's stores, material supplies, and cargo.

Transportation service.

(b) Reports and recommendations should be forwarded to the Chief of Naval Operations. Transportation of passengers shall be governed by the Bureau of Navigation.

SECTION 2.—STATUS OF SHIPS.

650.

(1) The status of each vessel of the Navy will be definitely ordered, either as *in commission* or *out of commission*. Vessels in commission may be in any one of four conditions, as follows:

Ships in full
commission.

(a) *In full commission*.—Vessels in this condition are fully officered and manned, and ready in all respects for service, and under orders or liable to orders for service without previous notice. They may be temporarily disabled for repairs by order of the department, however, without changing their status. Such vessels will ordinarily be attached to fleets, special service squadrons, detachments, or naval districts.

Ships in re-
duced commis-
sion.

(b) *In reduced commission*.—Vessels in reduced commission are officered and manned with less than 80 per cent of their full complement, but with sufficient complement to maintain the vessel in material readiness for service and to perform such operations as may be necessary to insure efficient performance of the material and to train the personnel. Such vessels will ordinarily be attached to fleets, or naval districts.

Ships in com-
mission in re-
serve.

(c) *In commission in reserve*.—Vessels in this condition shall be maintained at some designated navy yard or other suitable place, and shall be kept ready for sea on short notice. They shall have reduced complements of officers and men on board including, if practicable, an engineer officer and such engineer and artificer personnel as may be required to maintain the material in condition for operation. The provision that they shall be ready for sea on short notice shall not be construed to prevent the carrying on of such repairs as may be necessary to keep them ready for sea, or as may be authorized by the department, but no work shall be undertaken on any of them that will render them unable to move upon the expiration of four working days after the receipt of orders, without first obtaining permission from the department. Such vessels will ordinarily be attached to fleets or naval districts.

Ships in com-
mission in ordi-
nary.

(d) *In commission in ordinary*.—Vessels in this condition shall be maintained at some designated navy yard under the commandant in such manner as will best tend to keep them in condition for service if needed, under detailed instructions from the department. They shall have complements of officers and men on board only large enough to enable them to be properly cared for in the condition in which ordered to be maintained; their complements shall include, if practicable, an engineer officer and such artificer personnel as may be required. Necessary repairs shall be conducted on them, but no work shall be undertaken on any of them without special permission from the department which would

delay them longer than would be necessary to change them from the condition *in ordinary* to that of readiness for sea service were no repairs in progress. Such vessels ordinarily will not be attached to fleets but will be maintained in ordinary independently.

(2) *Ships out of commission*.—Ships in this condition shall have no personnel on board, and shall be under the full control of the commandant of the navy yard at which they lie. Repairs and alterations shall be carried on on board them as may be authorized by the department, or they may be held out of commission and not under repair awaiting the department's instructions to commission or otherwise dispose of them.

651.

Vessels maintained in commission in any of the four conditions specified above shall fly the flag and commission pennant. Vessels out of commission shall not fly the flag or commission pennant.

Flag and pennant.

652.

The relations between the commanding officers of ships in reduced commission, in commission in reserve, and in commission in ordinary, and the commandants of the yards at which they lie shall be the same as those which exist between the commanding officers of vessels in full commission at navy yards and the commandants of such yards. If organized in forces, flotillas, squadrons, or divisions, the relations between the commanders thereof and the commandants shall be the same as though the vessels were in full commission.

Commandants and commanding officers of vessels in commission in ordinary.

SECTION 3.—ORGANIZATION OF THE FLEETS.

653.

The fleets of the United States shall be organized in accordance with the following definitions and plan:

Definitions.

A fleet is an organized body of ships under the command of a commander in chief.

A force is a major subdivision of a fleet. It is usually composed of all vessels of that fleet that are of the same type or class or that are assigned to the same duty.

A flotilla is a major subdivision of a force of destroyers or submarines.

A squadron is a major subdivision of a force of vessels other than destroyers or submarines in which classes of vessels it is a major subdivision of a flotilla.

A division is a major subdivision of a squadron.

A section is one-half of a division.

A detachment is a subdivision of a fleet temporarily operating independently under orders from the department or semi-independently at some distance from the commander in chief.

Composition of submarines.

There shall be normally two ships in each section of battleships, battle cruisers, and armored cruisers.

There shall be normally three ships in each section of all ships other than battleships, battle cruisers, and armored cruisers.

There shall be normally two sections in each division, except that in the case of submarines all boats based on one tender shall normally constitute one division.

There shall be normally two divisions in each squadron of battleships, battle cruisers, and armored cruisers.

There shall be normally three divisions in each squadron of vessels other than battleships, battle cruisers, and armored cruisers. If practicable a suitable flagship and a tender shall be assigned to each destroyer squadron.

There shall be normally three squadrons of destroyers or submarines in each flotilla. A flagship shall, if practicable, be assigned to each flotilla of destroyers or submarines.

The number of squadrons or flotillas in a force is not limited. Suitable flagships shall be assigned for each destroyer force and for each submarine force if composed of more than one flotilla.

654.

Names of subdivisions of the fleet.

Forces shall be named as follows:

Battleship force.

Cruiser force.

Destroyer force.

Submarine force.

Air force.

Mine force.

Train.

Forces which are rendered advisable by future developments may be organized under appropriate names.

Squadrons and flotillas shall be named by serial numbers, beginning with 1 in each type of vessel.

Divisions shall be named by serial numbers, beginning with 1 in each type of vessel.

Sections are not permanently named.

When necessary for clearness, the name of the fleet shall follow the name of the subdivision of the fleet.

Examples:

Battleship Division One.

Cruiser Division Six, United States Atlantic Fleet.

Destroyer Flotilla One.

Submarine Division Five.

Mine Division Two.

In numbering flotillas, squadrons, and divisions, the newest ships shall have the largest numbers.

655.

The titles of any subdivision of the fleet shall be formed by prefixing the title "Commander" to the name of the subdivision commands. Titles of commanders of subdivisions.

Examples:

Commander Battleship Division One.

Commander Cruiser Division Two.

Commander Train.

Commander Mine Squadron Two.

656.

Administrative command shall be exercised by the commander in chief through the force commanders; by the force commanders through the division commanders of the battleship force and scout force; and through the flotilla commanders, squadron commanders, and division commanders of all other forces. Administrative command.

657.

Tactical command shall be exercised by the commander in chief through the force commanders; by the force commanders through the squadron commanders or through the flotilla commanders; by the flotilla commanders through squadron commanders; by the squadron commanders through division commanders; but any flag officer may communicate directly, for tactical purposes, with any vessel or any subdivision of his command. Tactical command.

658.

Officers ordered to command forces may be assigned additional duty in immediate command of subdivisions of the force, in which case they shall be ordered as the commander of the force with additional duty in command of such subdivisions of the force. Commanders of divisions, except in the case of destroyers, shall not, except temporarily or in an emergency, be ordered to additional duty in command of a ship of the division. The commanders of a destroyer division may be ordered to command a vessel of the division. Orders to officers in command of subdivisions.

659.

The department will assign vessels to fleets, forces, flotillas, squadrons, and divisions, but such assignments shall not be Assignment of vessels.

interpreted to limit the discretion of the commander in chief in making at any time a strategic and tactical distribution of his command. Fleets or forces made up of vessels not suitable for tactical grouping will be organized so as best to meet their special situation.

660.

Home yards. Each division of vessels shall be assigned to some particular navy yard for routine repairs and overhaul, which yard shall be known as the "home yard" of that division. In the case of destroyers, all divisions of any one squadron shall, if practicable, have the same "home yard." Other vessels, such as vessels of the train, shall be assigned to home yards as may be deemed expedient.

661.

Vessels in reduced commission or in commission in reserve. Vessels in reduced commission, or in commission in reserve, shall be assigned to fleets and forces, and constitute a part of the command of the commander in chief of the fleet and of the commander of the force to which assigned.

662.

Organization of vessels in reduced commission and in commission in reserve. Such vessels shall be organized so far as practicable into subdivisions in all respects analogous to the subdivisions constituted of similar active units, and shall be administered by subdivision commanders under the supervision of the commander of that force of the fleet to which they are assigned. Such subdivisions will be named by the numbers they would have should they join the active fleet.

663.

Basing and command. Vessels in reduced commission, or in commission in reserve, shall be based together in the largest practicable subdivisions, at suitable bases where secure mooring or berthing spaces can be provided, and an officer of suitable rank and experience shall be ordered to command each subdivision.

664.

Maneuvers and operations. Vessels in reduced commission or in commission in reserve shall be considered available for limited operations and shall be ordered to sea from time to time as circumstances permit, for exercise cruises, gunnery exercises, maneuvers, and such other purposes as the force commander, commander in chief of the fleet, or department may direct.

SECTION 4.—HOSPITAL SHIPS.

665.

The Navy Department shall designate such vessels as it may deem necessary to be called and employed as "hospital ships." Designation, duties, and cognizance. When in service, such ships shall be considered as floating hospitals, for the purpose of caring for, treating, and transporting the sick and wounded of the Navy, Marine Corps, and Army, as well as shipwrecked and other persons requiring medical service, and as such shall be under the general direction of the Bureau of Medicine and Surgery, so far as all matters pertaining to the distinctly hospital features of the ship are concerned. Action in regard to such matters pertaining to the distinctly hospital features of the ship, and in regard to the detail of medical officers, dental officers, and nurses and members of the Hospital Corps thereto, shall be upon the recommendation of the Bureau of Medicine and Surgery. Action in regard to matters not pertaining to the distinctly hospital features of the ship shall be taken by the appropriate bureaus or offices of the department in the same manner as is done for any other ship of the naval service.

666.

No persons other than those enumerated in the preceding Transportation. article shall be transported aboard hospital ships.

667.

Hospital ships shall be governed by the provisions of the Navy How governed. Regulations, so far as they apply, of the laws of the United States, and of The Hague Convention of October 18, 1907, making applicable to such ships the principles of the Geneva Convention of July 29, 1899.

668.

A hospital ship, being assimilated to a naval hospital on shore, shall be commanded by a naval medical officer not below the grade of lieutenant commander, such commanding officer being detailed Assimilated to shore hospital. by the Navy Department.

669.

(1) The commanding officer of a hospital ship shall be governed by the Navy Regulations in all respects so far as they may Commanding officer. be applicable to him as the officer in command of a naval hospital ship.

CHAPTER 18.

A COMMANDER IN CHIEF.

- Sec. 1.—Art. 679-702. General duties.
Sec. 2.—Art. 703-716. Duties in time of war.
Sec. 3.—Art. 717-728. Intercourse with foreigners.
Sec. 4.—Art. 729-730. On assuming command.
Sec. 5.—Art. 731-739. Supplies and repairs
Sec. 6.—Art. 740-746. Personnel.

When articles or paragraphs contained in this chapter have the marks *, †, ‡, or †† placed against their numbers, it shall be understood that these marks mean as follows: Note.

* That the provisions of the article or paragraph so marked are to be carried out by commanding officers, so far as they may be applicable to such officers and to existing conditions.

† That the provisions of the article or paragraph so marked are to be carried out by senior officers present, so far as they may be applicable to such officers and to existing conditions.

‡ That the provisions of the article or paragraph so marked are to be carried out by division commanders, or, in the case of vessels other than battleships and battle cruisers and scouts, by squadron or flotilla commanders, so far as they may be applicable to such officers and to existing conditions.

†† That the provisions of the article or paragraph so marked are to be carried out by force commanders so far as they may be applicable to such officers and to existing conditions.

SECTION 1.—GENERAL DUTIES.

679.

(1) The title "commander in chief," when occurring in naval laws, regulations, and other documents, shall be held to refer to the officer designated as such in his orders from the Navy Department, or to the officer who succeeds him as provided for in article 682. Title.

Period of duty. (2) The duties, prerogatives, and honors of a commander in chief commence on the date of hoisting his flag and continue until it is finally hauled down.

680.

To announce his staff. A commander in chief shall, upon the date of assuming command, announce the fact in a general order to the fleet, setting forth the authority for his assumption of command. At the same time, or as soon thereafter as may be practicable, he shall announce the officers who are to serve upon his staff.

681.

Relinquishing command. A commander in chief shall not relinquish his command without the consent of the Secretary of the Navy, unless condemned by medical survey. (Art. 172.)

682.

Incapacitated. In case of the death, incapacity, or permanent absence without relief of the commander in chief, the provisions of article 172 (1) (2) shall govern. The temporary successor shall sign as commander in chief.

683.

"Flag officer" defined. (1) The term "flag officer," as used in these regulations, shall be construed to include all officers of the line of the Navy above the rank of captain.

(2) The President may select any officer not below the grade of commander on the active list of the Navy, and assign him to the command of a squadron, with the rank and title of "flag officer"; and any officer so assigned shall have the same authority and receive the same obedience from the commanders of ships in his squadron, holding commissions of an older date than his, that he would be entitled to receive if his commission were the oldest. (Sec. 1434, R. S.)

684.

Course to be steered. The commander in chief shall direct the course to be steered by the fleet when at sea, and is responsible for its safe conduct.

685.

Medical aid to persons not in the Navy. The commander in chief may require the medical officers of his command to render professional aid to persons not in the naval service, when such aid is necessary and demanded by the laws of humanity or the principles of international courtesy.

686.

The commander in chief, when senior officer present, has when in a foreign port where there is no United States consul, or upon the high seas, the authority of law to exercise the powers of a consul in regard to mariners of the United States. (See sec. 1433, R. S.)

When to exercise the power of a consul.

687.

(1) The commander in chief shall take all practicable steps to keep the ships of his command ready for battle.

Readiness for battle.

(2) Whenever opportunity presents itself for overhauling the machinery, vessels shall be informed of that fact. Nothing short of the definite probability of a sudden call for service shall be permitted to prevent the disabling of the motive and other machinery for overhauling and repair.

Machinery of ships in service.

(3) In order to promote battle efficiency, gunnery and engineering competitions have been established.

Gunnery and engineering competitions.

(a) The rules and instructions governing the competitions will be issued by the department from time to time, and are confidential.

(b) The commander in chief shall make an unusually poor performance at target practice or in any part of the steaming competition the subject of investigation.

688.

(1) A commander in chief is charged with the maintenance of discipline in the fleet and is empowered to order general courts martial and courts of inquiry.

C-in-C may order courts.

(2) He is responsible for the indoctrination, drill, training, and efficient administration and operation of the fleet and the coordination of its various units in strategic and tactical employment.

Responsible for drills, administration and operation of fleet.

(3) He shall make recommendations to the Navy Department as to the composition and organization of the fleet and as to all matters pertaining to its military efficiency and control. He shall submit schedules of employment and cruising itineraries to the department in accordance with its instructions.

Re commendations to Navy Department re fleet.

(4) He shall keep the department advised as to condition and deficiencies of the fleet and its requirements of supplies, material, and personnel.

Keep department advised as to condition of fleet and its requirements.

689.

‡ †† (1) The commander in chief shall cause every vessel of his command to be inspected as follows:

Inspection.

(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 the Chief of Naval Operations. The additional inspections provided for under (d) may be more or less complete, and may be reported or not, at his discretion.

(3) The inspections of vessels belonging to the battleship or the scout forces required by this article shall be made by the commanders of divisions, but of all other vessels by the squadron or flotilla commander depending upon the force to which the vessel belongs. The reports of such inspections shall be forwarded to the force commander, who in turn will forward them to the commander in chief for his information and action with such comments upon them as are deemed advisable before transmitting them to the department. Any vessel under the command of a commander in chief or of a force commander shall be liable to inspection by those officers at any time.

690.

INSPECTIONS OF NAVAL VESSELS.

Condition and efficiency of command on inspection.

(1) When an inspection of a naval vessel in commission made by a commander in chief, division commander, flotilla commander, or other officer that may be delegated for such inspection, the report of the 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 her condition and efficiency, and shall name such other officers as have, in the opinion of the inspecting officer or board, derived from their observation of matters under 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 the Bureau of Navigation 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.

691.

The commander in chief shall make careful and frequent inspections of the naval hospitals and other places provided for the sick within the limits of his command, when outside the continental limits of the United States, and report their condition to the Secretary of the Navy. If unable to perform this duty himself, he shall direct that it be performed by some line officer under his command, such officer being senior in rank to the medical officer in command of such hospital. If practicable, he shall require reports from the officer in command of the hospital as often as may be necessary in order to keep himself fully informed of the condition of the sick.

Inspection of
hospitals.

692.

The commander in chief shall carry out all drills and exercises in accordance with the customs of the service, the instructions of the department, and the drill books and other publications of a similar nature. This shall be done in such manner as will most conduce to maintaining the fleet in constant readiness for war in all its phases.

Drills and ex-
ercises.

693.

The commander in chief shall require the ships under his command to visit the several ports within the limits of his command as may be necessary or advantageous for the interests of the United States. He shall not send a ship beyond such limits except upon some urgent duty, which shall be reported at once.

Ships to visit
within the limits
of command.

694.

When his flagship is not designated by the department, the commander in chief shall select one of the heaviest and most powerful vessels of his command as his permanent flagship; and he may, at his discretion, shift his flag temporarily to any other ship under his command, reporting to the Secretary of the Navy his reasons for so doing.

Selection of
flagship.

695.

(1) In the waters of the United States, the commander in chief shall permit passengers on board of the ships of his command only upon written permission from the Secretary of the Navy.

Passenger.

(2) When in foreign waters, passengers shall not be embarked on board ships of his command without his express authority or that of the senior officer present. (Art. 116.)

Stowaways. (3) Stowaways found on board ships returning to a United States port shall be delivered into the custody of the immigration officials at the port of entry. If there are no immigration officials at the first port entered, instructions from the department shall be requested.

696.

Official calls. The commander in chief shall give due regard to the provisions of article 770, and in case of bad weather, rough sea, or other circumstances which justify it, shall, upon anchoring, make signal excusing force commanders from reporting on board the flagship as required by these articles. This shall be done when circumstances render such calls unnecessary and when, at the same time, the enforcement of the provisions of those articles would result in needless exposure or discomfort to the officers concerned.

697.

To regulate leave when in fleet. When vessels of the fleet are with the flag, the commander in chief, subject to the provisions of the Navy Regulations, chapter 46, shall issue orders regulating the extent of the permission which may be granted to officers and men to visit the shore, and the character and extent of leave of absence which may be granted.

698.

Liberty patrol. (1) When liberty is granted to any considerable number of men, in any except a city large enough to properly care for them without danger of disturbance or disorder, the commander in chief shall cause to be landed with the liberty party a sufficient patrol of petty officers of the Navy or noncommissioned officers of the Marine Corps, in charge of an officer, to maintain order and suppress any unseemly conduct on the part of any member of the liberty party. A sufficient number of officers shall be detailed to act as assistants to the senior patrol officer. The senior patrol officer shall communicate with the chief of police or other local officials and make such arrangements with him to aid the patrol in properly carrying out its duties as may be practicable.

In foreign ports. (2) This patrol shall not be landed in any foreign port without first obtaining the consent of the proper local officials. Tact must be used in requesting this permission, and unless it is willingly and cordially given the patrol shall not be landed. If such consent be not obtained, the size of the liberty party shall be kept down to such limits as may be necessary to render disturbances unlikely.

Patrol equipments. (3) Officers and men on patrol duty shall wear leggings. When in a foreign port both officers and men shall be unarmed; when in a United States port they shall wear side arms and the men shall carry policeman's clubs.

(4) No officer or man who is on patrol duty with liberty parties ashore shall at any time while on such duty, under any circumstances whatever, partake of or indulge in any form of intoxicating liquor or other form of intoxicant or narcotic (except tobacco, under proper circumstances) whatever while on such duty. The senior patrol officer shall see that the provisions of this paragraph are strictly observed and shall promptly report to the commander in chief, in writing, all violations of it that may come to his notice. All officers and men of the patrol shall report to the senior patrol officer all violations of the provisions of this paragraph on the part of those under them.

Intoxicants.

(5) In cases where it is not practicable to either relieve the men of the patrol for meals or to send proper meals to them, the commanding officers of the ships to which such men are attached are authorized to direct their supply officers to advance to the senior patrol officer sufficient sums of money to cover the cost of such meals obtained ashore; the person receiving this money to furnish to each such supply officer a statement of the number of meals furnished and the amount paid for each man, with a certificate that such disbursements were necessary and were actually made. When men of the patrol are absent from their ships for the entire day, their rations will be stopped on board ship and actual subsistence paid on public bill under appropriation "Provisions, Navy." When they are furnished with only one or two meals ashore during their absence from the ship for the fractional part of a day, their rations will not be stopped on board ship and actual subsistence paid on public bill under appropriation "Pay, Miscellaneous." The cost of a single meal shall not exceed seventy-five cents a man in any case without special authority from the commander in chief or senior officer present.

Meals.

699.

(1) The commander in chief shall notify the commanding officers of vessels concerned when, for any reason, he gives directions as to the forwarding of mail. (Art. 2064.)

Mail.

(2)‡ He shall be careful to observe, and to require others of his command to observe, the regulations in regard to correspondence.

Correspondence.

(3) He shall also be governed by the following rules:

(a) He has the sole right to correspond directly with the Navy Department concerning any official matter connected with the fleet. (Art. 1502.)

With Navy Department.

(b) He shall keep the Secretary of the Navy fully informed of the movements of the fleet. These general reports shall not be considered as taking the place of separate letters on separate subjects.

General reports.

- Condition and requirements of ships.** (c) He shall frequently state the condition and probable requirements of the ships of his command.
- Supplies.** (d) He shall make any suggestions that he may deem important in relation to furnishing the ships with supplies and keeping them in an efficient condition.
- Reports infectious diseases.** (e) ‡ He shall at once report any contagious or infectious disease of a grave character that may break out in any of the ships of his command.
- Probable movements of ships.** (f) ‡ He shall, so far as is practicable, report the probable movements of ships, giving such information as may be necessary to enable the department to maintain communication with them.
- Yearly report.** (4) He shall each year transmit to the Secretary of the Navy as soon as practicable after the first of July (or immediately after being relieved, for the elapsed portion of the fiscal year) a report, in duplicate, for publication, covering all subjects necessary for a complete military review of his command and its operations during the preceding fiscal year, and especially the following:
- Ship movements.** (a) The movements of all ships, and character of work performed; the amount of coal consumed, and the cost thereof.
- Courts-martial.** (b) A summary of general courts-martial, summary courts-martial, and deck courts.
- Discipline.** (c) The discipline of the command with a summary of enlistments, discharges, desertions, and petty punishments.
- Sanitary conditions.** (d) The sanitary condition of the command, with the percentage of sick, number of deaths, and number sent to hospitals and invalided home.
- Report when relieved.** (5) When a commander in chief is relieved from command during the fiscal year, he shall, upon detachment, submit a similar report to that provided for in paragraph (4) for the portion of such year which has elapsed prior to such detachment; but such report shall, in this case, include only a general review of the operations and condition of the ships of the fleet, the statistical data called for in the annual report being submitted for the entire fiscal year by the officer in command at the end of such year.
- Ship at a navy yard.** (6) When a vessel of his command is at a navy yard for any purpose, she will be under the command of the commandant from arrival to departure, subject to the limitations of article 1502.
- The commander in chief shall release such a vessel from the observance of any fleet regulations that may interfere with the purpose for which she is at the yard.

700.

Reports of important occurrences to commandants.

While in waters adjacent to a navy yard or naval station, the commandant of such yard or station shall be promptly informed by dispatch of all serious accidents or other important occurrences in connection with the ships of the fleet or other such command.

701.

The commander in chief shall forward to the Secretary of the Navy any suggestions for the improvement of navy yards or ships, or upon any other subject connected with the Navy that he may deem important. Such suggestions shall be accompanied by plans and estimates when practicable.

Suggestions for improvements.

702.

When relieved of command, a commander in chief shall turn over to his successor all original records of his official correspondence, original letters, documents, or papers, concerning the ships or ships' companies of his command, or authenticated copies of the same; the original or authenticated copies of all unexecuted orders; all general regulations and orders he may have issued from time to time; all documents received for his guidance; and such other official correspondence and information concerning his command and station as may be of service to his successor. He shall forward to the Secretary of the Navy copies of all important unexecuted orders. If he returns to the United States in a ship of the Navy before being relieved, or is detached without a relief, the above correspondence and papers shall be disposed of as may be directed by the Navy Department.

When relieved of command.

SECTION 2.—DUTIES IN TIME OF WAR.

703.

The articles of this section will not be construed as an enumeration of all of the duties of a commander in chief in time of war, which must, for the most part, depend upon circumstances and instructions.

General duties.

704.

The commander in chief, when preparing his fleet for sea in time of war, shall furnish to the commanders of forces, squadrons, flotillas, and divisions and to commanding officers of single ships copies of all orders, instructions, private signals, and such other information as will enable each, so far as possible, to understand fully his duty when in action and at all other times.

To furnish his commanding officers with instructions.

705.

If the Secretary of the Navy does not reserve the privilege of designation, the commander in chief shall select the ships in which the officers commanding divisions shall hoist their flags or pennants, form the fleet into squadrons and divisions, and assign the officers to command them according to rank.

To designate division commanders and their ships.

706.

To communicate plans to those who may succeed him in command.

The commander in chief shall, if possible, before going into action, communicate to his chief of staff, his commanders of forces, squadrons, flotillas, and divisions, and to the commanding officers of ships, his secret orders, private signals, and other information that will materially assist them if called upon to assume chief command.

707.

Concert of action with military forces.

If in the near vicinity of a body of United States troops or allies of the United States, the commander in chief shall maintain, as far as possible, a complete concert of action with its commander, and in case of an engagement shall assist in every way.

708.

Each commanding officer to have plan of battle.

Before going into action the commander in chief shall, if possible, supply every commanding officer with a plan of battle and assign thereon the position each shall occupy. Division commanders shall not change these dispositions unless it should become necessary at a time when signals or ships are obscured.

709.

Prepared for battle in presence of enemy.

When in presence of an enemy or when there is any probability of an engagement, the commander in chief shall keep his command prepared for action and take every precaution against surprise.

710.

Display of the flag in battle.

Under no circumstances shall an action be commenced or battle fought without the display of the national ensign.

711.

To prevent the capture of important papers.

The commander in chief shall attend personally to the destruction of his orders, instructions, or other papers that may be of use to an enemy if he believes they are about to be captured.

712.

Reports after a battle.

(1) After a battle or action of any kind, the commander in chief shall require from commanders of divisions and from commanding officers of ships a report of all the particulars thereof coming to their notice, including a statement of the conduct of their subordinates, with a particular mention of individual instances deserving praise or censure. He shall require commanding officers to transmit with their reports those of their respective executive officers. He shall thereupon make a similar report to the Secretary of the Navy, although a report of a preliminary character may have been made previously.

Reports of any important service or duty.

(2) He shall also require from commanders of divisions and from commanding officers of ships, reports of any important

service or duty they have performed at any time under his command, and he shall transmit these reports, with an endorsement of his opinion thereon, to the Secretary of the Navy.

(3) All important reports shall be accompanied by diagrams, sketches or other illustrations when necessary or desirable in order to afford a clear comprehension of the circumstances.

Reports to be accompanied by illustrations.

713.

When troops are embarked on board any of the ships of his command the commander in chief shall take all necessary precautions to preserve their health and maintain discipline.

Troops embarked on board ships of his command.

714.

The commander in chief shall afford protection and convoy, so far as it is within his power, to merchant vessels of the United States and to those of allies.

To protect and convoy merchant vessels.

715.

During a war between civilized nations with which the United States is at peace, the commander in chief and all under his command shall observe the laws of neutrality and respect a lawful blockade, but at the same time make every possible effort that is consistent with the rules of international law to preserve and protect the lives and property of citizens of the United States wherever situated.

Duties during a war between civilized nations at peace with the United States.

716.

When the United States is at war, the commander in chief shall require all under his command to observe the rules of humane warfare and the principles of international law. When dealing with neutrals he shall cause all under his command to observe the rules of international law and the stipulation of treaties, and expect and exact a like observance from others.

To observe the principles of international law and treaty obligations.

SECTION 3.—INTERCOURSE WITH FOREIGNERS.

717.

When at a port and not informed as to the officials present whom it is usual to visit, or as to the interchange of other courtesies, the commander in chief shall send an officer of his staff 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.

To ascertain the custom as to the interchange of courtesies.

718.

(1) The commander in chief shall preserve, so far as possible, the most cordial relations with the diplomatic and consular 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.

Relations with the diplomatic and consular representatives of the United States.

- To consider their requests. (2) He shall carefully and duly consider any request for service or other communication from any such representative.
- Responsibility. (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.

719.

Communications with foreign officials. The commander in chief 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 representative of the United States on the spot.

720.

Absence of diplomatic or consular officer. In the absence of a diplomatic or consular officer of the United States at a foreign port the commander in chief, as senior officer present, has authority—

- To exercise powers of a consul. (a) To exercise the powers of a consul in relation to mariners of the United States (Sec. 1433, R. S.);
- (b) To communicate or remonstrate with foreign civil authorities as may be necessary;
- (c) To urge upon citizens of the United States the necessity of abstaining from participation in political controversies or violations of the laws of neutrality.

721.

Territorial authority. (1) The commander in chief shall exercise great care that all under his command scrupulously respect the territorial authority of foreign civilized nations in amity with the United States.

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

No target practice without permission. (3) Target practice with guns or torpedoes shall not take place without permission from the Government of the country concerned within foreign territorial waters or at any point from which shots may fall or torpedoes enter therein.

722.

Violation of international law and treaty obligations. On occasions where injury to the United States or to citizens thereof is committed or threatened, in violation of the principles of international law or treaty rights, the commander in chief shall consult with the diplomatic representative or consul of the United States, and take such steps as the gravity of the case demands, reporting immediately to the Secretary of the Navy all the facts. The responsibility for any action taken by a naval force, however, rests wholly upon the commanding officer thereof.

723.

The use of force against a foreign and friendly state, or against anyone within the territories thereof, is illegal.

Use of force.

The right of self-preservation, however, is a right which belongs to States as well as to individuals, and in the case of States it includes the protection of the State, its honor, and its possessions, and the lives and property of its citizens against arbitrary violence, actual or impending, whereby the State or its citizens may suffer irreparable injury. The conditions calling for the application of the right of self-preservation can not be defined beforehand, but must be left to the sound judgment of responsible officers, who are to perform their duties in this respect with all possible care and forbearance. In no case shall force be exercised in time of peace otherwise than as an application of the right of self-preservation as above defined. It must be used only as a last resort, and then only to the extent which is absolutely necessary to accomplish the end required. It can never be exercised with a view to inflicting punishment for acts already committed.

Self-preservation.

724.

(1) Whenever, in the application of the above-mentioned principles, it shall become necessary to land an armed force in foreign territory on occasions of political disturbance where the local authorities are unable to give adequate protection to life and property, the assent of such authorities, or of some one of them, shall first be obtained, if it can be done without prejudice to the interests involved.

Landing an armed force in foreign territory.

(2) Due to the ease with which the Navy Department can be communicated with from all parts of the world, no commander in chief, flag officer, or commanding officer shall issue an ultimatum to the representative of any foreign Government, or demand the performance of any service from any such representative that must be executed within a limited time, without first communicating with the Navy Department, except in extreme cases where such action is necessary to save life.

725.

The right of asylum for political or other refugees has no foundation in international law. In countries, however, where frequent insurrections occur, and constant instability of government exists, usage sanctions the granting of asylum; but even in the waters of such countries, officers should refuse all applications for asylum except when required by the interests of humanity in extreme or exceptional cases, such as the pursuit of a refugee by a mob. Officers must not directly nor indirectly invite refugees to accept asylum.

Granting of asylum.

726.

To protect the
commerce of the
United States.

So far as lies within their power, commanders in chief, division commanders, and commanding officers of ships shall protect all merchant vessels of the United States in lawful occupations, and advance the commercial interests of this country, always acting in accordance with international law and treaty obligations.

727.

Dealings with
foreigners.

The commander in chief shall impress upon officers and men that when in foreign ports it is their duty to avoid all possible causes of offense to the authorities or inhabitants; that due deference must be shown by them to the local laws, customs, ceremonies, and regulations; that in all dealings with foreigners moderation and courtesy should be displayed, and that a feeling of good will and mutual respect should be cultivated.

728.

(1) (a) Damage to a vessel by collision, grounding, or other casualty which will require repairs, and other important information which should be known without delay, shall be promptly transmitted to the Chief of Naval Operations or the bureau or office concerned by dispatch.

Casualty and
movement re-
ports.

(b) The arrival at or departure from a port or anchorage of every naval vessel is required to be reported in a "movement report." This information is required by the Chief of Naval Operations, the commandant of the naval district, and, in the case of a vessel attached to a fleet, by the commander in chief, force commander, flotilla commander, squadron or division commander, and task-group commander.

Responsibility.

(2) The senior officer present afloat, except at a navy yard, is in all cases responsible that the next reporting senior is furnished with the necessary information.

Base move-
ment report.

(3) When the fleet is operating from a base, all reports of movements of vessels attached to the fleet shall be made through the fleet flagship, whether in or out. Force commanders shall report to the fleet flagship by bridge or radio the arrivals and departures, giving port from or to, of vessels of their forces operating from the base. The fleet flagship will at 10 p. m. (75th meridian time) each day, or as soon thereafter as practicable, make a combined base movement report to the Chief of Naval Operations and the district commandant. Each senior officer present afloat operating from a secondary base shall make a similar report to reach the fleet flagship one hour before the time set for the base movement report.

(4) (a) At a navy yard all movement reports are made by the commandant, who shall be requested by the ship concerned to make movement reports to the fleet commanders desired.

(b) Commandants of navy yards shall make reports of ships' movements as they occur, except that the report to the Chief of Naval Operations shall be made by all commandants other than those of yards in the first to eighth naval districts, inclusive, in the form of a combined yard movement report, sent at 10 p. m. (75th meridian time), combining all movement reports for the past 24 hours. Yard movement report.

(5) The following table indicates the channel of movement reports:

Reporting officer.	Makes movement report to—				
	At fleet main base.	At fleet secondary base.	At a naval station other than navy yard.	At navy yard.	At other port or anchorage.
Ship not attached to fleet (or on detailed service).	Fleet flagship.	S. O. P. A. .	Commanding officer of station.	Commandant	S. O. P. A.
Ship attached to fleet (not on detailed service).	Unit commander.	Unit commander.	Unit commander.do.....	S. O. P. A.
Unit commander. ¹	Force commander.	S. O. P. A. (force commander if present).	S. O. P. A. (force commander if present).do.....	S. O. P. A. (force commander if present).
Force commander. Senior officer present, afloat.	Commander in chief.	S. O. P. A. .	S. O. P. A.do.....	S. O. P. A.
		Commander in chief.	Commander in chief, commanding officer of station, other addresses as required.do.....	Operations commander in chief, force commander, unit commander, district commandant, other addresses as required.
Commander in chief.	Operations, district commandant.do.....	Operations, commanding officer of station, district commandant.	Commandant	Operations, district commandant, other addresses as required.
Commandant.do.....do.....	Operations (for ships not attached to fleet), district commandant.	Operations, district commandant, other addresses as required.do.....

¹ In any force, reports to intermediate superiors in the force will be made as may be directed by the force commander.

Forms.

(6) (a) The following forms shall be followed in making movement reports by dispatch, except as provided for in article 8:

1. 1022 Wyoming arrived navy yard New York 1015, meaning *Wyoming* arrived at the navy yard, New York, 10.15 a. m. on the 22d.

2. 1023 Wyoming left navy yard New York for Newport R. I. 1030.

3. 1024 Pennsylvania left Hampton Roads for Newport, R. I. arrive 1000 26th, 1430, meaning the *Pennsylvania* sailed from Hampton Roads 2.30 p. m. of the 24th for Newport R. I., and is expected to arrive at Newport 10 a. m., the 26th.

(b) The reference number at the end of the text should ordinarily give the time of movement as the report is made immediately. In cases of combined reports the individual times may be expressed by a time reference number in the text.

(7) Reports of sailing for a period of over 48 hours will also give the estimated time of arrival at destination based on distance and intended speed. This estimate is for the information of superiors and is in no way binding upon the commanding officer.

Coding.

(8) (a) During mobilization of naval communications these reports shall always be coded and transmitted in naval form (Communication Instructions, United States Navy). During peace times these reports shall not be coded except when such information is of such nature that it should be regarded as confidential or secret, and shall be transmitted in the form prescribed by the Communication Instructions, United States Navy.

(b) In order not to compromise the codes an exact compliance with the above forms is not necessary nor desirable, but location and destination must always be shown in the text of the dispatch. The wording of dispatches should be varied in accordance with the instructions for the use of naval codes. However, the minimum number of words shall be used consistent with a clear understanding.

SECTION 4.—ON ASSUMING COMMAND.

729.

To become familiar with his command.

(1) As soon as possible after assuming command the commander in chief shall make himself familiar with the conditions and capabilities of the ships of his command, and thoroughly inform himself as to the qualities of their officers and crews, armament, speed under different circumstances, economy of service, and capacity for warlike stores; as to the skill, capacity, judgment, and aptitude of their several commanding officers, and as to such other matters as may be necessary in order to enable

him to make the best selections of officers, men, or instruments for the performance of any important public duty.

(2) He shall make himself familiar with the facilities for making repairs and obtaining supplies at the various ports within the limits of his station, and with the climatic and sanitary condition of the latter, in order that the service of ships may be directed as far as possible with a view to their economic administration and efficient condition.

To become familiar with his station.

(3) He shall use every exertion to equip the ships of his command expeditiously and keep them ready for service. If he discovers any defects in the ships, their armament, or equipment whereby they are rendered unfit for their destined service, he shall report the details of such defects to the Secretary of the Navy.

Equipment and condition of ships.

730.

(1) The commander in chief shall regulate exercises and sanitary duties in general instructions to his command. These instructions must be in accordance with the laws and regulations governing the Navy, the orders emanating from the Secretary of the Navy, and the usages of the naval service.

To regulate exercises and sanitary duties.

(2) Copies of all standing orders, instructions, and routine issued to a fleet shall be forwarded to the Secretary of the Navy.

SECTION 3.—SUPPLIES AND REPAIRS.

731.

(1) The commander in chief shall be responsible for the economical administration of his command.

Economy of the fleet.

(2) He shall exact economy in the consumption of fuel for all purposes, but he shall not refuse to permit expenditures of coal for gunnery exercises, speed trials, steaming trials, and other necessary exercises, unless for other reasons than economy.

Economy of fuel.

(3) He shall require commanders of divisions and commanding officers of ships not attached to divisions to keep him fully informed as to the stores and supplies needed by the ships under their command, and as to the general condition of those on hand.

Reports of stores required and on hand.

732.

When on a foreign station the commander in chief shall cause separate requisitions for each ship to be made on the Bureau of Supplies and Accounts once in six months, or oftener if necessary, for stores pertaining to that bureau. He shall at the same time state to what point such supplies should

Supplying ships with provisions and stores.

be shipped in each case. He shall cause requisitions for supplies under cognizance of other bureaus to be made to fill anticipated wants when he deems it for the best interests of his command to do so, but such requisitions must conform in all respects to the requirements of article 1395, and when the supplies are not to be purchased on the station, the requisitions shall be forwarded to the bureau concerned, from whence they shall be transmitted to the Bureau of Supplies and Accounts for fulfillment.

733.

Requisitions for supplies, repairs, and labor. (1) When in command of a foreign station the commander in chief shall carefully scrutinize all requisitions, take into consideration the necessity for obtaining whatever is required and the expenditure involved, and only approve them when he considers it for the best interests of the Government to do so. Requisitions shall not be approved for articles in excess of allowance either in kind or quantity except in cases of emergency or necessity.

Cost of supplies, repairs, and labor. (2) In addition to the methods provided by these regulations for ascertaining, when in a foreign port, the cost of all supplies, repairs, and labor, he is authorized to ascertain the cost by such other means as he may deem suitable and proper.

734.

Repairs in foreign ports. In a foreign port, or in a home port where there is no navy yard, when any ship under his command requires slight repairs which can not be made by the mechanics of the Navy present without too much delay, the commander in chief shall direct that the repairs be made in the manner most advantageous to the Government. In acting under this article, the provisions of article 1991 shall be strictly observed.

736.

Disposition of stores, supplies, or munitions. The commander in chief shall not permit any stores, supplies, or munitions to be disposed of otherwise than as provided by law and by the Navy Regulations.

737.

Accountable for disbursement of public money or disposal of public stores. The commander in chief will be held accountable for every disbursement of public money or disposal of public stores made in pursuance of his order. His signature to an order, requisition, or other authority to disburse money or dispose of stores, and his approval of the same, will be considered as evidence of his complete knowledge of and accountability for the transaction.

738.

When in command of a foreign station the commander in chief shall, when conditions warrant, transfer to the ships about to sail for the United States all condemned supplies and stores which have been recommended to be turned into store. (Art. 744 (4).)

Sending home condemned articles by ships returning to United States.

739.

If it is necessary to charter a vessel for any purpose, the commander in chief shall have a charter party containing all the agreements of the contracting parties drawn in quadruplicate, retaining one copy, giving one to the master of the chartered vessel, forwarding the third to the Secretary of the Navy, and giving the fourth to the officer of the Supply Corps concerned to be forwarded with the bill to the Auditor for the Navy Department.

When vessels are chartered.

SECTION 6.—PERSONNEL.

740.

The commander in chief may, when the public good imperatively demands it, send an officer to the United States who has been guilty of acts not susceptible of trial by a court-martial. A full report of the circumstances shall be made to the Chief of the Bureau of Navigation.

Officer returned to United States for misconduct.

741.

(1) The commander in chief shall take every reasonable precaution to preserve the health of crews of ships serving in malarial and unhealthful regions. When in unhealthful localities, and where necessary, native boatmen may be employed to attend the ship, in order to preserve the health of the crew.

Precautions on unhealthful stations.

(2) Upon arrival in port he shall at once obtain information regarding the health of the neighborhood, and in case of the prevalence of infectious disease the commander in chief shall consult with the fleet surgeon and adopt such of the following precautionary measures as are consistent with the necessities of the ship and the exigencies of the service:

Information regarding health of ports visited.

(a) Restriction of liberty on shore either to certain hours or to the transaction of important business; when necessary, total deprivation of liberty.

Precautionary measures.

(b) Restriction of communication with the shore or other ships, either to market boat, mail boat, or chartered boat; when necessary, complete nonintercourse.

(c) Restriction of supplies (food, water, coal, and other stores) from shore.

(d) Modification of standing orders or routine regarding drill, dress, diet, etc., for the crew, and the ventilation and purification of the ship or any of its parts.

(e) Control of any other conditions likely to affect the general health of the ship.

In Tropics.

(3) In tropical climates, and especially in unhealthful ports, ships shall be kept as cool and dry as possible. Awnings shall be kept either spread or housed.

Anchorage in unhealthful ports.

(4) Infected ports shall be avoided if possible. When practicable, an anchorage in malarial and infected ports shall be selected to windward and at a distance of at least one mile from probable sources of infection.

(5) The sanitary instructions issued by the department shall be strictly observed.

742.

Precautions when sending the sick home.

When sick and disabled officers and men are about to be sent home in a supply or chartered ship, the commander in chief shall order a board of officers, one of whom shall be an experienced medical officer, to examine the ship and report to him in writing if she is suitable for the purpose, and if everything necessary has been provided for health and comfort, and, if not, what deficiencies exist. He shall not permit such a ship to depart until every possible provision necessary for the sick has been made. He shall detail from his command any extra medical officers that may be necessary to accompany such ships.

743.

How the sick are to be sent home.

(1) The commander in chief shall endeavor to send home all sick and disabled officers and men by public ships, and shall only charter vessels for the purpose on occasions of urgent necessity.

(2) He may, at his discretion, send home by other conveyance patients condemned by medical survey whose physical condition renders it necessary to avoid the climatic influences, delay, or other conditions affecting health to which they would be subjected in a public ship. Under these circumstances officers are entitled to a first-class passage, and others as their physical condition may require, but not above second class.

744.

Ships on foreign stations about to sail for home.

(1) When in command of a foreign station, in the absence of instructions on the subject, the commander in chief shall transfer to ships about to sail for home all men whose terms of enlistment are about to expire, unless for some urgent reason connected with the public service it should be necessary to retain them. Men in

such ships who have a long time to serve may be transferred to ships remaining on the station, to fill their complements; but this shall be done only when urgently necessary.

(2) He shall endeavor to arrange the detail of officers for ships about to sail for home so that those who shall have been on continuous sea service for three years may reach the United States at the expiration of that time. (Art. 2040 (2).)

(3) He shall take advantage of every public conveyance to send home all prisoners and such other persons as may be necessary.

(4) By direction of the Secretary of War, men and supplies pertaining to the Navy Department will, upon the request of the senior naval officer present, be transported on the Army transport ships having accommodations not required for uses of the Army. When the vessel upon which such transportation is desired is about to sail from one of the ports of a military department, application therefor should be made to the military commander of the department, and when it is impracticable to reach such commander, then to the military commander of the port of departure. When such transportation is desired upon a vessel about to sail from any port not within a military department the transport quartermaster may grant the same.

Transportation
by Army trans-
ports.

745.

The commander in chief shall report by dispatch to the Bureau of Navigation when officers are transferred to hospitals for treatment and when they return for duty.

Officers trans-
ferred to or from
hospitals.

746.

The commander in chief shall hold the same relation to flagship in regard to its internal administration and discipline as to any other ship of his command. His importance is lessened by engaging in the details of duty of this particular ship, and the respect which ought to attach to her commanding officer is weakened by any interference with him in the proper exercise of his authority.

Relation to
flagship.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be clearly documented and supported by appropriate evidence. The text also mentions the need for regular audits to ensure the integrity of the data.

In the second section, the author details the various methods used for data collection and analysis. It describes how different types of information are gathered and then processed to extract meaningful insights. The importance of using standardized procedures is highlighted to ensure consistency across all reports.

The third part of the document focuses on the challenges faced during the implementation of these systems. It discusses how resource constraints and technical issues can impact the overall effectiveness of the process. Solutions and best practices are provided to address these common problems.

Finally, the document concludes with a summary of the key findings and recommendations. It stresses that while the process is complex, it is essential for achieving the organization's goals. The author encourages a continuous approach to improvement and innovation in data management practices.

The document is signed by the author, who is responsible for the content and accuracy of the information presented. It is intended for use as a reference for all staff involved in the data management process. The author's contact information is provided for any further inquiries or feedback.

CHAPTER 19.

FLAG OFFICER NOT IN CHIEF COMMAND.

Sec. 1.—Art. 756–770. General duties.

Sec. 2.—Art. 771. Duties of force commander.

Sec. 3.—Art. 772–773. Duties of squadron commander.

Sec. 4.—Art. 774–775. Duties of division commander.

SECTION 1.—GENERAL DUTIES.

756.

Flag officers and others, not in chief command, shall obey without delay or modification all orders of the commander in chief. ^{To obey the commander in chief.} Unless otherwise ordered, signals made by the commander in chief shall be answered by the officers commanding squadrons and divisions; these officers shall repeat the signals to the ships of their commands.

757.

(1) In a fleet regularly organized in divisions of ships the commanders of divisions shall, within the limits of their respective commands, and under the general supervision and direction of the commander in chief, perform the duties prescribed by the following articles of these regulations: 682, 685, 703, 704, 706 to 716, inclusive, and 717 to 727, inclusive. ^{Duties of commanders of divisions.}

(2) All reports and papers called for by the above enumerated articles shall be addressed to the commander in chief, except such as he may designate to be forwarded to the department direct in order to facilitate the conduct of public business.

(3) They shall regulate exercises and sanitary duties within the limits of their command in accordance with the laws and regulations governing the Navy, the orders emanating from the Secretary of the Navy, the instructions of the commander in chief, and the usages of the naval service.

(4) Commanders of divisions shall be held responsible by the commander in chief for the efficiency of their respective commands in tactical exercises, target practice, engineering, ship and boat drills, and all other particulars affecting the general efficiency of the fleet.

(5) They shall also perform such other duties as may be required by the commander in chief.

(6) When on detached service the commander of a division is responsible for the safe conduct of his division and shall direct the course to be steered.

758.

When on detached service. When an officer not in chief command is separated from his senior, and is in command of a squadron or division of ships on detached service, he shall, under the commander in chief and subject to his orders, routine, and instructions, be governed by the articles of chapter 18 of these regulations. Such officer shall assume the title of "commander of detached squadron (or division)" and, if not a flag officer, shall be governed by articles 327 and 331 in regard to the display of the insignia of seniority.

759.

In case of separation, to assume command. If from any cause the commander of a squadron or division becomes separated from the commander in chief, he shall assume command of all vessels within signal distance, not in sight of the commander in chief, and then proceed to join the latter with the utmost dispatch. (Arts. 150-(4) and 798.)

760.

May shift his flag or pennant. A commander of a squadron or division may shift his flag or pennant to another ship should his own become disabled during an action; under no other circumstances, however, shall he do so without the authority of the commander in chief.

761.

To aid the commander in chief. During an action commanders of squadrons and divisions shall do their utmost to aid the commander in chief.

762.

Reports of an action or any important service. Commanders of divisions shall, after an action or any important service, forward to the commander in chief their reports; also those of the commanding officers under their command, prepared as laid down in article 712.

763.

Orders and regulations to be observed. Commanders of divisions shall require that orders and regulations issued by the Navy Department or by the commander in chief are observed by all under their commands and that their ships are maintained efficiently. They shall conduct their work so as not to delay the transaction of business between individual ships and the commander in chief.

764.

(1) The commanders of forces, of divisions of the battleship and scout forces, and of squadrons and flotillas of other forces shall, within the limits of their respective commands, and under the general supervision of the commander in chief, perform the duties prescribed by the following articles: 729, 689, 692, 695, 696, 698, 699 (1), (2), (3-d), (3-e), (3-f), (6), 700, 701, 731 to 739, inclusive, and 741 to 746, inclusive.

(2) All reports and papers called for by the above-enumerated articles shall be addressed to the commander in chief, except such as he may designate to be forwarded direct to the department in order to facilitate public business.

(3) The intent of this article is to give to the commanders of divisions of the battleship and scout forces and to the squadron or flotilla commanders of all other forces the details of administration of their respective commands, but nothing contained herein shall be construed to diminish the authority of the commander in chief over his whole command nor to relieve him of responsibility for its general efficiency. (Art. 655.)

765.

(1) In carrying out the provisions of article 689 with regard to vessels under his command, an inspecting officer shall carefully choose the time for the inspections required by paragraphs (a), (c), and (d) of that article and shall regulate those to be made semiannually so that preparation therefor shall not interfere with training for gunnery exercises. Before inspecting a ship he shall report to his senior officer in order that the members of the fleet staff may be detailed to assist, if practicable.

Inspections.

(2) 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 his senior officer. When making these inspections special attention shall be paid to the condition of the crew's messes and to the state of discipline on board.

Inspections without previous notice.

(3) Commanders of divisions of the battleship and scout forces and of squadrons or flotillas of all other forces shall make to their force commander such other suggestions and reports concerning the efficiency, discipline, and conditions of the ships under their commands as they may deem important, and the force commander shall forward them when necessary to the commander in chief with such comments as he may deem advisable.

Reports to force commanders.

766.

Drills ashore
and afloat.

The commander of a division of the battleship force or of the scout force, or the commander of a squadron or of a flotilla of any other force, shall not hesitate to request permission to conduct any individual or collective drills which in his opinion may be necessary to increase the efficiency of his command.

767.

Surveys,
boards, and summary
courts-martial.

(1) The commander of a division of the battleship force or of the scout force, or the commander of a squadron or of a flotilla of any other force shall order and act upon all medical and other surveys within the limits of his command, but reports of boards of medical survey shall be forwarded for the action of the commander in chief when present.

(2) He shall order all boards for the examination of petty officers for promotion required by regulations or by departmental order.

768.

Maneuvers and
signals.

(1) When the fleet is under way the commander of a force, squadron, flotilla, or division shall take such steps as may be necessary to see that his ships maintain their positions and obey promptly all orders issued by signal or otherwise. He shall, in fleet maneuvers, make signals to his force, squadron, flotilla, or division as required by the Battle Signal Book.

(2) He shall give special attention to the efficiency in signaling of the vessels under his command.

769.

If separated from the commander in chief by any unexpected occurrence, the commander of a division of the battleship force or of the scout force or the commander of a squadron or of a flotilla of any other force shall upon rejoining the flag submit a report of the cause of such separation and direct similar reports to be made by the commanding officers of the ships under him and forward them with his own. (Art. 839 (1).)

770.

Report on
board fleet flag-
ship.

(1) When the fleet or any part thereof enters port the force commanders shall, unless excused therefrom by signal, repair on board the flagship of the commander in chief or of the senior officer present and shall report to him the condition of the vessels under their command and the necessity for work thereon during the stay in port.

(2) Division commanders of the battleship or scout forces and squadron or flotilla commanders of other forces shall, as promptly as possible upon anchoring and unless excused therefrom by signal, repair on board the flagship of their force commander or of the senior officer present and shall report to him the condition of the vessels under their command and of the necessity for work thereon during the stay in that port.

(3) Each commanding officer of a vessel of the battleship and scout forces shall, as soon as possible upon anchoring and unless excused therefrom by signal, repair on board the flagship of his division commander and report to him the condition of the vessel under his command and the necessity for work thereon during the stay in that port. The commanding officers of all other vessels shall make similar visits and reports to their squadron or to their flotilla commanders.

SECTION 2.—DUTIES OF FORCE COMMANDER.

771.

(1) A force commander is charged, under the commander in chief, with the maintenance of discipline in the force. **Force commander charged with maintenance of discipline, drills, and administration.**

(2) He is responsible, under the direction of the commander in chief, for the drill, training, and efficient administration and operation of the force under his command. **Maintain force in efficient condition.**

(3) It is his duty to keep himself informed of the material condition of the vessels under his command and to maintain them in an efficient condition. **Correspondence.**

(4) Correspondence affecting the military efficiency of any vessel, extensive alterations or repairs, her readiness for service, her movements, or withdrawal from the fleet, shall be forwarded through the commander in chief; other correspondence relative to routine repairs, upkeep, and maintenance, minor alterations and overhaul, and everything necessary to maintain vessels in efficient condition, shall be conducted directly with the department and bureaus concerned, except when otherwise provided for in the Navy Regulations.

(5) The force commander shall keep the commander in chief advised of the conditions of his force and of its operations. **Keep commander in chief informed of condition of force.**

SECTION 3.—DUTIES OF SQUADRON COMMANDER.

SQUADRONS OF BATTLESHIP AND SCOUT FORCES.

772.

A squadron commander of the battleship force or of the scout force is not an administrative officer except when senior officer

present. Under the direction of his force commander he is responsible for the tactical control of his squadron as a part of the force to which it belongs.

SQUADRONS OR FLOTILLAS OF FORCES OTHER THAN BATTLESHIPS AND SCOUTS.

773.

- Responsible for discipline.** (1) Under the force commander the commander of one of these squadrons or flotillas is charged with the maintenance of discipline in his squadron or flotilla.
- Responsible for training, administration, and operation.** (2) He is responsible, under the direction of the force commander, for the drill, training, and efficient administration and operation of the squadron or flotilla under his command.
- Maintain division in efficient condition.** (3) It is his duty to keep himself informed of the material condition of the vessels under his command and to maintain them in an efficient condition.
- Correspondence.** (4) All correspondence with higher authority in relation to the squadron or flotilla shall be forwarded through the force commander, except when otherwise provided for in the Navy Regulations.
- Keep force commander advised of condition of command.** (5) The squadron or flotilla commander shall keep the force commander advised of the condition of his squadron or flotilla and of its operations.

SECTION 4.—DUTIES OF DIVISION COMMANDER.

DIVISIONS OF BATTLESHIP AND SCOUT FORCES.

774.

- Responsible for discipline.** (1) Under the force commander the commander of a division of the battleship force or of the scout force is charged with the maintenance of discipline in his division.
- Responsible for training, administration, and operation.** (2) He is responsible under the direction of the force commander for the drill, training, and efficient administration and operation of the division under his command.
- Maintain force in efficient condition.** (3) It is his duty to keep himself informed of the material condition of the vessels under his command and to maintain them in an efficient condition.
- Inspect vessels.** (4) He shall in person inspect the vessels of his command.
- Correspondence.** (5) All correspondence with higher authority in relation to the division shall be forwarded through the force commander, except when otherwise provided for in the Navy Regulations.

DIVISION OF FORCES OTHER THAN BATTLESHIPS AND SCOUTS.

775.

A commander of a division of other forces has in general no administrative duties except when senior officer present. If commanding a division of combatant ships he is responsible for the tactical control of his division as a part of the squadron or flotilla to which it belongs. In the case of the cruiser or the mine force or of the train, if circumstances demand, a division commander may have such administrative duties as the commander in chief shall judge necessary.

No administrative duties except when senior officer present or when ordered by commander in chief to assume them.

CHAPTER 20.

STAFF OF A FLAG OFFICER AFLOAT.

- Sec. 1.—Art. 785. Chief of staff to a commander in chief.
Sec. 2.—Art. 786. Staff of a commander in chief.
Sec. 3.—Art. 787. Enlisted men in the immediate service of a commander in chief.
Sec. 4.—Art. 788. Staff of a flag officer afloat not in chief command.

SECTION I.—CHIEF OF STAFF TO A COMMANDER IN CHIEF.

785.

(1) A chief of staff will be detailed to the staff of a commander in chief and may be detailed to the staff of a force or squadron commander. Detail and duties.

(2) The chief of staff to an admiral or vice admiral shall be a rear admiral or captain; the chief of staff to a rear admiral shall be a captain or commander.

(3) The chief of staff shall be subject to the orders of the commander in chief and to him only; the authority of the chief of staff is authority delegated by the commander in chief.

(4) The chief of staff will supervise and be responsible for the work of the various divisions of the staff. All officers of the staff are subject to the orders of the chief of staff in all matters pertaining to staff duty.

(5) The chief of staff may succeed the commander in chief under whom he is serving in the manner prescribed in article 1604.

(6) An assistant chief of staff shall be detailed to the staff of a commander in chief. He will assist the chief of staff in supervising the work of the staff.

SECTION II.—STAFF OF A COMMANDER IN CHIEF.

786.

(1) The staff of a commander in chief will be organized into an operations division and such other divisions as may be prescribed by the department or found necessary by the commander Organization and duties.

in chief for the proper administration and operation of the fleet during peace and war.

(2) The assistant chief of staff will be the chief of the operations division. The commander in chief will appoint the chiefs of the other divisions from among the officers ordered to duty on his staff.

(3) The chief of each division will supervise and be responsible for the work of his division.

(4) The divisions of the staff will be organized by the commander in chief and the officers assigned to duty on the staff will be distributed among them so as to administer and operate the fleet to best advantage.

(5) Members of the staff of a commander in chief shall be borne upon the books of the flagship and assigned to quarters as follows: (a) The chief of staff to cabin accommodations after the commanding officer of the flagship; (b) other officers when of or above the grade of commander to cabin quarters, if practicable; (c) when below the grade of commander to the wardroom. All awards of wardroom accommodations to members of the staff will be in accordance with rank after the executive officer, the heads of departments, and the commanding officer of the marine detachment of the flagship.

(6) In all matters of general discipline the members of the staff shall be subject to the internal regulations and the routine of the flagship, as though they were a part of her complement.

(7) The communication force of a flagship shall be under the sole direction of the staff while employed on communication duty.

(8) When the chief of staff is not in command of the flagship he shall mess with the commander in chief; other members of the staff may do so at the discretion of the commander in chief.

(9) In addition to the officers assigned to duty in the various divisions of the staff personal aids will be assigned to duty on the staff as necessary.

(10) A commander in chief ordered to command of a fleet will recommend to the department the composition of his proposed staff.

SECTION III.—ENLISTED MEN IN THE IMMEDIATE SERVICE OF A COMMANDER IN CHIEF.

787.

Status of enlisted men.

(1) All enlisted men assigned to special duty in the immediate service of a flag officer afloat, including handmen and boats' crews, shall be considered as a part of the crew of the ship, but shall not be assigned to any ship duties except by prior consent of the flag officer. So far as their duties for the flag officer are concerned, they shall be under the supervision of the staff.

(2) The yeoman, printers, and servants assigned to duty in the special service of a flag officer afloat shall, subject to the approval of such flag officer, be assigned stations at all general drills and exercises and at quarters, but such men shall not be called upon to attend such drills and exercises or muster without the prior consent of such flag officer. Other enlisted men assigned to special duty in the immediate service of such flag officer, including boats' crews and handsmen, shall be assigned regular stations at quarters, drills, and exercises, and shall attend musters, drills, and exercises when such attendance does not interfere with the performance of their special duties under the flag officer; when they are to be excused from such ship's duties, the staff shall so inform the commanding officer of the ship in advance.

SECTION IV.—STAFF OF A FLAG OFFICER AFLOAT NOT IN CHIEF
COMMAND.

788.

The staff of a flag officer not in chief command will consist of a flag lieutenant and a flag secretary, to be nominated by the flag officer on whose vessel they are to serve, and of such aids and additional officers as the Navy Department may detail. The organization and duties of the staff of a flag officer not in chief command will correspond as far as practicable to the organization herein described for a commander in chief.

Composition.

CHAPTER 21.

SENIOR OFFICER PRESENT.

Sec. 1.—Art. 798-809. General duties.

SECTION 1.—GENERAL DUTIES.

798.

When two or more ships meet in port or at sea, the chief command during the time the ships are within signal distance of each other shall be exercised as laid down in article 150. Command when two or more ships meet.

799.

When ships meet in port, the junior commanding officer of one or more ships shall, if circumstances permit, call upon the senior commanding officer of one or more ships, show all the orders not secret under which he is acting, and inform him of the condition of his command. For the time being he shall consider himself subject to the authority of such senior. Junior to show orders.

800.

A junior in command must, when meeting a senior, either at sea or in port, obtain permission by signal or otherwise to continue on his course, to anchor or get under way, to communicate with the shore, or to perform any evolution or act of importance which would require the permission of his commander in chief, if the latter were present. To obtain permission of the senior to perform evolutions, etc.

801.

(1) The senior officer present shall not, in the absence of special instructions, take advantage of his superior rank to detain or divert from their destination the whole or any part of any forces which he may fall in with. His authority to do so, however, must be recognized without question and should the public interests imperatively demand it, he may employ temporarily the When the senior officer may divert or detain forces not under his immediate command.

ships which he meets. If the commanding officers of these ships have special instructions which forbid their being diverted from their course, they must inform the senior officer present, in order that he may give such instructions due consideration.

(2) As soon as the cooperation of these ships ceases to be imperative, he shall order them to continue the service on which they were engaged when he met them, unless circumstances in the meantime render this inexpedient.

(3) He shall limit the exercise of command over training ships and other special service ships to such general matters of naval routine, discipline, and official intercourse as shall not interfere with the special service upon which they are employed.

802.

The senior officer present shall discharge the duties of a commander in chief, as laid down in these regulations, in articles 683, 685, 686, 687, 703 to 716, inclusive, and 717 to 727, inclusive, and authority for that purpose is hereby conferred upon him.

803.

Identification
of ships meeting.

(1) When two or more ships meet they shall hoist their ensigns and the signals establishing their identities (ships attached to the same fleet shall use their distinguishing pennants in identifying themselves to one another), except that, if two or more of them are in company under the permanent or temporary command of a flag officer or senior officer present, only the flagship of such flag officer or the ship of such senior officer present shall hoist her identification signal.

(2) When two or more ships meet and there is doubt as to what commanding officer is the senior officer present the fact shall be ascertained by signal.

804.

Collision.

In the event of a collision he shall proceed as provided in Naval Courts and Boards.

805.

Reports to the
officer in chief
command.

The senior officer present shall make to the officer in chief command a detailed report of any important circumstances in connection with, or duty performed by, the forces under him, requiring from his subordinates such reports as may be necessary.

806.

To require ex-
ercise in commu-
nications.

When two or more ships are together the senior officer present shall have frequent exercises in day and night communications.

807.

The senior officer present shall discharge the duties of a commander in chief as laid down in articles 684, 695, 697, 699(1), 703, 706 to 711, 714 to 716, 717 to 727, 731(2), 733, 734, 737, 739, 743, 745, and authority for that purpose is hereby conferred upon him.

Duties of flag officer discharged by senior officer.

808.

The senior officer present shall, as far as practicable, conduct business coming under his jurisdiction through the duly authorized force or other subordinate commanders or senior force officers present of the fleet or other command to which ships present may belong.

Business, how conducted.

809.

There shall be maintained at each navy yard and naval station a "Portfolio of senior officer present afloat," in which shall be contained the originals or certified copies of all orders or instructions received or issued by the senior officer present afloat. This portfolio shall be transferred to and kept in the custody of the senior officer present afloat or, if there be no such officer, in the custody of the commandant.

Portfolio of senior officer present afloat.

CHAPTER 22.

COMMANDING OFFICER OF A SHIP.

- Sec. 1.—Art. 819. Commanding officer of a ship and the succession to command.
- Sec. 2.—Art. 820-828. Assuming command and fitting out.
- Sec. 3.—Art. 829-834. Organization.
- Sec. 4.—Art. 835-868. General duties.
- Sec. 5.—Art. 869-875. Duties in time of war.
- Sec. 6.—Art. 876-879. Intercourse with foreigners.
- Sec. 7.—Art. 880-889. Navigation.
- Sec. 8.—Art. 890-899. Supplies and repairs.
- Sec. 9.—Art. 900-921. Personnel.

SECTION 1.—COMMANDING OFFICER OF A SHIP AND THE SUCCESSION TO COMMAND.

819.

(1) Should the officer regularly ordered to command a ship be absent, disabled, relieved from duty, or detached without relief the command shall devolve upon the line officer next in rank regularly attached to and on board the ship, until relieved by competent authority or the regular commanding officer returns. ^{Succession to command.}

(2) An officer succeeding temporarily to command has the same authority and responsibility as the regular commanding officer, but he shall make no change in the existing general orders, organization, or other permanent dispositions, and shall endeavor to have the routine and other affairs of the ship carried on the same as usual. See also article 25.

SECTION 2.—ASSUMING COMMAND AND FITTING OUT.

820.

(1) An officer who has been ordered to the command of a ship not yet in commission shall at once make a thorough personal examination of her and inform himself as to her condition and state of preparation for service; if she be at a navy yard, shall ^{When ordered to a ship not in commission.}

apply to the commandant 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 she be elsewhere than at a navy yard, he shall obtain this information in such manner as may be practicable.

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

Reports of condition of ship.

(3) If at a navy yard, he shall make frequent verbal reports of the condition of the ship to the commandant, and on the last day of each week he shall make a written report, in which he shall state all of her deficiencies of matériel and personnel.

(4) He shall, if the ship be at a navy yard, 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 such suggestions concerning the preparation as he considers essential or important to her efficiency.

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

821.

Going into commission.

When the ship is to be placed in commission, she shall be formally transferred by the commandant, 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, including a guard and music, shall be assembled and properly distributed on the quarter-deck. When ready the commandant or his representative shall cause the national ensign and the proper insignia of command to be hoisted in accordance with articles 321 and 333 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, and cause a watch to be set.

822.

Responsible for discipline.

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

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

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

823.

(1) If, 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 afford all the information possible that will be of service in the administration and command of the ship.

Assuming command of a ship in commission.

(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 laid down in article 822; otherwise he shall hold the inspection provided for in article 824 and report as therein directed.

824.

(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 battle stations, fire quarters, collision quarters, and mustered at stations for 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 is to be drawn up and, if satisfactory, signed by the officer succeeding 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 is to be forwarded to the Chief of Naval Operations, one to the commander in chief of the station, and one shall be retained by each of the officers between whom the transfer of command takes place.

An officer relieving another of command.

(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 order was received. He shall also deliver to him 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 crew, as may be of service to his successor. He shall deliver the signal books, intelligence outfit, and the keys to all

Correspondence, keys, signal books, etc.

confidential signals 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, ensigns' journals, expenditure books, reports of fitness of officers, and all other papers requiring his approval, up to the date of his relief.

Turning over
command.

(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 read his orders of command and assume charge.

Status of cap-
tain relieved.

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

825.

When supplied
with an inferior
crew.

If, when the crew is received on board after a ship has been commissioned, the commanding officer believes that any members thereof are physically incompetent to perform properly the duties of their ratings, or are otherwise undesirable, he shall so report in writing to the commandant of the naval district and request a survey or other appropriate action upon them. (Art. 1142.)

826.

To verify de-
scriptions.

After going into commission, and as soon as practicable after the receipt of the crew on board, the commanding officer shall take the necessary steps to verify the service records and descriptive lists of the crew. The executive officer, with the medical and supply officers, shall constitute a board for that purpose; the board shall correct all errors found in the description of the men, also errors in dates and spelling, and shall note those who appear physically defective; a list of these corrections shall be submitted to the commanding officer for his approval. Copies of the corrections made shall be transmitted by the commanding officer to the Bureau of Navigation. The same precautions shall be observed whenever men are received on board.

827.

Defects in
equipment.

(1) The commanding officer of a ship newly placed in commission, both before and after commissioning, shall pay particular attention to the equipment of the ship and endeavor to discover

if there are any defects in her outfit and stores, including machinery, boilers, pumps, water-tight doors, valves and cocks, access to bottoms and bilges, ventilation, fire-extinguishing and distilling 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, including boat guns and their fittings and hoisting apparatus, are efficient; Machinery,
boats.

(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, and if not remedied in a reasonable time, to the Chief of Naval Operations, Report of de-
fects.

(5) Before leaving the navy yard the commanding officer shall require the supply officer of the ship to report to him in writing if all the stores as laid down in the allowance books have been received, and what defects or deficiencies, if any, exist in the matériel or personnel under his immediate supervision. He shall then report to the Chief of Naval Operations the condition of the ship, her outfit, and equipment.

828.

When the command of a ship in commission and acting singly is changed, the officer relieved shall make a report to the Secretary of the Navy on the date of his detachment in accordance with so much of article 699 (4) as may be applicable to his late command; if in command of a vessel attached to a fleet, he shall furnish the commander in chief with the data necessary for him to make the required report complete as far as the vessel is concerned. Data for an-
nual report.

SECTION 3.—ORGANIZATION.

829.

The organization of ships of the Navy shall be governed by naval laws, regulations, and orders from superior authority; all rules and routine orders of the commanding officer shall be in accordance with the same. Police and
other regula-
tions.

830.

The Articles for the Government of the Navy shall be read aloud to the officers and crew, at quarters if practicable, once in every month and a copy of them shall be kept posted at all times General orders
and Articles for
Government of
Navy.

in a conspicuous place accessible to the crew. All general orders issued by the Secretary of the Navy or the commander in chief which may in any degree affect the crew shall be read to the officers and crew by an officer, under the direction of the commanding officer, at the first quarters after their receipt and the fact entered in the log book. Court-martial orders and other official matter of like tenor shall be read in the same manner or placed on bulletin boards or other conspicuous places where they can be read by officers and crew. Copies of all orders concerning the daily routine and police regulations and of routine orders concerning the ship's company shall be kept posted in a conspicuous position accessible to the crew.

831.

The orders to be issued through the executive.

The commanding officer shall issue all general orders relative to the duties of the ship through the executive officer and shall keep him informed of his own methods of performing duty in other respects, in order that in his absence this officer may exercise command intelligently and in accordance with his wishes.

832.

Crew stationed and exercised before sailing.

(1) The ship shall not sail from a port in the United States until the crew has been watched, quartered, and stationed, and also exercised at all important stations.

(2) If the vessel be newly commissioned the commanding officer shall take the first opportunity after leaving the navy yard to determine her tactical qualities and periods of rolling and pitching.

833.

Determination of tactical qualities.

Newly commissioned ships shall conduct trials during their shaking-down cruise in accordance with the department's current instructions for turning trials and obtaining tactical, maneuvering, and periods of rolling and pitching.

834.

To superintend evolutions and exercises.

The commanding officer shall superintend all important evolutions, exercises, and inspections.

SECTION 4.—GENERAL DUTIES.

835.

A commanding officer always responsible for his acts.

A commanding officer who departs from his orders or instructions under any circumstances, or takes official action at the

request of any person, must do so upon his own responsibility and immediately report the circumstances to the officer from whom he received his orders and instructions.

836.

The commanding officer shall keep a night order book in which shall be entered the course and any necessary special precautions concerning the speed and navigation of the ship and all orders given to the officer of the deck for the night. This book shall be preserved as a part of the official records of the ship and turned in at the end of the cruise. Night order book.

837.

The commanding officer shall not, when in a fleet or squadron, perform any independent evolution without orders from the commander in chief, division commander, or other officer in direct authority over him, except to avoid a collision or danger. No independent movements.

838.

If, when in a fleet, squadron, or division, the commanding officer finds that the course directed is leading the ship under his command or any other, into danger, he shall promptly give notice to the commander in chief, division commander, or other officer in direct authority over him, and to the ship endangered. Notice of danger.

839.

(1) If a ship is separated from the command to which she belongs, her commanding officer must explain the cause of such separation to his immediate superior, and also to the commander in chief. (Art. 769.) If separated.

(2) If a ship enters a port not designated nor permitted by the instructions, her commanding officer shall report to his immediate superior the cause for so doing and the delay necessary. Entering port not designated.

840.

The commanding officer shall report to the commander in chief, immediately after its occurrence, every instance when the ship under his command touches the ground, has a collision, a fire on board, any serious accident to hull, spars, machinery, or boilers, or other important events of like nature; he shall forward with the report a statement of all the circumstances attending the accident. Reports in case of damage to ship.

841.

Loss of the ship.

(1) In case of the loss of the ship, her commanding officer shall remain by her with officers and crew as long as necessary and save as much Government property as possible. Every reasonable effort shall be made to save the log book, muster roll, accounts of officers and crew, and other valuable papers.

The captain last to leave.

(2) If it becomes necessary to abandon the ship, he should be the last person to leave her.

(3) He shall make a report of the circumstances to the Secretary of the Navy as soon as possible, and if wrecked within the United States shall repair to the nearest naval station with the crew of the ship.

Crew and property saved, how disposed of.

(4) He shall, if in a foreign country, lose no time, after making all efforts to save property, in returning with the officers and crew to the fleet or squadron to which they belong or, if acting singly, to the United States. He shall take steps for the preservation of the Government property saved, until it shall be disposed of in such manner as the department may direct.

842.

Expeditions sent from a ship.

On occasions of sending a boat or other expedition away from the ship on important duty, when it is to proceed beyond signal distance, the commanding officer of the ship shall give written orders to the officer in command of the boat or expedition.

843.

Care of crew.

The commanding officer of a ship shall use all proper means to preserve the health of the crew, and shall from time to time consult with the medical officer of the ship in regard to sanitary measures to be adopted for that end. (Art. 741.)

844.

Customs examinations.

(1) The commanding officer of a ship shall facilitate any examination which it may be the duty of a customs officer of the United States to make on board of the ship under his command.

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

845.

Search never to be permitted.

The commanding officer shall not permit any ship of the Navy under his command to be searched by any person representing a foreign state, nor any of the officers or crew to be taken out of her, so long as he has the power to resist. If force is used it must be repelled.

846.

(1) In ports where war or insurrection exists or threatens, the commanding officer of a ship shall always require the boats away from the ship to have some competent person in charge, and shall see that the proper steps are taken to make their national character evident at all times. Man-of-war
boats.

(2) The boats of a ship of war will be regarded, in all matters concerning the rights, privileges, and comity of nations, as parts of the ship herself.

847.

(1) The commanding officer of a ship shall not perform a marriage ceremony on board; nor shall he permit one to be performed when the ship is outside of the territory of the United States, except in accordance with the local laws and laws of the State, Territory, or district in which the parties are domiciled, and in presence of a diplomatic or consular official of the United States, who has consented to issue the certificates and make the returns required by the consular regulations. Marriages on
board.

(2) He shall report to the Secretary of the Navy all marriages occurring on board.

848.

The commanding officer of a ship is not required to perform the duties of a supply officer. (Sec. 1432, R. S.) Not required to
act as supply off-
icer.

849.

Whenever an officer in charge of a department is ordered detached from a ship during a cruise, the commanding officer shall require the officer so ordered to make a thorough inspection of the material of the department in company with his relief, and, upon the completion thereof, to submit jointly with his relief a report on the condition of the parts of the ship, machinery, and equipment of the department, with particular reference to any defects or deficiencies discovered. In the event of any disagreement between the officers as to the conditions discovered, the commanding officer shall take appropriate steps to ascertain the actual conditions, and, if necessary, the responsibility therefor. He shall forward the report to the Secretary of the Navy. Should lack of time or other circumstances prevent the two officers making the inspection in company, the incoming head of department shall be required to make the inspection and report as soon as possible after taking charge. Officer detach-
ed during cruise.

850.

The commanding officer shall see that the officers and crew are instructed in the safety orders and all requirements regarding the care, stowage, handling, and examination of explosives, in- Safety orders.

flammables, and fuels as laid down in the Navy Regulations and the bureau manuals. He shall be responsible that all the proper, necessary, and prescribed precautions are taken relative to the care, stowage, handling, and inspection of explosives, inflammables, and fuels on board ship.

851.

Issuance of additional safety orders.

(1) Conditions not covered by safety instructions included in the Navy Regulations or in the Bureau of Ordnance Manual may arise which, in the opinion of the commanding officer, may render firing unsafe. Nothing in these safety instructions 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.

(2) Before the firing of any gun, other than for saluting, the recoil cylinders shall be inspected and filled in the presence of the gunnery and division officers, and a report thereof made to the commanding officer.

853.

Keys to compartments containing explosives and their custody.

(1) A commanding officer about to be relieved shall deliver to his successor the keys for all spaces and receptacles used for the storage of projectiles and explosives, also the keys to the entire flooding system used in connection with ordnance.

(2) The commanding officer shall be the custodian of the keys to all spaces and receptacles containing projectiles and explosives.

(3) He shall be the custodian of the keys to all flood cocks, and shall take the necessary steps to insure that the flooding and sprinkling testing caps and plugs are kept locked except when actually in use for testing, and that they are never left attached to the flooding or sprinkling systems at the conclusion of the tests.

(4) Spaces containing explosives will not be opened without the knowledge and consent of the commanding officer.

(5) When practicable an officer should obtain the keys for spaces containing explosives, and for flooding and sprinkling systems, from the commanding officer, and be present when such spaces are open, explosives being handled, or flooding systems tested. Keys should be returned to the commanding officer, when exercises or inspections are completed, by the officer who obtained them.

854.

Ordnance material, ship going out of commission.

(1) The commanding officer of a vessel ordered out of commission at a navy yard shall not deliver the orders of detachment to officers assigned to duty in connection with any part of the ordnance equipage or supplies until the vessel's battery, torpedo

installation, fire-control installation, mine equipment, and all other ordnance equipment and office records have been inspected by a special board, composed of a representative of the commandant of the navy yard, the gunnery officer of the vessel, and, when the Chief of the Bureau of Ordnance considers it necessary, an additional officer from the Bureau of Ordnance.

(2) The report of this board shall be in quadruplicate and without estimates. The original shall be sent to the Bureau of Ordnance for file; one copy shall be for the files of the commandant, and one copy for the files of each of the divisions of the manufacturing department, for the information of the boards of survey and estimate in matters under the cognizance of the Bureau of Ordnance.

855.

The commanding officer shall designate the number of rockets, and amount of powder to be kept in readiness for signal purposes; also the number of rounds of ammunition to be kept ready for possible contact with an enemy, and for saluting purposes.

Ready signal
ammunition.

856.

(1) When at sea no gun or air ports shall be opened without the knowledge and consent of the commanding officer, and they shall always be opened and closed by men specially appointed for that duty. Those on the lower decks shall be closed at sunset unless special authority is granted to keep them open after that time; and a report shall invariably be made to the officer of the deck when a port is opened or closed at sea.

Open ports at
sea.

(2) Neither gun nor air ports shall be opened when there is any probability that water will enter to a dangerous extent.

857.

(1) Commanding officers shall see that the utmost secrecy is observed in connection with all fire-control material in so far as persons not connected with the Naval Service are concerned. To this end it is directed that—

Fire control
to be kept se-
cret.

- (a) Blue prints, textbooks, or descriptive matter relating to fire control be not shown, loaned, or quoted to persons not connected with the United States Naval Service.
- (b) Systems used for training the personnel in fire control and spotting or the system used during the practice or in battle be not explained to persons not connected with the United States Naval Service.
- (c) Instruments used in connection with fire control be not explained, loaned, demonstrated, or stripped for copying for the benefit of any person not connected with the United States Naval Service.

(2) These restrictions also apply to representatives of companies having contracts for fire-control material. Authority will be granted by the Chief of the Bureau of Ordnance to waive the restrictions in individual cases when it is considered desirable or necessary to do so.

858.

Matériel readiness.

(1) The commanding officer of each ship in commission shall use every effort to keep the matériel of the ship in readiness for war service at all times. He shall on the first day of each quarter report in writing to the Chief of Naval Operations the state of matériel readiness of the ship for active war service. Should the state of readiness change during the quarter it will at once be made the subject of a special report to the Chief of Naval Operations, and if the changes in the state of readiness require repairs or alterations, he will submit a request for such repairs and alterations in the manner prescribed in article 1969 (2).

(2) A ship leaving a navy yard after an overhaul should be in such matériel condition that there will be no doubt of her ability to maintain her position in the fleet under war conditions. Commanding officers, cooperating with the yard authorities as provided for in article 1536, will use every effort to have the ship in such condition when leaving a yard, and upon leaving will report to the Chief of Naval Operations that the ship is in all respects ready for war service, or if not ready, will report the defects and the reasons for their not having been remedied.

859.

Telegraph movements of ship.

When a ship is acting singly her commanding officer shall, by direct telegraph, keep the department advised of her movements. (Arts. 350, 2028, 2046.)

860.

Bill of health.

Before proceeding to sea the commanding officer shall require the medical officer to procure a bill of health in all cases in which it may be necessary or advisable.

861.

Passengers.

(1) He shall permit passengers on board only under the following conditions:

(a) When in the waters of the United States, upon the permission of the Secretary of the Navy or upon the order of a superior officer.

(b) When in foreign waters, upon the written permission of the commander in chief or of the senior officer present; or, if alone, in accordance with article 695.

(2) He shall not permit a passenger to interfere in the management of the ship in any way, except as provided in article 174.

(3) The names of all passengers and the dates of arrival on board and departure shall be entered in the log book and reported to the Bureau of Navigation.

(4) Before proceeding to sea he shall satisfy himself that there are no unauthorized persons on board.

862.

(1) Commanding officers of vessels of the battleship and scout forces shall forward directly to the commander of the division to which their vessel is assigned and commanding officers of all other vessels to the commander of the squadron or flotilla, unless otherwise directed by him, all routine reports concerning the organization, administration, duties, and discipline of the ship in accordance with the administrative flow of command as stated in 655. (Art. 2042.)

Routine reports.

(2) He shall report in detail, as soon as discovered, any defect in the ship, its armament, or equipment, which lessens its efficiency.

Report defects.

(3) Every effort shall be made to guard against the loss of torpedoes, and an ample number of boats shall be in attendance when engaged in torpedo practice. When a torpedo sinks, the spot shall be buoyed at once, and, if the depth of water and other circumstances permit, a diver shall be sent down as promptly as possible. Whenever a vessel fails to recover a torpedo, the commanding officer of such vessel shall report fully to the commander in chief or force commander (through the division commander) the methods and periods of search. In the case of a lost torpedo, a board of survey shall be convened which shall determine the cause and responsibility for the loss. The report of the board of survey shall be forwarded to the commander in chief, or force commander, by the officer ordering such survey, who shall indicate thereon his action.

Lost torpedo.

863.

(1) Commanding officers are authorized to offer and pay a sum not exceeding \$20 for the recovery of a lost torpedo or paravane or when a torpedo or paravane has not been recovered within a reasonable period and its recovery appears doubtful. On approval of the senior officer present the amount may be increased to \$50 if attendant circumstances justify the payment of this amount.

Reward, lost torpedoes and paravanes.

(2) Rewards will be paid on requisitions for services and chargeable to the current appropriation "Ordnance and ordnance stores," or "Construction and repair," as the case may be.

(3) In special cases where the commanding officer or senior officer present may consider an amount in excess of \$50 to be just and reasonable for exceptional service in the recovery of a torpedo or paravane, he may recommend payment of a sum in excess of the above specified amount, which recommendation in the case of torpedoes should be referred for approval to the Chief of the Bureau of Ordnance, or in the case of paravanes to the Chief of the Bureau of Construction and Repair before payment is made.

(4) In all cases of payment of above rewards, a report of the attending circumstances will be forwarded to the Bureau of Ordnance or the Bureau of Construction and Repair as the case may be.

864.

Reports to the
officer in chief
command.

When acting singly the commanding officer shall report as required by articles 712, 805, 874 (3), 874 (8).

865.

Loss of service
records.

The commanding officer shall cause each officer of division to report to him the loss of clothing and bedding sustained by the crew on occasion of the loss or capture of the ship. These reports, carefully drawn up in a uniform manner and duly signed by each officer of division and by himself, shall be forwarded to the Chief of the Bureau of Navigation.

866.

Inspection act-
ing singly.

When not attached to a fleet or squadron, the commanding officer of a ship shall inspect the ship under his command in accordance with articles 689 and 690.

867.

Customs Inspec-
tions of naval
ships and Army
transports.

(1) When any ship under the control of the Navy Department arrives within the territory of the United States, after having visited a foreign port or ports, the commanding officer thereof or, in the case of a number of ships in company, the senior officer present, shall inform the collector of such United States port of the arrival of said ship or ships, and shall hold such ship or ships subject to such custom inspection as the collector of the port shall be directed to make by the Treasury Department. Commanding officers shall see that no dutiable articles are landed until after such action has been taken by the collector of the port. If the first port visited be not a port of entry, the provisions of this order shall be complied with at the first port of entry visited thereafter.

(2) The commanding officer of each such ship shall cause each person on board who has purchased or otherwise acquired articles abroad which he intends to land from the ship to furnish a list of such articles and the prices paid therefor, separately stating articles of wearing apparel and similar personal effects intended for their personal use and articles intended for others. All such articles shall be conveniently packed, ready for examination by the customs officials upon arrival.

List of dutiable articles.

(3) The Secretary of the Treasury has instructed the customs officers to examine and appraise such articles and to collect the duties accruing thereon, after allowing the one hundred dollars exemption upon wearing apparel and similar personal effects intended for personal use. No customs examination of baggage other than that so listed and presented for examination will be made.

Inspection, how made.

(4) The provisions of this article shall not be construed to delay the movements of any naval vessel engaged in the performance of her duty.

Not to effect ship movements.

(5) By agreement with the Treasury Department this procedure has been extended to officers and enlisted men returning upon Army transports but excluding Red Cross, Young Men's Christian Association, and other workers who may travel on Army transports. Commanding officers should take every measure to see that the provisions of this article are strictly complied with, since failure to do so involves the good faith of this department in abiding by its agreement with the Treasury Department on this subject. Strict compliance with the provisions of this article will greatly facilitate the examination of baggage of returning officers and men.

To whom applicable.

868.

(1) The commanding officer shall see that, pursuant to changes in the detail of officers, there is always an officer in charge of every department by detailing one, and that the regulations for turning over property when officers are transferred are strictly complied with. If in command of a ship in reserve, he shall exercise particular care to prevent the deterioration of her equipment in any manner. (Arts. 1228 and 1392.)

Detailing officers as heads of departments.

(2) Dealers, agents of dealers, and tradesmen generally will not be permitted on board of vessels of the Navy, except as hereinafter specified.

(3) Dealers and agents of dealers may be permitted on board naval vessels when wanted for the purpose of expediting public business. Others having specific business may be permitted on board at the discretion of the commanding officer.

(4) Bumboating will not be allowed on board or alongside of naval vessels; and, with the exception of daily newspapers, all sales made on vessels of the Navy must be made through the ship's store, except that the crews of vessels which do not carry pay officers may purchase fresh fruit and vegetables (and these articles only) from boats.

(5) When vessels of the Navy intend to enter or leave the waters of a naval district, the senior naval officer shall inform the naval district commandant by dispatch of the probable time of the arrival or departure of the vessels or vessel, giving the names or organization.

(6) The naval district commandant shall transmit this information promptly to the commander of any coast defenses of that district within range of which the vessels will pass.

SECTION 5.—DUTIES IN TIME OF WAR.

869.

In time of war. The commanding officer of a ship shall consider the provisions of article 704 as applicable to himself in reference to this section.

870.

Station in battle. The station of the commanding officer of a ship in battle shall be such as will enable him to fight the ship to the best advantage.

871.

When pacific relations are doubtful. If the commanding officer of a ship entertain any doubts in regard to the pacific relations of the United States with any foreign State, he shall be vigilant in watching the movements and acts of possible enemies, in order to prevent being surprised or taken at a disadvantage.

872.

When an engagement is possible. (1) The commanding officer of a ship shall, when in presence of an enemy, or upon approaching a strange ship or on being approached by one, have the crew at quarters and the ship ready for battle.

(2) When in company with an enemy for a considerable length of time, as when both are at anchor in a neutral port, the officers and crew shall be kept on board and the ship and personnel at all times, day and night, in readiness for action at a moment's notice.

873.

Communicating important information. The commanding officer of a ship shall, if possible, before going into action, communicate to his officers his plans for battle and

such other information as will be of service to them should they succeed to the command of the ship.

874.

(1) Immediately after a battle he shall repair damages as far as possible, and use every effort to prepare the ship for further service in action. He shall transmit to his superior in command a list of killed and wounded, and of ammunition, personnel, or material necessary for immediate service.

To prepare for further service immediately after battle.

(2) He shall not, without permission, retire from battle to assist a disabled ship, or to take possession of a captured one.

Shall not retire from battle.

(3) When an enemy's ship strikes her flag in battle he shall continue the action with other ships of the enemy, but shall take possession of the surrendered ship as soon as practicable.

When an enemy's ship strikes her flag.

(4) On taking possession of a prize, he shall adopt such measures as may be necessary to prevent her from being recaptured. He shall remove such of the officers and crew as may be necessary, and take great care to preserve the log, all journals, signal books and signals, orders, instructions, letters, ship's papers, and any other documents of importance or bearing upon the validity of the capture.

Taking possession of a captured vessel.

(5) He shall take care that all prisoners of war are treated with humanity; that their personal property is preserved and protected; that they are allowed the use of such of their effects as may be necessary for their health; and that they are supplied with rations properly cooked. He shall, however, have them properly guarded and deprived of all means of escape or revolt.

Prisoners of war.

(6) After a battle he shall make full report thereof as prescribed in article 712. These reports must be accurate and explicit and contain all important details; the movements of ships should be illustrated; the force and direction of the wind and the state of the sea given; the bearing, distance, and outlines of the land, if any is in sight, stated; and the efficiency of the ship and all munitions of war carefully noted.

Reports after a battle.

875.

When acting singly, the commanding officer of a ship shall carry out the instructions prescribed in section 2, chapter 18, of these regulations for a commander in chief, as far as they may be applicable.

General duties.

SECTION 6.—INTERCOURSE WITH FOREIGNERS.

876.

The commanding officer of a ship shall carefully note and conform to the instructions laid down in section 3, chapter 18, of these regulations.

General duties in relation to foreigners.

877.

Assistance to foreign vessels. The commanding officer of a ship shall afford all assistance in his power to vessels of a foreign state at peace with the United States and to vessels of the United States.

878.

If refused assistance. If refused assistance by any foreign official, the commanding officer of a ship shall report the circumstances to the officer in chief command and to the Secretary of the Navy.

879.

Intelligence reports. The commanding officer shall require the officers of his command to cooperate with him in acquiring information for intelligence reports.

SECTION 7.—NAVIGATION.

880.

Draft of ship. (1) The commanding officer of a ship shall, immediately before leaving and as soon as practicable after entering port, require the navigating officer to ascertain the draft of the ship, forward and aft, and enter it in the log book.

Lookouts. (2) He shall always, when under way, and if necessary, when at anchor, have a lookout stationed aloft during the day. At night he shall have as many lookouts stationed as are necessary. He shall take steps to insure that lookouts are proficient in their duties.

Running and anchor lights. (3) He shall take special care that the lights required by law, to prevent collisions at sea and in port, are kept in order and burning during the night, unless it be necessary to extinguish them for war purposes or while exercising as though engaged in war. He shall require that there be kept at hand, convenient for use, means for relighting or replacing any such light as may be extinguished.

Precautions to prevent collisions. (4) He shall observe every precaution required by law to prevent collisions and other accidents on the high seas and inland waters.

Course steered. (5) Unless in company with a senior, he is responsible for the course steered, and he is always responsible for the safe conduct of the ship.

881.

Piloting. The commanding officer shall pilot the ship under his command under all ordinary circumstances, but may, in accordance with the provisions of article 1454, employ a pilot when necessary.

882.

When in the vicinity of the land, or upon approaching an anchorage of any kind, the commanding officer shall have the cables bent and the anchors ready for letting go. **Preparations for anchoring.**

883.

(1) When under way on soundings the commanding officer shall have casts of the lead taken frequently, if necessary, to verify the position. **When soundings shall be taken.**

(2) When going into or out of a port or approaching an anchorage, shoal, or rock, with or without a pilot on board, he shall keep the hand leads going and, if necessary in order to obtain correct soundings, reduce the speed.

884.

(1) The commanding officer shall select a safe place to anchor. After anchoring he shall have such bearings and angles taken and entered in the log book as will enable the exact position of the ship to be located on the chart. **Anchoring.**

(2) He shall, if the ship is anchored at a place not surveyed, and if practicable, have the depth of water and character of the bottom examined for at least three cables' length around the ship. The result shall be entered in the log book.

885.

The commanding officer shall keep himself informed of the error of the standard and steering compass and of the gyroscopic and radio compasses. **Compasses.**

886.

The commanding officer shall report to the Navy Department all important hydrographic or other information he may acquire concerning the navigation of ships. In case of temporary deficiencies in aids to navigation he shall forward a copy of his report directly to the nearest Lighthouse Inspector concerned. The addresses of Lighthouse Inspectors are in the Introduction to Light Lists. **Hydrographic information.**

Sailing directions.

887.

(1) The commanding officer shall carefully preserve all information that he may receive or be able to procure concerning the safe navigation of the ship. **Navigation information, preservation, procurement, and correction.**

(2) He shall require the sailing directions, light and beacon lists, and notices to mariners of the ship to be compared with

those of other ships of the Navy which he may meet, having later information on these subjects than his own, and any differences shall be noted.

(3) He shall, when there is any doubt about the safe navigation of routes he proposes to take, or ports he intends to visit, make every effort to obtain from any reliable source, foreign or otherwise, all possible information that will aid him.

888.

Surveys.

The commanding officer shall, when his duties and other circumstances permit, make a careful survey and construct a chart of any shoals, harbors, or dangers to navigation that he may discover or find to be inaccurately located. He shall forward them through the usual official channels, with all the original data and computations used in their construction, to the Hydrographic Office.

889.

Suspected dangers.

When passing in the vicinity of suspected dangers or where there are indications of shoal water or danger not on the chart, the commanding officer shall, unless there are good reasons to the contrary, make such search as the weather and other circumstances permit, forwarding to the Hydrographic Office the results, with a track chart showing the traverses made and soundings taken. In the event of no search being made, he shall report to the Hydrographic Office the result of his observations and his reasons for the omission.

SECTION 8.—SUPPLIES AND REPAIRS.

890.

Economy in expenditure.

The commanding officer shall regard himself as responsible for the economical maintenance of his ship, and shall require from all under his command a rigid compliance with the regulations in relation to the receipt and expenditure of public money or stores.

891.

Not to interfere with duty of commandant.

The commanding officer shall exercise no control over the officers or mechanics of a navy yard or station where the ship under his command may be moored, unless by the permission or direction of the commandant, except in matters coming under the police regulations of the ship. (Arts. 1502 and 2042.)

892.

Repairs by ship's mechanics.

(1) The commanding officer shall, as far as possible and when in accordance with the interests of the Government, cause all

repairs to the hull, machinery, spars, boats, and to all articles of equipment and outfit to be made by the ship's mechanics. This regulation is subject to the following provision of the act of August 22, 1912: "No enlisted men or seamen, not including commissioned and warrant officers, on battleships of the Navy, when such battleships are docked or laid up at any navy yard for repairs, shall be ordered or required to perform any duties except such as are or may be performed by the crew while at sea or in a foreign port. (Art. 1596.)"

(2) He shall regard as urgent all repairs necessary to insure efficiency, or to preserve the health of the personnel. He may request assistance from the senior officer present in making such repairs, both in labor and material, but the ship's own force must be utilized to the utmost.

893.

The commanding officer shall be governed by the provisions of article 736. Should he learn of inaccuracies in the property accounts of any officer of the ship charged with the care and custody of the property, he shall arrange the adjustment by survey or other method prescribed by these regulations. Disposing of supplies.

894.

(1) Before arriving in port the commanding officer shall cause the supply officer of the ship to submit to him requisitions for all supplies, prepared in accordance with articles 1395 to 1397, inclusive, and immediately upon arrival, shall take the necessary steps to procure needed supplies. He shall also submit to the commandant of the station or senior officer present reports of all repairs needed, requests for surveys, and all other papers requiring action. He shall call special attention to any article he may require that is in excess of allowance either in kind or quantity. Requisitions and other papers submitted to senior officer.

(2) Upon arrival in port he shall immediately prepare his ship for sea, unless otherwise ordered.

895.

When it becomes necessary to approve requisitions for supplies, repairs, or labor for the ship under his command, the commanding officer shall be governed by articles 733 and 737. Requisitions approved by himself.

896.

Except in emergency, the nature of which shall be reported, the commanding officer shall not land any spare spars, stores, or other articles belonging to the ship, at any port, without the written permission of the bureau concerned. Not to land spare articles.

897.

Allowance lists. (1) The commanding officer shall, after actual trial, report any deficiencies or excesses that may come to his notice, in the kind or quantity of articles in the allowance lists. He shall require from any of the officers of his command who find these books defective, specific written statements giving the particulars wherein they are so, and shall embody this information in his report. (Art. 1595 (13).)

Materials for preservation of ship. (2) He shall require that there be kept on hand, in accordance with the allowances of such materials prescribed by the allowance lists of the various bureaus, a sufficient quantity of cement, composition, and paint to prevent corrosion or other deterioration. Except as provided in article 1380, he shall require that the quantities issued to each department be used for the protection and preservation from corrosion of such parts of the ship, its machinery, and fittings as are under the cognizance of that department. Materials of this character supplied for the protection of machinery and fittings under the cognizance of bureaus other than the Bureau of Construction and Repair shall not be used for protection of bulkheads, bunkers, bilges, double bottoms, or other hull members or fittings wherever located.

898.

When any work done upon the ship under his command at a navy yard is deemed by him to be unsatisfactory in any particular, the commanding officer shall make a special, detailed, written report of the same to the Chief of Naval Operations, forwarding the original of such report through the commandant of the navy yard concerned, who shall cause to be indorsed thereon statements from the heads of divisions concerned, together with his own recommendation, and forward the same to the bureau or office concerned.

899.

He shall cause to be inspected all deliveries of provisions and ship's store stock made by contractors as required by article 1214 (1).

SECTION 9.—PERSONNEL.

900.

Persons who may be sent to the United States. (1) The commanding officer of a ship is authorized, when acting singly, to send to the United States the following:

(a) Persons whose term of service has expired or is about to expire.

(b) Persons who have been condemned by medical survey.

(c) Persons charged with a crime or offense for which they can not be tried on the spot by a court competent to adjudge a sufficient punishment, in which case necessary witnesses shall also be sent.

(2) He shall follow the instructions laid down in articles 742 and 743, when applicable to himself.

901.

The commanding officer shall carefully observe the instructions given in article 741. Service on unhealthy stations.

902.

(1) The commanding officer of a ship 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. (Art. 213.) Investigation of offenses.

(2) He shall have a record of punishments kept according to prescribed forms, including all minor punishments such as extra duty and deprivation of leave as well as confinement. Record of punishments.

903.

The commanding officer of a ship shall not, while on a foreign station, receive on board as prisoners seamen from merchant vessels, unless the witnesses necessary to substantiate the charges against them are also received, or adequate means adopted to insure the presence of such witnesses on the arrival of the prisoners at the place where they are to be handed over to the civil authorities. Merchant seamen not to be received on board as prisoners.

904.

The commanding officer of a ship shall, when on a foreign station, if three or more of the crew of a merchant vessel of the United States complain to him of the quality or quantity of the provisions or water served out to them, proceed in accordance with the Revised Statutes, section 4565. Complaints of merchant seamen.

905.

The commanding officer of a ship may, when on a foreign station, receive on board distressed seamen of the United States without reference to the established complement of the ship. They shall be entered as supernumeraries for rations and passage to the United States, provided they bind themselves to be amenable in all respects to the laws and regulations for the government of the Navy. Such persons, however, shall not be received or en- Distressed seamen.

tered upon the books of the ship without the authority of the senior officer present, and commanding officers shall keep the commander in chief fully informed of all transactions in regard to them.

906.

Not to exceed complement of the ship.

The commanding officer of a ship shall not exceed the number of men allowed by the complement of the ship in any rating, except to make up a deficiency in some superior rating, or by express authority of the Chief of the Bureau of Navigation or when on a foreign station, by authority of the commander in chief.

907.

To inspect recruits.

The commanding officer shall cause all recruits to be inspected and examined in accordance with the requirements of the enlistment forms previous to their enlistment.

908.

Deaths to be entered in log.

(1) The commanding officer shall cause to be entered in the log book the name and rank or rating of any person who may die on board, with a statement as to the exact time and cause of death.

Report of deaths.

(2) When death occurs while the ship is at a port within the continental United States, he shall report the same to the Chief of the Bureau of Navigation or the Major General Commandant of the Marine Corps, by despatch, giving the full name, rank or rating, and service number, date, and cause of death, stating whether or not the next of kind has been notified and what disposition has been made of the body. In such cases he shall also inform (by despatch) the nearest relative or legal representative of the deceased (unless living outside of continental United States) and request him to communicate by telegram with the Bureau of Medicine and Surgery, Navy Department, Washington, D. C., regarding disposition of the remains. If practicable, the body shall be transferred immediately to the nearest naval hospital or to the medical department of the nearest navy yard or station for embalming, preparation, and retention for such further disposition as may be directed by the Bureau of Medicine and Surgery. Otherwise the body shall be embalmed and retained on board until directions for disposition are received.

(3) When death occurs at sea or in a port outside the continental United States, he shall *not* notify the next of kin by despatch, but shall make report by despatch to the Chief of the Bureau of Navigation or the Major General Commandant of the Marine Corps, giving the full name, rank or rating, and service number, date and cause of death, name and address of the next of kin, and

request instructions for disposing of the body. Whenever practicable, the remains shall be embalmed and retained on board awaiting instructions from the Bureau of Medicine and Surgery, and burial shall *not* be made in a foreign port or at sea, in advance of receipt of such instructions, except when preservation or retention of the body is impossible.

(4) He shall, upon the death of any person on board the ship 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 packages of a convenient size and sealed with the seal of the ship. The commanding officer shall retain one copy of the inventory himself, and shall deliver the other to the supply officer, who shall also take charge of the effects for safe-keeping.

Effects of deceased persons.

(5) If any of the effects of a deceased person are perishable and deteriorating they shall be immediately sold at auction, the proceeds of which shall be disposed of in the same manner as other money found in his effects.

(6) All moneys, articles of value, papers, keepsakes, and other similar effects shall be forwarded to the legal representative or, in default of such, the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representative or of heirs at law, the moneys and articles mentioned and other similar effects shall be sent to the Chief of the Bureau of Navigation or to the Major General Commandant of the Marine Corps, as the case may be, for safe-keeping. Should the above-described property be unclaimed for a period of two years after the death of the owner thereof, all articles and effects so deposited shall be sold at auction to the highest bidder, and the proceeds of such sale, together with the moneys above mentioned, shall be deposited in the Treasury to the credit of the Navy pension fund.

Disposition of effects of deceased persons.

(7) If at any time during the two years such above-described property is in the custody of naval authorities the executor or legal representative of the deceased person shall apply for his effects, all shall be delivered to him.

(8) The commanding officer shall exercise his discretion in causing the effects of deceased enlisted men to be sold at auction at the mast, or retaining them for transmission to the heirs, relatives, or friends. In exercising this discretion he shall be governed by the wishes of the heirs, relatives, or friends, if possible to learn them before closing the accounts of the deceased.

(9) He shall cause the accounts of all deceased persons to be closed as soon as possible and forwarded to the Auditor for the Navy Department, together with the will, if any can be found. These accounts must be examined and approved by the commanding officer.

909.

Certificates of death, disability, and pension. The commanding officer shall sign the descriptive lists on all certificates of death, certificates of ordinary disability, and certificates of pensions.

910.

Effects of stragglers. of The commanding officer, when it is discovered that any person is a straggler, shall cause his effects to be collected and inventoried and placed in safe-keeping. These effects shall be sold at public auction when the man is declared a deserter, except that in the cases of men whose records are closed out by desertion due to absence from his ship when it is about to sail, effects shall not be sold until a reasonable time after the ship's arrival at the next port. The proceeds of the sale shall be credited on the deserter's account, either on board or, in the excepted case, at the deserters' roll.

911.

Effects of persons captured by an enemy. The effects of persons captured shall be collected, inventoried, and placed in the custody of the supply officer of the ship, subject to the orders of the owner or his representative; but the same discretion may be exercised by the commanding officer in reference to sale of the effects of captured enlisted men as in the case of enlisted men deceased.

912.

The instruction of officers. (1) The commanding officer of a ship shall require all officers of his command to embrace every opportunity to improve themselves in their profession and increase their knowledge.

(2) He shall give line officers, especially the senior ones, opportunity to gain experience in maneuvering the ship at sea.

(3) He may, when at sea, require any of the watch officers to determine and report to him the ship's position and the compass error.

(4) He shall require the line officers junior to watch officers to acquire a thorough knowledge of the machinery of the ship and to become proficient in the management, care, and preservation of its various parts.

(5) He shall require all line officers junior to watch officers to become skilled in navigation. Those doing line duty shall obtain and submit daily, at sea, the noon position by observation

and by dead reckoning, and the compass error on one heading, when practicable. They shall also take twilight observations when the weather is favorable.

(6) He shall require ensigns, not regular watch and division officers, to keep a journal containing observations of a professional nature and essays on professional subjects or descriptions of nautical and professional material which they may desire or may be directed to prepare. He shall examine these journals on the last day of every month and upon the day of relinquishing command and make such indorsement thereon as he may deem proper. He shall also require them to keep a navigation notebook, including a track chart of the cruise and daily positions of the ship.

(7) All junior line officers on board ships fitted with radio apparatus will be required and given every opportunity to become proficient in its use.

(8) On board battleships and armored cruisers in full commission and other vessels where there are more than four ensigns in the junior officers' mess, he shall appoint the navigator, the gunnery officer, or one of the senior watch officers to have general supervision of the junior officers, to act as their adviser and assist them to a proper understanding and performance of their duties. The officer so detailed must inform himself of the individual peculiarities, character, and disposition of the junior officers and of their special inclinations and capabilities for the different branches of their profession. He must endeavor to cultivate in them a seamanlike and military spirit, a proper sense of duty and honor, and careful observance of professional etiquette, so as to develop in them the well-rounded character of a naval officer. He shall not supervise other officers in the instruction of their juniors, but he will endeavor to have instruction so equalized as to make the practical training of each junior line officer well balanced and thorough. He will supervise the administration of the junior officers' mess and be a permanent member of the board for auditing its accounts.

913.

The commanding officer shall carry out the instructions in regard to the reports on the fitness of officers, as laid down in articles 137 and 138. These reports shall be forwarded directly to the Major General Commandant of the Marine Corps unless the approval or comment of a higher authority be required.

Reports on the
fitness of officers.

914.

The commanding officer shall make a special report to the Chief of the Bureau of Navigation of any petty officer who may show

Special reports
on petty officers.

marked ability for the position of chief petty officer, or for a rating higher than that in which serving; also of men and apprentice seamen specially qualified for instruction as seamen gunners, petty officers, electricians, yeomen, or for ratings in the engineer's force.

915.

To deliver orders and communication. The commanding officer shall not withhold any orders or other communications received from a senior for any person under his command, except for good and sufficient reasons, which he shall at once report to said senior.

916.

Effects destroyed to prevent spread of disease. If it becomes necessary to destroy clothing or other personal effects of officers or crew to prevent the spread of disease, the commanding officer shall order a survey as provided in article 1925.

917.

Books, records, and returns concerning the crew. (1) The commanding officer shall carefully examine the books, records, and returns pertaining to the crew, and shall have them kept and made in strict accordance with the regulations and with such instructions as may be issued by the Bureau of Navigation.

(2) He shall require the division and other officers to report in writing such information as may be necessary to enter in these books, records, and returns.

918.

Officers absent when the ship is about to sail. If any officers are absent when the ship is about to sail from a home port, the commanding officer shall report their names to the Chief of the Bureau of Navigation, with such particulars concerning their absence as he may be able to furnish.

919.

Executive officer to have opportunities for handling ship. The commanding officer shall give to the executive officer frequent opportunities for handling the ship while getting underway and coming to anchor, while going alongside of or leaving docks, and while maneuvering in company with other ships and elsewhere.

920.

Discharge or desertion of aliens. Commanding officers of vessels shall notify the Commissioner of Immigration or inspector in charge of the nearest port of entry

in sufficient time prior to the discharge within the United States of every enlisted man who is not a citizen of the United States to permit the commissioner or inspector to take such steps as they may deem appropriate; and shall also at once notify the commissioner or inspector whenever a man who is not a citizen of the United States deserts within the United States and furnish him a description of such deserter. Except with respect to Chinese, natives of Porto Rico, the Philippines, and Guam, this does not apply to enlisted men of the Navy who are natives of our insular possessions.

921.

(1) To permit the issue of certain items of toilet supplies, such as toothbrushes, tooth powder, toilet soap, etc., to men in debt to the Government by reason of sentences of courts-martial, commanding officers are authorized to direct, in writing, the transfer from the ship's store stock to the clothing and small stores stock for issue as contemplated by article 1108, paragraph 2, of such articles as may be considered necessary for the health and comfort of the men requiring such issue.

Issue of toilet
supplies, etc., to
men in debt.

(2) These transfers from the ship's store account to the clothing and small stores account shall be covered by the usual transfer invoices prepared monthly and approved by the commanding officer.

(3) In instances where there is no ship's store, purchase of the necessary items may be made on approved open-purchase requisitions under the "Clothing and small stores fund" in the usual manner and without the necessity for prior reference to the department for approval.

(4) Articles so transferred or purchased shall be issued and charged to the account of the man concerned in the same manner as other items of clothing and small stores usually carried in stock.

(5) The provisions of the foregoing paragraphs of this article apply with equal force to enlisted men of the Navy or Marine Corps held for trial who may not be in a pay status by reason of indebtedness to the Government or for other cause.

CHAPTER 23.

EXECUTIVE OFFICER OF A SHIP.

Sec. 1.—Art. 931-951. Duties of the executive officer.

SECTION 1.—DUTIES OF THE EXECUTIVE OFFICER.

931.

(1) The executive shall be detailed as such by the Secretary of the Navy from officers of the line exclusive of those restricted by law to the performance of engineering duties. He shall be the line officer next in rank to the commanding officer.

Personality.

(2) If detached, absent, disabled, placed under arrest, suspended from duty, or otherwise rendered incapable of performing the duties of his office, his duties shall devolve upon the line officer next in rank below him attached to and on board of the ship (exclusive of such as may be restricted to the performance of engineering duty only).

Succession to office.

(3) 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, 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 men on board ship shall consider themselves as under his orders, as the aid or executive to the commanding officer, in all that pertains to the operation and maintenance of the ship and to the preservation of order and discipline on board; and all communications in regard to ship duty 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 department from having free access to the commanding officer in regard to matters connected with the duties of his department.

Representative of commanding officer.

(4) Aboard ships to which no first lieutenant is attached the executive officer shall perform the duties of first lieutenant in addition to his regular duties.

(5) Aboard ships to which no regular gunnery officer is attached, the executive officer shall, in addition to his regular duties, perform also those of the gunnery officer.

(6) Aboard smaller ships the executive officer may also be ordered to perform the duties of navigating officer. In such cases all the duties of the gunnery officer shall be performed by the senior watch officer, in addition to his regular duties.

932.

Authority.

(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 laid down shall be regarded as in execution of the orders of the commanding officer. (Art. 182.)

(2) While executing the orders of the commanding officer he takes precedence over all other officers.

933.

General duty.

(1) When on board ship he shall regard himself as always on duty.

(2) He shall receive all orders relating to the general duties of the ship directly from the commanding officer and shall transmit them to other officers as may be necessary. He is responsible for their execution. (Art. 831.)

(3) He shall have general charge of the details of duty in connection with the maintenance and operation of the ship 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 ship as to the cleanliness, good order, efficiency, and neat and trim appearance of ship and crew.

(4) He shall arrange and coordinate the ship's work, 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 ship, in strict accordance with the instructions and regulations issued by the Navy Department from time to time, and that all prescribed or necessary safety precautions are

strictly observed at all times. To this end he shall direct the other officers of the ship, but nothing in these regulations shall be construed as relieving such other officers from any part of their responsibility for the efficiency of the men 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. (Art. 831.)

(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, naval regulation, or order.

934.

The executive officer shall aid the commanding officer in every way possible in performing the duties assigned him.

935.

The executive officer shall see that the officers of the ship are vigilant in the performance of their duties; that they perform them in a uniform manner; and that they conform strictly to all orders.

To supervise
the manner of
performing duty.

936.

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.

To direct the
officer of the
deck.

937.

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 matériel under their charge; that they comply strictly with the uniform regulations; and that they are present and personally instruct the junior officers and men 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 men under their command.

Supervision
over division of-
cers.

938.

Supervision of
junior officers of
the line.

Under the commanding officer, the executive officer shall exercise particular supervision over the instruction of junior officers of the line.

939.

Inspection of
the ship.

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.

940.

Care of powder
and explosives.

(1) The executive officer shall take stringent precautions to guard against accidents whenever the magazines or shell rooms are opened. (Art. 853.)

(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. (Art. 853.)

941.

Munitions of
war on board.

The executive officer shall at all times keep himself informed of the condition and quantity of munitions of war on board and the readiness of the ship for war. He shall familiarize himself with the personnel, and with the material and structure of the ship to the end that he may instantly render to the captain the maximum assistance in action in carrying out whatever orders he may receive.

942.

Familiarity
with ship, etc.

(1) The executive officer shall be constant in his attendance on board both before and after commissioning, and shall make himself familiar with every part of the ship and with all her appurtenances.

(2) He shall report to the commanding officer any defects, or other matters of importance connected with the ship, that he may discover.

(3) He shall report upon the efficiency of officers as prescribed in Article 137.

943.

Capacity of the
crew.

The executive officer shall be the personnel officer of the ship. He shall inform himself, as far as possible, of the physical capa-

city, service record, and experience of each man detailed for the crew, in order that he may station him to the best advantage. Should he have any doubt of a man's physical ability to perform the duty required of him, he shall report the fact to the commanding officer.

944.

(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 ship fit for duty is at his station. (Art. 1024.)

To take the deck at all hands.

(2) He shall not be required to keep a watch, but he may relieve the officer of the deck for short periods as a matter of accommodation.

Keeping watch.

945.

In his administration of the police of the ship he shall give such orders as may be necessary. He shall satisfy himself that the sentries are properly placed and that they are attentive to their duties. He shall endeavor to cultivate among the sentries a feeling of pride in the strict performance of all their duties.

Ship's police.

946.

When the ship is cleared for action, the executive officer shall report to the captain when all proper and necessary dispositions for battle have been reported ready; and if circumstances permit, he shall make an inspection personally to assure that all is in readiness as required.

Clearing ship for action.

947.

The executive officer shall be ready at all times to assume command in case the captain is disabled. To this end his habitual station in action shall be in the secondary ship-control station, in close proximity to means of ship control other than those in the conning tower, and where he can maintain efficient communication with the captain. So far as practicable this station shall be located where it would probably not be involved in any disaster to the captain.

Station in battle.

948.

After battle the executive officer shall submit to the commanding officer a detailed report comprising all noteworthy incidents that have come to his notice, including a statement of the conduct

After battle.

of his subordinates, with particular mention of individual instances deserving praise or censure.

949.

In time of danger. In case of fire or of any occurrence that may place the ship in danger, the executive officer shall exert himself to maintain order, and should it become necessary to abandon the ship, he shall, under the direction of the commanding officer, see that the sick and wounded are first cared for.

950.

Liberty lists. The executive officer shall be charged with the preparation of the lists of men to be granted liberty, and shall be especially careful that the men are treated with the utmost fairness in this respect.

951.

Absenting himself from the ship. The executive officer shall not absent himself from the ship except as provided in article 1729.

CHAPTER 24.

GUNNERY OFFICER OF A SHIP.

Sec. 1.—Art. 961–671. Duties of the gunnery officer.

Sec. 2.—Art. 972. Safety precautions.

SECTION 1.—DUTIES OF THE GUNNERY OFFICER.

961.

(1) The gunnery officer of a ship is the officer detailed by the Chief of the Bureau of Navigation to have supervision over and be responsible for the entire ordnance equipment, and is the head of the gunnery department of the ship. The gunnery officer shall, if practicable, be the line officer next in rank to the executive.

Personality.

(2) If detached, absent, disabled, placed under arrest, suspended from duty, or otherwise rendered incapable of performing the duties of his office, his duties shall devolve upon the line officer next below him in rank attached to and on board of the ship (exclusive of such as may be restricted to the performance of engineering duty only); except that, when such absence or disability is temporary and of short duration only, the commanding officer may, at his discretion, authorize his duties to be carried on in his absence from duty by the officers, warrant officers, and other subordinates directly under him in the performance of his regular duties, without diverting the line officer next in rank from his regular duties in order to assume those of gunnery officer.

If detached,
disabled, etc.

(3) When no regular gunnery officer has been designated, the commanding officer shall designate an officer of his command to act as gunnery officer.

(4) An officer junior to him shall be detailed as his assistant in fire-control duties, with a view to becoming his relief if occasion arises.

962.

(1) The gunnery officer shall assist the executive officer in carrying out the provisions of article 933 (4), especially in connection with fire control and the drill, exercise, and efficiency

General duties.

of the armament as a whole; and to this end he shall have, subject to the executive officer, the necessary authority over all officers connected with the armament. He shall make such inspections and perform such duties at drills and exercises as the commanding officer may direct.

(2) He shall have charge of all material and articles of outfit pertaining to the Bureau of Ordnance, that have been issued for use by the supply officer of the ship, except as provided for in article 1104 (3).

Duty in re-
gard to ordnance
stores.

(3) The gunnery officer shall see that all equipage and supplies in his charge are properly cared for, and take such measures as may be necessary for their preservation and economical use.

(4) He shall at least once a year take an inventory of the equipage for which he has signed custody receipts. He shall take this inventory as nearly as practicable coincidentally with the inventory taken by the supply officer in accordance with the provisions of article 1222 and shall transmit it, through the commanding officer, to the ship's supply officer. In forwarding the inventory he shall certify to its correctness and make the statement that the necessary memorandum requests for survey have been submitted to the commanding officer to cover all deficiencies.

963.

Armament.

(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 ordnance workshops, and of all ordnance storerooms not turned over to the supply officer of the ship.

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.

964.

When ship is
placed out of
commission.

(1) When the ship is placed out of commission the gunnery officer, ordnance gunner, chief gunner's mate, and yeoman shall not be detached or transferred until the battery and entire ordnance equipment of the vessel have been inspected by a special board, nor until the ordnance supplies in charge of the gunnery officer have been satisfactorily accounted for and surveys covering shortages have been held and approved. (Art. 854.)

(2) 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.

965.

When acting as executive officer during a temporary absence or disability of the latter, the gunnery officer shall endeavor to have the work of the ship carried on in all respects as it would be if the executive officer were on duty. Acting as executive officer.

966.

(1) When fitting out, the gunnery officer shall make a careful inspection of the battery and its appurtenances, and all of the arms, equipments, and other material belonging to the Ordnance equipment; of 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. When fitting out.

(2) 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 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.

(3) When the ammunition stowage spaces are ready for the ammunition, and he is familiar with all their appurtenances, he shall report the fact to the executive officer.

(4) Should he discover any defects or deficiencies he shall immediately make a detailed written report of the facts to the commanding officer.

967.

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 Navy Regulations and in the Ordnance Manual. Safety orders.
Duty in regard to ordnance stores.

968.

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.

970.

When the officer of the deck is required to take part in drills and exercises the gunnery officer may be designated by the com- May relieve deck.

manding officer to take the deck. He may relieve the officer of the deck at any time as a matter of accommodation.

971.

The gunnery officer shall not absent himself from the ship except as provided for in article 1729.

SECTION 2.—SAFETY PRECAUTIONS.

972.

Material changes. (1) (a) Material changes or modifications in the batteries of ships or any of their attachments, or in the torpedo equipment, shall not be made without explicit authority from the Bureau of Ordnance.

Compressed-air machinery. (b) Any cutting of torpedo air flasks, accumulators, piping, compressors, or other receptacles for compressed air used in connection with the torpedo plants is prohibited.

Care in handling explosives. (2) (a) All persons in the naval service 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 that all regulations and instructions are rigidly observed. No relaxation of vigilance with respect to these shall ever be permitted.

(b) Persons engaged in the handling, preparation, or transportation of ammunition must be carefully supervised by those in authority over them and frequently warned of the necessity of using the utmost caution in the performance of their work. It is only by such means that accidents can be prevented, as familiarity with work, no matter how dangerous, is apt to lead to carelessness.

(c) Handling of ammunition shall be reduced to the minimum in order to prevent the occurrence of leaky containers, damaged tanks and cartridge cases, loosened projectiles, torn cartridge bags, etc. Powder stored for a considerable period in a leaky container is likely to deteriorate rapidly with the attendant danger of spontaneous combustion. Shore stations and ships receiving ammunition showing signs of rough treatment shall at once fully investigate the circumstances and submit a complete report to the Bureau of Ordnance.

(d) Where safety devices are provided for any form of ammunition, they shall always be used in order to preclude any possibility of accidental discharge.

Service ammunition. (3) (a) Service ammunition is supplied to ships for use in battle only. It is not to be used for drill at the guns, for instruction of the personnel that requires opening of charges or pro-

jectiles, for testing hoists or conveyors, or for other similar purposes except upon the express authority of the Navy Department. It shall be regarded as part of a vessel's outfit, shall be kept distinct from the ammunition issued for gunnery exercises, and shall never be expended in gunnery exercises without the authorization of the Orders for Gunnery Exercises or special instructions from the Bureau of Ordnance.

(b) Special ammunition is put up and issued for gunnery exercises, or else certain of the ship's allowance of service ammunition, particularly designated, is set aside for that purpose. Such ammunition, provided it is not live ammunition, may, where in the discretion of the commanding officer it becomes necessary, be used for instructional purposes, for testing hoists and conveyors, but not for drill at guns. Special ammunition.

(c) The unexpended portion of such ammunition as may have been issued for a specific gunnery exercise or experimental firing shall be turned in as soon as practicable after such firing to an ammunition depot, preferably the one where it was prepared, unless additional firings are immediately authorized by the commander in chief or director of gunnery exercises.

(d) Since the correctness of reports and records depends upon it, care must be taken not to obliterate the identification marks on ammunition or to interchange it in incorrectly marked containers.

(4) When smokeless powder is removed from magazines at naval ammunition depots or on board ship for transportation, gunnery exercises, or other purposes, 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 must be effectively shaded from the rays of the sun. Powder outside of magazines.

(5) (a) Whenever, in particular cases, the terms of paragraph 3 have not been complied with, any ammunition which may have been exposed shall be segregated, and shall, for purposes of tests, inspections, and reports, be regarded as a separate index; and if on board ship it shall be landed at a naval ammunition depot at the first opportunity, should there be reason to believe it has deteriorated. Exposed and unfit ammunition.

(b) If at any time smokeless powder be exposed to a temperature higher than 100° F., a special report shall be made to the Bureau of Ordnance immediately, explaining the circumstances in detail and stating the temperature and the length of time the powder was so exposed.

(c) 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 must be scrapped for shipment to Indianhead for reworking. Each container of immersed powder must be clearly marked to indicate its gross weight and the condition of such powder.

(d) Smokeless powder in leaky containers shall be landed at the earliest practicable moment after discovery, for replacement, unless a surveillance test shows it to be in normal condition, and the container is properly repaired.

(6) 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 the department. 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. Since the slings are likely to jamb the hoists, they should be removed before sending up the projectiles. When removed, slings and grommets shall be returned to a naval ammunition depot.

Evidences of
decomposition of
powder.

(7) (a) *Powder shall not be destroyed unless it shows unmistakable signs of advanced decomposition.* In the event of such deterioration every charge of the index on board shall be examined, and only such charges will be destroyed as contain the decomposing powder. 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 test and surveillance test.

The conditions in (1) and (2) must be confirmed by (3).

(b) Powder found in a soft or mushy condition shall be thrown overboard immediately.

(c) Whenever any powder is landed or destroyed because of its unstable or decomposed condition, samples of each index shall always be preserved and forwarded to the Naval Proving Ground, Indianhead, Md., for examination, and the Bureau of Ordnance notified at once of the shipment and the reason therefor.

SAFETY ORDERS.

GENERAL.

(8) 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.

(9) 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.

(10) 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.

(11) When in doubt as to the exact meaning of any safety order, an interpretation should be requested of the Bureau of Ordnance.

MAGAZINES.

(12) (a) No naked lights, matches, or other flame-producing apparatus shall ever be taken into a magazine or other compartment containing explosives of any kind.

No red lights.

(b) All explosives shall be removed from a compartment in or adjacent to one in which it is intended to use an oxy-acetylene cutting or welding torch or any similar appliance.

Welding.

(c) 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.

Cleanliness.

(d) 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.

Drill charges.

(e) Nothing shall be stored in magazines except explosives, authorized containers, and gear which is actually used to assist in handling ammunition.

Forbidden articles.

(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.

Case ammunition for drill purposes.

(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.

(14) (a) During firing no ammunition other than that immediately required shall be permitted to remain outside of the magazines.

Ammunition
outside maga-
zine.

(b) In ships fitted with magazine flap doors, only such magazine flap doors as are being used to supply charges shall be open. the flaps, in all cases, being down except during the time of actual passage of the sections of the charge through the door.

(c) Where powder is sent up to the guns from the magazines in bags and not in metal containers there shall not be removed from its tank, nor shall the top of the tank be left so loosened as to expose the charge to flame, at any time for the guns or guns being supplied, more than one charge each in every one of the stages of the ammunition train. This does not apply where continuous chain hoists are used, as in this case the hoist may be kept filled.

(15) (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.

(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.

(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.

(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.

Blind shell.

(16) Only blind shell shall be used for subcaliber practice.

Fitting of primers.

(17) Service primers should not be previously loaded in the lock except as may be necessary to test the fit of the primer.

Fuses.

(18) (a) Fuses shall not be removed from loaded shell except at naval ammunition depots until explicit instructions are received from the Bureau of Ordnance.

Accidents to
fused projectiles.

(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.

(c) With one or two exceptions minor caliber fuses are armed by setback 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.

Arming of fuses.

(19) Gunnery and division officers shall see that the special fittings and devices installed for purposes of safety are in good condition and operative at all times.

Safety devices.

(20) 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 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 the Bureau of Ordnance. A study of the general arrangement drawings will show the position where such constrictions are most likely to occur.

Bore constriction.

(21) (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.

Recoil position.

(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.

Return to battery.

(22) In preparing a battery for firing, the division officer shall assure himself that the tompion is removed from each gun, that the bore is clear, and that the gas-ejecting system is working satisfactorily.

Tompion removed.

(23) (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.

Recoil cylinders.

(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.

(24) 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.

Salvo latch.

(25) Whenever the guns of a vessel are being fired, the fire hose shall be led out as at fire quarters and pressure shall be

Fire hose.

maintained on the fire main. This does not require water to be running through the hose.

Dangerous sector.

(26) When engaged in gunnery exercises with director fire, an observer shall be stationed at one of the sight telescopes of each broadside gun or turret and shall cause the firing circuit to be broken in case the gun or turret is trained dangerously near any object other than the designated target.

Entering of powder charge.

(27) 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.

(28) 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 out of the turret and be completely immersed in water.

Mushroom.

(29) The mushroom of every bag gun shall be wiped after each shot with a sponge or cloth dampened with fresh water.

Empty cartridge cases.

(30) The sponging of case guns is not necessary, but before storing empty cartridge cases below they shall be freed from inflammable gases.

Priming.

(31) (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.

(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.

Unlocking of plug with live primer.

(32) (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.

(c) The breech plug of a gun shall never be unlocked or opened while the lock is cocked or while the lanyard is hooked to the trigger.

(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.

(33) 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 an accident of this kind to happen by electric firing, but it is still possible by percussion firing.

Accidents from
breech mecha-
nism.

(34) (a) As soon as a gun is loaded, the breech shall be closed without delay.

Closing of
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.

Powder in
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 (2). 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 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 (2).

Unloading.

(35) (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.

Premature fir-
ing of primers.

(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.

The design permits the closing of the lock without subjecting any member of the crew to danger from 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.

Excessive force
in loading pro-
hibited.

(36) 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.

Condition of
plug face.

(37) (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.

(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 blowback, shall be constantly borne in mind.

(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.

(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) In all case guns, when live ammunition is being tested, the firing pin shall be taken out.

(f) No case gun shall be fired with a breech mechanism in which the firing pin is not completely housed.

Inflammable
gases.

(38) (a) 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:

(1) 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 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.

(2) Until the "Bore clear" signal above described is given powder shall not be exposed closer than 4 feet from a gun not mounted in a turret. In turrets fitted with ammunition cars the car shall not be brought above a horizontal plane 6 feet below the axis of the trunnions until the "Bore clear" signal is

given. In turrets fitted for hand passing powder the powder shall not be exposed in the turret chamber nor shall the flame seal, shutter, or flap between the turret chamber and the next stage in the powder passing train be opened or unlocked until the "Bore clear" signal is given.

(3) In turrets not fitted with bulkheads between the guns the "Bore clear" signal to the turret crew shall not be given until the guns which have been fired and whose breech plugs have been opened are reported clear, when one signal to the entire turret crew shall be given.

(4) 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.

(5) Bag guns not fitted with an approved type of gas ejector or those with gas ejectors 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.

(6) The above precautions do not apply to case guns.

(39) (a) The possible danger of a serious accident due to 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.

Precautions
after failure of
gun to fire.

(b) Whenever an attempt has been made to fire and a gun 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:

(1) In pointer fire extract the primer and examine to see if it exploded.

(2) In director fire determine if firing circuit was fully closed. If found fully closed, remove and examine primer to see if it exploded.

(c) Except in action, whenever a misfire occurs in a gun an 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. In case of misfire in field and landing guns on shore an interval of 10 minutes shall be allowed to elapse after the last effort to fire the gun before the breech plug is opened.

(d) Nothing in this article 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 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 may be overbalanced by the more important considerations of battle, the battery or turret officer may, at his discretion, open the breech plug without waiting as required in paragraph (3).

(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 article 2868 (2).

(g) In any case, the gun while loaded must be kept pointed so that its accidental discharge will do no damage.

(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.

Anti-aircraft guns.

(40) Unless otherwise specifically authorized, anti-aircraft 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 practice.

(41) 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.

TURRET GUNS.

Tests of mechanism.

(42) (a) Every turret and every gun shall be moved through the extreme arcs of train and elevation, and all motors and mechanisms in connection with the guns and ammunition hoists shall be operated daily, except on Sundays and holidays, and except when coaling ship, heavy weather, or repairs render it impracticable. The men regularly stationed to point and train guns and to operate the hoists and mechanisms shall be required to do so at this time. All parts shall be lubricated at this time as may be necessary.

Precautions in training.

(b) When a turret is trained, except at general quarters, the turret officer or the turret captain shall place members of crew—

(1) On deck outside turret,

(2) In turret chamber,

(3) In handling room,

whose duty it shall be to see that all persons are clear of the turret and that all gear and fittings, such as stanchions, hatches, etc., are clear for training.

(c) The warning bell under the overhang of turret operated from push button at trainer's station shall be rung before training and at intervals during training.

Warning bell.

(d) Frequent examination (particularly before and after target practice) shall be made of all turret holding down clips, their connections, turret training gear, deck lugs, and roller paths. Special report shall be made by the commanding officer whenever repairs to these fittings or replacements are found necessary.

Holding down clips.

(e) It is most important that the adjustment of turret guns on their knife edges be frequently checked to insure that these guns are not operated while on their trunnion seats. To this end, the trunnion clearances will be measured with feelers at least once a month, and adjusted to the dimensions given on the drawings. Extreme care will be exercised to see that trunnions are kept well lubricated at all times.

Knife edges.

(43) All tanks for turret and handling room sprinkling system shall be filled before firing and the whole system tested. All emergency immersion tanks shall be filled to proper level before firing.

Sprinkling systems.

(44) (a) In no case shall shutters separating a gun compartment or turret chamber from the next stage in the powder train or from the handling room be secured in the open position during drills or exercises or while the guns are firing.

Shutters.

(b) If the shutters be damaged during firing, except in action, so that they can not fulfill their purpose, the gun or guns concerned shall cease firing, and firing shall not be resumed until the shutters insure a separation of the gun compartment or turret chamber from the next stage in the powder train or from the handling room.

(c) It shall be the duty of one man of each gun crew of a turret to insure that the loading or spanning tray is properly seated before a shell is rammed.

(45) The ramming of shells in turret guns by interposing one or more sections of a powder charge, which contains an ignition charge, between the head of the rammer and the base of the shell is prohibited.

Ramming of shells.

(46) Except in action, whenever a circuit breaker becomes so sensitive as to function due to the shock of firing, rather than to an electrical overload, the circuit breaker shall be either overhauled or replaced and shall not be tied or fixed in position.

Circuit breakers.

(47) A trunked-in ammunition car with automatic shutters shall be made inoperative by opening its switch or locking its control lever in "off" position before any member of the personnel shall lean into the car to adjust or remove powder bags.

Ammunition cars.

TORPEDOES.

Charging torpedo air flasks.

(48) (a) Torpedo air flasks shall never be charged with air to exceed the designated working pressure stamped on the flask. Overcharging with warm air which is allowed to cool to the designated pressure is prohibited. When the safe working pressure is reduced on old or pitted flasks the new pressure will be stamped on the flask near the charging valve. This pressure must never be exceeded except at a properly equipped testing station.

(b) The artificial cooling of torpedo air flasks after charging by spraying with water or by flooding the torpedoes in the tubes is prohibited.

Hoisting in charged condition.

(49) Torpedo air flasks shall not be hoisted from submerged torpedo rooms nor struck below in a charged condition.

Recovering torpedoes.

(50) In recovering a torpedo in the water, the propeller lock shall be put on at the earliest possible moment and kept on until the torpedo is safely landed.

(51) (a) Leaky or punctured torpedo torch pots may supply the flame to ignite combustible gases. Torch pots of any sort will not be stowed below decks.

(b) Torch pots on vessels with submerged tubes will only be taken below just prior to firing.

(c) Torch pots will only be taken on board submarines when it is contemplated to fire torpedoes. They will be habitually stowed on the tender or at the base.

(d) Torch pots will not be stowed or permitted within 20 feet of a gasoline container.

MINES, DEPTH CHARGES, AND AERO BOMBS.

Always to be treated as fully armed.

(52) Current instructions prescribe effective measures to prevent the accidental arming or launching of mines, depth charges, and aero bombs in storage or in handling. Mines, depth charges, and aero bombs shall at all times be handled and treated as if fully armed.

Firing mechanisms.

(53) The firing and priming mechanisms of mines, depth charges, and aero bombs shall never be removed, repaired, disassembled, or altered in any manner not covered by current instructions, except under explicit instructions from the Bureau of Ordnance. Defective mines, depth charges, and aero bombs shall be turned into a naval ammunition depot or naval mine depot at the first opportunity. Such a mine, depth charge, or aero bomb should be clearly marked to indicate the nature of the defect, and should be handled with the greatest care.

Detonators.

(54) Detonators will never be inserted in aero bombs except immediately previous to the actual flight of the aircraft and when it is the intention to release the bombs. In case any bomb has not

been dropped, its detonator will be removed immediately after the aircraft has returned. The Mark VI bomb fuse, however, has a self-contained detonator held in a safety chamber. This detonator will not be removed, being kept in place at all times.

(55) Such safety devices as are provided in the design of an aero bomb fuse should always be set at the safe and unarmed position at all times except during actual flight preparatory to dropping a bomb. Where a safety pin or other device must be removed previous to an actual installation on an aircraft, this will be done immediately previous to such installation, and the device will at once be replaced upon the removal of the bomb after the return of the aircraft to its station.

Safety devices.

CHAPTER 25.

ENGINEER OFFICER OF THE SHIP.

Sec 1.—Art. 981-982. Personality.

Sec. 2.—Art. 984-989. Responsibility.

Sec. 3.—Art. 991-997. General duties.

SECTION 1.—PERSONALITY.

981.

The engineer officer of the ship shall be detailed as such by the Chief of the Bureau of Navigation, and he is the head of the engineer department of the ship. On board ships where the engineer officer has not been so detailed, an officer of appropriate rank and experience shall be designated by the commanding officer as the engineer officer.

Detail to duty.

982.

If the engineer officer of the ship be detached, absent, placed under arrest, suspended from duty, or otherwise rendered incapable of performing the duties of his office, his duties shall devolve upon the line officer attached to and on board designated by the commanding officer.

If detached,
disabled, etc.

SECTION 2.—RESPONSIBILITY.

984.

The engineer officer of the ship shall be responsible for the preservation and efficient working of all machinery under cognizance of the Bureau of Engineering; the motive engines and their dependencies, both of the ship and of her boats; the steam machinery necessary in actuating the apparatus by which turrets are turned; the steam and hydraulic turret-turning engines; the steam pumps, steam heaters, steam connections and pipes, distilling apparatus, refrigerating engines, forced-draft blowers, steam fire pumps; and all electrical appliances installed in the ship, including gyro compass, radio, and fire-control appliances

Machinery and
appliances.

and other electrical and sound apparatus. He shall also be charged with the maintenance and care of all steering engines, capstan engines, winches, and other power-driven auxiliaries, under the cognizance of the Bureau of Construction and Repair. He shall be responsible for the efficiency and good condition of all valves, cocks, and pipes within the engineer compartments connected with hand pumps, and he shall see that the suction and bilge wells are kept free from ashes, dirt, and grease.

985.

General machine shop.

He shall have charge of the general machine shop of the ship, of all work done therein, and of all mechanics concerned in such work. When repair work is required for any other department of the ship than the engineer department for which the employment of the personnel or facilities of the general machine shop or of the engineer department is necessary, it shall be done either in the shop and under the direct supervision of the engineer officer of the ship or outside under the supervision of the other officer concerned, as the commanding officer, acting through the executive officer, may direct. All such work shall be done on a memorandum request, which shall state whether the work is to be done under the supervision of the engineer officer of the ship or by mechanics from the engineer department under the supervision of the other officer concerned, which memorandum request shall be approved by the executive officer. The executive officer shall decide upon the precedence to be given different items of work, subject to the approval of the commanding officer.

986.

Compartments.

He shall be responsible for the cleanliness and good condition of all bulkheads, doors, valves, pipes, and machinery within the engine rooms; of the boiler rooms, shaft alleys, coal bunkers, firemen's wash rooms, engineer and electrical storerooms and workshops; of all dynamo rooms, distribution rooms, interior-communication rooms, and storage-battery charging stations; and of all compartments and double bottoms within the line of such bulkheads, together with those compartments and double bottoms accessible only through the engineer compartments.

987.

Stores, etc.

He shall have charge of all material stores, supplies, and articles of outfit pertaining to the machinery of which he has cognizance, including the entire electrical outfit of the ship, that have been issued for use by the supply officer of the ship.

988.

He shall be responsible for the proper use of stowage, and accounting for the various fuels used on board ship.

Fuel.

989.

He shall have charge of the preparation and care of the engine-room log, electric log, and other prescribed records and reports pertaining to the material under his cognizance.

Records.

SECTION 3.—GENERAL DUTIES.

991.

(1) He shall be responsible at all times, whether under way or at anchor, for the good order and cleanliness of the engineer department, and shall see that it is at no time left without a sufficient watch properly supervised.

(2) He shall personally supervise the operation of the machinery in battle, in getting under way or coming to anchor, and also, as far as practicable, at all times when unusual care is required to be given to the working of the engines. When in the engine rooms he shall be responsible for all duty performed there.

Station.

(3) He shall not absent himself from the ship except as provided for in article 1729.

(4) He shall frequently visit the engine rooms during the day, and at any time during the day or night when his presence or services there may be necessary. He shall also every evening carefully inspect his department and see that everything is in a satisfactory condition for the night; that there is no probability of accident from fire, from the introduction of sea water, or from other causes, and that all of the rules and routine orders of the ship relating to his department are being obeyed. At 8 p. m. he shall report the result of this inspection to the executive officer, unless called elsewhere by urgent duty, in which case he shall cause the report to be made by the senior one of his assistants available.

Inspections.

(5) He shall not be required to attend a formal assembly of other than heads of departments, for the purpose of making this report.

992.

(1) (a) Subject to the approval of the executive and commanding officers, the engineer officer of the ship shall assign to the engineer watch and division officers, ensigns of the line doing engineering duty, chief gunners and gunners for electrical duty, chief machinists, and machinists, their routine duties in connec-

Duty relative to personnel.

tion with the care, preservation, and repair of machinery and the electric plant, apportioning among them the entire machinery and the electric plant, of the vessel for which he is responsible, so that each officer shall have direct charge of some particular part of the machinery or the electric plant. Such division of the duties shall not, however, relieve the officer actually on duty or watch in the engineer department of his responsibility for the proper performance of the detailed work of the day.

(b) He shall cause the officers commanding the engineer divisions to comply with the requirements of chapters 29 and 30 (engineer watch and division officers) and such parts of chapter 23 (deck watch) as apply to all personnel divisions of the ship.

(c) He shall cause the officers of the engineer department to instruct the petty officers and men in their duties.

(2) When ensigns of the line are assigned to duty in the engineer department he shall see that they acquire a practical knowledge of engineering duty.

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

(b) If the type of ship and the number of men available permit, he shall organize the engineer department in three or four steaming sections or watches.

(4) The engineer divisions shall be mustered at quarters at such place or places as may be designated by the captain. At quarters the engineer officer of the ship shall command the engineer divisions. He shall make the usual report in regard to absentees.

(5) He shall report to the commanding officer on the efficiency of officers performing engineering duty as prescribed in article 137. He shall keep the executive officer informed of the sobriety and obedience of the enlisted men of the engineer force and of their proficiency in their respective ratings.

993.

Duties relative
to machinery.

(1) (a) The engineer officer of the ship shall keep the commanding officer informed at all times as to the condition of the machinery and electric plant and of all repairs that may be needed. He shall have entered in the steam log or electric log, as may be pertinent, a copy of every written report that he may make to the commanding officer on this subject. He shall, through the proper channels, make recommendations to the Secretary of

the Navy concerning any alterations in methods or in apparatus, or installation of new devices which will contribute to increased efficiency or economy of the machinery under his cognizance.

(b) He shall report to the commanding officer whenever a boiler is injured; also any accident or derangement to the motive engines or their dependencies, or to any of the machinery under his charge.

(c) Whenever he deems it necessary he shall make written suggestions or reports to the commanding officer concerning the motive machinery and its dependencies, or other fittings of the ship for which he is responsible.

(d) 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 report his opinion to the commanding officer and suggest a remedy.

(2) (a) The engineer officer of the ship shall not at any time, for any purpose, disable the machinery, even temporarily, except by permission of the commanding officer.

(b) He shall not permit fires to be lighted or hauled, except in cases of emergency, without orders from the commanding officer.

(c) He shall not permit the main engines to be turned except in obedience to a signal from, or by permission of, the officer of the deck.

(3) The engineer officer of the ship shall make, or cause to be made, frequent inspections of all machinery for the maintenance and care of which he is responsible and shall report to the commanding officer any repairs or adjustments which, in his judgment, are necessary to keep them in an efficient and good working condition. He shall have immediate charge of all such repairs, but shall not for such purpose, disable the machinery, even temporarily, except by order of the commanding officer. He shall submit such reports of the condition of said machinery as may be required by the Bureau concerned.

994.

(1) (a) Upon joining a ship fitting out the officer ordered to duty as engineer officer thereof shall make a careful examination of all parts of the machinery used for motive power of the ship and her boats; and of the following machinery: Steering, hydraulic, accumulator, and turret-turning engines; ash, anchor, and other hoisting engines; dynamo engines, pumps, fan blowers, and ventilating engines; steam heaters, evaporators, and distilling apparatus; refrigerating machinery and all other machinery of whatever description wherever found in the ship; of all dynamo rooms and the entire electric plant of the ship, including electric fire-control instruments and radio apparatus; of all steam connections of the boilers and coal bunkers; of all tanks, cisterns, and

When fitting out or placing out of commission a ship.

storerooms for engineer's and electrical supplies, except for those not issued for use and under the charge of the supply officer of the ship.

(b) He shall satisfy himself that the spare gear belonging to his department is on board, tried in place where necessary, stowed in convenient location, and that every precaution is taken to preserve it in good condition.

(c) Should he discover any defects or deficiencies, he shall immediately make a detailed written report of the facts to the commanding officer.

(d) For the purposes of inspection, and as directed by the commanding officer, he shall have access to such engineering equipage, equipment, stores, and supplies, and to similar articles pertaining to the electrical outfit as have not yet been issued for use by the supply officer of the ship.

(2) (a) When the ship is placed out of commission, the engineer officer shall insure that the material under his cognizance is prepared for laying up in the approved manner and to the satisfaction of the commandant.

(b) When the ship is placed out of commission, the engineer officer of the ship, and such other members of the engineer's force as the engineer officer may designate, shall not be detached or transferred until the equipage, equipment, stores, and supplies issued to the engineer officer for use have been satisfactorily accounted for and surveys covering shortages have been held and approved.

995.

Duties relative
to stores.

(1) The engineer officer shall perform similar duties in connection with equipage and supplies under his charge as are prescribed for the gunnery officer in article 962 (3, 4). He shall, in the disposition and stowage of these stores, and in the use of lights, take every possible precaution against fire. He shall see that the apparatus in his charge for extinguishing fire is always kept ready for use.

(3) He shall enter in the engine-room log the dates of commencement and completion of each inventory and shall furnish this data to the navigator for entry in the ship's log.

996.

Duties relative
to fuel.

(a) The engineer officer of the ship shall keep an account of the expenditures of fuel for various purposes and shall record it in the engine-room log. The report shall be submitted quarterly and on going out of commission to the Bureau of Supplies and Accounts. He shall also prepare the reports on fuel, oil,

and water as required by the Rules for Engineering Performances.

(b) The engineer officer shall frequently examine the bunkers in person, with the view of ascertaining the quantity of fuel actually on hand, as compared with the amount called for by the fuel account. Should he discover any material excess or deficiency, he shall report it at once to the commanding officer.

(c) The engineer officer shall report to the commanding officer at noon each day the amount of fuel consumed for the preceding 24 hours, and the amount remaining on hand, and when under way, he shall cause a report to be made to the officer of the deck hourly of the average number of revolutions per minute of the propellers, and at the end of the watch the average steam and revolutions for the watch.

(d) Before fueling he shall ascertain the condition of the bunkers and of all water-tight openings, and shall satisfy himself that no unauthorized materials are stowed in the bunkers. After fueling he shall report to the commanding officer what bunkers are filled and whether the coaling ports, scuttles, and other fueling connections have been so closed as to be water-tight.

997.

(1) (a) The engineer officer shall have charge of the preparation and care of the engine-room log and electric log, which shall be begun upon the day the ship is placed in commission. Duties relative
to records.

(b) He shall keep the engine-room log and electric log in accordance with the instructions and directions as printed therein.

(c) He shall cause to be entered in the engine-room log a record of all injuries to any of the engineer force, including electricians, while within the engineer department.

(d) He shall, as soon after noon each day as practicable, present the engine-room log, complete to date, to the commanding officer for his inspection.

(e) He shall furnish to the navigating officer daily the data concerning the engineer department required by the ship's log book.

(f) Entries in the engine-room log pertaining to matters and events outside of the engine and fire rooms, such as wind, weather, speed, state of the sea, the course steered, draft of water, etc., shall be copied from the ship's log book, when recorded there.

(g) At the end of each quarter he shall submit the engine-room log to the commanding officer for transmission to the Bureau of Engineering. A copy of the engine-room log, which shall be signed and approved in the same manner as the original, shall be retained on board.

(h) The rough sheets of the engine-room and electric logs shall be retained on the ship as a record.

(i) The engineer officer shall cause the engine-room log to be corrected as may be pointed out by the commanding officer, unless he believes the proposed entries to be incorrect; in which event he shall, if required, explain in writing to the commanding officer the reasons for this opinion. The commanding officer may then enter upon the engine-room log, over his own signature, any remarks concerning the particular inaccuracy or omission under consideration that he may deem proper.

(2) The engineer officer shall have recorded in a book kept for the purpose, the location of all spare parts of machinery and a complete statement of everything that transpires in his department which may be of use to his successor in familiarizing himself with the machinery of the vessel and its history.

Acting executive officer.

When acting as executive officer during the temporary absence or disability of the latter, he shall endeavor to have the work of the ship carried on in all respects as it would be if the executive officer were on duty.

CHAPTER 26.

NAVIGATING OFFICER OF A SHIP.

Sec. 1.—Art. 1007–1031. Duties of the navigating officer.

SECTION 1.—DUTIES OF THE NAVIGATING OFFICER.

1007.

The navigating officer is the officer detailed by the Chief of the Bureau of Navigation to perform the navigation duties and is the head of the navigation department of the ship. The navigating officer shall be senior to all watch and division officers.

Personality.

(2) If detached, absent, disabled, placed under arrest, suspended from duty, or otherwise rendered incapable of performing the duties of his office, his duties shall devolve upon the line officer next below him in rank attached to and on board of the ship (exclusive of such as may be restricted to the performance of engineering duty only); except that, when such absence or disability is temporary and of short duration only, the commanding officer may, at his discretion, authorize his duties to be carried on in his absence from duty by the officers, warrant officers, and other subordinates directly under him in the performance of his regular duties, without diverting the line officer next in rank from his regular duties in order to assume those of navigator.

(3) Aboard smaller ships the executive officer may also be ordered to perform the duties of navigating officer.

1008.

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 interior of the conning tower and chart house, navigator's office and storerooms, and all instruments, aids, or apparatus, except electrical, directly or indirectly connected with the navigation of the ship.

General duties.

1009.

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.

1010.

Duties when
approaching
shoals or in pilot
waters.

(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.

(2) When the ship is approaching land or shoals, or entering port, 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.

(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 will make use of the available radio compass shore stations for assisting in the determination of the ship's position.

1011.

Corrections to
be made in
charts, etc.

The navigating officer shall keep all sailing directions, light and beacon lists 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 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 Hydrographic Office.

1012.

Hydrographic
surveys.

When hydrographic surveys are made, the navigating officer shall construct on a large scale the charts of the ground surveyed, to be forwarded to the Hydrographic Office.

1013.

When determining the position of places whose latitude or longitude, as laid down on charts or recorded in tables, is believed to be in error, the navigating officer shall carefully note the particular spot at which the observations were taken, describing it in such a manner that it may be plotted on a chart, and shall state the number and nature of the observations and the manner in which they were taken. If he obtains the longitude by means of chronometers and meridian distances, he shall state the number of chronometers employed, their general character, the age of their rates, and the longitude he assumed as that of the place measured from. A copy of all data, as well as of the computations made, shall be forwarded by the commanding officer to the Hydrographic Office.

Latitude and longitude of places not well surveyed.

1014.

So far as practicable with the means and appliances at his command, the navigating officer shall make tidal and current observations at all places visited where careful observations of this kind have not been recorded, and endeavor to ascertain the set and strength of the tides, the limits of their rise and fall, and the time of high water immediately following the periods of a new or full moon.

Tidal observations.

1015.

The navigating officer shall keep a book in which shall appear all original observations and computations, made for the purpose of navigating the ship, or copy thereof, with 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. At the end of the cruise it shall be forwarded to the Chief of the Bureau of Navigation.

Book for computations.

1016.

When acting as executive officer during a temporary absence or disability of the latter, the navigating officer shall endeavor to have the work of the ship carried on in all respects as it would be if the executive officer were on duty.

When acting as executive officer.

1017.

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 de-

Duties when fitting out ship.

iciencies he shall immediately make a detailed written report thereof to the commanding officer.

1018.

Position of the
ship.

(1) When under way, 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.

1019.

Compasses.

(1) The navigating officer shall prepare the compass reports, except gyro compass reports, in accordance with the instructions as laid down in the prescribed forms or issued from time to time. He shall keep the 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.

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

(3) He shall prepare and keep corrected tables of deviations of the standard, battle, maneuvering, and auxiliary battle 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 and sound apparatus, copies of which shall be kept posted near those compasses and receivers.

(4) All courses and bearings that are entered in the log book, as well as bearings for computation, 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.

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

1020.

(1) The navigating officer shall wind the chronometers daily, and carry out such instructions as may be given from time to time concerning their care, comparison, and rating. The chronometer comparison book shall be forwarded at the end of the cruise to the United States Naval Observatory.

Chronometers
and clocks.

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

Deck clock.

1021.

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 see that they are in order and correctly and properly marked.

Lead lines and
speed-measuring
apparatus.

1022.

(1) The navigating officer shall have charge of the preparation and care of the ship's log and, except on board of a flagship, of the communication record. It shall be his duty, subject to orders from the commanding officer, to see that the watch officers receive instructions relative to the correct manner of keeping the log as may be necessary to insure the proper preparation of same.

Preparation of
log.

(2) When the ship is commissioned he shall begin the log book by entering and signing the remarks describing that part of the ceremony which takes place previous to the setting of the watch.

Out of com-
mission.

(3) He shall carefully examine the deck log book, see that it is prepared in accordance with the Navy Regulations and the instructions issued from time to time, and call attention of the watch officers to any inaccuracies or omissions in their entries. He shall then have it accurately copied in the smooth form and placed before the watch officers daily for signature.

Examination of
log.

(4) He shall enter each day in the log the course and distance made good, the ship's position, the magnetic variation, the deviation of the compass, the amounts of coal and water expended, the quantity of each remaining on hand at noon, and such other data as may be required.

Navigational
data.

(5) He shall immediately before leaving and as soon as possible after entering port, cause the draft of the ship, forward and aft, to be carefully taken and entered in the log.

Draft of ship.

Communication
record.

(6) Except on board a flagship, he shall have the rough communication records accurately and neatly copied on smooth communication record forms and placed before the watch officers daily for signature.

(7) The smooth log and smooth communication record shall be regarded as the ship's official log and communication record, respectively. They are to be correct, certified copies of the deck log book and the rough communication records; they shall be typewritten when practicable, and shall be prepared in duplicate. The original of the smooth log and the smooth communication record shall be forwarded to the Bureau of Navigation at the end of each calendar month by registered mail. The carbon copies shall be retained on board and shall be turned into the commandant of the navy yard when the vessel is placed out of commission. The foregoing sentences of this paragraph refer particularly to cases where the loose-leaf type of log is used. In special cases where a vessel has been authorized by the Chief of the Bureau of Navigation to use some other type of log the foregoing principles shall govern only as far as is applicable to the particular type of log used.

(8) He shall be allowed a yeoman for his clerical work.

Operation of
radio.

(9) Except on board a flagship, or in cases where a radio officer has been designated, he shall supervise the operation and personnel of the ship's radio.

(10) A signal and its meaning shall never be entered together in the ship's log or other record.

(11) When a ship is docked on a foreign station or elsewhere than at a United States navy yard, a copy of the hull board's report shall be entered in the log.

(12) The results of periodical examination of steering gear and a brief statement of steps taken to remedy defects shall be entered in the log.

(12) The result of periodical examination of steering gear and of historical interest.

(14) The meeting and adjourning or recessing of courts-martial sitting on board vessels of the Navy shall be entered in the ship's log. The name and rank of the president or senior member shall be entered.

(15) The name of any person whose signature appears in the log shall likewise be typewritten or stamped.

(16) If the orders referred to above are confidential in their nature, the abstract of their contents shall be omitted from the log, the entry then consisting simply of a note of the office of origin, number, and date thereof, by which it will be possible to find the original orders in the files of the issuing office.

1023.

(1) The navigating officer shall carefully prepare all hydrographic reports and meteorological returns required in accordance with instructions and forms from time to time and submit them to the commanding officer for transmission. Meteorological observations.

(2) The navigating officer shall prepare for signature by the commanding officer and transmission by radio to "Govt. Observer, Washington, D. C.," when in North Atlantic waters, and to "Govt. Observer, San Francisco, Calif.," when in North Pacific waters, meteorological reports as set forth below, such reports to be in the "Radiotelegraphic Code for the Use of Observers at Sea," issued by the Weather Bureau. When two or more vessels are in company, the navigator of the senior vessel shall be responsible for submitting the reports required; the remaining vessels in the group need not submit such reports. Reports in North Atlantic and North Pacific.

(3) Vessels cruising in the waters of the Gulf of Mexico and Caribbean Sea and off the Atlantic coast (United States), west of the sixtieth meridian, will render specific reports by radio twice a day, at 7 a. m. and 7 p. m., seventy-fifth meridian time, during the period from June 1 to November 30, inclusive. Similarly, vessels cruising in North Pacific waters, when within communicating distance, will render special weather reports by radio at 7 a. m. and 7 p. m., seventy-fifth meridian time, throughout the year. Gulf of Mexico, Caribbean Sea, and Atlantic coast.

(4) Meteorological reports are further to be forwarded at any hour when storm or threatening weather conditions, especially those characteristic of hurricanes, are observed. Special reports about noontime will be furnished when they may be specifically called for by the Weather Bureau. Vessels in United States ports, or when less than 75 miles distant therefrom, are not required to make meteorological reports by radio, except when unusual and dangerous weather conditions are encountered. Storm warnings.

(5) In addition to the reports by radio provided for in the foregoing instructions, vessels will, when 75 or more miles from a United States port, and at times and under conditions when radio reports are not required, take and record observations at 7 a. m., seventy-fifth meridian time, and report the same by mail to the Weather Bureau. The provisions as to vessels acting singly or in company will apply also in the rendering of these reports. Special cases.

(6) It is essential that the instrumental error of all barometers used in the taking of observations shall be known by the Weather Bureau. To this end comparative readings should be made at frequent intervals, as circumstances permit. Instrumental errors.

(7) Forms, code books, and all necessary instructions for use in connection with the sending of reports will be issued by the Weather Bureau. Supplies may be renewed at any office of the bureau located in a coast city, or by application to the central office at Washington, D. C. Forms.

1024.

Station in battle. (1) In battle the navigating officer shall be the ship-control officer, and shall be stationed in the conning tower or elsewhere, as may be necessary, to enable him to assist the commanding officer in handling the ship. At such times he shall relieve the officer of the deck and shall himself act in that capacity. He shall relieve the deck during quarters.

(2) When the officer of the deck is required to take part in drills and exercises the navigating officer may be designated by the commanding officer to take the deck. He may relieve the deck at any time as a matter of accommodation.

1025.

Duties relative to stores. The navigating officer shall perform similar duties in connection with equipage and supplies under his charge as are prescribed for the gunnery officer in article 962 (3-4).

1026.

When ship is placed out of commission. When the ship is placed out of commission the navigating officer, chief quartermaster, and navigating officer's yeoman shall not be detached or transferred until the equipage, equipment, stores, and supplies issued for use to the navigating officer have been satisfactorily accounted for and surveys covering shortages have been held and approved.

1027.

When the exigencies of the service do not render it inadvisable, the navigating officer shall perform the duties of senior member of summary courts-martial, deck court officer, senior member of the hull board, ship survey officer, and such other miscellaneous duties of this nature as may be appropriately assigned to him by the commanding officer.

1028.

Additional duties. Except on ships to which chaplains are assigned, the navigating officer shall be responsible for the library books issued by the supply officer of the ship for use, and if any which are not on board are needed he shall recommend that requisition be made for them.

1029.

Ship's library. The navigating officer shall not absent himself from the ship except as provided for in article 1729.

1030.

Sound apparatus. Once a 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.

1031.

(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 mean time 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 mean time.

Standard time
zones at sea.

(2) The zones lying in east longitude from the zero zone are numbered in sequence from 1 to 12, and are called minus zones, because, in each of them, the zone number must be subtracted from the standard time in order to obtain the Greenwich mean time. 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 mean time.

(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 Navy shall be kept by observing the following rules:

(a) The clock shall customarily 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, the "zone description" of the time being kept must 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 mean time 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 mean time.

8. Nothing in the foregoing paragraph of this article shall be construed as interfering with the privilege of the Commander-in-Chief, or senior officer present, to direct what time shall be kept by the units of his command under circumstances, such as the conducting of strategic maneuvers which may render desirable a departure from the regular method.

(1) Instead of adjusting the ship's time to apparent time at noon each day, the clock is to be adjusted to the 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 will invariably be one hour, the minutes and seconds remaining unaffected.

(2) The "zone description" of the time that is being kept is to be marked in a conspicuous manner on such of the ship's clocks as may be designated by the commanding officer.

(3) All entries of time in the ship's log books and records are to be accompanied by the "zone description" of the time being kept.

(4) In all official correspondence, when the time is referred to, the "zone description" is to be added.

(5) When a vessel is in a harbor or within the territorial limits of a country where the legal time differs from the standard time zone system, the exact amount in hours, minutes, and seconds which it differs from Greenwich mean time is to be given with its appropriate sign of plus (+) or minus (-).

The established instructions for expressing time in messages remain unaffected.

CHAPTER 27.

FIRST LIEUTENANT OF A SHIP.

Sec. 1.—Art. 1040–1051. Duties of the first lieutenant.

SECTION 1.—DUTIES OF THE FIRST LIEUTENANT.

1040.

(1) On board battleships and armored cruisers an officer of the rank of lieutenant commander or lieutenant shall be assigned to duty as first lieutenant. The first lieutenant, if practicable, shall be junior to the gunnery officer, engineer officer, and navigating officer, but he shall be senior to all the watch and division officers. Commanding officers of battleships and armored cruisers shall detail an officer to act as first lieutenant when no regular first lieutenant has been ordered to the ship.

Personality.

(2) If detached, absent, disabled, placed under arrest, suspended from duty, or otherwise rendered incapable of performing the duties of his office, his duties shall devolve upon the line officer next below him in rank attached to and on board of the ship (exclusive of such as may be restricted to the performance of engineering duty only); except that, when such absence or disability is temporary and of short duration only, the commanding officer may, at his discretion, authorize his duties to be carried on in his absence from duty by the officers, warrant officers, and other subordinates directly under him in the performance of his regular duties, without diverting the line officer next in rank from his regular duties in order to assume those of first lieutenant.

If detached,
disabled, etc.

1041.

(1) The first lieutenant shall be responsible for the cleanliness, 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 duties in this respect.

General du-
ties.

(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 the casings, and of the bulkheads around all machinery, outside of the engineer compartments, and all pipes (including the smoke pipes), hatches, ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the commanding officer.

(3) All parts of the ship for whose care and cleanliness he is responsible shall be open to his inspection, and he shall make such inspection as the commanding officer may direct.

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

1042.

Construction officer. The first lieutenant is the construction officer of the ship and is the head of the construction department of the ship. He shall have charge of all equipage, equipment, stores, and supplies under the cognizance of the Bureau of Construction and Repair, except those pertaining to electrical machinery, that are issued for use by the supply officer of the ship.

1043.

When ship is placed out of commission. When the ship is placed out of commission the first lieutenant, chief boatswain or boatswain, chief carpenter or carpenter, chief boatswain's mate, and chief carpenter's mate shall not be detached or transferred until the equipage, equipment, stores, and supplies issued for use to the first lieutenant have been satisfactorily accounted for and surveys covering shortages have been held and approved.

1044.

When acting executive officer. When acting as executive officer during a temporary absence or disability of the latter, the first lieutenant shall endeavor to have the work of the ship carried on in all respects as it would be if the executive officer were on duty.

1045.

Station in battle. In battle the regular station of the first lieutenant shall be in the central station, in general charge of the organization not connected with the armament or with the engineer department. In case of serious fire or other casualty he shall proceed to the spot, assume charge, and take such action as may be necessary.

1046.

(1) When fitting out, the first lieutenant 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.

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 the supply officer of the ship.

1047.

Before entering port the first lieutenant shall see that the ship presents a neat appearance in all respects.

Appearance of ship.

1048.

(1) The first lieutenant shall be the custodian of all the keys of the ship except those that are kept by the commanding officer, those of the storerooms belonging to other departments than his own, and those of receptacles for personal effects. He shall have charge of all duplicate keys and spare keys furnished to the ship, the custody of which is not confided to other officers by regulations, and shall hold them for issue when needed.

Custodian of keys.

(2) Heads of departments shall have charge of all keys of their respective storerooms, including duplicate and spare keys to the same.

(3) None of the ship's keys shall be taken out of the ship.

1049.

The first lieutenant shall perform similar duties in connection with equipage and supplies under his charge as are prescribed for the gunnery officer in article 962 (3-4).

Duties relative to stores.

1050.

When the officer of the deck is required to take part in drills and exercises the first lieutenant may be designated by the commanding officer to take the deck. He may relieve the deck at any time as a matter of accommodation.

May relieve deck.

1051.

The first lieutenant shall not absent himself from the ship except as provided for in article 1729.

CHAPTER 28.

OFFICERS OF THE DECK.

Sec. 1.—Art. 1061–1080. Duties.

SECTION 1.—DUTIES.

1061.

(1) The officer of the deck is the officer on watch in charge of the ship. Officers of the deck.

(2) The officer of the deck shall be responsible for the safety of the ship, subject, however, to any orders he may receive from the commanding officer.

(3) Every officer or other person on board the ship, whatever his rank, who is subject to the orders of the commanding officer, except the executive officer, shall be subordinate to the officer of the deck.

1062.

(1) Before taking charge, an officer about to relieve the deck shall make himself thoroughly acquainted with the position of the ship with reference to vessels in sight, and to any land, shoals, or rocks which may be near; with the general condition of the weather, the course, speed, main engines and boilers in use, condition and amount of sail set, all unexecuted orders, and the orders of the commanding officer for the night; with the condition of the running lights and any other appliances required by law to be in operation or at hand in order to prevent collisions; and with the condition of the force on deck available for duty and the general condition of the ship. General duties before taking charge.

(2) Before taking charge, when the ship is in squadron, he shall see that she is in her station; if out of her station he may decline to take charge until he has reported the fact to the commanding officer and received his orders. If out of station.

(3) When at sea he may decline to relieve the deck until there is a watch up ready for duty. If the ship be in a perilous position he may also decline to relieve the deck until he has reported the fact to the commanding officer and received his orders. When he may decline to relieve the deck.

Keeping the ship out of danger.

(1) 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. If approaching land or shoals he shall keep leadsmen in the chains and have the anchors and chains clear and ready for use.

To remain on deck and be attentive.

(2) He shall remain in charge until regularly relieved, and shall not engage in any occupation which may distract his attention from duty.

Care of the ship when under way.

(3) He shall see that the junior officers and the watch are at all times alert, at their stations, attentive, and ready for duty; 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 lookouts are in place and vigilant and that they understand their duties. 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 bright from sunset to sunrise and their condition reported every half hour; that during a fog, when approaching vessels, and at all other times the precautions required by law to prevent collisions are fully complied with; that when in pilot waters the leads are kept going or that other means to ascertain the soundings are at hand and are frequently used; and that nothing is placed near the compasses that will change their errors. (Art. 1338.)

To keep in station.

(4) When in company with other ships he shall be very careful to keep in station; if unable to do so he shall report at once to the commanding officer.

To consult the captain when on deck.

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

Reports to be made to the captain.

(6) He shall promptly report to the commanding officer all land, shoals, rocks, lighthouses, beacons, buoys, discolored water, vessels, or wrecks discovered; all changes in the weather or shifts of wind; all signals made; all changes of sail, speed, formation, or course by the senior officer present, or the ships in company; any change 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., meridian, and 8 p. m.; when at sea, the latitude at meridian, if obtained; the movements of men-of-war, mail steamers, and other large vessels; and, in general, all occurrences worthy of notice.

(7) He shall not, unless to avoid immediate danger, change the course without directions from the commanding officer, and then he shall report the change to him as soon as possible. When on soundings he shall regard advice from the navigator as sufficient authority to change the course, but he shall at once report the change to the commanding officer.

Changing the course.

(8) In time of war, or when hostilities may be expected, he shall not make any dispositions that will interfere with the immediate use of the armament. If at any time he sights a suspicious ship or other object that may, by any possibility, have a hostile purpose, he shall instantly make preparations for battle, and inform the commanding officer.

Precautions in time of war.

(9) He shall not make any official signal, either by day or by night, without authority from the commanding officer, except to warn ships 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 signals and official messages, including those transmitted orally, sent or received, are immediately entered in the communication record, noting the time and the vessel or vessels or station to or from which the signal was made. Upon being relieved he shall sign communication record for the time covered by his watch. On board a flagship the duty of keeping the communication record shall be performed by the personal staff of the flag officer.

Signals.

(10) When there is danger of a collision he shall at once sound the signals for closing the water-tight doors.

Closing water-tight doors.

(11) At sea he shall always cause the watch to be mustered at 8 p. m., and as frequently thereafter during the night as may be necessary in order to keep all present alert and ready for duty.

Mustering the watch.

(12) He shall require the coxswains of both lifeboats to report to him daily at sunset the condition of the boats in respect to 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.

Lifeboats.

(13) He shall see that the petty officer, or corporal, of the guard, or other person detailed for the purpose, makes the rounds of the ship, visiting all accessible parts below the main deck every half hour after 10 p. m., and until all hands or the idlers are called in the morning. During these rounds the petty officer, or corporal, is to inspect the lights and the prisoners, and see if irregularities of any kind are taking place, reporting the result to the officer of the deck. The latter shall also require a junior officer of the watch, if there be one, to make these rounds every two hours, or oftener, if necessary, when his services on deck can be spared.

Inspections during the night.

1064.

The routine. (1) The officer of the deck shall carry out the instructions laid down in the routine book, the weather and other circumstances permitting, modifying them as may be necessary to comply with the orders of the commanding and executive officers.

(2) When the bell or bugle of the flag or senior ship can be heard, ships shall follow her in striking the bell and in sounding routine calls.

1065.

Salutes, honors, and distinctions. So far as his authority extends, the officer of the deck shall see that the regulations concerning salutes, honors, and distinctions are carefully observed.

1066.

Etiquette of the side. (1) The officer of the deck shall see that all officials who come on board or leave the ship receive the side honors to which they are entitled.

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

(3) Unless prevented by urgent duty, he shall be at the gangway to receive, and shall accompany to the side, all commissioned officers or distinguished visitors. When so prevented, he shall send a junior officer of the watch to represent him.

1067.

Leaving and returning to the ship. (1) The officer of the deck shall require all persons over whom he has authority to report to him or his representative upon leaving the ship, stating that they have permission to do so, and also to report their return on board.

(2) The absence from the gangway of an officer of the watch, at the time of the departure or return of any officer, is not to be construed by the latter as a sufficient reason for omitting this report.

(3) The officer of the deck shall report to the executive officer the departure and return of all officers senior to that officer.

1068.

Turning over the engines when not under way. Whenever it may be necessary to turn over the engines by power when the ship is not under way, the officer of the deck shall first obtain permission to do so from the commanding officer, and shall station a competent person at the engine-room bell to give the necessary signals, taking every precaution against accident.

1069.

When at anchor in a strong tideway, or with a strong wind blowing, the officer of the deck shall 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. When in danger of dragging.

1070.

The officer of the deck shall carefully and patiently instruct the junior officers and crew in their respective duties, pointing out any mistakes made and how they may be avoided. To instruct junior officers and crew.

1071.

(1) 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 superiors and a spirit of kindness to inferiors. He shall himself scrupulously obey all orders and regulations, and require 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, he shall protect the crew from all unnecessary annoyances. Manner of performing duty.

(2) 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.

1072.

In port the officer of the deck shall wear gloves and carry a spyglass or binocular. Insignia of duty.

1073.

(1) When stores or supplies for the ship come alongside, the officer of the deck shall report the fact to the executive officer and notify the officer in whose charge they belong. He shall notify the medical officer of the ship when fresh provisions for the general mess come alongside. (Art. 1400.) Stores and supplies.

(2) When boats, tenders, or lighters come alongside with stores, he shall have them cleared, and at the same time exercise due diligence to prevent the introduction of prohibited articles.

(3) He shall see that all articles to be sent away from the ship are carefully stowed in the boats or vessels receiving them so as to prevent injury.

1074.

Boats.

(1) The officer of the deck shall inform himself of all boats that come alongside or leave the ship.

(2) He shall report to the executive officer any contemplated movements of the ship's boats of which the latter is presumably not cognizant.

(3) When the boats of the ship are manned, he shall inspect them and see that they are in good order, that they have their regular crews, and that the latter are suitably clothed in the uniform of the day.

(4) He shall see that the keepers of the boats riding at the booms and astern unship the ensigns, except on prescribed occasions, that they lay in the oars, are generally attentive, do not lounge about or leave their boats, and give the proper salutes as laid down in the Regulations.

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

1075.

Boarding book.

(1) When a boat is sent to board the ship of the senior officer present, the officer of the deck shall see that a notebook is carried in which verbal orders received shall be immediately entered.

(2) The information derived from merchant vessels boarded shall be recorded permanently in a book kept for the purpose. (Art. 357.)

1076.

Ship's boats under sail.

The officer of the deck shall see that a lookout is kept on the ship's boats that are in sight and under sail, that aid may be promptly sent in case of accident.

1077.

Hatch tarpaulins.

The officer of the deck shall not, without permission from superior authority, permit the hatch tarpaulins to be used for any purpose except covering the hatches.

1078.

Log book.

(1) In addition to the entries in the log required by Navy Regulations, the established forms, and by special instructions the officer of the deck shall see that every circumstance of im-

portance or interest occurring during his watch is noted in the deck log book. (See art. 1022). Upon being relieved he shall sign his name at the conclusion of his remarks.

(2) He shall exercise particular care that the meteorological observations are carefully taken and entered in the deck log, in accordance with instructions, and that the signs of approaching bad weather are noted and recorded. Meteorological observations.

(3) He shall enter the following particulars in the deck log: In general.

(a) The name and rank, or rating, and service number, of all persons who may join or be detached from the ship; all enlistments, transfers, discharges, deaths, and desertions; the names of all persons made prisoners by an enemy, and of all absent without leave; the names of all passengers, with times of coming aboard and leaving; courses steered and distances sailed; the time when any particular evolution, exercise, or any other service was performed; the nature and extent of all punishments inflicted, with the name of the offender and his offense; when at sea, the sighting of land, lighthouses, lightships, and of all dangers to navigation.

(b) Any accident to the ship, including all cases of grounding, and the loss or injury of boats, spars, sails, rigging, and stores, with all the attendant circumstances and the extent of the injury. Accident.

(c) Full particulars of any and every injury, accident, or casualty, however slight, among the officers, crew, or passengers on board. Casualty.

(d) All alterations made in the daily allowance of provisions or fresh water per man with the authority and reasons therefor. Provisions.

(e) A mention of the employment of any hired vessel, with a statement of her tonnage, the name of her master or owner, the number of her crew, for what purpose she is employed, and the authority therefor. Hired vessel.

(f) Every occasion upon which fires in the furnaces are lighted, hauled, or allowed to die out, with the hour of each change. If the engines are in operation, the average revolutions per minute and the average pressure of steam for the watch. Boilers and engines.

(g) The reading of all draft marks before leaving and after entering a port. The draft shall also be entered before and after fueling, and if fuel is taken from a collier, the corresponding drafts of the fuel ship. Ship's draft.

(h) The dates of commencement and completion of each inventory of equipage and supplies taken under the requirements of articles 1222 and 1393 (13). Inventories.

(i) Daily report by ordnance gunner of temperature of magazines. Weekly report of tests of flooding systems and inspection of ammunition spaces. (Art. 1333.)

(j) The state of the weather and the sea will be entered in the columns of the log, but will not be duplicated in the watch officer's remarks unless circumstances render it necessary to a

proper interpretation of the columns. Watch officers will carefully supervise the entries in the columns, for which they are responsible.

- Punishments.** (k) Whenever any punishment is inflicted, the name, rank, or rating of the offender, the date and nature of the offense, and the kind and degree of punishment. The date of every arrest, confinement, and restoration to duty shall also be entered in the log.
- Shell rooms.** (l) Weekly examination of shell rooms containing loaded shell, test of flood cocks, with appropriate remarks as to conditions.
- Position after anchoring.** (m) Bearings and angles taken after anchoring.
- Provisions.** (n) Whenever provisions are delivered on board by a contractor, the exact quantity of each article delivered, the contractor's name, and the name of the officer making the inspection.
- Prisoners.** (o) All cases of confinement and release of prisoners.
- Collision drill.** (p) Time taken to hold collision drill.
- Orders, when setting under way.** (q) Summary of orders upon getting under way and duty performed, when directed by commanding officer.
- Reserve feed water.** (r) Amount of water carried in double bottoms not specially fitted for carrying reserve feed water.
- (s) Result of soundings taken in accordance with article 883.
- Provisions.** (t) Whenever provisions are delivered on board by a contractor an entry shall be made in the ship's log showing the contractor's name, the exact quantity of each article delivered, and the name of the officer making the inspection prescribed by article 1214.

1079.

- Punishments to be entered in log book.** Entries in the log regarding punishments shall include the name, rank, or rating and service number of the offender, the date and nature of the offense, and the kind and degree of punishment. The date of every suspension, arrest, confinement, and restoration to duty shall also be entered upon the log book.

1080.

- Examinations and reports.** When at sea the officer of the deck shall require—
- (a) The chief boatswain or boatswain, during the morning watch, to examine the condition of the chains, boats, boat booms, and rigging and report the result.
- (b) The chief carpenter or carpenter, or one of his mates, to sound the well in each compartment and examine all ports that should be closed, reporting the result at least twice during each watch. When water ballast is admitted, the chief carpenter or carpenter shall himself examine the state of the water and report at 8 a. m. and 8 p. m.
- (c) The chief gunner or gunner, or one of his mates, to examine the guns and see that they are properly secured, reporting the result at least twice during each watch.

CHAPTER 29.

OFFICERS OF THE ENGINE-ROOM WATCH.

Sec. 1.—Art. 1090-1093. Duties.

SECTION 1.—DUTIES.

1090.

(1) The officer in charge of the engine-room watch shall be responsible for running or attending the engines and other machinery, the boilers and their appurtenances, and all other work being done in the department, and all engineering work done by the engineer's force. He shall be vigilant throughout his watch, and shall remain at his station and be in readiness to respond promptly to any call. Except when called elsewhere in the department by matters of extreme urgency, he shall be in the designated section for control of the main engines at all times when it may be necessary to work the engines in answer to signals.

Duties relative
to an engine-
room watch.

(2) He shall carefully and patiently instruct the watch in their respective duties, pointing out any mistakes made and how they may be avoided.

(3) He shall bear in mind that his manner of performing duty has a great influence upon the discipline of the watch and the efficiency of the department; that he should be dignified, discreet, zealous, energetic, and subordinate, displaying a feeling of deference to superiors and a spirit of kindness to inferiors. He shall himself scrupulously obey all orders and regulations, and require 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, he shall protect the watch from all unnecessary annoyances.

(4) 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. 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.

1091.

Duties.

(1) The watch officer about to take charge of the watch shall not relieve his predecessor until he has satisfied himself that the condition of the machinery is as turned over to him, and he shall require the officers and petty officers on watch to report to him the condition of the men and parts of the department under their control.

(2) He shall use every effort to maintain the motive machinery and its dependencies in an efficient condition, and to prevent any accident or injury to the same.

(3) He shall cause to be executed promptly any order received from proper authority, whether by signal or otherwise.

(4) He shall report at once to the officer of the deck any present or probable derangement of the machinery which may affect the maneuvering powers of the ship. He shall not permit the speed of the engines to be altered without orders from the deck, except through necessity.

(5) He shall notify the engineer officer of the ship as soon as he discovers anything wrong with the machinery or boilers.

(6) He shall cause to be faithfully executed and observed all instructions and directions received from the engineer officer concerning the use, care, and preservation of the motive machinery, and other professional duties with which the engineer officer is charged by the Navy Regulations and Manual of Engineering Instructions.

(7) He shall preserve order among his subordinates in the engine and fire rooms, and shall place upon the report book the name of any man who is guilty of any infraction of discipline.

(8) He shall keep the log and make such entries as are required by the instructions contained therein.

(9) He shall, so far as is in his power, prevent any waste of coal, oil, or other stores.

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

((1) Reports to the officer of the deck and to the engineer officer shall, when possible, be made through voice tubes or by telephone. When this can not be done, the reports shall be carried by some intelligent subordinate; in the case of important reports, both means shall be employed.

1092.

Responsibility
of division officers.

While the officer of the watch or of the day's duty is given general supervision over all work in the engineer department, the general work of maintenance and repair shall be carried on under the direct supervision of the division officers.

1093.

(1) The officer having the day's duty shall be responsible for all work being done in the department, all engineering work being done by any of his force, and he shall be diligent in attendance and supervision. ^{Duties relative to "day's duty."}

(2) All orders regarding the management of the machinery or the men belonging to the engineer force shall be given through the engineer officer on duty, except in an emergency.

(3) He shall see that the morning orders are properly executed. He shall inspect the department between 7 and 8 o'clock p m., and satisfy himself that all cocks and valves are closed or otherwise as ordered; that all unnecessary lights are out; that all water-tight doors and hatches that do not interfere with the work going on are properly closed; and that all precautions have been taken to guard against fire, leakage, or other accident; and he shall report to the engineer officer before 8 p. m. the condition of the department.

(4) He shall carry out such duties of the officer in charge of the engine-room watch as are applicable for the existing conditions in the engineer department.

CHAPTER 30.

DIVISION OFFICERS.

Sec. 1.—Art. 1103. Definition.

Sec. 2.—Art. 1104–1108. Duties.

SECTION 1.—DEFINITION.

1103.

(1) A division officer, within the meaning of these regulations, is one regularly assigned to command a division.

(2) A watch officer is one regularly assigned to duty in charge of a watch either on deck or in the engine room.

SECTION 2.—DUTIES.

1104.

(1) Officers shall be assigned by the commanding officer to divisions in such manner as, in his judgment, will most conduce to the efficiency of the ship as a whole. (Art. 1287.)

Assignment to divisions.

(2) Division officers shall punctually and zealously execute all methods prescribed by, and orders received from, the commanding officer, executive officer, their respective head of department, and other superiors set over them; see that their subordinates on board perform with diligence the duties assigned to them; be attentive to the conduct of the ship's company; check all profane, abusive, obscene, and improper language; suppress any unseemly noise, confusion, or disturbance; and report to the executive officer those who are guilty of any infraction of the laws, regulations, or orders by which they are governed.

General requirements of.

(3) They shall be responsible for the care, preservation, and manipulation of the part of the ship assigned to their division and of all material, stores, supplies, and articles of outfit issued to their divisions; and shall report immediately to the head of the department concerned, any repairs or extra cleaning which

may be necessary. They shall furnish the officer of the deck with a memorandum of any articles lost or injured while under their charge.

1105.

To keep fully informed concerning the ship's appurtenances. Division officers shall keep themselves fully informed of all regulations, instructions, and technical details concerning the care, preservation, and manipulation of the ships' appurtenances, and the training of enlisted men. They shall scrupulously observe every prescribed and necessary precaution for safety.

1106.

(1) Division officers shall keep a book containing a correct copy of the watch, quarter, station, fire, collision, abandon ship, boat, and other bills of all internal orders, of the routine book, and of other written instructions concerning the duties of the ship.

(2) They shall personally instruct their divisions at all prescribed drills. The junior officers and the petty officers assigned to divisions shall be afforded every opportunity to become proficient in exercising and handling men. (Art. 1287.)

(3) They shall encourage and endeavor to assist those who are desirous of improving themselves in knowledge or of advancing in rating.

(4) They shall, so far as is applicable to themselves, observe the requirements of chapter 36.

(5) They shall endeavor to bring the division under their command to the highest possible state of fighting efficiency.

General duties. (6) They shall, during exercise, follow the directions laid down in the official instructions and take the necessary precautions to prevent accidents.

(7) They shall make themselves thoroughly conversant with the fire bill and carefully carry out its requirements.

1107.

To take their stations at all hands. Division officers shall at once repair to their stations whenever the call for all hands is sounded, unless otherwise directed.

1108.

Requisitions by division officers. (1) The division officers shall, whenever necessary, have prepared and signed memorandum requisitions for clothing and small stores or other articles required by the men. They shall not permit requisitions to be submitted for any man more frequently than necessary with the exercise of reasonable foresight.

(2) No issue of clothing or small stores shall be made to any person in debt to the Government or against whom a checkage is

pending which may put him in debt, except on written authority of the commanding officer and a statement upon the requisition that the issue is necessary for the health and comfort of the person requiring it. (Art. 921.)

(3) Division officers shall require each man to whom an issue of clothing or small stores is made to present the articles drawn, together with his copy of the receipt given by him (Art. —), to his division officer or to some person in that division designated by such officer to check off.

To witness issue of all clothing and stores.

(4) Division officers shall, in addition to carrying out the instructions already laid down for inspection, take special care that all outer and underclothing, overcoats, caps, hats, and bedding of the men are, in respect to quality, pattern, and color, in accordance with the prescribed uniform.

Inspection of clothing.

(5) They shall see that all materials drawn are used for the purpose required; that all clothing is neatly made, marked, and kept in order, and that none of it is sold; that the men are neat in person and clothing, and provided with such articles of clothing and small stores as are required by the Uniform Regulations; and that underclothing is worn at all times unless dispensed with by order of the commanding officer. All work done by ship's tailor shall be submitted to the division officer concerned for inspection and approved before it is accepted or any payment made therefor. (Art. 122.)

The first part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section I

The first part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section II

The second part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section III

The third part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section IV

The fourth part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section V

The fifth part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section VI

The sixth part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section VII

The seventh part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section VIII

The eighth part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section IX

The ninth part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

Section X

The tenth part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

CHAPTER 31.

JUNIOR OFFICERS OF THE LINE.

Sec. 1.—Art. 1118–1122. Duties.

SECTION 1.—DUTIES.

1118.

(1) Junior officers of the line are those below the rank of lieutenant, junior grade, not assigned permanently to duty as watch and division officers. Definition.

(2) They will not be ordered to other than sea duty until they have served at least five years as commissioned officers, except for special training or instruction. Sea service required.

1119.

(1) They shall perform such duty as may be assigned them. Duty.

(2) An ensign shall not be assigned to duty on the staff of a flag officer or as aid to a commanding officer.

1120.

Should an ensign be assigned permanently to duty as a watch and division officer he shall mess in the wardroom and be assigned quarters as a wardroom officer. Watch duty.

1121.

They shall keep a journal and navigation notebook. Note books.

1122.

(1) In order to broaden their experience they shall be detailed successively to as many departments as practicable. Duty to be varied.

(2) Ensigns of the line shall be assigned to a nine months' tour in the Engineer Department for instruction in engineering. Ensigns of the line assigned to Engineer duty.

(3) The commanding officer shall make entry in the fitness report of ensigns whether or not they are qualified to take charge of an engine-room watch under way. Entry in the fitness reports of ensign.

CHAPTER II

UNION OFFICERS OF THE LEAGUE

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Section 1

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1111 The first object of the League is to secure the best possible
1112 The second object of the League is to secure the best possible
1113 The third object of the League is to secure the best possible

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1120 The tenth object of the League is to secure the best possible
1121 The eleventh object of the League is to secure the best possible
1122 The twelfth object of the League is to secure the best possible
1123 The thirteenth object of the League is to secure the best possible
1124 The fourteenth object of the League is to secure the best possible
1125 The fifteenth object of the League is to secure the best possible

CHAPTER 32.

THE MEDICAL OFFICER.

Sec. 1.—Art. 1132-1177. Duties aboard ship.

Sec. 2.—Art. 1178-1183. Dental officer.

Sec. 3.—Art. 1184-1203. Shore stations and general duties.

SECTION 1.—DUTIES ABOARD SHIP.

1132.

The medical officer of a ship is the head of the medical department of the ship. He shall have charge of all material and stores aboard under the cognizance of the Bureau of Medicine and Surgery. He shall be in direct charge of the treatment and care of the sick and wounded, and shall advise the commanding officer in regard to matters affecting the physical fitness of the personnel.

Duties.

1133.

The medical officer shall report to the commanding officer immediately upon becoming aware of danger from any contagious or infectious disease, or of its appearance amongst the personnel. Subject to the direction of the commanding officer, he shall use every means in his power to prevent the introduction of such a disease or, if existing on board, to prevent it from spreading.

Contagious or
infectious dis-
eases.

1134.

The medical officer shall keep himself informed of the sanitary condition of the port in which the ship is lying, and immediately report to the commanding officer any facts that may influence the health of the personnel of the ship. (Art. 741.)

Health of the
port.

1135.

Whenever the medical officer deems it necessary, it shall be his duty to make written suggestions or reports to the commanding officer concerning the sanitary condition of the personnel, the prevention or checking of disease, and the care and comfort of the sick and wounded.

Suggestions.

1136.

Precautions. (1) The medical officer shall carefully observe the general appearance of the personnel, and should he suspect the presence of disease in any person, he shall report the fact to the commanding officer with appropriate recommendations.

Malingering. (2) Whenever he discovers that any person has willfully produced, concealed, aggravated, or feigned any disease or injury, he shall report the fact to the commanding officer, and enter it upon the report book.

Concealed diseases. (3) Whenever, in his opinion, any members of the crew have concealed diseases he shall, with the approval of the commanding officer, examine them and place any that seem to require it under appropriate treatment; such examinations shall also be made when directed by the commanding officer. This duty may be delegated to junior medical officers only.

1137.

Relief of the wounded and instruction in first aid. The medical officer shall at all times have in readiness everything necessary for the relief of the wounded, and, at frequent intervals, with the approval of the commanding officer, shall provide for the instruction of the ambulance party in first aid to the wounded.

1138.

Reports of killed and wounded. As soon as possible after a battle the medical officer shall make out careful duplicate reports of the killed and wounded, sending one copy to the commanding officer, and the other through him to the commander in chief.

1139.

Unofficial certificates. The medical officer shall not give an unofficial certificate of ill health or of inability to perform any duty.

1140.

Food for the sick. The medical officer shall have the food for the sick frequently inspected by a medical officer, and shall report if it is not prepared properly or in accordance with his directions.

1141.

Medical survey. Whenever in his opinion any person on board becomes unfit for further duty on account of ill health or injury, he shall report the fact to the commanding officer and, if necessary, recommend a medical survey or transfer to a hospital.

1142.

(1) A patient, while being transferred to a hospital, shall, in serious cases, be accompanied by a medical officer, if practicable. **Transfers.**

(2) A patient, when transferred from the care of a medical officer of the Navy to that of any other person, shall be accompanied by a hospital ticket and by his health record.

(3) Every man about to be transferred from one ship or station to another shall be subjected to a careful physical examination conducted by the medical officer, who shall make the requisite entries on the man's health record. Except in an emergency, no man who is known to have been exposed to any infectious or contagious disease, or who is found to be suffering from such disease or from active venereal infection, which may be a menace to others, shall be recommended for transfer except for treatment in hospital or for passage thereto. When an emergency requires the transfer of men with these diseases, a full report shall be forwarded through official channels to the medical officer of the ship or station to which transfer is made. If any cases of these diseases are found and retained, they shall be promptly admitted for treatment and a report of the facts made to the commanding officer. **E x a m i n a t i o n
before transfer.**

1143.

(1) When a patient is transferred to any other than a United States naval hospital, the date of the transfer shall be noted in his health record, and the case continued therein until the patient returns to duty or until the ship leaves port, if the patient be left behind. **P a t i e n t s i n
any other than
a United States
naval hospital.**

(2) On the departure of the ship, if in a foreign port, the medical officer shall forward, through the commanding officer, to the consul the health records of the cases of all patients referred to in paragraph 1 of this article, who are left behind. The record in each instance shall state that it is to accompany the patient, if sent to the United States, or to be forwarded to the commanding officer of the next ship arriving in the port.

(3) Upon the arrival of a ship in a foreign port, her medical officer shall take charge of all cases referred to in paragraph 2, and continue their health records. When practicable, such medical officer shall frequently visit these patients, in order to continue a correct health record in each case. He shall interest himself in their welfare, report their progress to the commanding officer, and suggest any measures that he may consider necessary for their benefit.

(4) The hospital expenses of such patients shall be paid from the proper appropriation under the Bureau of Medicine and Surgery.

(5) When such patients are transferred or received, a report of the fact shall be made to the fleet surgeon and, if in a port of the United States, to the Bureau of Medicine and Surgery.

1144.

Certificates of death.

(1) The medical officer shall prepare duplicate certificates of death and forward them through the commanding officer to the Bureau of Medicine and Surgery and shall furnish a copy to the commander in chief.

(2) The statement as to origin of disease or disability causing death shall always be noted therein, with reasons for the opinion expressed as to whether or not it was incurred in line of duty.

1145.

Medical storeroom.

The medical officer shall see that only medical stores and supplies, and spirits and wines that are the property of the Government, are kept in the medical storeroom. He shall retain the key himself and never permit it to pass into the custody of an enlisted man without permission of the commanding officer. The storeroom shall not be open, except in the presence of an officer unless in an emergency.

1146.

Custody of spirits, wines, and malt liquors.

The medical officer shall not permit any spirits, wines, or malt liquors, the property of the Government and under his charge, to be placed in the possession of any enlisted or appointed man, except in small quantities for immediate consumption by patients.

1147.

Reports of epidemic or contagious diseases.

(1) Upon the arrival of a ship in a foreign port, the medical officer shall obtain, as far as practicable, the sanitary data prescribed in the Manual for Medical Officers and shall forward the same without delay to the Bureau of Medicine and Surgery.

(2) During the prevalence of epidemic or contagious diseases, especially in ports of the Gulf of Mexico, the West Indies, and South America, he shall include in such report all reliable information relating thereto that he may be able to procure.

1148.

Duty in connection with summary courts-martial.

The medical officer of the ship shall indorse upon the record of every summary court-martial, the sentence of which involves confinement for a period exceeding 10 days, on diminished rations, or on bread and water, his opinion as to whether the infliction of such sentence would produce serious injury to the health of the

person sentenced, in form as follows: "From an examination of ———, and of the place where he is to be confined, I am of the opinion that the execution of the foregoing sentence will (not) produce serious injury to his health."

1149.

In the absence, or during the disability, of the medical officer of the ship the medical officer next in rank on board shall perform his duties. Absence or disability.

1150.

When fitting out, and as soon as possible after reporting for duty, the medical officer of the ship shall examine the sick bay, dispensary, medical storeroom, and other accommodations for the sick and wounded. Should he discover any defects or deficiencies therein he shall make a detailed written report of the facts to the commanding officer. When fitting out.

1151.

As soon as practicable, after going into commission, the medical officer shall examine the crew in order to verify the descriptive lists and health records, and to ascertain if all the members are physically qualified to perform the duties which will probably be required of them. If any are found disqualified, he shall, with the approval of the commanding officer, request that a survey be held upon them. (Art. 826.) To examine the crew.

1152.

(1) During the examination required in article 1151 the medical officer shall make a list of all who seem to require vaccination, which shall be performed as soon as the duties of the ship permit, and repeated in case of failure until there is a reasonable assurance that the person is protected. The time to vaccinate, and the number to be vaccinated at any one time, shall be decided by the commanding officer upon recommendation of the medical officer. All members of the crew received on board from time to time during the cruise, who are not known to be protected, shall be vaccinated as speedily as possible. Vaccination.

(2) All persons in the naval service shall be vaccinated with smallpox vaccine and given typhoid prophylaxis in accordance with instructions contained in the Manual for the Medical Department.

1153.

The medical officer shall report to the commanding officer daily by 10 a. m., in writing, the names and condition of the sick. Daily report of the sick.

1154.

Binnacle list. The medical officer shall prepare a binnacle list containing the names of those he recommends to be excused from duty, either wholly or in part, and submit it to the commanding officer daily before 9.30 a. m. Necessary additions and changes during the day shall be made in the manner provided in article 1322 (1).

1155.

Instruction in use of tourniquets and first-aid dressings. At general quarters and at special exercises, with the approval of the commanding officer, the medical officer shall distribute a sufficient number of first-aid appliances for all requirements and frequently advise divisional officers as to the use of these appliances, as provided for in article 1346.

1156.

To inspect the provisions for the crew. The medical officer shall, when required, inspect the provisions of the crew, and report any that are unsound or likely to cause illness. (Art. 1320(5).)

1157.

Preparation of food. The medical officer shall report to the commanding officer any want of care or cleanliness or any neglect in the preparation of food for the crew, which may be injurious to health.

1158.

Testing water. Before cooking or drinking water from shore is taken on board, the medical officer shall investigate its source and make as complete an examination of it as possible with the means at hand, and report at once if any doubt exists as to its purity. All such examinations shall be recorded in the journal. (Art. 1320(5).)

1159.

Fresh provisions. (1) The medical officer shall inspect as to their quality all fresh provisions delivered to the ship. This duty may be delegated to a junior medical officer.

Examine contents of boats. (2) He shall examine the contents of boats attending the ship with articles of food or drink for sale, and report if the articles are, in his opinion, suitable to be consumed as food or drink. A junior medical officer may perform this duty. (Art. 1320(2).)

1160.

To inspect cells and prisoners. The medical officer shall make inspections of the cells and other places of confinement, as well as of the prisoners, and report the result to the commanding officer. (Art. 216.)

1161.

The medical officer shall accompany the first lieutenant on his weekly inspection of living spaces, holds, and storerooms. (Art. 1360(2).) Inspection of holds, etc.

1162.

The medical officer of a ship returning to the United States shall, when patients are received for transportation, continue their health records as readmissions, and account for them as the sick of the ship. Patients received for passage to United States.

1163.

(1) The medical officer shall keep a health record of all officers and enlisted men, which shall be subject at any time to the inspection of the commanding officer and of the fleet surgeon. (Arts. 137(5) and 1179.) Health record.

(2) Upon the completion of a health record, he shall forward it to the Bureau of Medicine and Surgery, through the commanding officer.

1164.

(1) When a ship is commissioned the medical officer thereof shall be furnished with triplicate invoices of all articles in her medical outfit duly signed by the medical officer in command of the naval medical supply depot. Invoices and receipts of medical stores and supplies.

(2) He shall take charge of all such articles when delivered and invoiced to him, and shall receipt for them if they correspond in character and amount with the invoices. These invoices and receipts must be approved by the commanding officer, after which the medical officer of the ship shall retain the third, forwarding the first to the medical officer in command of the naval medical supply depot, and the second to the Bureau of Medicine and Surgery.

(3) Medical stores transferred from the naval medical supply depot to a ship, after the invoices of her regular outfit have been signed and disposed of, shall be invoiced and receipted for in like manner.

(4) When medical stores are transferred from a storeship, storehouse, or depot to a ship, the invoices and receipts must be made in triplicate, approved by the senior officer present, and disposed of in the same manner as though at a navy yard.

(5) When medical stores are transferred from one ship in commission to another, the invoices and receipts shall be made in duplicate and approved by the senior officer present. The officer transferring and the officer receiving the stores shall each sign both copies, the latter retaining the original and the former the duplicate.

(6) If the medical officer finds any discrepancy, error, or omission in the invoices of stores, he shall report it to the commanding officer, who shall have the invoices corrected before they are receipted.

(7) All invoices of medical stores shall be kept on file for future reference, and when the ship goes out of commission shall be transferred to the medical officer of the navy yard with the medical outfit and its inventory. (Art. 1172.)

1165.

Ships on detached service. When serving in a ship not attached to a fleet, and without the United States, the medical officer shall make requisition for necessary medical supplies, from time to time, on the supply officer of the ship, as favorable opportunity for their purchase offers.

1166.

Medical stores and supplies. (1) The allowances in the supply table are intended as the basis of supplies for a ship when fitting out for a cruise. Needful additions may subsequently be made from time to time by requisitions, but it is not necessary or expected that these additions shall bring the amount of supplies on hand fully up to that given in the supply table.

Not to be purchased. (2) Timely requisitions for stores and supplies must be made to cover ordinary expenditures, but they shall not be filled by purchase if it can be avoided. (Art. 1399.)

Stores from other departments. (3) When any of the stores and supplies on board in charge of other officers are necessary for the sick, they may be obtained upon requisition duly approved by the commanding officer. A receipt for them shall be given. (Art. 1395.)

1167.

Laundry and extra provisions. Laundry work, extra provisions, and groceries for the sick shall be obtained by open purchase on duly approved requisitions.

1168.

Surgical instruments. Surgical instruments and appliances shall not be replaced unless condemned by a board of survey; and all that are condemned shall be turned in at a navy yard or to a supply depot.

1169.

Loss of medical stores. In the event of discovering any loss or destruction of medical stores, surgical instruments, or furniture, the medical officer shall report the fact immediately to the commanding officer, and request a survey thereon.

1170.

(1) When the ship goes out of commission the medical officer shall be guided by instructions contained in the Manual for the Medical Department. Medical outfit when going out of commission.

1171.

(1) When stores and supplies are transferred from the charge of one medical officer to another, triplicate receipts must be passed. Transfer of stores.

(2) Whenever a medical officer is relieved from duty, he shall transfer to his successor all public property in his charge.

(3) When a hospital corpsman has been placed in charge of property of the Medical Department, on his relief from duty he shall transfer to his successor all public property in his charge.

1172.

(1) In all cases, unless otherwise directed, the medical officer shall procure a bill of health before leaving port. Bill of health.

(2) Upon arrival of the ship in port he shall be prepared to receive the health officer and exhibit to him the bill of health; also to answer any questions that may be asked concerning the sanitary condition of the ship.

1173.

On the 1st of January of each year the medical officer shall submit to the Chief of the Bureau of Medicine and Surgery, through official channels, a sanitary report, as prescribed in the Manual for the Medical Department. While embracing matters of general sanitary and professional interest, this report shall give special attention to information and recommendations tending to promote military efficiency through the maintenance of physical fitness in the personnel. Sanitary report.

1174.

In battle it shall be the first duty of the medical officer to give such attention to the wounded as will permit those who are able to return promptly to their stations at the guns or elsewhere, and to render such aid along humanitarian lines as conditions will permit. Duty in battle.

1175.

(1) The medical officer shall be stationed in the sick bay at quarters.

(2) He shall take charge of the surgeon's division and of the men on the sick list, require their presence at the sick bay if able to come, and report absentees. Station and duty at quarters.

(3) He shall comply with the requirements of chapter 30. Surgeon's division.

1176.

(1) The surgeon's division shall consist of all medical and dental officers of the ship, the pharmacist, all enlisted men of the Hospital Corps, and such attendants as may be detailed by the commanding officer for exclusive duty with the Medical Department.

(2) For the issue of money, small stores, and clothing, the enlisted men of this division shall be under the medical officer in the same manner as the men of the gun division are under the gun-division officers.

1177.

A report of breaches of discipline to be made. The medical officer shall cause to be entered upon the report book the names of any subordinates of the surgeon's division, or of the sick or their attendants, who may be guilty of any breaches of discipline.

SECTION 2.—DENTAL OFFICERS.

1178.

Duties of dental officers. Dental officers shall be assigned to the medical department of the ship or station to which they may be attached, under the general supervision of the medical officer. They shall not be called upon to assume any of the professional duties or responsibilities of medical officers. The professional services of dental officers shall be available only for officers and men on the active list of the Navy and Marine Corps, and such services are restricted to those measures which will most effectively and economically preserve the teeth of the personnel and insure physical fitness.

1179.

Attention to patients. They shall be unremitting in attention to members of the naval personnel who may be patients under their care, and shall exact from those under their direction a rigid performance of their duties.

1180.

To inform medical officer of patients' condition. They shall keep the medical officer fully informed as to the condition of all patients, and promptly notify him of any case which may require medical attention.

1181.

Record of patients. They shall keep a record of patients treated and all dental work performed and submit the same to the medical officer for incorporation in the prescribed medical reports and returns.

1182.

Dental officers will receipt for all dental property under their charge and will be accountable for its care and preservation. They shall not be released from responsibility for the value of any dental instruments or furniture unless the expenditure shall have been authorized by the bureau or a board of survey. Dental prop-
erty.

1183.

In making requisitions and returns of dental property, dental officers will follow the instructions and regulations governing medical officers under similar circumstances. Requisitions.

SECTION 3.—SHORE STATIONS AND GENERAL DUTIES.

1184.

The medical officer of a shore station, under the direction of the commandant, shall supervise the hygiene of the station and recommend such measures as he may deem necessary to prevent or diminish disease. He shall likewise examine monthly and note in the journal the sanitary conditions of all public buildings, the drainage, the sewerage, the amount and quality of the water supply, the clothing and habits of the men, the character and cooking of food, and report in writing the conditions to the commandant, together with such recommendations as he may deem proper. The commandant shall indorse his views and action thereon and, if he deem the action recommended by the medical officer undesirable, shall state fully his objections thereto. He shall then return the report, with his indorsements, to the medical officer, who shall immediately enter the indorsements of the commandant in the journal and forward the report, through official channels, to the Chief of the Bureau of Medicine and Surgery, with such further report, if any, as he may deem necessary or advisable in the premises. A special sanitary report shall be made at any time when an emergency arises, and at once be forwarded, through official channels, to the Chief of the Bureau of Medicine and Surgery. Duty of medi-
cal officer at
shore stations.

1185.

(1) Medical officers on duty at navy yards and naval stations will, in addition to their official duties, be required to attend the families of officers and enlisted men, including those on the retired list, residing in the yard or station, or within 1 mile of the naval dispensary, except as noted in paragraph 4. General duties.

(2) Medical officers on detached duty, such as recruiting, may be designated by the department to attend officers and enlisted men and their families residing within 2 miles of their office.

(3) Except in cases of emergency, the medical attendance contemplated in paragraphs (1) and (2) will be available only during the regular working hours of the yard, station, or office, and provided it may be accorded without interference with the medical officer's other duties.

Officers' families in Washington.

(4) Medical attendance will be accorded the families of officers on duty in Washington, D. C., not otherwise provided for, and retired officers and their families, who reside within 2 miles of the Navy Department.

(5) The family of an officer or enlisted man shall include only those relatives who are dependent upon him for support, and not persons employed by him.

(6) Officers and enlisted men will exact of their families consideration in their relations with medical officers, requiring those who are physically able to visit the dispensary, if there is one on the station.

Medical stores.

(7) The expenditure of such medical stores as may be deemed necessary by the Surgeon General in carrying out the provisions of this article is authorized.

(8) Officers and enlisted men on duty at navy yards, naval stations, and elsewhere shall immediately inform the medical officer of the existence of suspected cases of contagious or communicable diseases in their quarters, in order that the medical officer may investigate, report to the commandant, and take the steps necessary to safeguard the health of the command.

Injured employees.

(9) When wounds or injuries are received by mechanics or laborers while at work in the yard, the medical officer shall supply whatever may be necessary in rendering professional assistance. Such cases, if serious, shall be recorded and indexed in a book provided for that purpose, and if the injuries were received in the line of duty the case shall be reported to the commandant.

1187.

Persons sent to other than naval hospitals.

(1) Officers and enlisted men of the Navy and Marine Corps, when on duty at a place where there is no naval hospital, may be sent to other hospitals, upon the order of the commander in chief, or the senior officer present, and the expenses of such persons shall be paid from the naval hospital fund; and no other charge shall be made against their accounts than such as are made for persons under treatment at naval hospitals.

1188.

Whenever any officer, seaman, or marine entitled to a pension is admitted to a naval hospital, his pension, while he remains there, shall be deducted from his accounts and paid to the Secretary of the Navy for the benefit of the fund from which such hospital is maintained.

Pensions of persons in hospital.

1189.

(1) Expenses incurred by an officer of the Navy for medicines and medical attendance shall not be allowed unless they were incurred when he was on duty, and the medicines could not have been obtained from naval supplies, or the attendance of a naval medical officer could not have been had. (Sec. 1586, R. S.)

Expenses incurred for medicines, etc.

(2) Officers of the Navy or Marine Corps on duty where the services of a naval medical officer are not available shall, as a basis of claim for expenses, report any sickness or injury, as soon as they are able, to the Chief of the Bureau of Medicine and Surgery.

(3) All claims for expenses incurred for medicines and medical attendance shall be forwarded to the Chief of the Bureau of Medicine and Surgery for examination and approval. After approval such claims shall be forwarded to the Chief of the Bureau of Supplies and Accounts for payment by such officer as he may designate. Claims shall be accompanied by receipted bills and all other papers pertaining thereto.

(4) Where the services of a naval medical officer are obtainable, officers in a duty status may have, under the control of the medical officer in charge, when the latter is not in his own opinion sufficiently skilled to properly treat the affection, the benefit of consultation with and treatment by a specialist; but such consultation and treatment must be by prior authority of the Chief of the Bureau of Medicine and Surgery, and under the direction and control of the medical establishment of the department, as the law does not permit the allowance of expense of consultation with or treatment by a specialist when it is incurred upon the mere volition of the officer concerned. Ordinarily it is assumed that such consultation with a specialist is for the purpose of confirming the diagnosis and outlining the treatment, the medical officer in charge of the case being regarded as professionally capable of carrying out further treatment.

Treatment by specialist.

(5) Expenses for medicines and medical attendance shall not be allowed in the case of enlisted men of the Navy and Marine Corps where naval medical supplies are available and where the services of a naval medical officer can be had; nor shall they be allowed unless the sickness or injury has been promptly reported to the Chief of the Bureau of Medicine and Surgery by the officer in com-

Expenses in case of enlisted man.

mand; or if on detached duty, as at radio stations, subrecruiting stations, with Naval Militia, etc., by the enlisted man himself as soon as able.

Where there is no Government hospital.

(6) When officers and enlisted men of the Navy and Marine Corps, on detached duty, require immediate hospital treatment where a naval hospital or a hospital of the United States Public Health Service is not available, and when transportation to one or the other is not practicable, they will be admitted to a civil hospital, and prompt information of the fact, together with a full statement as to the nature of the disability, shall be communicated to the Chief of the Bureau of Medicine and Surgery through official channels—either by the officer in command or, if on detached duty as set forth in paragraph 5 of this article, by the patient himself as soon as able.

(7) (a) Dental treatment is regarded as included in the term "medical attendance." (Comptroller's Decision, Dec. 20, 1919.)

(b) Necessary and reasonable claims for expenses for dental service will be considered in the same manner as claims for other medical expenses, and only when such expenses were incurred in an emergency when in a duty status where the services of a naval dental officer could not have been had and when a naval medical officer, if available, has been consulted in advance.

(c) Prosthetic dental treatment at the expense of the Government will be allowed only when authorized in advance by the Bureau of Medicine and Surgery.

1190.

Officers admitted to hospitals.

(1) When an officer is admitted to a naval hospital he is entitled to remain under treatment and to have all the advantages of such hospital until cured. In the case of chronic disorders, which after a sufficient period shall appear to the medical officer in command of the hospital to be not susceptible of cure, that officer shall make a report to the commandant of the station and request a medical survey thereon. If a survey recommends a continuation of treatment, the officer surveyed may remain until a subsequent survey shall recommend a discharge.

(2) When a medical survey, duly approved, shall recommend an officer's discharge from hospital, it shall be at the option of such officer, if disabled or decrepit, to be transferred to the Naval Home.

(3) A copy of all the papers in such cases shall be forwarded by the commandant to the Secretary of the Navy.

1191.

Sick and disabled officers entitled to medical attendance.

Sick, wounded, or disabled officers are entitled to the benefits of naval medical and surgical attendance, either within or without a naval hospital, so long as they remain sick, wounded, or

disabled. The fact that an officer has been recently treated within a naval hospital shall not prevent his readmission to the same or to any other hospital.

1192.

Convalescent patients may be detailed for light service, but shall not be retained in the hospital for that purpose after they are fit for duty. Convalescents to be discharged when fit for duty.

1193.

No patient in hospital shall be entitled to any service except that of the regular hospital attendants; nor shall anyone, except medical officers on duty, patients, and employees of the hospital be subsisted or lodged without permission of the Chief of the Bureau of Medicine and Surgery. Attendants.

1194.

The medical officer in command of each hospital, and the medical officer of each station and ship shall be held responsible and accountable for all public property under his control belonging to the medical department of the Navy. Accountability for property expended.

1195.

A health record shall be issued for each person in the naval service, which shall accompany him in all transfers, as prescribed in the Manual for the Medical Department. The health record shall be kept in the custody of the medical officer of the ship or station. Health record.

1196.

(1) Medical officers making entries in the health record or on reports of death or reports of medical survey of officers or enlisted men of the Navy or Marine Corps for disease or injury, shall state specifically whether such disease or injury was received in the line of duty or not in the line of duty, and when not in the line of duty, whether the disease or injury is the result of his own intemperate use of drugs or alcoholic liquors or other misconduct. "Not in line of duty" entries.

(2) When the medical officer having the custody of the health record of an officer or enlisted man of the Navy or Marine Corps enters on such record that any disability for which such officer or enlisted man is admitted to the sick list was not received in line of duty, or was the result of his own intemperate use of drugs or alcoholic liquors or other misconduct, it shall be the duty of such medical officer to inform the patient when such an adverse entry is made, provided the condition of the patient does not make such action inadvisable. He shall inform the commanding officer at the same time, and the procedure then shall be as prescribed in paragraph 4. Entries concerning intemperate use of drugs or alcoholic liquors.

Individual to be informed of adverse report. (3) It shall likewise be the duty of the senior member of any board, which makes a similar adverse record relative to the origin of any disease or injury, to inform the individual concerned of such record. In the case of a board of medical survey the statement in rebuttal should not be incorporated in the body of the survey but forwarded as a separate paper.

Right of individual. (4) It shall then be the right of such individual to request the commanding officer to have entered on the health record bearing such an adverse entry, such evidence in rebuttal as he may desire to present. A copy of such entry and evidence shall then be forwarded to the Chief of the Bureau of Medicine and Surgery for filing.

Dependant on condition of individual. (5) In the event of the condition of the individual being such as to render it impracticable or inadvisable to inform him of such adverse entry, this fact shall be noted on his health record, and he shall be so informed so soon as circumstances permit, and such action be noted on the record when taken.

Origin of death not approved. (6) In the event of the death of a person in the naval service in which the commanding officer does not approve of the assigned origin of the fatal illness or injury as given in the official report of death, it shall be his duty to indorse thereon his opinion and the reasons therefor, the report being then forwarded to the Chief of the Bureau of Medicine and Surgery for file.

Absence from duty due to own misconduct. (7) In the case of an officer or enlisted man of the Navy or Marine Corps in active service absent from duty on account of sickness, injury, or disease resulting from his own imtemperate use of drugs or alcoholic liquor or other misconduct, when the commanding officer and medical officer are in accord the entry shall be final. Should the commanding officer and medical officer disagree, the former will call a board of officers of not less than two members, one of whom shall be a medical officer, to report upon and make recommendations in the case. The approval by the commanding officer of the findings of this board shall be final; but if the commanding officer disapproves the finding of the board the proceedings will be forwarded for the action of the next higher authority. A copy of the final decision in the case will be entered in the health record.

Misconduct report. (8) Whenever an officer or enlisted man of the Navy or Marine Corps in active service is absent from duty on account of sickness injury or disease resulting from his own imtemperate use of drugs or alcoholic liquors, or other misconduct, the medical officer having cognizance of the case shall prepare and forward to the commanding officer an admission "Misconduct Report" and upon the individual being discharged to duty a discharge "Misconduct Report." In the case of officers these reports shall be forwarded in duplicate, one for the commanding officer, the other via the commanding officer to the officer carrying the officer's accounts. In the case of

enlisted men the reports shall be made in triplicate when necessary and forwarded through the commanding officer, one each for the commanding officer and the officer carrying the man's accounts, and the third for the officer having custody of the man's enlistment record. (Art. 554.)

1197.

A survey may be ordered by the commander in chief of a fleet, the commandant of a station, the senior officer present, or by a division commander in a fleet, upon any officer or other person under his command, on the request of the senior medical officer of the ship or station where the person is serving. Order for survey.

1198.

(1) A board of medical survey shall consist, when practicable, of three medical officers. Boards of medical survey.

(2) If it be inconvenient to detail three officers, two will suffice. In extreme cases, or on board a ship on detached service, the survey may be held by the medical officer of the ship.

1199.

Reports of medical survey shall be made upon the prescribed form and shall conform to the instructions as given in the manual for the Medical Department. Medical surveys.

1200.

No person other than the medical officer shall be permitted to conduct any part of a physical examination or to sign an original entry or any medical record of enlistment. Every such examination shall be completed according to the official forms. Entries only by medical officers.

1201.

(1) The examination having been concluded and the candidate found qualified for the service, the medical examiner shall enter his descriptive list upon the blank service record furnished by the Chief of the Bureau of Navigation or the Major General Commandant of the Marine Corps and, having signed it, shall transmit the record to the commanding officer. He shall also make the necessary entries upon the blank health records furnished by the Chief of the Bureau of Medicine and Surgery, retaining such records until the recruits are transferred, when they shall be duly forwarded, as provided in the manual for medical officers. Records.

Transfer. (2) Upon the transfer at any time of an enlisted person, the medical officers shall make the necessary entries upon the service and health records.

1202.

Waivers. (1) In cases where physical disqualifications are waived by the Navy Department, the medical examiners shall fully describe the same on all records of enlistment.

1203.

Removal of sick to hospital. (1) Sick persons may be sent to a hospital at any time upon the recommendation of the medical officer of the ship or of a board of medical survey, approved by the commanding officer. (Art. 1142.)

Tuberculosis cases. (2) All cases of tuberculosis occurring on board seagoing ships which are recommended for transfer to the naval hospital at Las Animas, Colo., must be sent first to the nearest naval hospital for further disposition as directed by the Navy Department.

Accounts of men sent to hospital. (3) When any petty officer or enlisted person is sent from a ship or station to a United States naval hospital at home or abroad for duty or for treatment, his accounts and other papers shall be sent direct to that hospital. The medical officer in command of the hospital shall forward the pay accounts to the supply officer of the nearest receiving or station ship, and such supply officer shall comply with the orders of the medical officer in command of the hospital in such matters pertaining to changes of rating, pay, etc., as is done in similar cases for commanding officers of vessels whose accounts the supply officer has in charge.

(4) When such transfer is made to a hospital not a naval hospital, his accounts and other papers shall be retained on board, and such transfer shall not be considered as creating a vacancy until the ship to which he has been attached sails from the vicinity of the hospital. When a man is thus left, he shall be furnished with his accounts and a copy of his service record, and the original of his service record shall be sent to the Bureau of Navigation.

Orders upon recovery not in hospital when in naval hospital. (5) If a man be in a hospital not a naval hospital when his ship is about to depart, and there is no prospect of the immediate arrival of another United States vessel in the port, he shall be ordered upon his recovery to report, preferably by telegraph, to the Bureau of Navigation for instructions. He shall be given sufficient money from the amount due him to defray his necessary expenses, and he shall be instructed to keep a written account thereof upon which to base a claim for reimbursement. He shall request the surgeon in charge to furnish him with a certificate of the dates of admission to and discharge from the hospital.

(6) When he has not sufficient money due him, the United States consul, if there be one, and, if none, then the surgeon in

charge of the hospital, shall be requested to take charge of him, and upon his recovery to ask instruction, preferably by telegraph, of the Bureau of Navigation, Navy Department, as to what disposition shall be made of him, in which case the Bureau of Navigation will provide the necessary funds.

(7) Enlisted men held for treatment at a hospital after expiration of enlistment are held for the convenience of the Government, and entitled to pay and allowances until date of actual discharge from the service. **Pay while in hospital.**

(8) Persons transferred to the naval hospital at Philadelphia shall be directed to report to the governor of the Naval Home. **If sent to naval hospital, Philadelphia.**

The first part of the document discusses the general principles of the proposed system. It is intended to provide a clear and concise summary of the main points. The following sections will deal with the details of the system and the methods of its implementation.

The second part of the document describes the various components of the system and how they are interconnected. This section is essential for understanding the overall structure and function of the system.

The third part of the document outlines the methods used to develop and test the system. This section provides a detailed account of the development process and the results of the testing.

The fourth part of the document discusses the results of the testing and the performance of the system. This section provides a detailed analysis of the data collected during the testing process and compares the results with the expected outcomes.

The fifth part of the document discusses the conclusions drawn from the testing and the implications of the results. This section provides a summary of the findings and discusses the potential applications of the system.

The sixth part of the document discusses the future work that needs to be done to improve the system. This section provides a list of recommendations and a plan for future research.

The seventh part of the document discusses the acknowledgments and the contributions of the various individuals and organizations that have supported the work.

The eighth part of the document discusses the references and the sources of the information used in the document.

The ninth part of the document discusses the appendices and the additional information that is provided to support the main text.

The tenth part of the document discusses the index and the location of the various sections of the document.

CHAPTER 33.

OFFICERS OF THE SUPPLY CORPS AFLOAT.

Sec. 1.—Art. 1208–1234. Duties.

SECTION 1.—DUTIES.

1208.

(1) Before entering upon the duties of his office, every officer of the Supply Corps shall give bond for the faithful performance thereof, with sufficient surety, to be approved by the Secretary of the Navy, and under such regulations or instructions as may be issued from time to time by proper authority.

Bonds.

(2) He shall give a new bond, with sufficient surety, every four years, or whenever required to do so by the Secretary of the Navy; and all such bonds shall be examined every two years for the purpose of ascertaining the sufficiency of the surety thereon. (Sec. 1384, R. S.)

New bond.

1209.

The supply officer of the ship shall be the senior officer of the Supply Corps attached thereto, except as provided elsewhere in these regulations; and he shall be the head of the supply department of the ship and the supply division. (Arts. 1228 and 1229.)

The supply officer.

1210.

The supply officer of a ship shall have charge of the accounts of the personnel, of the purchasing of stores and material for the ship, and of the disbursement of funds in connection with the general operation of the ship.

Duties of supply officer (disbursing).

1211.

The supply officer shall also have charge of the accounts and the custody of all supplies and equipage not issued for use, except coal, ammunition, Marine Corps, and medical stores.

Duties of supply officer.

1212.

Inventory of mess outfits. The supply officer of the ship shall make a careful inspection and inventory of officers' mess outfits at the end of each quarter, and when the ship is put out of commission; he shall furnish the different messes with itemized statements of the losses in their outfits and of the amounts due the Government from the officers' messes, and shall collect such amounts and take them up on his official cashbook.

1213.

Duties.

(1) The supply officer of a ship shall have charge of the general mess and of the commissary steward, cooks, bakers, and men detailed for duty in the ship's galley and supply department. He shall be responsible for all mess gear issued to the crew, and for the cleanliness and good condition of the galley, bakery, issuing room, and other places where the men of his division work.

(2) No person employed in the service of the general mess shall be paid ration money or any extra compensation by the supply officer or his assistants, or by subscription from the crew. Individual contributions to the mess are prohibited.

1214.

Inspection of provisions.

(1) Commanding officers are particularly and especially enjoined to require that all provisions delivered on board by a contractor be inspected upon delivery by a commissioned officer (that is to say, the officer of the deck or by his relief or the junior officer of the watch—preferably the former), who shall personally, and without delegating this duty to any other, ascertain the exact quantity of each article received and certify the fact over his official signature, and at once deliver said record to the supply officer who shall himself (or have the pay clerk) check the same with the retained copy of the order and file them together for subsequent comparison with dealer's bills.

(2) Whenever provisions are delivered on board by a contractor, an entry shall be made in the ship's log showing the contractor's name, the exact quantity of each article delivered, and the name of the officer making the inspection prescribed in the preceding paragraph.

1215.

Duties of commissary steward.

(1) The commissary steward shall not have custody of or control over the record of provisions received, nor shall he prepare public bills or quarterly provision returns: 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 state-

ment giving the estimated quantity of each article needed in the preparation thereof, for submission to the supply officer. He shall make each morning a written report to the supply officer of all provisions issued the day before, and shall keep an accurate account of everything committed to his care.

(2) Nothing contained in the foregoing relative to inspection of provisions shall in any way relieve the supply officer or his subordinates of their responsibility in the premises.

1216.

The supply officer shall have charge of the ship's store, when one has been established, and of the yeomen and jacks-of-the-dust assigned to duty in connection therewith.

Ship's store.

1217.

(1) The supply division shall consist of all officers of the Supply Corps attached to the ship, the chief pay clerks, pay clerks, and acting pay clerks, yeomen and jacks-of-the-dust, the commissary steward, cooks, bakers, storemen, and such other persons as may be assigned to it by the commanding officer.

The supply division.

(2) It shall muster at quarters at a place designated by the commanding officer.

(3) The senior officer of the Supply Corps shall take charge of the division and make the usual report in regard to absentees. He shall comply with the requirements of chapter 30.

(4) In battle, the members of the division shall be stationed by the commanding officer where they will be of the greatest service.

(5) For the issue of money, small stores, and clothing, the enlisted men of this division shall be under the supply officer in the same manner as the men of the gun divisions are under the gun division officers.

1218.

(1) The officers of the Supply Corps shall take charge of the office, store, and other rooms under their charge, which are kept locked, keeping the keys in their custody. They shall see that store and other rooms under their charge are clean, dry, well ventilated, and in good order, and that they are prepared for inspection at the same time as the other parts of the ship.

Care of store-rooms and stores.

(2) They shall see that no private articles are stowed in these rooms, and that they are not used as sleeping apartments without the knowledge and authority of the commanding officer.

(3) They shall see that stores in their charge are properly cared for, as provided by the Navy regulations.

Loss of or
damage to public
property.

(4) In the event of discovering deterioration, loss, or destruction of any of the public property in their charge, they shall immediately report the fact to their commanding officer.

1219.

Ship going in
commission.

Upon joining a ship fitting out, the supply officer shall carefully examine the supply office, storerooms, and other spaces allotted for the stowage of provisions and supplies in his charge, and shall report in writing to the commanding officer their capacity and any defects or deficiencies in their arrangement.

1220.

Evening in-
spection.

The supply officer of the ship shall, every evening, carefully inspect his department and see that everything is in a satisfactory condition for the night; that there is no probability of accident from fire, from the introduction of sea water, or from other causes; and that all of the rules and routine orders of the ship relating to his department are being obeyed. At 8 p. m. he shall report the result of this inspection to the executive officer. In case of the absence of the supply officer he shall cause this inspection and report to be made by the senior one of his assistants available. He shall not be required to attend a formal assembly of other than heads of departments, for the purpose of making this report.

1221.

Suggestions.

The officers of the Supply Corps shall, when necessary, make written suggestions or reports to the commanding officer concerning supplies and stores for the ship.

1222.

Annual inven-
tory.

(1) The supply officer of the ship shall take a yearly inventory of equipage and supplies in his custody, reporting their condition to the commanding officer and correcting the accounts in accordance with the quantities found to be on hand. The supply officer shall also correct his accounts by survey for "Equipage in use" to agree with the certified inventory taken by the respective heads of departments [art. 1393 (13)].

(2) The supply officer shall notify the heads of departments in advance of the date upon which he will begin his inventory, and such inventory shall be completed within one month and undertaken at such time as to insure its completion before the end of the third quarter of the fiscal year. A report shall be made to the commanding officer in writing in each instance, stating that the

inventory has been completed and that the necessary requests for surveys have been submitted to enable the books to be corrected, with the statement that the surveys submitted cover all deficiencies and excesses.

(3) The dates of commencement and of completion of each inventory shall be entered in the ship's log.

(4) The supply officer will prepare all requests for surveys on equipage in use on a memorandum request of the head of department concerned.

(5) On each quarterly balance sheet submitted, the date of the last inventory will be noted.

1223.

The supply officer of the ship shall be informed by the head of each of the ship's departments, in writing, whenever it is anticipated by such head of department that the requirements for any item of stores or supplies will exceed the quantity indicated by the allowance list for the period concerned. Should differences of opinion arise between any head of department and the supply officer of the ship as to the quantities to be carried, the commanding officer shall decide the question.

1224.

An officer of the Supply Corps on disbursing duty ashore or afloat may turn over to the chief pay clerk, pay clerk, or acting pay clerk serving with him, for disbursement as his deputy, such sums of money as may be necessary to meet current daily expenditures. The money so turned over will be covered by a receipt which will be kept in the officer's personal custody; and the balance in the possession of the clerk will be verified by the officer weekly.

1225.

Under the direction of the commanding officer the supply officer shall, on arrival in a port where supplies are to be purchased or bills of exchange negotiated, obtain, by personal inquiry on shore, full and complete information as to the current rate of exchange, the quality and price of naval supplies, the names of persons and firms regularly dealing therein, and the commercial standing of such dealers. He shall also visit and obtain from the resident consul or commercial or consular agent of the United States, if there be one, the above-required information. These requirements will be modified accordingly when the above-mentioned duties are performed by the fleet paymaster or division supply officer.

1226.

Transmitting
official papers.

(1) Officers of the Supply Corps shall forward, through the commanding officer, all reports and communications, except correspondence with the Treasury Department and accounts and returns. (Art. 1884.)

(2) Applications to the Comptroller of the Treasury, under the act approved July 31, 1894, for his decision upon any question involving a prospective payment, shall be forwarded through the usual official channels to the Navy Department for transmission of that officer.

1227.

Signatures on
official papers.

No yeoman shall sign an official paper for any officer of the Supply Corps.

1228.

Death or incapacity of a supply officer afloat.

(1) In case of the death, unauthorized absence, mental or physical incapacity as determined by competent medical authority, of any officer of the Supply Corps on duty, or if necessary to relieve him from duty for any other cause, the commanding officer of the ship or station shall immediately take possession of the safe and of the keys of the storerooms of such officer, and report all the facts in the case to the senior officer present. The latter shall, without delay, direct a board of officers to take an inventory of the papers, money, and stores then on hand; and shall appoint a suitable person to take charge of the same, and to perform the duties of such officer of the Supply Corps until otherwise directed by competent authority. (Art. 209.)

(2) The senior officer present shall also appoint another suitable person to complete the vouchers, transfer the accounts, close up the books, and to have the custody of the same and of all papers necessary to the complete settlement of the account of such officer of the Supply Corps, and to be responsible for their proper transmission to the department.

(3) Both the above-named appointees shall be present when the above inventories are taken, and shall be furnished with copies thereof; which copies, duly certified, shall be considered satisfactory vouchers for the money and stores thus ascertained to be on hand.

(4) If an officer of the Supply Corps unable to settle his accounts shall, while of sound mind, have nominated in writing the person to be selected to have custody of the books, vouchers, and other papers, and to complete accounts as above mentioned, the senior officer present shall, unless manifestly contrary to the public interest, conform to such nomination, and shall inform the department without delay of his entire action in the matter; but nothing in this paragraph shall apply to a supply officer relieved from duty for misconduct.

1229.

When the office of supply officer becomes vacant, by death or otherwise, in ships at sea, or on foreign stations, the senior officer present may make an acting appointment of any fit person, who shall perform the duties thereof until another supply officer shall report for duty. (Sec. 1381, R. S., and Art. 1788.) Acting supply officers.

1230.

(1) In case of fire or shipwreck, it shall be the special duty of every officer of the Supply Corps to secure and preserve the accounts of officers and men, the public money, and such other public papers and property, in the order of their value, as circumstances permit. In case of fire or shipwreck.

(2) In every case of the loss or capture of a vessel belonging to the Navy of the United States, the proper accounting officers of the Treasury, under the direction of the Secretary of the Navy, are authorized, in the settlement of the accounts of the supply officer of such vessel, to credit him with such portion of the amount of the provisions, clothing, small stores, and money with which he stands charged on the books of the Auditor of the Navy Department as they shall be satisfied was inevitably lost by such capture or loss of a public vessel; and such supply officer shall be fully exonerated by such credit from all liability on account of the provisions, clothing, small stores, and money so proved to have been captured or lost. (Sec. 284, R. S.)

1231.

The accounting officers of the Treasury shall relieve any disbursing officer of the Navy charged with responsibility on account of loss or deficiency while in the line of his duty, of Government funds, vouchers, records, or papers, in his charge, where such loss or deficiency occurred without fault or negligence on the part of said officer, provided that the Secretary of the Navy shall have determined that the officer was in the line of his duty, and the loss or deficiency occurred without fault or negligence on his part. The determination by the Secretary of the Navy of the aforesaid questions shall be conclusive upon the accounting officers of the Treasury. (Act of July 11, 1919.) Relief from losses or deficiencies.

1232.

When the ship is placed out of commission the supply officer, the pay clerks, and the senior yeoman serving under them in each branch shall not be detached or transferred until the equipage, Ship placed out of commission.

equipment, stores, and supplies in their charge have been satisfactorily accounted for and surveys covering shortages have been held and approved.

1233.

Ship without
supply officer;
stores.

On board every vessel to which no officer of the Supply Corps is attached such regulations as relate to the obtaining and caring for and to accounting for articles of equipage and supplies as apply to the handling of such articles aboard vessels not having the general supply system in operation shall be observed by the heads of the several ship's departments.

1234.

Ship without
supply officer;
mess.

If there be no officer of the Supply Corps attached to the ship, the commanding officer shall detail an officer to administer the general mess.

CHAPTER 34.

OTHER COMMISSIONED OFFICERS OF THE NAVY, COMMISSIONED WARRANT OFFICERS, AND WARRANT OFFICERS.

- Sec. 1.—Art. 1244. Duties of fleet chaplain.
Sec. 2.—Art. 1245. Duties of chaplain.
Sec. 3.—Art. 1246. Professors of mathematics.
Sec. 4.—Art. 1247–1251. Naval constructors.
Sec. 5.—Art. 1252–1253. Civil Engineers.
Sec. 6.—Art. 1254. Definitions of warrant officer titles.
Sec. 7.—Art. 1255. Chief boatswain and boatswain.
Sec. 8.—Art. 1256. Chief gunner and gunner.
Sec. 9.—Art. 1257. Chief gunner (O) and gunner (O).
Sec. 10.—Art. 1258. Chief gunner (E) and gunner (E).
Sec. 11.—Art. 1259. Chief gunner (R) and gunner (R).
Sec. 12.—Art. 1260. Chief machinist and machinist.
Sec. 13.—Art. 1261. Chief carpenter and carpenter.
Sec. 14.—Art. 1262. Chief sailmaker and sailmaker.
Sec. 15.—Art. 1263. Chief pharmacist and pharmacist.
Sec. 16.—Art. 1264. Chief pay clerk and pay clerk.
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SECTION 1.—DUTIES OF FLEET CHAPLAINS.

1244.

The duties of the fleet chaplain shall be as follows:

- (a) To inspect the work of the chaplains at frequent intervals.
(b) To advise, counsel, and offer suggestions to the chaplains of the fleet concerning their work.
(c) To arrange for services on board ships that do not carry chaplains. Also for interchange of chaplains of the different faiths so as to provide services for all.
(d) To call frequent meetings of chaplains of the fleet for conference, discussion, and adjustment of the matters pertaining to their work.
(e) At the end of each quarter he shall make a written report to the Chief of the Bureau of Navigation concerning the chaplains and their work.

Duties.

SECTION 2.—DUTIES OF CHAPLAINS.

1245.

The chaplain shall—

Duties.

(1) Perform divine service aboard his own ship when prescribed by the commanding officer.

(2) Perform divine service aboard other ships and at shore stations and naval hospitals when directed by the senior officer present.

(3) Facilitate performance of divine service by clergymen of churches other than his own as directed by his commanding officer.

(4) Form voluntary classes for religious instruction as directed by commanding officer.

(5) Supervise instruction of those deficient in elementary subjects, reporting quarterly in writing to his commanding officer on the character, hours, and progress of instruction given each individual so instructed.

(6) Visit the sick daily or oftener unless their condition renders these visits inadvisable.

(7) At quarters, report to his battle station as directed by commanding officer, who shall assign the chaplain a station whereat he may attend the wounded.

(8) At daily quarters, report his presence aboard to the executive officer.

(9) As required by section 1398 R. S., report annually to the Secretary of the Navy (via official channels) all official services performed by him.

(10) As provided by section 1397 R. S., conduct public worship according to the manner and forms of his own church.

(11) Before the ship reaches port, he shall ascertain the names of the men on board whose families reside in the immediate neighborhood of said port, and, after conference with the men, if they so desire, he shall pay an official call on their homes, with the object of establishing a feeling of good will between the ship and the home.

(12) He shall report to the commanding officer the names of the families visited.

SECTION 3.—PROFESSORS OF MATHEMATICS.

1246.

Duties.

Professors of mathematics may be assigned to duty at the Naval Observatory, in charge of the Nautical Almanac, at the Naval Academy, and elsewhere, as the Secretary of the Navy may direct.

SECTION 4.—NAVAL CONSTRUCTORS.

1247.

Naval constructors and assistant naval constructors shall perform such duties on shore as may be assigned them by the department or by other competent authority.

Duties.

1248.

Naval constructors and assistant naval constructors shall, when practicable be detailed for service afloat in such fleets or on such repair ships as the department may designate.

Service afloat.

1249.

When serving afloat as fleet naval constructor or division naval constructor, they shall perform such staff duties as may be assigned them by the flag officer on whose staff they are serving.

1250.

When detailed for sea service, other than with the fleet or division staff, they shall be attached to such vessels of the fleet as may be designated by the commander in chief, and shall perform such duties as may be assigned by the commander in chief or by the commanding officer of the ship to which attached. They may be ordered to serve on board the several vessels of the fleet in turn.

Assignments.

1251.

(1) Upon joining a ship a naval constructor or assistant naval constructor shall immediately make himself familiar with the plans, construction, means of interior communication, water-tight doors, ventilating apparatus, disposition of weights, coal bunkers, storerooms, quarters for officers and men, and all hull and other fittings, pertaining to the Bureau of Construction and Repair. As opportunity offers, he shall carefully observe and note, under all conditions of service, the stability, rolling, pitching, power, speed, and all other qualities of the vessel affected by the design; also the methods of stowing and purchasing anchors and boats, of stowing and handling coal, the condition and working of the steering gear, windlasses, and other fittings.

Duties on joining ship.

(2) He shall make quarterly reports of his observations to the commanding officer of the ship, who shall forward the same to the department, through the commander in chief, with such remarks as may be deemed necessary.

Quarterly report.

(3) He shall, when practicable, under the direction of the commanding officer, supervise all repairs and other work under the cognizance of the Bureau of Construction and Repair, which may be done upon the ship by a private or foreign dockyard or establishment; shall keep the commanding officer informed of the progress of such work, and upon its completion shall make to him a detailed written report of the same. Under the commander in chief or senior officer present, he shall perform the same duties for all vessels of the fleet under repair by outside resources.

Report on foreign ships.

(4) He shall examine all foreign ships and naval establishments he may be permitted to visit, and shall make detailed reports thereon to the Office of Naval Intelligence of all matters that may be of interest in his particular branch.

SECTION 5.—CIVIL ENGINEERS.

1252.

A member of the Corps of Civil Engineers of the Navy having not less than seven years active service shall be assigned to duty as Chief of the Bureau of Yards and Docks. (Act of June 29, 1906.)

1253.

Duties.

Officers of the Corps of Civil Engineers may be assigned to duty as heads of the public works departments of navy yards, and elsewhere, as the Secretary of the Navy may direct.

SECTION 6.—WARRANT OFFICER TITLES.

1254.

(1) Chief boatswains, chief gunners, chief machinists, chief carpenters, chief pay clerks, chief sailmakers, and chief pharmacists are commissioned warrant officers.

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

SECTION 7.—CHIEF BOATSWAINS AND BOATSWAINS.

1255.

Duties.

(1) Chief boatswains and boatswains are assistants to the first lieutenant and, as such, shall perform duties as assigned by him.

(2) The chief boatswain or boatswain shall—

(a) Be accountable for all equipment and stores in his charge, exercising personal and careful supervision over their condition

and the economical expenditures thereof, reporting any deficiencies to the first lieutenant direct.

(b) On going into, or out of, commission, personally supervise the checking and testing of all equipment in his department.

(c) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

SECTION 8.—CHIEF GUNNERS AND GUNNERS.

1256.

Chief gunners and gunners are divided into three classes:

Chief gunners (O) and gunners (O)—Ordnance.

Chief gunners (E) and gunners (E)—Electrical.

Chief gunners (R) and gunners (R)—Radio.

When so designated in orders from the Chief of the Bureau of Navigation they shall perform duties as listed below.

SECTION 9.—CHIEF GUNNERS (O) AND GUNNERS (O).

1257.

(1) Chief gunners (O), and gunners (O), are assistants to the gunnery officer, and, as such, shall perform such duties as may be assigned to them.

(2) The chief gunner (O), or gunner (O), shall—

(a) Be accountable for all equipment and stores in his charge, exercising personal and careful supervision over their condition and economical expenditures thereof, reporting any deficiencies to the gunnery officer direct. For purposes of inspection, and as directed by the commanding officer, they shall have access to such ordnance equipment and stores as are not yet issued for use by the supply officer of the ship.

(b) Comply with the ordnance instructions as to the care, preservation, and use of ordnance material; reporting to the gunnery officer any repairs to the armament or other work in his department as he shall deem necessary.

(c) When at sea, attend to the security of the battery, magazines, and torpedo equipment, and endeavor at all times to prevent injury to any part thereof.

(d) Be responsible for the efficient condition of the life buoys, frequently testing them to insure their good condition, and keep them ready for use at all times.

(e) On going into, or out of, commission, personally supervise the checking and testing of all equipment in his department.

(f) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

Classification.

Duties.

SECTION 10.—CHIEF GUNNERS (E) AND GUNNERS (E).

1258.

- Duties.** (1) Chief gunners (E), and gunners (E), are assistants to the engineer officer.
- (2) (a) They shall be assigned to an engineer division and shall perform such additional duties and stand such watch as may be prescribed by the head of the department with the approval of the commanding officer.
- (b) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

SECTION 11.—CHIEF GUNNERS (R) AND GUNNERS (R).

1259.

- Duties.** (1) Chief gunners (R), and gunners (R), are assistants to the engineer officer.
- (2) (a) They shall be assigned to an engineer division and shall perform such additional duties and stand such watch as prescribed by the head of the department with the approval of the commanding officer.
- (b) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

SECTION 12.—CHIEF MACHINISTS AND MACHINISTS.

1260.

- Duties.** (1) Chief machinists and machinists are assistants to the engineer officer.
- (2) (a) They shall be assigned to an engineer division and shall perform such additional duties and stand such watch as may be prescribed by the head of the department with the approval of the commanding officer.
- (b) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

SECTION 13.—CHIEF CARPENTERS AND CARPENTERS.

1261.

- Duties.** (1) Chief carpenters and carpenters are assistants to the first lieutenant and, as such, shall perform duties as assigned by him.
- (2) The chief carpenter or carpenter shall—
- (a) Be accountable for all equipment and stores in his charge, exercising personal and careful supervision over their condition and the economical expenditures thereof, reporting any deficiencies to the first lieutenant direct.

(b) On going into, or out of, commission, personally supervise the checking and testing of all equipment in his department.

(c) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

SECTION 14.—CHIEF SAILMAKERS AND SAILMAKERS.

1262.

(1) Chief sailmakers and sailmakers are assistants to the first lieutenant and, as such, shall perform duties as assigned by him. Duties.

(2) The chief sailmaker or sailmaker shall—

(a) Be accountable for all equipment and stores in his charge, exercising personal and careful supervision over their condition, and the economical expenditures thereof, reporting any deficiencies to the first lieutenant direct.

(b) On going into, or out of, commission, personally supervise the checking and testing of all equipment in his department.

(c) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

SECTION 15.—CHIEF PHARMACISTS AND PHARMACISTS.

1263.

(1) Chief pharmacists and pharmacists are assistants to the senior medical officer and, as such, shall perform duties as assigned by him. Duties.

(2) The Chief pharmacist or pharmacist shall—

(a) Be accountable for all equipment and stores in his charge, exercising personal and careful supervision over their condition, and the economical expenditures thereof, reporting any deficiencies to the senior medical officer direct.

(b) On going into, or out of, commission, personally supervise the checking and testing of all equipment in his department.

(c) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

SECTION 16.—CHIEF PAY CLERKS AND PAY CLERKS.

1264.

(1) Chief pay clerks and pay clerks are assistants to the senior officer, Supply Corps, with whom they are serving and, as such, shall perform duties as assigned by him. Duties.

(2) The chief pay clerk or pay clerk shall—

(a) Be accountable for all equipment, stores, funds, and records in his charge, exercising personal and careful supervision over

their condition, and the economical and properly authorized expenditures thereof, reporting any deficiencies to the senior officer, Supply Corps, with whom he is serving.

(b) On going into, or out of, commission, personally supervise the checking and testing of all equipment, stores, funds, and records in his department.

(c) Take such battle station and station for daily quarters as may be assigned by the commanding officer.

CHAPTER 35.

PETTY OFFICERS AND CREW.

Sec. 1.—Art. 1275–1276. Petty officers and crew.

Sec. 2.—Art. 1277. Masters-at-arms.

SECTION 1.—PETTY OFFICERS AND CREW.

1275.

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

Petty officers.

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

(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.

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

1276.

(1) All enlisted men acting as custodian of stores shall exercise vigilance and care over the stores to which they have access.

Custodian of stores.

(2) They shall keep such accounts of public stores as may be prescribed from time to time.

(3) 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.

SECTION 2.—MASTERS-AT-ARMS.

1277.

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

Master-at-arms.

(2) The master-at-arms is the custodian of all prisoners, and of the brig, reporting for orders and instructions directly to the executive officer.

(3) The master-at-arms shall not suffer prisoners to escape, nor dismiss them without orders from proper authority.

(4) In case of serious fire, or of any sudden danger whereby the safety of the ship 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.

(5) He shall be watchful over the prisoners and visit them at least once every four hours during the day, and oftener if necessary, to ascertain their condition and needs. While he must suppress disorder among the prisoners and report all delinquents, he shall be reasonable and not unduly severe in his demands.

(6) The master-at-arms shall keep a record of punishments involving confinement, and shall report to the officer of the deck, for entry in the log book, all cases of confinement and release of prisoners.

(7) At general muster he shall answer for the members of the crew who are in confinement.

CHAPTER 36.

SHIP ORGANIZATION AND ROUTINE.

Sec. 1.—Arts. 1287—1295. Ship organization.

Sec. 2.—Arts. 1296—1349. Ship routine.

SECTION 1.—SHIP ORGANIZATION.

1287.

(1) The complement of the ship in officers and men is composed of such numbers, ranks, and ratings of officers and men as are necessary to fight the ship most efficiently; or, in special cases and in certain types of ships, to perform such other necessary duties as contribute most to the efficient performance of the ship's functions in time of war.

Organization.

(2) The complement of a ship building shall be determined by the Chief of the Bureau of Navigation from an analysis of the requirements of the particular ship. This complement is subject to revision by the Chief of the Bureau of Navigation upon recommendation of the commanding officer at such time as the advisability of making changes to contribute to the efficiency of the ship becomes evident. To this end the commanding officer of a ship about to go into commission or newly commissioned shall carefully analyze the complement in organizing the ship.

Complements
new ships.

(3) When the exigencies of service make it impossible on account of general shortage of personnel to assign to a ship her full complement of officers and men, the Chief of the Bureau of Navigation shall determine upon and assign an allowance of personnel in accordance with existing circumstances.

Complements
reduced.

(4) The crew of each ship shall be organized and assigned to battle stations by means of the battle bill, with the preparation of which the executive officer is charged under the direction of the captain. All of the officers and men shall be assigned to battle stations in accordance with their individual qualifications, and no changes in the stationing of officers and men shall thereafter be made without giving this end in view due consideration. The

Battle bill.

battle bill shall show the duties to be performed in action and the succession to command for each battle station. The battle bill shall be so prepared as to provide, when operating with an allowance of men less than full complement, for immediate expansion by adding to crews by filling up the least important stations with unskilled personnel, when such may be supplied, to bring the complement to full strength.

Divisions. (5) The complement of the ship shall be further organized into divisions and crews. The assignment to divisions shall be based primarily upon crews assigned to battle stations. All line officers shall be assigned to command, in so far as is possible, the divisions composed of the crews which they command in action; and petty officers to the command of the crews which they command in action.

Chain of command. (6) In the ship's organization the chain of command shall be utilized to the maximum by using the division and the crew as units in all ship's activities.

Subdivision. (7) The ship itself and the entire crew thereof shall be subdivided and placed under the immediate command of appropriate officers and petty and noncommissioned officers, officers for battle, for emergency, and for routine activities.

Training. (8) In all matters pertaining to the training of the personnel and the preparation of material for battle or other activity, and quarters for muster, each division officer, petty officer, or crew leader shall be responsible for that part of the ship's personnel and material which he commands in action, in so far as this may be practicable.

Absence of officers. (9) In the absence of officers, the petty and noncommissioned officers, shall be responsible at all times for the preservation of order, the maintenance of discipline, and the compliance with orders, regulations instructions, and the customs of the service in the part of the ship to which assigned.

Watches and sections. (10) Divisions and crews shall be organized into watches and sections for duty, watch keeping, and liberty, so that battle watches may be kept in all battle stations in accordance with the standard of readiness for action prescribed by the commander in chief to meet the necessities of the occasion.

Departments. (11) For administrative purposes the complement of the ship shall be further organized into six departments, viz:

- (a) Gunnery department.
- (b) Navigation department.
- (c) Engineer department.
- (d) Construction department.
- (e) Medical department.
- (f) Supply department.

These departments shall be in charge of the gunnery officer, the navigator, the engineer officer, the first lieutenant, the medical

officer, and the supply officer, respectively. In small ships one officer may have charge of several departments in accordance with these regulations. The work of the ship, however, shall be carried on, in so far as is possible, through the division officers and petty officers, who shall be responsible to the captain for the execution of such instructions as they may receive.

(12) The engineer department, consisting of the engineer divisions, shall comprise all engineer watch and division officers, ensigns of the line performing engineering duty, all chief gunners and gunners for electrical duty, chief machinists and machinists, and of all enlisted men of the engineer force, including electricians and the engineer's yeomen. Firemen, third class, and electricians may be assigned stations outside of the engineer department in the battle organization.

The engineer department.

(13) Based on the battle bill, the executive officer shall prepare watch and station bills, bills for berthing, messing, cleaning, fire, collision, abandon ship, coaling, boat, fire and rescue, and landing force, assigning general duties to the several divisions, and, upon receiving the approval of the captain, shall have these bills framed and hung in some conspicuous place. The division officers shall thereupon prepare complete and detailed station bills for the crews and members of their divisions for performing all details of ship's duty, and shall submit these for approval to the executive officer. These shall be kept complete, corrected and posted for the information and guidance of all hands. In small ships the entire bill may be prepared by the executive officer.

Watch, quarter and station bill.

(14) The executive officer shall see that each officer on coming aboard is assigned a specific station for each operation of the ship's functions, and that each enlisted man is immediately assigned to a division.

Assignment of officers.

(15) The division officers shall see that each man, upon assignment to his division, is furnished with a station billet giving his assignment in number, rating, division, watch, and his station in each operation of the ship's functions.

Assignment of men.

(16) In so far as the construction of the ship permits, the complement of the ship shall be assigned to the performance of routine duties, and to living and berthing space in the vicinity of their several battle stations.

Living and battle stations.

(17) The responsibility for the execution of all instructions in regard to organization of the ship rests, under the authority of the captain, on the executive officer.

Executive responsible for execution.

(18) Petty officers shall be selected, rated, and stationed so as to use fully their experience and abilities in command of men, rather than their individual manual dexterity.

(19) The personal command of any officer at the battery shall include, as far as practicable, only one class of guns. An officer

Battery of one class of guns.

shall not be displaced in his command simply because of difference of rank.

Keep bills corrected to date.

(20) All officers shall be required to keep copies of the battle bill prescribed in paragraph (4) above, corrected to date; and in like manner copies of such parts of the other station bills as are necessary for the performance of their duties.

When part of crew is absent.

(21) The organization shall be so arranged that when any considerable part of the complement is away from the ship for any service the force remaining on board shall be sufficient to efficiently care for the safety and handling of the ship under way.

Absence of part of crew.

(22) The organization shall be so arranged that when any considerable part of the complement is away from the ship for any service the force remaining on board shall be sufficient to efficiently care for the safety and handling of the ship under way and be efficiently organized for this purpose. In organizing the service of the battery on board battleships and armored cruisers it shall be assumed that the marine detachment is the only part of the ship's force that is likely to be withdrawn from the ship for other than temporary duties in time of war, and the station bills shall be arranged accordingly for efficiently manning their stations for battle in the case of their absence. The provisions of this paragraph shall not be construed as restricting the organization of full battalions of infantry and artillery on board such ships for drills or other purposes in time of peace.

Disposition all bills when ship goes out of commission.

(23) On going out of commission the battle bill and station bills of the ship shall be forwarded to the Bureau of Navigation.

1288.

Boats—care of.

(1) Each boat shall be assigned to a line officer who shall be responsible for general condition, armament, equipment, and outfit, and for the proper instruction of its crew and their duties, and who shall as a rule command it when on special duty.

Provisions in boats.

(2) A moderate supply of provisions and water shall be kept in all boats at sea. If a boat is sent away from the ship at sea she shall be provided with such articles as the special occasion or duty demands.

Lifeboats.

(3) When at sea the boats best adapted as lifeboats, one on each side, shall be always ready for lowering. In these boats shall be life preservers and such other standard equipment as is required for such boats. The detaching apparatus shall be kept in order and ready for use, the steering oar shipped, and such other dispositions made as will render these boats most effective and safe in a seaway and as lifeboats. In port one or both lifeboats shall be kept ready for immediate use from sunset until 8 a. m. Boat sails shall always be kept in condition for use. When it is necessary to unbend and stow them below for preser-

vation, they and their gear shall be kept properly marked so that they may be obtained without delay.

(4) Flagships will be allowed 6 signalmen, first class; 6 signalmen, second class; and 4 signalmen, third class.

(5) Vessels of the first rate will be allowed 4 signalmen, first class; 4 signalmen, second class; and 4 signalmen, third class.

(6) Vessels of the second rate will be allowed 4 signalmen, first class; 2 signalmen, second class; and 2 signalmen, third class.

(7) Vessels of the third rate will be allowed 3 signalmen, first class; 1 signalman, second class; and 2 signalmen, third class.

1289.

(1) A separate mess shall be formed for chief petty officers, to which one cook shall be allowed. Messmen shall be allowed on the basis of the number in the mess, one for each 15 men or fraction thereof.

C. P. O. mess.

(2) The other petty officers and enlisted men and marines shall be arranged in one general mess, divided into submesses of 20, as nearly as may be, to each of which shall be assigned one messman. Petty officers shall mess with their own divisions.

Crew's mess.

(3) Messmen shall be detailed from the lower ratings. In no case shall a petty officer be detailed as messman. The executive officer shall have general charge of messing arrangements and shall be responsible for the detailed organization and discipline of the messmen and for the proper service of food.

Messmen.

(4) The executive officer shall prepare the daily and monthly ration records for the information of the supply officer as a basis for the issue of rations; and shall be responsible for their correctness.

Ration records.

1290.

The articles for the Government of the Navy, sea and port routine, report record, schedule for drills and exercises, daily conduct reports, all police regulations, safety precautions, department, fleet, and ship routine orders; and general court-martial orders, which concern the ships company, shall be kept posted. Information concerning the movements of ship, the mails, the addresses of letters, the boat schedule, quarterly recommendations, restriction lists, results of competitive drills, results of competitive sports, and other information of like nature and interesting to the crew and profitable for them to know shall also be posted.

Useful information to be posted.

1291.

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.

Safety orders.

1292.

Records concerning the crew.

(1) The executive officer shall, under the supervision of the commanding officer, have charge of the preparation and keeping of all books, records, and returns required by the Chief of the Bureau of Navigation concerning the crew.

(2) In connection with this duty he shall require from heads of departments and division officers such assistance as may be necessary.

Report book.

(3) He shall keep a report book showing proper columns according to the information required; this book shall be so placed that officers desiring to make reports against any member of the crew may have access to it and enter the report therein.

Reports.

(4) Reports requiring immediate attention shall be made to the officer of the deck, who shall at once refer them to the executive officer.

1293.

C. O. to regulate officers' watch standing.

(1) The commanding officer, subject to the provisions of the Navy Regulations, shall regulate the manner in which officers shall stand watch on deck and in the engine room, both at sea and in port, and the manner of standing day's duty in port, when authorized.

(2) Officers shall not interchange duties without the commanding officer's permission.

1294.

Deck duty watches.

(1) Deck duty shall be performed as prescribed in this article.

Watch keeping.

(2) On board every ship to which there are attached five or more line officers of the ranks of lieutenant, lieutenant (junior grade), and ensign, below the heads of departments and eligible for watch duty (see par. 7), and in addition to such as may be detailed for engineering duty, such officers shall stand a strict and regular watch as officer of the deck, both at sea and in port, except as provided in the following paragraph.

Day's Duty.

(3) On board a ship of the class described in the preceding paragraph, the commanding officer may, in port, at his discretion, permit such officers to stand day's duty, with junior officers standing a strict and regular deck watch under them.

(4) On board ships other than those described in paragraph (2) of this article the commanding officer may, at his discretion, permit the officers detailed for deck duty to stand day's duty in port.

Manner of standing day's duty.

(5) When standing day's duty, the watch officer having the day's duty shall always be ready to appear the moment he is summoned or notified that his presence is required, and he shall receive all reports direct, no matter where he may be. He shall

habitually be on deck and attentive to duty from "all hands" in the morning watch until after "taps," except during meals. When a junior officer is on watch as officer of the deck under the officer having the day's duty, the latter can exercise his authority only through the officer of the deck, whom he is authorized to relieve at any time.

(6) Should the number of commissioned line officers junior to the heads of departments, exclusive of any detailed for engineering and commissioned warrant officers, be insufficient to maintain a deck watch in four on board a capital ship, or a deck watch in three at sea or two on board other vessels, the first lieutenant, navigator, and gunnery officer—one or more of them, taken in inverse order of seniority—may be assigned to additional duties as a deck watch officer temporarily.

Number of
watch officers re-
duced.

(7) Junior line officers shall stand watch as junior officers of the watch both at sea and in port, whenever their number allows this to be done without manifest hardship. They may be given charge of a deck watch as soon as the commanding officer is satisfied of their qualification for it.

Junior officers.

1295.

(1) (a) The engineer duties of a ship shall be performed by officers of the line below the grade of commander, chief machinists, machinists, chief gunners electrical, gunners electrical, and enlisted personnel of engineer ratings including electricians.

Engineer du-
ties.

(b) Commanding officers of vessels shall inform the Bureau of Navigation of the dates of detail and relief of all officers performing engineer duty on board ship.

To inform de-
partment.

(2) (a) Assignment to duty as engineer watch or division officer shall be made by the commanding officer, and shall be for a period of one year, at the end of which an officer shall be relieved and assigned to other duty, unless a longer term is authorized by the department.

Engineer
watch and divi-
sion officers.

(b) The designation "engineer watch and division officers" includes all commissioned officers assigned to the engineer department on board ship, exclusive of the engineer officer, assistant engineer officer, ensigns of the line under instruction, chief machinists, and chief gunners electrical.

Designation.

(c) On board capital ships in active commission the commanding officer shall detail at least four engineer watch and division officers and others in addition when practicable.

Number of en-
gineer watch
officers.

(d) On board other vessels in active commission when the number of commissioned line officers available for deck watch duty exceeds four, one or more shall be detailed to engineer duties, according to the number available.

- When the number of watch officers is reduced. (e) Ensigns of the line performing engineer duties may be assigned to duty as engineer watch and division officers, when the commanding officer considers them qualified for it, even before the expiration of the nine months' instruction period.
- Warrant officers. (3) (a) When the number of commissioned officers regularly assigned to engine-room watch is reduced below four, chief machinists and machinists shall be assigned to duty as engine-room watch officers until the total number of such officers available for duty is brought up to four.
- Petty officers. (b) When the number of officers available for engine-room watch is reduced below three, qualified petty officers may be assigned to duty as engine room watch officers in sufficient number to bring the watches to a watch in three.
- Watch standing. (4) Engineer-watch officers shall stand a strict and regular watch at sea, and in port a strict and regular watch or day's duty, at the discretion of the commanding officer.
- Assistant engineer officer. (5) (a) On ships for which an assistant engineer is allowed, he shall be detailed as such by the Chief of the Bureau of Navigation, and he is to perform such duties as the engineer officer of the ship, under the commanding officer, may prescribe. He shall have no regular duties outside the engineer department.
- Succession to office. (b) If the assistant engineer officer of the ship be detached, absent, placed under arrest, suspended from duty, or otherwise rendered incapable of performing the duties of his office, his duties shall devolve upon the line officer attached to and on board the ship, designated by the commanding officer.
- Responsibility in emergencies. (c) When the engineer officer is not in the engine room, the assistant engineer may direct the officer in charge of the engine-room watch how to proceed in time of danger or during an emergency; or he may assume charge of the watch himself, and shall at once report to the engineer officer the fact and his reasons for so doing.
- Electrical officer. (6) The officer in command of the electrical division shall be known as the electrical officer.
- Permission to leave the ship. (7) Engineer-watch officers, junior officers, chief gunners electrical, and gunners for electrical duty, chief machinists and machinists shall, before applying for leave to be absent from the ship, obtain the engineer officer's permission. Should the engineer officer refuse such permission, he shall report his reasons to the commanding officer.

SECTION 2.—SHIP ROUTINE.

1296.

Routine. The routine carried out on board ships of the Navy shall conform to these regulations.

1297.

(1) The executive officer, under the direction of the captain, shall prepare the sea and port routine, the boat schedules, and the officer's of the deck's order book. Sea and port routine.

(2) He shall be responsible under the captain for planning and promulgating the schedule of exercises, drills, and instruction for the personnel of the ship to cover all phases of battle, emergency, and other activities aboard ship. Such plans shall be made and published as far in advance as possible to the end that officers and petty officers may make the maximum preparation. When circumstances permit, such plans should cover the period of the entire week. Exercises, drills, and instruction.

1298.

(1) Quarters for inspection shall be held daily, under ordinary circumstances, at 9.30 a. m. or earlier. Quarters for inspection.

(2) Every man attached to the ship shall be assigned to a division.

(3) The officers of a ship not assigned to a division shall report their presence at quarters in person.

(4) Saturday afternoon shall, in general, be regarded on board ship as a half holiday. Saturday half-holiday.

(5) Sunday shall be observed on board all ships and at naval stations in an orderly manner. All labor shall be reduced to the requirements of necessary duty, and the duty required of officers and men on that day shall be reduced to a minimum consistent with the requirements of the service. The religious tendencies of officers and men shall be recognized and encouraged. The observance of Sunday.

(6) The commanding officer's inspection of ship and crew shall not be held on Sunday. The inspection of the ship shall be held on such other day of the week as may be most expedient and the inspection of the crew on Saturday before noon, if circumstances permit; if not, as soon after the dinner hour as practicable.

(7) At quarters the executive officer shall transmit as a whole to the commanding officer the reports from officers in charge of divisions of the presence or absence of their men. Station and duties of executive officer at quarters.

(8) There shall be available, for the guidance of the officer of the deck, a routine book, which shall contain the daily routine at sea and in port and such orders and instructions as may be necessary concerning the manner of performing the duties of the ship over which he has supervision. This book shall be kept in a place where it is accessible to all. Routine book.

(9) The executive officer shall keep a morning order book, in which he shall enter the instructions for the officer of the deck during the morning watch. Morning order book.

1299.

To prevent unnecessary noise. All officers of the ship shall exact a silent performance of duty, and all unnecessary noise, confusion, and singing out shall be avoided.

1300.

Instruction of crew. (1) Special instruction and exercise shall be given to all men who evince marked inclination or aptitude for any particular branch of their profession. Every incentive shall be given to develop and maintain the professional qualifications of such men, and opportunities shall be afforded them for improvement in that

Instruction of men. branch for which they are best fitted. All men of the seamen branch, and particularly the seamen, second class, shall be instructed in steering, boxing the compass, heaving the lead, knotting and splicing, the use of the palm and needle, sailing and pulling in boats, exercise aloft, nomenclature of parts of the ship, common navigation and weather instruments, and generally in all the duties of seamen. If there be any who can not read and write, facilities for learning shall be given them, and they shall be encouraged in so doing.

Petty officers and warrant officers. (2) The commanding officer shall give to petty officers and warrant officers who seek to qualify themselves for warrant and commissioned rank such opportunities and facilities for study as may be practicable, provided their records warrant it; and when practicable he shall designate officers to assist them in their preparation.

Petty officers. (3) Petty officers shall be encouraged to become expert instructors of enlisted men and to acquire the requisite confidence and ability to assume responsibility and exercise authority in the instruction, drilling, and control of enlisted men under their charge afloat and ashore. Systematic instruction shall be given them by officers in each branch of their duties to qualify them as instructors and drill masters. When they attain proficiency they shall be utilized, under the supervision of their divisional officers to drill and instruct squads of men placed under them.

Steersmen. (4) All seamen and men holding higher ratings in the seaman branch shall be required to become expert seamen, second class; also should be able to steer before being advanced in rating. Every opportunity shall be taken to accomplish these ends.

Instruction at battle stations. (5) After men have become thoroughly proficient in the duties of their regular stations for action they shall be instructed in the duties of some other battle stations, so that in times of emergency they may serve at stations other than their own, or perform other useful duty.

Instruction in small arms and boats. (6) All members of the crew, whatever their rating, shall be taught the use of small arms of all kinds and shall be exercised in boats.

1301.

Unless urgent duties prevent, or the weather renders it impossible, there shall be an exercise at general quarters held at least once a week, and each division shall be drilled at least once a day, except on Saturday and Sunday, until the crew is proficient. In bad weather oral instruction under cover shall be substituted for open-air drills. When in port where there are United States marine barracks the marines, if there be a detachment on board, shall be landed and drilled in company with those at the barracks at least once a week, when practicable.

General quarters.

1302.

General drills shall usually be held during forenoon periods; individual drills and instruction and ship's work, in afternoon periods.

General drills.

1303.

The executive officer shall see that officers and men of all battle stations are present at their stations at exercise, unless unavoidably absent, so that the efficiency of the crews may not be impaired by exercising shorthanded or with inexpert substitutes.

Presence at drills.

1304.

Exercises at collision drill and at closing water-tight doors and hatches shall be held without warning at other than routine times, and the officers and crew shall be required to observe the signal with the utmost dispatch, and the commanding officer shall determine by careful inspection that all water-tight doors and hatches have been properly closed and secured, and that the regular collision mat is ready to be put into place, gear rove and mat stretched. There shall be entered on the log book the time required fully to perform the foregoing requirements. Where doors are not closed properly or gaskets are found in bad condition, special reports from those responsible shall be required.

Exercise at collision drill.

1305.

(1) The signal to indicate that water-tight doors, valves, and traps are to be closed shall be one blast of the siren much prolonged, together with all general alarm signals provided. The prolonged blast on the siren shall never be used except in case of imminent collision, grounding, or other accident requiring it, or for exercise, and when so used for exercise, everything shall be done as for actual accident. Means of escape for men in remote

Signals for opening water-tight doors.

compartments must be provided and those stationed to close doors must be required to make search for and give warning to men in distant compartments.

(2) The signal to open water-tight doors after an emergency or exercise shall be three short blasts on the siren. The three short blasts shall mean always and invariably "open water-tight doors and hatches," except that they may be used for the purpose of testing the siren.

(3) The siren shall never be used for any purpose other than as indicated above.

Doors closed
as a precaution.

(4) During an action, or when at sea, in fog, or at night, and at other times when sudden collisions may occur, as many of the water-tight doors, hatches, and valves as practicable shall be closed, taking into consideration the necessities of the occasion and the requirements of the officers and crew.

Details for
closing doors in
case of fire.

(5) Men shall be detailed who shall, upon the alarm of fire or when the signal is given, proceed with all possible speed to close the air ducts and water-tight doors, which will isolate the fire and not interfere with the water supply, and then report them closed to the officer of their division. The branch pipes from the air conduits to the magazines and shell rooms shall be kept disconnected, except when the latter are in use. There shall be a sufficient number of men so detailed as to provide for all possible absentees from sickness or other cause.

1306.

Fire stations. The crew shall be drilled at their fire stations at least once a week, the alarm being frequently sounded at night.

1307.

Commissary
stewards, cooks,
and bakers.

Commissary stewards, cooks, and bakers shall be excused from all except general drills and exercises. Excepting in case of actual emergency, when food is being prepared for use a sufficient number of cooks and bakers shall be left in charge, corresponding to the ship's condition of readiness for action.

1308.

Reveille and
tattoo.

In port reveille shall be sounded when all hands are called in the morning, and tattoo at 9 p. m.

1309.

Fires for cook-
ing.

(1) All fires used for cooking shall be extinguished at tattoo, unless specially authorized by the commanding officer to be continued longer for some specific purpose. When the weather is very

warm they shall be extinguished as early as practicable, if by so doing the comfort of the crew is increased.

(2) All lights, except those in the cabins, offices, officers' quarters, and those designated as standing lights, shall be extinguished at tattoo. Lights extinguished at tattoo.

(3) The lights on the lower decks shall be reduced in number before tattoo, unless required for the comfort of the crew. All lights in the holds, storerooms, and orlops, and all open lights in the ship, except those in officers' quarters, must be extinguished before 7.30 p. m., or at the time of the evening inspection by the executive officer. Lights extinguished before tattoo.

(4) There shall be at all times during the night a sufficient number of standing lights throughout the open parts of the ship to enable the officers and crew to turn out, repair to the upper decks, or to attend to any duty arising from a sudden emergency. Standing lights.

(5) The lights in officers' quarters, except those in the cabins and such as may be designated as standing lights, shall be extinguished at 10 p. m., unless the time is extended. Lights in officers' quarters.

(6) Special lights for officers' use in their rooms after hours may be permitted by the commanding officer, provided that they do not prevent those who may desire rest from sleeping. Extension of lights.

(7) The commanding officer shall require quiet to be preserved in officers' quarters after 10 o'clock, unless the time is extended as provided in paragraph 5 of this article. Quiet to be preserved after hours.

(8) During rainy or cloudy weather and at other times, if necessary, when the duties of the ship will permit, sufficient artificial light shall be supplied between decks for the crew to read, write, or engage in recreation. Sufficient light.

(9) Ships with single electric lighting plants shall always have on hand in the dynamo room and at other places throughout the ship, ready for use, lamps or lanterns that will give sufficient light for emergencies. Single electric lighting plants.

(10) Uncovered lights shall never be left unattended in any part of the ship, and covered lights shall always be so secured as to prevent breaking or capsizing. Uncovered lights shall never be used in holds, storerooms, orlops, lockers, bilges, or other places below the berth deck, except to test the air. Uncovered lights.

(11) Such lights and fires as the commanding officer may deem dangerous shall be extinguished when the magazines are opened, or when handling or passing powder, explosives, or other dangerous combustibles. Lights and fires when handling powder and explosives.

(12) In time of war, or when necessary to conceal a ship from an enemy, only such lights shall be used as are deemed advisable by the senior officer present. Lights in time of war.

(13) Once a month all oil lamps used for replacing the electric lights in case of an accident, shall be lighted and kept burning for a sufficient length of time to insure their being ready for use. Oil lamps tested monthly.

(14) Care shall be exercised that all lights used by navy yard and other shore mechanics are extinguished when work ceases for the day.

Matches.

(15) None other than safety matches shall be permitted on board, and the commanding officer shall prescribe the necessary precautions to be observed in their use. They shall not be used in storerooms, holds, or orlops, and care shall be taken that persons about to enter the magazines and shell rooms have no matches about them.

To see that lights and fires are extinguished.

(16) At 8, 9, and 10 p. m. the master-at-arms shall make the rounds to see that the fires and lights are extinguished as prescribed, reporting the result of his inspection to the officer of the deck.

1310.

Use of ship's boats.

(1) When in port, and when sanitary conditions, exercises, and duties of the ship permit, regular trips of the ship's boats shall be made at such hours as the commanding officer may think proper. In order that officers and men may conveniently return on board for their meals, and at night, and in order to encourage them to do so, trips should be appropriately and liberally scheduled, relief boat crews being detailed as necessary. The senior officer present may order such schedule of omnibus boats as may be appropriate.

(2) Whenever officers attend entertainments, or like affairs, in their official capacity, adequate and convenient transportation shall be provided for them, going and returning.

(3) The use of boats during meal hours and at night shall be restricted to a reasonable extent consistent with the necessities of the occasion.

(4) When a ship is supplied with but one power boat it shall be used for the general service of the ship.

Rescuing persons overboard.

(5) Efficient means shall be constantly kept in readiness for rescuing anyone who may fall overboard.

1311.

Personal reports to commander in chief.

(1) On board a flagship the following reports shall be made to the flag officer:

(a) When in port, the movements of all ships of war, mail steamers, and vessels that may be in danger from any cause.

(b) When at sea, the discovery of land, lighthouses, lightships, strange sails, and all dangers, real or supposed; also the position of the ship at 8 a. m., 12 m., and 8 p. m.

(2) A ship at sea in company with a flagship shall make by signal the same reports to the commander in chief or commander of the force to which attached as though she were the flagship, except the 8 o'clock positions.

1312.

In matters affecting the external appearance of the ship, the motions of the flagship or of the ship of the senior officer present shall be followed. Motions of flagship followed.

1313.

When in a fleet or squadron, no ship shall make an official signal to any other than the flagship of her immediate superior, except when necessary to repeat one made by the latter or to report a danger, or as provided in article 1311 (2); nor shall a signal of recognition be made to a strange ship without permission. Not to make signals.

1314.

When two or more ships of the Navy meet, their signal books and general orders shall be compared, and such other steps shall be taken as may be necessary to obtain the latest information that may affect such ships. To seek into official information.

1315.

In ships other than flagships the commanding officer shall require all signals and official messages, by whatever means received, to be immediately recorded, and that a smooth copy of this record be made in the communication record. These records shall be verified and authenticated daily by the signature of the signal officer and radio officer, respectively, and shall be submitted to the commanding officer for daily examination and monthly approval. No alteration of these records shall be permitted, and they shall be forwarded to the Chief of the Bureau of Navigation monthly. The commanding officer shall prevent any entry or filing of a signal number of code message with its translation. Signal and tactical books.

1316.

The commanding officer shall designate the number of rockets and the amount of powder to be kept in readiness for signal purposes. Rockets and powder for signal purposes.

1317.

(1) The commanding officer shall examine the deck log, communication record (except aboard flagships), and engine room log daily, the electric log and all expenditure books as occasion may require, and shall approve them on the last day of every month, when they are filled out, and upon the day of relinquishing command. He shall have corrected any inaccuracies or omissions he may observe. After they have been examined by the commanding The log book.
The electrical journal.
Expenditure books.

officer no change or addition shall be made without his permission or direction.

Sailing orders
in log.

(2) Upon getting underway, the commanding officer shall cause to be entered in the log a brief summary of the orders under which the ship moves, quoting the authority for the orders, and, if written, the number and date thereof; or, if not acting under specific orders, a statement of the reasons for the move. In general, the ship's log should show the character of the duty on which the ship is engaged and the reasons for her movements, in order that it may be of historical value in future years. The commanding officer should, therefore, cause to be entered in the log, from time to time, such brief statements of duty performed and of the conditions surrounding it as may be practicable and advisable. If the orders referred to above are confidential in their nature, the abstract of their contents shall be omitted from the log, the entry then consisting simply of a note of the office of origin, number, and date thereof, by which it will be possible to find the original orders in the files of the issuing office.

Changes in
ship's log.

(3) Any change or addition to the deck log must be made by the officer in whose watch the event 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 event he shall, if required, explain in writing to the commanding officer his reasons for this opinion. 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.

The engine
room log.

(4) The engineer officer of the ship shall cause the engine room log to be corrected as may be pointed out by the commanding officer, unless he believes the proposed entries to be incorrect; in which event he shall, if required, explain in writing to the commanding officer the reasons for this opinion. The commanding officer may then enter upon the engine room log, over his own signature, any remarks concerning the particular inaccuracy or omission under consideration that he may deem proper.

Draft of the
ship.

(5) The carpenter shall take the draft of the ship when entering and just before leaving port, and report it to the navigating officer, and to the officer of the deck for entry in the log.

1318.

Precautions to
be taken against
fire from spon-
taneous combus-
tion and coal
gas.

(1) Except in emergencies, coal shall not be taken on board in a condition that might render it dangerous. The bunkers containing such coal shall be carefully watched.

Coal bags.

(2) Coal bags that have been used shall be examined periodically, as fine coal dust remaining in them may produce sponta-

neous combustion. They shall not be stowed below until they are dry. While in use, suitable details shall be made to repair bags that may become torn, and means shall be provided for returning bags from ship to collier, so that they will not be lost overboard.

(3) The utmost endeavor to bring the vessel to the highest proficiency in fueling ship shall be made. Proficiency in fueling.

1319.

(1) So far as possible the ship shall be kept thoroughly clean throughout, dry, at a comfortable temperature, well supplied with light, and properly ventilated; blowers shall generally be kept running at full speed when hammocks are down. The men shall be required to wash daily; when possible, supplies of fresh water shall be allowed for that purpose and for washing clothes. Barrels or buckets of dirty water must not be stowed away or permitted to stand about the decks. Bath and wash rooms shall be supplied with hot and cold water and kept open during the evening. Every effort shall be made to encourage cleanly personal habits. The hair and beard shall be kept short. At morning inspection division officers shall carefully observe whether these rules have been followed, and, should it be necessary, any man may be punished for their infraction. Cleanliness.

(2) The commanding officer shall see that the crew is not exposed to the sun or to night dews when such exposure is injurious and can be prevented. Men who get wet shall be permitted to change their clothing as soon as possible. In ports where there is an infectious disease, or where contagious diseases are notoriously prevalent, the commanding officer should consult with the medical officer regarding measures advisable to preserve the health of the crew. If necessary, liberty and leave should be restricted or suspended. Men suffering from communicable disease shall not be granted liberty except upon recommendation of the medical officer. Precautions as to health of crew.

(3) Clothing shall be inspected once a month, and oftener if necessary, in order to ascertain that it is clean, properly marked, and of uniform pattern, that previous issues are duly accounted for, and to take note of any deficiencies; and the necessary steps shall be taken to see that every man is provided with a proper amount of stowage space for his clothing. In granting clothing requisitions due regard shall be paid to the necessities of the individuals of the crew and the state of their accounts, keeping them, if possible, out of debt. Nothing but the regulation uniform shall be worn; and in arranging the dress for the day commanding officers and senior officers present shall prescribe such as is adapted to the climate, with prompt changes to meet varying Clothing.

conditions of weather, so as not injuriously to affect the health. Clothing wet by perspiration must be dried and, if possible, washed before being stowed away. At morning inspection, from which no one shall be excused unless necessary, a careful examination shall be made to see that the clothing is clean, neat, and in accordance with the order for the day. Every reasonable opportunity and facility shall be given to the crew to make, mend, mark, and wash their clothing.

Bedding.

(4) Bedding shall be aired once a week, each piece being separately shaken out and hung up, arranged along the ridge ropes and rails without intervals. All bedding shall be of the uniform pattern and color; each man shall have two mattress covers and change them frequently; when hammock mattresses become lumpy or need cleaning, they shall be returned to the vessel's home yard, being replaced from the spare mattresses carried on board; blankets shall be washed as often as necessary, special facilities, if possible, being given to firemen, mechanics, and others whose bedding requires frequent inspections and much care.

Allowance of water.

(5) Unless absolutely necessary, the daily allowance of fresh water shall not be limited to less than one gallon per man for all purposes. When practicable, fresh water shall be issued for washing the soiled clothes of the crew.

Dress board.

(6) A dress board, on which will be indicated the uniform of the crew, shall be kept posted in a conspicuous position.

1320.

(1) The commanding officer shall appoint a board, consisting of the executive officer and two other officers, to audit monthly the accounts of the officers' and chief petty officers' messes, which board shall report to him anything unsatisfactory in their condition.

Inspections and use of fresh food, etc.

(2) A medical official shall inspect, as to quality, all fresh food purchased for the general mess, and frequently inspect the fruit and other articles of food and drink offered for sale alongside. In localities where night soil is commonly used for fertilizing purposes none of the vegetables ordinarily eaten uncooked shall be permitted on board; and in infected ports no fresh milk, bottled waters, or fruits shall be allowed.

Serving out of rations.

(3) When possible a junior officer and one or more petty officers shall be present when meals are served out at the galley; they shall report if there is any cause for complaint as to the quantity and quality of the food.

Hours for messing.

(4) The commanding officer shall establish hours for messing, having a due regard for the duties of the ship and the health of the crew. The crew shall not be disturbed during meal hours when it can be avoided. The practice of conducting visitors

through the messing spaces of the men during meal hours should be discouraged. Meals shall not be served to men going on watch before the regular meal hours; such men shall get their meals at the regular time and shall relieve one-half hour after meals are served.

(5) The commanding officer shall see that all cooking and mess utensils are kept clean; that the food is wholesome and well cooked. Only pure water, distilled when practicable, shall be allowed for drinking or culinary purposes, and no water shall be issued for drinking until it has been examined and approved by the medical officer. Food and water.

(6) The executive officer shall notify the supply officer of any changes in the number of men in the various submesses, in order that the food may be properly apportioned at the galley. Changes in submesses.

(7) The executive officer shall notify the supply officer daily of the number of men in the engineer and dynamo force detailed for night steaming watches, so that extra issues of provisions may be made to them. Extra issues for night watches.

1321.

The commanding officer shall cause liberty lists to be prepared by the executive officer, which he shall carefully inspect before approval. He shall exercise great care that no injustice is done in the distribution of privileges in this respect. (Art. 1731.) Liberty lists.

1322.

(1) The commanding officer shall examine and approve daily the binnacle or other list of officers and crew recommended to be excused from duty, and after it has been approved no names shall be added without his permission. Binnacle list.

(2) He shall inspect the health records and journal of the medical department whenever he considers it necessary. The medical records.

1323.

(1) The commanding officer shall encourage the men to engage in athletics, fencing, boxing, boating, and other similar sports and exercises. Gymnastic outfits will be furnished by the department to vessels requesting them. When the weather and other circumstances permit, he shall establish in the routine of exercises and drills a regular period for swimming, such exercise to include every enlisted person on board, except those excused by the surgeon. Athletic exercises.

(2) During boat races the use of whistles or siren shall not be permitted as an encouragement to the contestants; the whistle of the referee's launch may, however, be used to indicate which boat is leading. Swimming.

Bumboats and traffic. (3) The executive officer shall regulate the bumboats and all traffic alongside or on board, and be watchful that no unauthorized articles for the crew, unwholesome fruit or food, or improper articles are introduced on board. (Art. 1320 (2).)

Ship's barber, tailor, and shoemaker. (4) He shall, with the approval of the commanding officer, regulate the prices that the barber, tailor, and shoemaker, and other men performing services for the crew, shall be permitted to charge, bearing in mind that the charges should be moderate, as the men are already paid for their services.

1324.

Harbor water. In ports where cholera, typhoid, dysentery, or other water-borne diseases are prevailing, either sporadically or epidemically, the use of harbor water shall not be permitted on board either upon or below the upper deck; also, in ports where the water is contaminated by sewage, animal matter, or refuse, its use shall only be permitted after consultation with the medical officer of the ship.

1325.

All doors, valves, etc., to be worked once a week. The commanding officer shall assure himself that the duty of examining and working, once a week, all cocks, valves, slides, doors, outlets, and hatches in connection with the ventilating apparatus, pumps, and water-tight compartments is faithfully performed.

1326.

To receive and consider requests of the crew. (1) The commanding officer 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.

(2) 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 should not operate as a restriction.

1327.

Smoking. (1) The commanding officer shall designate the parts of the ship where smoking is allowed for officers and crew, and if possible provide places where all may be comfortable.

Officers. (2) Smoking below the main deck shall be allowed only in the cabins and officers' messes between the hours of 8 a. m. and 10 p. m., and in such other inclosures and at such times as the commanding officer may specifically designate. On special occasions the commanding officer may extend the hours for smoking in the officers' messes.

1328.

(1) The crew shall be permitted to smoke from "all hands" to "turn to," during meal hours, and from the time the hammocks are down until tattoo. The crew may also be permitted to smoke at other times, such as during holidays, on Saturday and Sunday afternoons, during coaling ship and cleaning up afterwards, and for a limited period during night watches; but these are privileges which may be withheld and should be if they lead to soiling the ship or other abuses.

(2) Smoking during divine service is forbidden.

(3) Smoking in the ship's boats, not on detached service, is forbidden.

(4) After the hammocks are down, the crew shall smoke only on the upper decks.

(5) The master-at-arms shall have charge of the smoking lamp and see that it is kept lighted during smoking hours only. He shall take care that there is no smoking in unauthorized places and that the galley fires and other lights are not used by smokers.

1329.

(1) The chief boatswain or boatswain, chief gunner or gunner, chief carpenter or carpenter, and chief sailmaker or sailmaker, or, in their absence, their mates, shall report to the executive officer twice daily, at 8 a. m. and 8 p. m., the condition of the ship and her appurtenances, so far as their respective departments are concerned.

(2) The executive officer shall report to the commanding officer the condition of the ship at 8 p. m.

(3) At 9 a. m. daily the master-at-arms shall submit through the executive officer a report of all persons confined, with a statement of their offenses, the manner and date of confinement, and the authority by which the confinement was ordered.

(4) The master-at-arms shall examine the holds and store-rooms to see if they have been closed at the appointed hour, the lights extinguished, and the keys turned in, and report the result to the executive officer when the latter makes his evening rounds.

1330.

(1) The boatswain of the ship shall frequently examine the spars and rigging. Should he discover any signs of weakness or any defects, he shall report the same to the first lieutenant and, if requiring immediate attention, to the officer of the deck.

(2) When at sea, in ships where it would be appropriate, he shall go aloft every morning and examine the rigging on each

mast, reporting the result to the officer of the deck, and shall pay particular attention to the securing of the anchors, boats, and other movable articles.

Ground tackle. (3) He shall satisfy himself that the ground tackle is always ready for use and in good condition. 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.

1331.

Hawsers and towlines. (1) All hawsers and towlines shall be pointed, and all other pieces of gear, including awning stops, shall be hitched.

Stowage of hold. (2) When stowing the hold and storerooms under his charge he shall take care that such articles as may be needed in an emergency are kept accessible.

1332.

Life buoys. The life buoys shall be in order and constantly in readiness; they shall be frequently tested by dropping, with a line attached for recovery; and when at sea or in a strong tideway an efficient person shall be stationed by them.

1333.

Daily inspection of magazines. (1) The gunner assigned to ordnance duty shall inspect the magazines daily, and the fact that such inspection was made shall be noted in the ship's log. This inspection shall be made personally by the gunner (if there be one on board) unless he is incapacitated for duty.

(2) The temperature and hygroscopic condition of the magazines shall be constantly watched. Maximum and minimum thermometers shall be placed, one in the hottest and one in the coolest part of each magazine. The temperature shall be taken daily and the fact noted in the ship's log book, using the term "normal" for normal conditions and entering the maximum temperature found in any magazine and the minimum temperature found. When abnormal conditions are found, the actual temperatures will be recorded and the Bureau of Ordnance informed by letter of the circumstances.

(3) The condition of the magazines, as to cleanliness, ventilation, temperature, and the general condition of their contents, shall be carefully watched at all times by the ordnance gunner, who shall immediately report any unusual or wrong condition to the gunnery and executive officers.

Weekly tests of flood cocks, etc. (4) The ordnance gunner shall inspect the ammunition stowage spaces and test all of the flood cocks once a week, reporting the

result to the executive and gunnery officers and furnishing to the officer of the deck a memorandum report of such test for entry in the ship's log.

1334.

(1) The carpenter shall assist the first lieutenant 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 engineering department. Assistance to be given first lieutenant.

(2) He shall, in ships where it would be appropriate, when at sea examine the spars during every morning watch and report their condition to the officer of the deck. Examination of spars.

(3) He shall frequently examine the lightning conductors and see that they are kept in good condition. Lightning conductors.

(4) He shall keep in place and ready for use at all times the apparatus used for battening down hatches. Battening down hatches.

1335.

A suitable anchor watch shall be detailed by the executive officer, in accordance with instructions from the commanding officer. Anchor watch.

1336.

(1) The executive officer shall be responsible for the condition of the anchors, chains, and moorings. He shall inspect and overhaul the chain cables whenever necessary, and see that they are properly marked and in good order. Once each month both bower chains, if they have been used, shall be ranged on deck to the 60-fathom shackle, and each link closely examined for defects. Ground tackle.

(2) When moored he shall keep himself informed of the condition of the hawse and, with the sanction of the commanding officer, shall have it cleared when necessary. Hawse.

(3) In getting under way, at least two competent petty officers shall be detailed whose sole duty shall be to examine critically each link of chain as it comes in for any sign of cracks in the welds. Examination of chain.

(4) Before entering port, the executive officer shall see that all dispositions for anchoring are made, and that all the ground tackle is ready for use. Dispositions for anchoring.

(5) If a cable has been slipped or parted, every possible means shall be employed to recover both the anchor and that part of the cable which is lost. Cable slipped or parted.

(6) Whenever an anchor is lost or an accident experienced with a chain cable, a special report shall be made to the Bureau of Construction and Repair, containing all possible information surrounding the circumstances of the loss or accident, together with a Report lost anchor.

statement as to whether the requirements as to care, preservation, and inspection of anchors and chain cables have been carried out. In this report the shot numbers of the chain and the type and serial number of the anchor shall be stated. The shot numbers will be found on the end links of each shot. In the case of a broken link or shackle, if recovered, it should be boxed and forwarded to the Boston Navy Yard for examination. A copy of the report mentioned above should also, in all cases, be sent to the Boston yard.

Replacement of anchor or cable.

In case replacement of an anchor, or all or part of a chain cable is required, a request by letter should be forwarded to the Bureau of Construction and Repair, via the commandant of the vessel's home yard, or by dispatch direct to the bureau if the matter is urgent.

Annual examination of chain.

(7) On all vessels the commanding officer will have made at least once a year a careful examination of the bower and sheet chains throughout their entire length. They will be ranged on deck by shots, cleaned, scaled, and inspected for defects, shackle and forelock pins refitted and greased or white leaded, and identification marks restored if necessary. The chain will then be carefully painted. As the shots nearest the lockers are the least used, one of them, or two in the case of battleships and cruisers, providing the shots are in good condition, should be shifted at these times to a position inboard of the 40-fathom shot, in order to distribute the wear more uniformly along the entire length of the chain. If serious defects are discovered, they should be brought to the attention of the Bureau of Construction and Repair, and if it is not practicable to make immediate replacement, the defective shots should be shifted to the bitter end of cable. A note of this examination should be entered on the next following quarterly report.

First lieutenant to assist.

(8) The executive officer shall have the assistance of the first lieutenant in the performance of these duties.

1337.

Disposal of refuse.

(1) Wood, barrels, packing boxes, or unpierced metal cans shall not be thrown overboard, either in port, or at sea.

(2) In confined ports, where garbage would constitute a menace to the health or a nuisance to people in the vicinity, it shall not be thrown overboard, but shall be burned on board ship or otherwise disposed of in some suitable manner.

1338.

Air and gun ports.

(1) When at sea no ports shall be opened without the knowledge and consent of the commanding officer; and they shall always

be opened and closed by men specially appointed for that duty. Those on the lower decks shall be closed at sunset unless special authority is granted to keep them open; and a report shall invariably be made to the officer of the deck when a port is opened or closed.

(2) Neither gun nor air ports shall be opened when there is any probability that water will enter to a dangerous extent.

1339.

(1) The sailmaker's mate shall frequently examine the sail rooms to see if the sails, awnings, etc., are dry, free from vermin, and properly tallied. Special duties.

(2) He shall allow no painted or oiled canvas or other material that may produce spontaneous combustion to be stored in the sail room. Painted and oiled canvas.

1340.

When a ship arrives at a navy yard for docking or for ordinary repairs, explosives need not be removed unless work is to be done in the immediate vicinity of the explosives. High explosives not to be removed.

1341.

(1) All spare articles, stores, cables, hawsers, and sails shall be examined each quarter, and oftener if necessary, in order to prevent deterioration and insure their efficient condition. Examination of stores and spare articles.

(2) At this quarterly examination particular attention shall be paid to the chain cables; they must be scaled and cleaned of rust and other foreign matter; the shackles, shackle bolts, forelock pins, and swivels will be carefully examined and put in order; and such parts as require it will be coated with blacking, tallow, or white lead. Chain cables.

1342.

(1) The master-at-arms shall take charge of the effects of all absent and deceased members of the crew and hold them until disposed of by order of superior authority. Effects of the absent and dead.

(2) He shall take charge of the bag and hammock of anyone who is absent without leave, reporting his action to the executive officer.

(3) He shall take charge of the effects of liberty men when so directed.

(4) He shall be present at the sale of the effects of deserters and deceased persons.

1343.

When a magazine is about to be opened all unauthorized lights and fires near the entrance must be extinguished. When magazines opened.

1344.

Clearing lower decks. When an order is given to clear the lower decks the chief master-at-arms shall see that it is obeyed at once, and that no unauthorized persons remain below.

1345.

Evening inspection. The master-at-arms shall see that all dispositions ordered for safety at night, including the securing of storerooms, holds, orlops, water-tight doors, etc., that are closed for the night, are completed by 7.30 p. m., or before.

1346.

First-aid instruction by division officers. (1) In order that all men in the naval service may be properly drilled in first aid, instruction therein shall be given by divisional officers to the men under their immediate command.

(2) The period of such instruction shall be of 10 minutes' duration twice each week, when practicable, to follow or form part of the exercises of a regular drill period, and shall be limited to the following subjects:

(a) Control of hemorrhage; (b) application of occlusive dressings; (c) resuscitation of the apparently drowned.

(3) The Bureau of Medicine and Surgery will issue detailed information covering the above points. The necessary dummy dressings shall be supplied by the medical department of the ship or station. Divisional officers shall be instructed by the medical officers of their respective commands in the details of first-aid drills as may be necessary.

1347.

Oil, tallow, and waste. (1) Oil, tallow, and cotton waste shall be stowed in metallic tanks, which shall be kept as far from the boilers as possible. Waste and other similar materials saturated with oil or grease shall be destroyed immediately after use.

Oiled or painted canvas. (2) Oiled or painted canvas, and other oiled or painted fabrics, shall not be stowed below, and when not in daily use shall be frequently examined. Caution shall be used when lights are taken into the paint room.

Inflammable liquids and oils; explosives and other dangerous stores. (3) The commanding officer shall not permit any private property in the nature of inflammable liquid or oil, explosives, or other dangerous stores liable to spontaneous combustion, to be placed on board. Private ammunition shall be stowed in the places provided for ship's ammunition of a similar character.

Where stowed. (4) No inflammable liquid or explosive oil shall be allowed on board for ship's use, except such as is permitted by the allowance

books. Spirits of turpentine, alcohol, and all varnishes and liquid driers shall be kept in 5-gallon shipping cans, securely stowed in chests on upper deck, except where large quantities of alcohol are required to be carried, in which case it may be stowed in 50-gallon drums, or, where permanent installations are made for torpedo uses, a tank of 100 gallons capacity may be permitted; and none of these liquids shall be taken below except in small quantities for immediate use. Asphaltum varnish, boot topping, and all other compounds of turpentine, naphtha, benzol, or similar materials shall be included in this category. These compounds give off gases which when inhaled produce unconsciousness and asphyxiation or poisoning; the formation of poisonous gases by the interaction of varnishes, etc., salt water, and air are not necessary to produce these results, it being only necessary to have open or leaking cans of varnish, etc., and a high temperature to have present all the elements necessary for causing insensibility. Certain brands of metal polish may generate explosive or asphyxiating gases, and such brands shall therefore not be stowed below.

(5) The commanding officer shall require the medical officer of the ship to give his personal attention to the safety of all inflammable medical stores. Acids shall not be kept near combustible materials and, when in bottles, shall be placed in lead-lined boxes.

Inflammable
medical stores.

(6) Precautions shall be taken to guard against fire in the vicinity of the boilers and engines when steam is up, and for at least twelve hours after fires are hauled.

Boilers and en-
gines.

(7) All ventilators and air ducts shall be periodically examined and cleaned out, in order to prevent the accumulation of rubbish and lint that might assist to spread a fire.

Ventilation and
air conduits.

(8) The commanding officer shall take such other proper precautions as may occur to him to guard against fire, and keep all fire-extinguishing apparatus in order and ready for use. When in dry dock, and the fire pumps are useless, extra and stringent precautions shall be taken.

Precaution in
general.

1349.

A red flag shall be hoisted at the fore whenever powder or other explosives are to be embarked or disembarked. A red flag shall be hoisted in the bow of all boats, lighters, and other craft transporting explosives.

Powder flag.

CHAPTER 37.

CARE AND PRESERVATION OF HULLS OF SHIPS AND MECHANICAL CONTRIVANCES PERTAINING THERETO.

Sec. 1.—Art. 1359-1368. General instructions.

SECTION 1.—GENERAL INSTRUCTIONS.

1359.

(1) The commanding officer of every ship in commission shall appoint a hull board consisting of three officers, one of whom shall be an officer of the engineer department of the ship, for the purpose of examining and reporting upon her condition, especially as regards deterioration of the inner bottom, and vertical bulkheads of boiler compartments, corrosion at the water line, and of the underwater exterior of the ship, including valves, propellers, rudder, and all other fittings each time they are accessible. The board shall also examine and report upon all parts of the top sides, inner hull, and double bottoms, at some time during the quarter; the interval between two successive inspections to be not more than four months. The board shall also report upon the efficiency of all power and hand pumps within the ship, requiring them to be tested, both for draining the bilges and for fire purposes. Report shall also be made upon the efficiency of all Construction and Repair auxiliaries.

Hull board.

(2) The officers composing this board shall be assisted by such other persons as may be necessary for the efficient performance of their duties. The reports of the board shall be forwarded to the Bureau of Construction and Repair, within 10 days of the end of the quarter covered, on form N. C. R. 1, and in accordance with the detailed instructions contained thereon, special care being taken to see that all blank spaces for entries are properly filled in.

(3) The commanding officer shall cause a hull book to be kept, in which shall be entered, by the officers making them, reports, duly signed, required by this article, and such other detailed records as may be directed by the Bureau of Construction and Repair in connection with instructions relative to hull books.

(4) The quarterly hull inspections shall be made by hull boards as follows:

Vessels in commission. (a) *Vessels on Navy Register in commission.*—The commanding officer shall appoint a hull board consisting of three officers, one of whom shall be an engineer officer of the vessel.

Vessels out of commission. (b) *Vessels on Navy Register, out of commission.*—The commandant charged with their custody shall appoint a board of three officers, at least one of whom shall be a construction officer.

District craft. (c) *Vessels not on Navy Register but listed as district craft.*—The commandant of the district to which the craft are assigned shall appoint one or more boards to report on all craft in the district, each board consisting of at least two officers, one of whom shall be a construction officer.

Vessels loaned to States. (d) *Vessels of the Navy loaned to States for use as nautical school ships or for other purposes.*—The commandant of the district in which the vessels are located, shall appoint a board of three officers, one of whom shall be a construction officer.

1360.

Inspection of compartments, etc. (1) The first lieutenant, navigating officer, and engineer officer shall each inspect weekly all compartments, except double-bottom compartments, and all water-tight doors and mechanical devices for the management and safety of the vessel for which each is specially responsible; and shall make to the commanding officer after each inspection separate written reports on the condition of the parts of the ship and of the mechanical devices thus inspected. Unless special inspections thereof are necessary at more frequent intervals, on account of unusual conditions, each of the above officers shall inspect once a quarter the double-bottom compartments for which he is responsible, and shall report the results of such inspections to the commanding officer in writing. Special care shall be observed in the inspection and preservation of the inner bottoms under the boiler compartments and the vertical bulkheads bounding them.

(2) The medical officer of the ship shall accompany the first lieutenant on the weekly inspection of living spaces, holds, and storerooms, and after each such inspection shall make to the commanding officer a written report of the sanitary condition of the vessel.

Compartments for fuel oil. (3) The inside of compartments or tanks used for carrying fuel oil shall be inspected every twelve months, the plating or bulkheads separating fuel-oil compartments from others shall be carefully examined for leaks during the quarterly inspection and each time that oil is taken on board.

Coal bunkers. (4) The interior surfaces of coal bunkers, being subject to excessive abrasion, are liable to rapid corrosion and as far as prac-

ticable, they shall be cleaned without chipping or scraping at least once every three months; and in case the interval between two examinations of any compartment amounts to six months, a special report shall be submitted to the commander in chief, stating the circumstances that have caused the delay in inspection and cleaning. If recoating be found necessary, such portions as require it shall be touched up when the metal is dry and in proper condition to receive the coating, with red lead, asphaltum, bituminous, or other approved compositions, as the case may be, to conform to the material previously used in coating such compartments. The coal-bunker spaces as a whole shall not be entirely coated unless such coating is found to be absolutely necessary.

1361.

(1) The ship, if in commission for sea service, shall be docked, cleaned, and if not sheathed, painted at least once in twelve months. If convenient opportunity offers, the vessel may be docked at intervals of about six months, but under no circumstances shall more than a year elapse without docking, except by authority of the Secretary of the Navy. The bottoms of ships shall not be cleaned by divers except in cases of urgent military necessity, when great care shall be exercised to remove as little as possible of the coating of paint. Whenever the ship is docked, the engineer officer of the ship shall examine all outboard valves (including the mufflers of submarines) in any way connected with the engineer department, also the propellers and shaft tubes, and the result shall be entered in the engineering and ship's logs. The first lieutenant shall examine all other outboard valves, and also the rudder and other underwater fittings, and enter their condition in the ship's log.

Docking, frequency of, etc.

(2) When a vessel is docked, the bottom shall be thoroughly cleaned and all blistered paint scraped, but no paint of any kind which adheres firmly and affords protection is to be removed, unless specific instructions have been received from the Bureau of Construction and Repair to that effect. Under exceptional circumstances only, to be specifically stated, shall red lead or a mixture of red lead and white zinc be used, and in such cases the bottom shall be carefully prepared and ample time allowed for the paint to dry thoroughly.

Cleaning and painting.

(3) Hogging lines or chains for use with collision mats, or for other purposes, shall not be continuously kept under the ship's bottom.

Hogging lines.

1362.

(1) When a ship is docked on a foreign station or elsewhere than at a United States navy yard, the permanent board provided for in article 1359 shall examine the ship's bottom and report

Docking abroad; examination and report.

upon its condition and upon the paint used. A copy of the report shall be entered in the ship's log and the original forwarded to the Bureau of Construction and Repair. The report shall contain the following data :

(a) Date of docking and date of undocking.

(b) Condition of the ship as to fouling and kind of fouling :

1. At or near the water line.

2. At turn of bilge.

3. Near keel.

4 At the entrance and run.

(c) Describe carefully the condition of the paint, noting deterioration of any of the paints applied, body of paint remaining, and whether this be anticorrosive, antifouling, or protective paint only. Note carefully the effect of the fouling upon the paints used, and where different kinds of fouling exist compare the effect of the different ones upon the paint.

(d) Corrosion or pitting of bottom. Describe its character in detail, stating definitely the amount of surface affected and where it occurs.

(e) Number of coats and kinds of paint applied, stating definitely the brand of paint and all distinguishing marks to make absolute identification possible. If the brand of paint differs from that applied at the previous docking, a definite statement to this effect should be made, giving the name of the brand of paint previously applied.

(f) The atmospheric conditions at time of painting.

(g) Work, if any, other than cleaning and painting, carried out on the underwater exterior, and any changes made in propellers, shafting, etc.

(2) Whenever a naval vessel is docked at a navy yard the commandant shall submit to the Bureau of Construction and Repair a report on Form N. C. R. 155. This report shall also contain a statement as to what work, if any, other than cleaning and painting, was carried out on the underwater exterior of the vessel, and any changes that may have been made in propellers, shafting, etc.

1363.

General directions and precautions.

(1) When any places showing corrosion of a serious nature are discovered they shall be carefully scaled, dried, and again coated with anticorrosive material at the first possible opportunity.

Recurrence of corrosion.

(2) The frequent recurrence of corrosion in any particular compartment should be followed by special investigation, to determine the cause and the best remedy possible. Unusual cases of this nature shall be made the subject of a special report to the Bureau of Construction and Repair, giving a detailed statement of the extent and character of corrosion, of the remedies applied, and, as far as discovered, the cause or causes.

(3) An iron or steel unsheathed ship or other craft shall never be attached to the moorings or chains used for a sheathed ship or other craft and the sheathed ship or other craft shall never be moored closer than two hundred and fifty feet to an iron or steel one. This shall not prevent the placing alongside of an iron or steel unsheathed ship of sheathed floating cranes, coal lighters, ammunition lighters, or other yard craft, for the service of the vessel; but such craft shall not be retained alongside the vessel for a longer time than is necessary for the service required. Similar precautions shall be observed wherever any craft or other structure may be in danger of corrosion from electrolytic action due to the proximity of any other craft or structure.

Mooring.

(4) Care shall be observed that no loose articles of copper or bronze, filings of the same, or rust scale, are allowed to remain in immediate contact with iron or steel, and that the lead pipes, strainers, and other parts in the bilges are kept in good condition.

Refuse.

(5) Bronze propellers shall be frequently cleaned of all marine growth. Zinc protectors must be placed near them.

Propellers.

(6) An electric portable shall be used for examining the condition of double bottoms, the interiors of boilers, and other dark places.

(7) When about to examine, clean, or paint double bottoms or boilers, the following precautionary measures shall be adopted: They shall be opened and well ventilated, a connection being made to a fan system if possible. This done, the purity of the air shall be tested before entering by burning a candle on the bottom at least five minutes. Working parties inside shall always maintain communication with some one outside; they shall also have with them a lighted candle, and shall withdraw should it begin to burn dimly.

Precautionary measures in double bottoms and boilers.

(8) In view of the extreme thinness of bulkhead, shell, and other plating on torpedo boats and destroyers, and as these vessels are built of galvanized material which is damaged by use of scaling hammers, old paint and rust on structural work or fittings of such vessels shall be removed by means of scrapers and wire brushes, and scaling hammers shall be used only where actual scale exists that can not be otherwise removed. Special care is to be used to distinguish between old paint and rust scale.

1364.

(1) Under ordinary conditions all compartments of the double bottom, except those specially fitted for carrying reserve feed water, shall be kept dry; they may, however, be utilized for carrying fresh water for steaming purposes whenever, in the opinion of the commanding officer, it may be necessary, and the amount of water so carried shall be entered in the ship's log, and before

Water in double bottoms.

sailing a special report of same shall be made to the Bureau of Construction and Repair.

(2) When salt water is admitted to the double bottoms of a ship in commission, either purposely or accidentally, the commanding officer shall report the fact and the accompanying circumstances to the Bureau of Construction and Repair.

1365.

Ejecting systems.

(1) All parts of the gas ejecting system, including pipes, fittings, and relay tanks that are subject to pressure, shall be tested to a pressure of 200 pounds by the ship's force during each overhaul period, and the result thereof shall be included in the current quarterly hull report.

(2) The water ejecting system, when fitted, shall be thoroughly tested by the ship's force during each overhaul period by subjecting each compartment to which this system is connected to a test that will simulate, as nearly as possible, conditions that would ordinarily be met with in service. The method of operation, manipulation of valves, etc., is given in the booklet of general information and should be followed in connection with the above test. Great care must be exercised that bulkheads, decks, and other portions of the structure are not subjected to pressures in excess of those for which they are designed. The results of this test, especially as regards the efficiency of the watertightness of the compartments affected, shall be included in the current quarterly hull report.

1366.

Mast and rigging.

The hull board shall also report upon the condition of masts and rigging. Special attention should be given in the inspection of cage-masts to see that the elements have not become weakened by corrosion and that the drain holes in wake of plug connections have not been stopped up by dirt or paint.

1367.

Instructions relative to steering gear.

(1) The following instructions relative to the inspection and care of steering gear shall be followed:

Transmission ropes.

(2) The transmission ropes or wheel ropes, as the case may be, shall be withdrawn and carefully examined at least once every six months. If they are found to be in good condition, they shall be well covered with Albany grease and graphite and replaced. If any evidence of stranding of the rope is found, the part so affected shall be repaired or a new rope rove. When new ropes are rove, care should be exercised that the stretch is taken up by the automatic tightener on vessels on which such tighteners are fitted,

otherwise there is danger of the rope leaving the drums or sheaves. At the same time a careful examination shall be made of all keys in the transmission shafting, to see that they are not loose and that they are properly seated.

(3) The valve in the engine room in the exhaust pipe leading from the steering engine shall be locked wide open when the steering engine is being used. The steam valves on the pipes leading to the steering engine shall also be kept wide open at the same time.

Valves.

(4) The greatest care shall be taken that all bearings in the transmission gear are kept in good condition and well lubricated. Bearings that are difficult of access or those located in hot places shall be given special attention. As the entire weight of the ordinary type of warship rudder is carried on a floating ring on the top face of the rudder support, the oiling arrangements of the ring shall be examined frequently and supplied with the proper lubrication.

Bearings.

(5) Spaces in the vicinity of the bevel gears shall not be used as storage places for clothing or other articles which may accidentally get into the transmission gears and jam them.

Bevel gears.

(6) On vessels fitted with the Williamson steering engine, care shall be taken in shifting the gear from steam to hand that the locking pin of the main clutch is properly housed in the hole provided for the purpose and not improperly housed between the clutches.

Williamson engine.

(7) Care shall be taken that the floating ring in the steering stand or the roller bearing fitted for carrying the weight of the vertical shaft is kept in adjustment so that the weight will not be taken on the lower bearings, which are not designed for that purpose.

Floating ring.

(8) The plugs in the encasing pipe of the transmission rope shall be frequently removed and the pipe filled with graphite and Albany grease.

Encasing pipe plugs.

(9) Emery, emery cloth, or any other gritty substance shall not be used for cleaning purposes on the bright work of the steering engine or its gear.

Use of emery prohibited.

(10) When ships in commission are not underway and the steering gear is not in use, the steering engine shall be turned over at least twice a week for the preservation of pistons, valve stems, and other working parts.

Tests.

(11) The result of the periodical examination of the steering gear and a brief statement of the steps taken to remedy any defects that may be found therein shall be entered in the ship's log.

Entry in log.

1368.

(1) The various classes of ships and the parts thereof shall be painted in accordance with the "General Instructions for Paint-

Painting ship.

ing and Cementing Vessels of the U. S. Navy," as issued by the Bureau of Construction and Repair. A copy of these instructions, corrected to date, shall be supplied to each ship on going into commission by the commandant, and commanding officers shall request the Bureau of Construction and Repair to supply additional copies when needed.

Gaskets and fittings.

(2) The rubber gaskets of water-tight doors, manholes, hatches, air ports, etc., shall not be painted, greased, nor oiled; louvres, gauze air screens, screw threads, moving parts of auxiliary machinery, and zinc protectors on the bottom shall not be painted.

Whitewash.

(3) Whitewash and shellac shall never be applied to any iron or steel parts of the ship.

CHAPTER 38.

STORES AFLOAT.

Sec. 1.—Art. 1378-1394. Custody, care, and expenditure.

Sec. 2.—Art. 1395-1401. Requisitions, purchases, and public bills for ships.

Sec. 3.—Art. 1402-1404. Ships' stores.

Sec. 4.—Art. 1405-1406. Clothing and small stores.

Sec. 5.—Art. 1407-1416. Rations.

SECTION 1.—CUSTODY, CARE, AND EXPENDITURE.

1378.

The delivery of supplies to a ship in commission shall not be deemed complete until they have been actually placed on board, or in her boats or other conveyance at the wharf, and receipts have been obtained. When responsibility for supplies received begins.

1379.

The cargo of storeship or supply ship shall be kept separate from supplies withdrawn therefrom for use of the ship. Cargo of a storeship.

1380.

(1) On board ship all supplies except provisions, clothing, small stores, and ship's stores shall be for general use and, with the approval of the commanding officer, may be transferred from one department to another. Supplies to be treated as for general use.

(2) Supplies in store shall be in the custody of the supply officer of the ship, or, on board ships where the general supply system is not in force, of the respective heads of the departments to whom invoiced. Custody of supplies.

(3) Where a bureau considers it necessary to prescribe a minimum limit of stores to be carried for use under its cognizance, such limit will be fixed by the bureau concerned, and the stock must be restored to this limit at the earliest opportunity.

1381.

Supplies to be checked on delivery.

(1) All invoices of supplies shall be checked off, when the articles are delivered to a ship by the representative of the bureau concerned, or by a subordinate under his direction, but a representative of the ship's supply officer shall also be present and jointly verify the stores, and this representative alone shall have authority to sign the memorandum invoice or receipt covering them. Such stores shall not be placed in storerooms or used until the above directions have been carried out.

Care in packing.

(2) Heads of ships' departments shall exercise care in regard to the condition of articles turned into store, in packing such articles, especially those that are breakable, and no article that is unserviceable shall be so turned in without being first covered by proper survey. When fragile articles, such as thermometers, stop watches, or others supplied in special boxes, are received the boxes shall, if possible, be saved and used in turning in similar articles in future; a tag shall be attached to such articles showing date and number of survey.

1382.

Provisions may be stowed before reporting of supply officer.

(1) The provisions of a ship directed to be fitted for sea may be put on board and stowed before the supply officer reports, if it be deemed necessary by the commandant to expedite her sailing. In such cases an officer shall be ordered by the commandant to take an exact account of the provisions put on board, to the quantity of which he shall certify in triplicate, one copy for the Bureau of Supplies and Accounts, one for the supply officer of the yard, and one for the supply officer of the ship.

Provisional receipt.

(2) Upon being furnished with this certificate, if it agrees with the invoices furnished by the supply officer of the yard, the supply officer of the ship shall receipt for the quantities therein specified, with the understanding that on the first convenient opportunity he may, if he desires it, have a survey to ascertain the quantities remaining on board at the time of the survey, but this survey shall be held, if practicable, within three months from the date of such receipt.

Deficiencies.

(3) If upon such survey and upon an examination of the receipts and expenditures any deficiencies appear, the supply officer will be permitted to expend such deficiencies from his returns, using the approved survey as his authority for such action.

1383.

Delivery on board of clothing and small stores.

Clothing and small stores shall not be put on board before the supply officer reports for duty.

1384.

Officers shall at all times attend to the care and preservation of all Government property in their charge, and upon proper representation from them the commanding officer shall afford them such assistance as may be necessary to protect and preserve such property from deterioration and waste so far as may be within his power.

1385.

No article of public supplies is ever to be appropriated to the private use of any person not in distress without the consent of the Secretary of the Navy or the order of the senior officer present, who shall give the Secretary of the Navy information of every case that may occur, together with the attending circumstances, and he shall be careful to take the best security for indemnity to the Government.

Supplies not to be appropriated to private use of persons not in distress.

1386.

(1) No article for which an officer is responsible shall be sent out of a ship except on the written order of the commanding officer. No article shall be turned in at a navy yard from a ship in commission without the authorization of the bureau concerned, excepting when authorized under approval of survey reports under the provisions of articles 1906 and 1909.

No articles to be sent out of ship.

No article to be turned in at navy yard.

1387.

On board vessels not operating under the general supply system (arts. 1393 and 1394) stores shall be accounted for as provided in article 1866.

Ships not under supply system.

1388.

The transfer from one ship to another of articles of supplies which are not in excess of her allowance or of articles of her equipage shall be authorized only by the senior officer present when absolutely necessary, and no such transfer shall be made of articles not in all respects fit, unless they have been passed upon by a board of survey, a copy of whose report shall be sent with the invoice to the ship receiving the articles.

Transfer of articles of equipage.

1389.

In case of loss or such damage as to unfit supplies for issue, or articles of equipage for further use, the officer in whose charge they are shall request a survey, for the purpose of establishing and reporting the facts. If lost, the articles shall be expended

Supplies and equipage lost or damaged.

from the books, but the accountability of the officer responsible for the loss shall not thereby be diminished, and the board of survey shall ascertain and report thereon. But if they are so damaged as to be unfit for further Government use in their original capacity, and are to be turned into store, they shall remain on the books until they can be turned in, when they shall be invoiced at their appraised value to a supply officer on shore.

1390.

Responsibility continues until supplies are delivered.

The heads of departments of a ship shall be held responsible for supplies turned in during transit to the places designated for their reception. The supply officer shall not be deemed to have received them until their actual delivery in such places.

1391.

Condition of articles transferred.

Every article transferred from a ship shall be cleaned and placed in good condition so far as is within the capacity of the ship's force before being transferred. The heads of the ship's departments shall be held to a strict accountability for the condition in which stores under their charge are transferred or turned into store.

1392.

Detachment during cruise.

If an officer having charge of supplies or equipage should be detached from a ship during a cruise, an inventory shall be taken, and he shall make a complete transfer to his successor, if the time shall permit, in order to relieve himself from responsibility. If this complete transfer is not made, he shall, before his departure from the ship, so report to the commanding officer. (Art. 868.)

1393.

General supply system.

(1) On board vessels carrying an officer of the Supply Corps, other than vessels permanently assigned as receiving ships, a general supply system shall be operated, whereby the supply officer shall requisition, issue, and account for all equipage and consumable supplies, except medical stores, Marine Corps stores and ammunition, ammunition containers, and ammunition details.

Quarterly money allotments.

(2) Instead of allowance of supplies by items, quarterly money allotments will be prescribed for ships coming within the provisions of this article, against which the supply officer of the ship shall charge the value of all supplies as drawn. A statement of these money allotments for the several ships will be published from time to time in Navy Department General Orders. Any article carried in stock on board, which may be legally charged to the appropriation concerned, may be drawn and charged

to this money allotment, provided that articles that are not shown on the allowance book of any bureau shall not be carried in stock.

(3) These allotments are exclusive of expenditures for fuel, water, and lubricating oil, which may be used as required, and also of ammunition, battery, and torpedo supplies, and explosives, which are covered by standard allowance.

(4) Ships which are not in full commission or in reserve for the full period of allowance shall be entitled to a pro rata only of the above allotment corresponding to the time in commission or in reserve.

(5) Department allotments are not cumulative, and an undrawn balance remaining in one allowance period shall not be added to the allotment for the succeeding quarter. **Allotments not cumulative.**

(6) Issues of supplies shall be made by the ship's supply officer to the several ship's departments on stub requisitions prepared by the heads of departments concerned. These stub requisitions shall show the name of the ship, date, department requiring the supplies, appropriation chargeable, and the quantity and description of the articles needed. Responsible persons shall be designated in each department to draw and receipt for stores. The stubs, when priced, shall be retained by the heads of departments receiving the stores, to be used by them in comparing the totals shown on the transfer statement submitted quarterly by the ship's supply officer for receipt. Receipted stub requisitions shall be numbered serially as received and shall be retained by the ship's supply officer when completed, to be forwarded to the Bureau of Supplies and Accounts, if required. The use of the stub requisition form referred to in this paragraph shall be confined to the purposes described, and all requisitions for articles in excess (i. e., not appearing on the allowance book of any department on board) shall be submitted to the bureau concerned for approval on the regular ship's requisition forms (S. and A. Forms Nos. 44 and 44a), in accordance with Articles 1607 and 1395, except in emergencies. **Stub requisitions.**

(7) Commanding officers may, if it be deemed advisable, permit ships' supply officers to issue stores on memoranda receipt slips bearing the signature of the person authorized to draw stores. On board ships where this practice is allowed these receipt slips shall be assembled and summarized weekly on regular priced invoices in duplicate and the formal receipt of the head of department concerned taken. **Memoranda receipt slips.**

(8) The supply officer of the ship shall keep the accounts of allotments in values only, charging the allotment of each department with the value of supplies as they are drawn by it for use. **Accounts of allotment.**

Supplies in excess. (9) Whenever supplies drawn for use in a ship's department are found to be in excess of needs, they shall be returned to the ship's supply officer on a returned-material stub, to be credited to the proper allotment and appropriation.

Quarterly invoice of supplies on hand. (10) At the expiration of each quarter a priced returned material stub marked "Memorandum" shall be negotiated by each head of department concerned, enumerating by items and classes the supplies remaining on hand in his department which have been charged to the Title C allotment. This stub shall operate to reduce the issues for the quarter concerned and its value shall be included in the class balances in store as of the last day of the quarter, though not to be taken up by items on the stock ledger. A corresponding issue and charge shall simultaneously be made as of the succeeding quarter. This transaction will be on paper only and no supplies actually returned to store as provided in article 1393(9) will be listed on the memorandum stub.

Increase of allotment. (11) When the limit of the allotment to any department has been reached, the commanding officer may apply to the bureau concerned for a special increase to cover needs for the remainder of the quarter. No vessel shall be permitted to exceed her quarterly money allotment under any circumstances while communication with the bureaus concerned is possible. In making request for an additional allotment, the vessel will either furnish a list of the articles desired or give sufficient reason for making such request.

Equipage, Title B. (12) On ships operating under the general supply system, equipage, Title B, in use, shall be directly under the supervision and care of the various heads of ships' departments. In each ship's department there shall be established and maintained by the head of the department a complete custody record of the equipage, Title B, in use in that department, agreeing with the articles on charge as shown by the books of the ship's supply officer.

Inventories of equipage. (13) Inventories of equipage in use shall be taken at least once a year, by the respective heads of departments who have signed custody receipts for such equipage. These inventories shall be taken as nearly as practicable coincidently with the inventory taken by the ship's supply officer in accordance with the provisions of article 1222, and shall be transmitted, through the commanding officer, to the ship's supply officer. The ship's supply officer shall notify the heads of departments in advance of the date upon which he will begin his inventory. In forwarding inventories, heads of departments shall certify as to their correctness and make the statement that the necessary memorandum requests for survey will be submitted to the commanding officer to cover all deficiencies. The dates of commencement and completion of each inventory shall be entered in the ship's log.

Custody receipts for articles, Title B. (14) Whenever articles, Title B equipage, are issued for use either upon receipt on board or from storerooms to a department,

the head of such department shall sign custody receipts for such articles. Officers relieving other officers as heads of departments, shall check up the equipage in use in their departments with the custody record (1393-12) maintained by his predecessor and furnish new custody receipts within one month to the supply officer.

1394.

(1) A general supply system similar to that prescribed in article 1393 for vessels carrying officers of the Supply Corps shall be operated, as prescribed in this article, for torpedo craft and other small vessels. General supply system for torpedo vessels.

(2) In place of an allowance of supplies by items, quarterly money allotments will be prescribed for torpedo craft and other small vessels, against which the supply officer of the tender or stationary base shall charge the value of all supplies as drawn. A statement of these money allotments for the several vessels of the Navy will be published from time to time in Navy Department General Orders. Quarterly money allotments.

(3) A six months' supply of such stores, based upon the quantities stated in the type allowance lists, shall be considered an approximately correct quantity to be carried by the tender or at the stationary base. Quantity of stores carried by tender.

(4) (a) Requisitions for supplies not appearing on allowance books of any department on board are in excess, shall be so designated and must bear an explanation as to the necessity for submitting them. Requisitions for articles not on allowance books.

(b) The approval of an in-excess requisition does not increase the allotment. Supplies procured on such authority shall on issue be charged to the regular allotment unless a request for an increase in allotment, as provided in paragraph 11, has been submitted and approved. In-excess requisitions.

(c) When the issue of supplies carried on the allowance books would involve an overexpenditure of the allotment, they shall not be covered by in-excess requisition, the use of which is restricted to articles not carried on the allowance lists, but by request for increased allotment, as prescribed in paragraph 11. Overexpenditures.

(d) The vessels shall carry only sufficient stores for their immediate needs, the number of days being determined by the flotilla commander, fifteen days being considered sufficient for ordinary duty. Quantity of stores carried.

(e) If toward the close of a quarter, when only a small balance under the current quarterly allotment may be available, a vessel is required to proceed on an extended trip and will be away from tender, yard, or other source of supply, necessary stores may be taken on board. In this event, the current quarter will be charged with the full amount available, and the succeeding quarter obli- Stores for cruise near end of quarter.

gated for the value of the additional stores received. Special reference to cases of this character will be made on reports of expenditures of the vessel for the quarters concerned, showing the amount of the allotment for the succeeding quarter to be obligated. The reports will indicate the necessity for such action.

Supplies in excess, where carried.

(5) Supplies in excess of those called for by the allowance books of the flotilla may be carried on board the tender or at the base, at the discretion of the flotilla commander.

Supplies for torpedo vessels, how drawn.

(6) When at the base or in the presence of the tender supplies for torpedo vessels shall be drawn from such base or tender only, unless when at a navy yard in the presence of the tender the flotilla commander considers it advisable to allow supplies to be procured from the supply officer of the yard. In such cases, and in emergencies when the boat is absent from the tender or base, supplies may be drawn from a yard or vessel on requisitions approved by the senior officer present, the necessity for such requisitions being explained thereon and the tender or base to which the supplies are to be invoiced being indicated.

Supplies for all departments.

(7) Equipage and supplies are intended for the use of the torpedo vessel, as required, and not for any one department on board.

Equipage in torpedo craft, how requisitioned.

(8) Equipage on board torpedo craft shall be requisitioned by, invoiced to, and accounted for by heads of departments under Title B, a separate balance sheet being rendered for each of the five departments. Equipage on board submarines shall be requisitioned by, invoiced to, and accounted for by the supply officer of the tender or base in the same manner prescribed for ships operating directly under the general supply system (arts. 1393 (12), (13), and (14), 1867). Ordnance equipage for general issue to a torpedo or submarine flotilla shall be requisitioned by and invoiced to the supply officer of the tender under Appropriation Purchases Account, Title , and upon issue shall be invoiced to Title B.

Ordnance equipage.

Inventory.

(a) Commanding officers of torpedo craft and submarines shall require heads of departments to take an annual inventory of equipage in their respective departments in the same manner as provided in article 1222 for supply officers of ships. Where the inventory and last balance sheet fail to agree, the discrepancies shall be accounted for by survey. All balance sheets rendered will show date of last annual inventory.

SECTION 2.—REQUISITIONS, PURCHASES, AND PUBLIC BILLS FOR SHIPS.

1395.

Requisitions in general from ships.

(1) Requisitions for equipage, supplies, or services other than those pertaining to the Medical Department and to the Marine Corps to be furnished a ship shall be prepared by the supply

officer of the ship on the request, if necessary, of the heads of departments requiring the supplies or services, with original and one copy in cases where the requisition is not forwarded for bureau approval, and with original and three copies in all other cases.

The object for which the materials or services are required shall be stated, and, if the authority for the submission of the requisition is a bureau letter or indorsement, the date and number of the letter shall also be stated.

(a) Requisitions for supplies not in excess of allowance shall be made but twice a year, each requisition to cover the full allowance of supplies for the succeeding half fiscal year. All items or parts of items not needed shall be omitted and, in the event of their being required at a subsequent date, they may be covered by a "not-in-excess" requisition. No requisition shall be made to cover the allowances for more than one of these periods.

Requisitions for supplies not in excess of allowance.

(b) Ships, when newly commissioned toward the end of a half-yearly period, shall be entitled to the full six months' allowance, unless the bureaus concerned prescribe that only a percentage thereof be allowed. Requisitions for coal, oil, waste, water, and other articles shown to be allowed as required are exempt from the foregoing limitations.

In case of newly commissioned ship.

(c) Articles remaining on hand at the end of an allowance period shall be applied to the amounts allowed for the succeeding period. Requisitions for such articles not in excess of allowance shall include only the difference between the quantity shown to be on hand and the quantity allowed in each case.

Amounts to be required for.

(2) Articles not in excess of allowance and articles in excess of allowance shall not be placed on the same requisition.

In excess and not in excess on separate requisitions.

(3) Requisitions for articles not in excess of allowance shall embrace only articles shown on the allowance list, in quantity and kind as allowed.

(4) Requisitions for articles in excess of allowance shall embrace all articles not on the allowance list or not allowed in the kind or quantity desired. All requisitions from receiving ships and from ships having no allowance lists shall be treated as for articles in excess of allowance. All other requisitions, except for supplies required by the supply officer of a ship under "Title X," or articles of equipage to replace those condemned by an approved survey, of such articles as are shown on the allowance list shall be considered as in excess.

What requisitions to be in excess.

1396.

(1) All requisitions for supplies or services for a ship at a port where there is no navy yard shall be treated as prescribed in this article.

Supplies in ports where there is no navy yard.

(2) When time will permit, and under all ordinary circumstances when in the United States, and on foreign stations when the procurement from home of the articles needed will be advantageous to the Government, requisitions shall be forwarded (original and three copies) to the bureau concerned, for action by it and by the Bureau of Supplies and Accounts.

(3) When time will not permit, or on foreign stations where direct purchase will be to the advantage of the Government, or in the case of needed services of little importance as to cost, the senior officer present may direct procurement by the fleet, squadron, or division supply officer, or by the supply officer of the ship concerned.

1397.

**Economy
strictly enjoined.**

(1) In the procurement and expenditure of stores all officers shall be strictly governed by the established allowances, and exercise such economy as to make them last for the full time specified, and longer if practicable. Only in case of absolute necessity or accident will a departure from the allowances be tolerated, and requisitions for articles needed to meet such necessities must be made out as in excess, bearing certificates stating plainly the facts which are deemed sufficient to warrant approval of the requisitions.

Equipage.

(2) Articles of equipage and unusual articles of supplies for which requisition in excess has once been made and been disapproved by the bureau concerned shall not be required for again within six months unless the bureau concerned so authorizes within six months, and then a reference should be made on the new requisition to the fact that a previous requisition for the same articles has been disapproved.

1398.

**Duties of commanding officers
in approving
requisitions.**

(1) Excepting when purchase is to be made by the fleet, squadron, or division supply officer under the direction of the flag officer, commanding officers have supervisory power over the purchase of supplies, and in approving requisitions shall be guided by the actual needs of their commands, taking into consideration the nature of the service in which they are engaged, the probability of being able to obtain the supplies from other ships, and the possibility of obtaining them from the United States without too great a delay.

(2) No purchase is in any case to be made by other than a supply officer, and no article shall be purchased unless the necessity for the same is first properly established. All purchases shall be made after competition.

(3) Officers in charge of departments shall keep themselves informed of the needs of their respective departments, and shall meet such needs by timely requisitions in accordance with article 1395.

1399.

Medical supplies, surgical instruments, and "instruments of precision" shall be selected by officers representing the departments requiring them. Instruments and medical supplies to be selected.

1400.

(1) Articles purchased shall be delivered subject to inspection and approval as to quantity and quality by the head of department requiring them; in the case of fresh provisions or stock for the ship's store, the officer of the deck or his relief or the junior officer of the watch (preferably the former) shall inspect as to quantity, and a medical officer as to quality. (Arts, 1159, 1320, and 1613.) Inspection of purchased articles.

(2) All inspections of supplies shall be made by the officers of the ship to which they are delivered.

(3) Should the decision of an inspecting officer be questioned, the commanding officer shall order a board of at least three competent officers to inspect the supplies. The report of this board, if unanimous, shall determine the acceptance or rejection of the supplies; if not, the final decision shall rest with the commanding officer.

(4) Each delivery of stores shall be accompanied by a list of the articles.

1401.

In order to prevent the transportation by Government vessels of articles intended for other than Government use, it is directed that no commanding officer of any vessel accept for shipment any freight which is not covered by bill of lading issued by the officer authorized to make shipment. Shipment of stores.

SECTION 3.—SHIPS' STORES.

1402.

In accordance with the provisions of the act approved May 12, 1908, commanding officers of all naval vessels having a supply officer regularly attached are authorized to maintain ships' stores, if they deem it advisable, and for this purpose are authorized to approve the purchase, under the appropriation "Provisions, Navy," of such articles as may be considered necessary or desirable, subject to the limitations contained in this section. Authorization.

1403.

Character.

The following items and no others may be purchased for the ship's store under the provisions of the preceding article:

Belts, money.	Laces, shoe.
Books, educational.	Matches, safety.
Buckets, galvanized.	Meats, tinned, individual size.
Brushes, nail.	Mess gear (transfer from N. S. A.).
Brushes, shaving.	Milk, evaporated, individual size.
Brushes, tooth.	Milk, fresh.
Cakes.	Mirrors.
Cap ribbons, colored.	Mustard, prepared.
Cards, playing.	Oil, lubricating and cleaning.
Catsup, tomato.	Padlocks.
Chains (monel metal, for identification tags).	Pastry.
Chowchow.	Pencils.
Cigarette papers.	Penholders.
Cigarettes.	Pens.
Cigars.	Pickles, individual size.
Cleaning paste and powder.	Pipes and cleaners.
Cold cream.	Polish, shoe, black, tan, and white.
Confections.	Pork and beans, individual size.
Crackers.	Post cards.
Dentifrices.	Powder, toilet.
Ear protectors.	Preserves, individual size.
Fruit, fresh.	Purses, leg.
Fruit, tinned, individual size.	Razors.
Games, checkers and dominos only.	Razor blades.
Gloves, canvas.	Razor strops.
Gloves, white, cotton and lisle.	Sardines.
Glue, mucilage, or paste.	Shaving cream, powder, and soap.
Goggles.	Soap.
Grape juice, small size.	Soap boxes.
Handkerchiefs, bandana.	Sponges, rubber.
Horn bits and mounts.	Stationery.
Hose supporters.	Sweat cloths.
Ice cream.	Tobacco.
Ink.	Tomatoes, tinned, individual size.
Jams and jellies, individual size.	Vaseline.
Key rings and chains.	Witch-hazel.

1404.

Profits.

(1) An act of Congress, approved June 24, 1910, reads in part as follows:

“Provided, That hereafter a profit not to exceed 15 per centum may be charged on sales from ships' stores, such profit to be expended in the discretion of the Secretary of the Navy, under such regulations as he may prescribe, for the amusement, comfort, and contentment of the enlisted force, and to be accounted for to the Bureau of Supplies and Accounts, Navy Department.”

(2) Subject to the provisions of the above act, commanding officers of ships in which ships' stores are maintained are au-

thorized to approve the purchase of such articles or the procurement of such services as may be considered necessary or desirable for the amusement, comfort, and contentment of the enlisted force under their respective commands. All profits, less the value of loss by survey or from other causes may be expended for the purpose indicated in this paragraph.

SECTION 4.—CLOTHING AND SMALL STORES.

1405.

Clothing and small stores shall be issued every week day (except for five days prior to the issue of monthly money), at such hour as may be directed in writing by the commanding officer. Sales of clothing and small stores for cash will not be made except in commissary stores ashore or by special authority of the Bureau of Supplies and Accounts.

Issues of clothing and small stores, how made.

1406.

(1) For issues of clothing and small stores to supernumeraries entitled to pay, invoices of the articles shall be sent to the officer having the accounts, together with the original receipts of the men and requisitions for all issues covered thereby. An officer shall witness these issues to supernumeraries and sign the receipt as such.

Issues to supernumeraries.

(2) Any officer of the Supply Corps may, when necessary, issue clothing and small stores to the crews of torpedo craft or other vessels having no supply officer on board, and such issues shall be treated as prescribed in paragraph 1 of this article when the officer making the issue is not the one having the accounts of such men.

To torpedo craft.

SECTION 5.—RATIONS.

1407.

If any of the crew object to the quality of the provisions issued to them, the supply officer shall at once request a survey. If, in the judgment of the surveying officer, the provisions are of proper quality, they shall be issued, notwithstanding objections, unless the commanding officer shall direct otherwise. If, however, the provisions are not approved, others of a better quality shall, if on board, be at once issued in their stead.

Provisions alleged to be unfit for issue.

1408.

Such provisions as in the opinion of the supply officer can be spared from the supply on board, without unduly reducing the

Issues to officers' messes.

quantities for regular issue, may, with the approval of the commanding officer, be sold to officers' and other messes at their average cost price, to be delivered only at the regular times and places of issue; but no person or mess shall be permitted to purchase a full allowance of any article while the crew is on short allowance thereof.

1409.

The ration defined.

The ration is not a part of the pay, but is a limited allowance by the Government, under certain conditions defined by law. Commutation of rations by the enlisted men is not a right, but an allowance granted only by executive authority.

1410.

Commutation of rations during actual time not drawn.

(1) Rations stopped for enlisted men of the Navy and Marine Corps shall be commuted for the actual period of time during which they are not drawn.

(2) The number of rations to be commuted for chief petty officers' mess and for men of the messman branch is left to the discretion of the commanding officer; but no enlisted man shall be allowed to commute his ration and subsist himself without special authority from the Bureau of Navigation.

(3) Provisions issued to messes composed of men whose rations are commuted shall in all cases be treated as provisions sold to messes for cash.

1411.

Subsistence of crews of vessels not carrying supply officers.

(1) The subsistence of the crew of a vessel not carrying a supply officer shall be in direct charge of the commanding officer, who shall procure the necessary provisions from supply officers ashore and afloat, from dealers having monthly and quarterly contracts or by purchase in the open market, but by the latter method only when necessary provisions are not procurable from the other sources mentioned. Only articles authorized by the Bureau of Supplies and Accounts will be purchased under contract or in the open market. Commanding officers shall keep a record of all provisions received and expended and, at the end of each month and when relieved, shall render a ration record to the Bureau of Supplies and Accounts on the prescribed form in accordance with the instructions thereon.

(2) Expenditures of provisions for the crews of such vessels shall be regarded as overissues within the meaning of the ration law, and the total value thereof shall not exceed an amount found by multiplying the total number of rations of men actually subsisted during the period of such expenditures by the authorized ration allowance.

(3) The value of any unused allowance may be carried forward as additional allowance during the succeeding month or months of the same quarter, but no unused allowance or savings will be carried forward from one quarter to another, any unused allowance existing at the end of a quarter reverting to the Government.

(4) Commanding officers will be held personally accountable for any issues in excess of the allowance and whenever in any quarter the prescribed allowance has been exceeded commanding officers will make a special report to the Bureau of Supplies and Accounts giving in detail the reasons for the overexpenditure.

(5) Provisions procured from dealers shall be paid for on public bill by the supply officer receiving the dealers' bills from commanding officers. A copy of each such public bill will be forwarded immediately to the Bureau of Supplies and Accounts. These copies of public bills will show the place and date of the receipt of the articles, which information is obtained from the commanding officer's certificate on the dealer's bills.

1412.

Honorably discharged men electing homes on board receiving ships are entitled to one ration per day for a period of four months from the date of discharge. This ration can not be commuted. Men electing homes on board receiving ships.

1413.

The supply officer shall be promptly notified when men are sent to a hospital for treatment, or when absent from their ship or station with or without leave. In all cases the issue of rations or commutation therefor shall cease during such absence. Rations of absentees to be stopped.

1414.

Merchant vessels in distress or needing supplies may be furnished with such as can be spared, but receipts in triplicate shall be taken, the original of which shall be retained by the officer from whose department the stores have been furnished, and the duplicate and triplicate forwarded by different conveyances to the Bureau of Supplies and Accounts. Cash payments may be received, if practicable, and accounted for by the supply officer; if otherwise, a bill of exchange shall be obtained, to be drawn by the master on the owners, payable to the order of the Secretary of the Navy, and its first and second forwarded by different conveyances; the address of the owner shall be stated, and the value of the supplies calculated at the average price. In the case of clothing and small stores the prices established by general order shall be charged. In cases of extreme distress gratuitous assistance may be furnished. Supplies furnished to merchant vessels in distress.

1415.

Destitute
American sea-
men.

Destitute American seamen received on board are supernumeraries not entitled to pay and rations. Issues made to them shall be upon the written order of the commanding officer, which, with the invoices of articles issued, shall be sent to the Bureau of Supplies and Accounts, and separate entries made on the quarterly provision return for the adjustment of appropriations. The name of the vessel to which the men belong, and, if taken on board at the request of a United States consul, the name and station of the latter, shall be stated in the order and in the invoice.

1416.

Supplies fur-
nished to foreign
ships of war.

Such stores as can be spared may, when requested, be issued upon the written order of the commanding officer to a foreign ship of war; receipts in triplicate from the commander thereof being taken and forwarded as directed in article 1414.

CHAPTER 39.

QUARTERS AND MESSES OF OFFICERS ON BOARD SHIP.

Sec. 1.—Art. 1426-1434. Officers' quarters.

Sec. 2.—Art. 1435-1441. Officers' messes.

SECTION 1.—OFFICERS' QUARTERS.

1426.

(1) When no flag officer is embarked in a ship having two cabins the commanding officer of the ship may occupy either cabin. Quarters of commanding officer.

1427.

(1) A chief of staff other than the commanding officer of a flagship shall be provided for in the quarters of the flag officer. Quarters of chief of staff.

(2) The commanding officer of the ship shall not be required to share his accommodations with a chief of staff. If there is but one cabin available for the flag officer, the commanding officer of the ship, and the chief of staff, they shall occupy it jointly, and the choice of accommodation shall be in the order named. Flagship with single cabin.

1428.

All commissioned officers not in command, above the rank of ensign, shall be wardroom officers. Ensigns assigned to duty as watch and division officers, either on deck or in the engineer department, shall also be wardroom officers. Wardroom officers.

1429.

(1) When the wardroom staterooms are arranged symmetrically on both sides of the ship, the forward room on the starboard side shall be occupied by the executive officer and the next three rooms by the gunnery officer, navigating officer, and first lieutenant, in the order named. All other rooms on the starboard side shall be occupied by line officers not detailed for engineering duties, in the order of rank. Staterooms for wardroom officers.

(2) On the port side the forward room shall be occupied by the engineer officer of the ship, the second by the supply officer of the ship, the third by the medical officer of the ship, the fourth by the marine officer of the ship (if there be one), the fifth by the chaplain (if there be one), and the others by the remaining staff officers, marine officers, and line officers detailed for engineering duties, entitled to quarters in the wardroom, in the order of their rank.

(3) Spare rooms shall be assigned by the commanding officer, and in making such assignments he shall give preference to officers who keep a watch, either on deck or in the engineer department.

(4) In ships having staterooms arranged otherwise than as above mentioned, a plan of assignment of quarters will be supplied from the department before the ship is commissioned.

(5) When not actually needed for a chief of staff, the quarters for such officer, when not within the cabin limits, may be occupied by the executive officer.

1430.

Staff may be accommodated in cabin.

A flag officer may assign quarters in his own cabin to any member of his staff, and while so accommodated he shall mess with the flag officer and have no title to quarters elsewhere.

1431.

Junior officers.

Ensigns not watch and division officers, second lieutenants in the Marine Corps not in command of detachments, and officers of the Supply Corps having the rank of ensign and not regularly assigned to duty as supply officer of the ship are junior officers and shall occupy the junior officers' quarters.

1432.

Other officers.

Each commissioned warrant officer and warrant officer shall have a room forward of the junior officers' quarters if there be sufficient space, or elsewhere as may be provided in the design of the ship. If necessary, two of them shall occupy one room jointly. The rooms shall be occupied as designated by the department.

1433.

Passengers.

No officer embarked as a passenger shall be entitled to a stateroom to the exclusion of an officer belonging to the complement of the ship.

1434.

Storerooms not to be used for other purposes.

No storeroom or office shall be used for a sleeping apartment except by authority of the department, nor shall any such room be

used for any other purpose than the public service for which it is allotted, unless in cases of emergency, in which case the emergency and consequent changes shall be immediately reported to the department.

SECTION 2.—OFFICERS' MESSSES.

1435.

(1) Officers shall mess in the apartments assigned therefor, except as hereinafter provided. Separate messes shall not be formed in the same apartment, nor shall meals be taken in rooms or other places than at the regular mess table, except in case of sickness.

Messing of officers.

(2) The commanding officer and other officers attached to a receiving ship shall live and mess on board unless specially exempted by the Secretary of the Navy.

Receiving ship.

1436.

Cabin officers in ships with two cabins may form one mess if they desire. A flag officer may have any of his staff in his mess.

Cabin messes.

1437.

Officers embarked as passengers shall mess in the apartment to which they would belong if attached to the ship.

Officers as passengers.

1438.

(1) In all officers' messes the senior line officer present in line of succession to the command shall preside and have the power to preserve order. (Art. 81.)

Senior line officer to preside.

(2) When no line officer in succession to the command is present, the senior officer present, whether of the staff or of the Marine Corps, shall preside.

(3) The officers of the mess shall be assigned permanent seats at the mess tables alternately, in the order of rank, to the right and left of the presiding officer, except that the seat opposite that of the presiding officer shall be occupied by the mess treasurer.

1439.

(1) Each officers' mess shall elect a mess treasurer, who shall have charge of all matters relating to the service and expenditure of the mess. All officers of a mess are eligible to election as mess treasurer, and if elected shall so serve; but no officer shall be required to serve more than two months consecutively.

Mess treasurer.

Mess treasurer's accounts.

(2) The mess treasurer shall keep an account of all receipts and expenditures, from which an abstract of the financial condition of the mess may at any time be ascertained. At the close of each month he shall render to the mess a statement of the accounts of the mess, showing in detail all sums owed to or by the mess and the names of the persons by or to whom owed, his receipts and expenditures, and contracts entered into for future delivery of supplies. The books of the mess shall be produced whenever called for by the commanding or executive officer.

(3) He shall incur no indebtedness which can not be discharged by the funds appropriated for the mess, and he shall see that all bills are paid before leaving port. If, however, from the unexpected sailing of the ship, or from circumstances beyond his control, he is forced to leave any bills unpaid, he shall report the number and amount to the commanding officer, who will take all measures to have them paid as soon as possible.

(4) He shall detail mess attendants for duty within the mess, subject in permanent details to confirmation by the executive officer.

Auditing mess accounts.

(5) The mess treasurer's accounts shall be audited monthly by a board composed of three officers designated by the commanding officer. The auditing board shall, after examining the accounts and satisfying itself as to their condition, certify them by signature with such comment as may be desirable and then submit them to the commanding officer by the tenth of the month. If the condition of the mess, as shown by the mess treasurer's accounts or the report of the board, be unsatisfactory in any respect, the commanding officer shall take appropriate action or, if necessary, report the matter to higher authority. The board appointed to audit the accounts of the last month of any quarter shall take an inventory of the stock of the mess and include a statement thereof in its report to the commanding officer.

Before proceeding on cruise.

(6) When a vessel is in a United States port and preparing to proceed on a cruise the commanding officer may sanction supplies for officers' messes being received on board, at the risk of the dealers, to be paid for as consumed in not less than quarterly installments; provided the dealer shall agree thereto in writing. A statement of all agreements so made and the payments thereon shall be included in the mess treasurer's accounts each month until the obligation is fully discharged.

(7) Neither the steward nor any other person shall, without written authority from the mess treasurer, be permitted to incur indebtedness on shore in the name of the mess.

1440.

Mess bills.

(1) Every officer attached to a seagoing ship shall pay monthly, in advance, the full amount of the mess bill to the mess treasurer;

and no officer shall be excused from such payment except as provided in the succeeding paragraphs of this article.

(2) An officer ordered on detached duty or sent to a hospital shall be entitled to a rebate of the full amount of his mess bill for the period of his absence. An officer ordered temporarily to duty away from the ship to which he is attached, so that he does not avail himself of the privileges of the mess during such absence, is "ordered on detached duty" within the meaning of this paragraph, even though such duty should be "in addition to his present duty."

(3) An officer granted leave of absence for more than ten days, including travel time, shall be entitled to a rebate of one-half the amount of his mess bill for the period of his actual absence; but no such rebate shall be allowed for a period of actual absence of ten days or less.

1441.

Officers' messes shall be held to a strict accountability for the mess outfits of china, glass, plated tableware, towels, and linen. The wardroom, junior, and warrant officers' messes may decline the whole or any part of such outfits.

Mess outfits.

The first part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and a list of the names of the persons who have assisted in the work.

APPENDIX

The following is a list of the names of the persons who have assisted in the work during the year. The names are arranged in alphabetical order.

- 1. Mr. A. B. C.
- 2. Mr. D. E. F.
- 3. Mr. G. H. I.
- 4. Mr. J. K. L.
- 5. Mr. M. N. O.
- 6. Mr. P. Q. R.
- 7. Mr. S. T. U.
- 8. Mr. V. W. X.
- 9. Mr. Y. Z. A.
- 10. Mr. B. C. D.
- 11. Mr. E. F. G.
- 12. Mr. H. I. J.
- 13. Mr. K. L. M.
- 14. Mr. N. O. P.
- 15. Mr. Q. R. S.
- 16. Mr. T. U. V.
- 17. Mr. W. X. Y.
- 18. Mr. Z. A. B.
- 19. Mr. C. D. E.
- 20. Mr. F. G. H.
- 21. Mr. I. J. K.
- 22. Mr. L. M. N.
- 23. Mr. O. P. Q.
- 24. Mr. R. S. T.
- 25. Mr. U. V. W.
- 26. Mr. X. Y. Z.
- 27. Mr. A. B. C.
- 28. Mr. D. E. F.
- 29. Mr. G. H. I.
- 30. Mr. J. K. L.
- 31. Mr. M. N. O.
- 32. Mr. P. Q. R.
- 33. Mr. S. T. U.
- 34. Mr. V. W. X.
- 35. Mr. Y. Z. A.
- 36. Mr. B. C. D.
- 37. Mr. E. F. G.
- 38. Mr. H. I. J.
- 39. Mr. K. L. M.
- 40. Mr. N. O. P.
- 41. Mr. Q. R. S.
- 42. Mr. T. U. V.
- 43. Mr. W. X. Y.
- 44. Mr. Z. A. B.
- 45. Mr. C. D. E.
- 46. Mr. F. G. H.
- 47. Mr. I. J. K.
- 48. Mr. L. M. N.
- 49. Mr. O. P. Q.
- 50. Mr. R. S. T.
- 51. Mr. U. V. W.
- 52. Mr. X. Y. Z.
- 53. Mr. A. B. C.
- 54. Mr. D. E. F.
- 55. Mr. G. H. I.
- 56. Mr. J. K. L.
- 57. Mr. M. N. O.
- 58. Mr. P. Q. R.
- 59. Mr. S. T. U.
- 60. Mr. V. W. X.
- 61. Mr. Y. Z. A.
- 62. Mr. B. C. D.
- 63. Mr. E. F. G.
- 64. Mr. H. I. J.
- 65. Mr. K. L. M.
- 66. Mr. N. O. P.
- 67. Mr. Q. R. S.
- 68. Mr. T. U. V.
- 69. Mr. W. X. Y.
- 70. Mr. Z. A. B.
- 71. Mr. C. D. E.
- 72. Mr. F. G. H.
- 73. Mr. I. J. K.
- 74. Mr. L. M. N.
- 75. Mr. O. P. Q.
- 76. Mr. R. S. T.
- 77. Mr. U. V. W.
- 78. Mr. X. Y. Z.
- 79. Mr. A. B. C.
- 80. Mr. D. E. F.
- 81. Mr. G. H. I.
- 82. Mr. J. K. L.
- 83. Mr. M. N. O.
- 84. Mr. P. Q. R.
- 85. Mr. S. T. U.
- 86. Mr. V. W. X.
- 87. Mr. Y. Z. A.
- 88. Mr. B. C. D.
- 89. Mr. E. F. G.
- 90. Mr. H. I. J.
- 91. Mr. K. L. M.
- 92. Mr. N. O. P.
- 93. Mr. Q. R. S.
- 94. Mr. T. U. V.
- 95. Mr. W. X. Y.
- 96. Mr. Z. A. B.
- 97. Mr. C. D. E.
- 98. Mr. F. G. H.
- 99. Mr. I. J. K.
- 100. Mr. L. M. N.

CHAPTER 40.

QUARANTINE, PILOTAGE, CONVOY, TRANSPORTATION ABOARD GOVERNMENT VESSELS, AND THE AMERICAN NATIONAL RED CROSS.

- Sec. 1.—Art. 1451-1453. Quarantine.
Sec. 2.—Art. 1454. Pilotage.
Sec. 3.—Art. 1455-1457. Transportation aboard Government vessels.
Sec. 4.—Art. 1458-1460. Transportation services.
Sec. 5.—Art. 1461-1467. Convoy of Army transports.
Sec. 6.—Art. 1470. The American National Red Cross.

SECTION 1.—QUARANTINE.

1451.

(1) Commanding officers of ships shall, on entering a port, foreign or domestic, comply strictly with all its quarantine regulations.

Regulations to be complied with. Facilities for health officers' visits.

(2) They shall, whether liable to quarantine or not, afford every facility to visiting health officers, and give all the information the latter may require.

(3) Should doubt exist as to the regulations of the port, no communication shall be held with the shore, with boats, or with other ships, until a sufficient time has elapsed to allow of the visit of the health officer.

When doubt exists as to quarantine regulations.

1452.

(1) Should a naval vessel arrive in port with a quarantinable disease on board, or should such disease break out while lying in port, the fact shall be at once reported to the commander in chief or senior officer present. The commanding officer shall hoist the quarantine flag and prevent all communication likely to spread the disease elsewhere until pratique is received.

Duty of captain when infectious disease exists.

(2) In order to check the spread of such disease on board ship, he shall arrange with the authorities of the port for the care and treatment of patients on shore or on board a hulk.

(3) If at sea in company with other ships and a quarantinable disease exists or appears on board, he shall keep the quarantine

flag flying as long as the disease lasts and shall do all in his power to prevent dissemination.

1453.

Caution in regard to boarding vessels.

(1) In boarding arriving vessels, care shall be taken not to violate the rules of the port, and in case they are subject to quarantine, the boarding officer shall, if possible, obtain the information required without going alongside.

Boarding vessels at sea.

(2) Vessels at sea coming from a suspected port not having a clean bill of health, or otherwise liable to quarantine, shall not be boarded unless it be absolutely necessary, and the fact of such communication, when it occurs, shall be reported on arrival in port to the health officer.

No concealment of facts.

(3) No concealment shall be made of any circumstances that may subject a ship of the Navy to quarantine.

SECTION 2.—PILOTAGE.

1454.

Employment of pilots.

(1) Commanding officers of ships may employ pilots whenever in their judgment such employment is necessary. (Art. R. 881.)

(2) When pilots are employed they shall not be called on board until the ship is ready to proceed to sea; nor, when coming from sea, shall they be kept on board after the ship has reached her destination.

Licensed pilots to be employed.

(3) Preference shall be given to licensed pilots and they shall not be paid more than local rates.

Coast pilots.

(4) Coast pilots shall not be employed except by special authority from the Bureau of Navigation, and when employed shall not be paid local pilotage.

Pilot does not relieve ship's officers from responsibility.

(5) A pilot is considered merely as an adviser to the commanding officer, and his presence on board a naval vessel shall not relieve the commanding officer, or any of his subordinates, from full responsibility for the proper performance of the duties with which they, or any of them, may be charged concerning the navigation and handling of the ship.

SECTION 3.—TRANSPORTATION ABOARD GOVERNMENT VESSELS.

1455.

(1) General officers of the Army, when ordered to take passage, without troops, in a ship of the Navy, shall be accommodated in the quarters of the flag officer, if one be embarked in the same ship; otherwise, general officers and all field officers by

commission when taking passage without troops and when of, or above, the rank of the commanding officer, shall be accommodated with the commanding officer. Other commissioned officers of the Army shall be accommodated with the wardroom or junior officers, according to rank. This quartering shall not interfere with the sleeping apartments of the officers of the ship.

(2) When officers of the Army are embarked with troops in a ship commanded and officered by officers of the Navy, the latter shall occupy the apartments allotted to them, and separate accommodations shall be provided for the use of the officers of the Army and those under their command. The officers of the Army shall mess together, and not with the officers of the Navy, unless otherwise agreed upon with the sanction of the commanding officer of the ship and commanding officer of the troops.

(3) Officers and enlisted men of the Navy or Marine Corps embarked on board United States Army transports will at all times wear uniforms. The uniform to be worn will be prescribed by the senior naval line officer or marine line officer embarked, as the case may be, and will, as far as practicable, correspond to the uniform prescribed by the commanding officer of troops for the troops embarked.

1456.

(1) The commanding officer of a ship of the Navy shall have full power, on his own authority, to order an offender, whether officer or soldier, to be placed in either naval or military custody as he shall consider most desirable; but in all cases where an offender is to be disembarked for trial by military authority, he shall be placed in military custody on board the ship.

(2) Enlisted men of the Navy and Marine Corps, while being transported on an Army transport, shall be subject to and obey the United States Army Transport Service Regulations, and shall be liable to their proportionate share of police and guard duty whenever the commanding officer of troops on board the transport shall deem it advisable to divide those duties between the enlisted men of the Army and those of the Navy or Marine Corps on board. Enlisted men of the Navy and Marine Corps may also be called upon, but only when, in the judgment of said commanding officer, there is an emergency, to perform such duty as their special knowledge and skill may enable them to perform.

(3) Enlisted men of the Army, while being transported on a naval vessel, shall be subject to and obey the regulations of the ship, and shall be liable to their proportionate share of police and guard duty whenever the commanding officer of the ship shall deem it advisable to divide those duties between the enlisted men

of the Navy and those of the Army on board. Enlisted men of the Army may also be called upon, but only when, in the judgment of said commanding officer, there is an emergency, to perform such duties as their special knowledge and skill may enable them to perform.

(4) All orders to enlisted men of the Navy or Marine Corps on board an Army transport, or to enlisted men of the Army on board a naval vessel, shall, as far as practicable, be given through their respective officers, noncommissioned, or petty officers.

1457.

(1) The senior medical officer of the military forces upon embarkation and debarkation shall submit to the commanding and senior medical officer of the ship a statement to the effect that the command is clean, harbors no communicable diseases, and all individuals have been vaccinated against smallpox and typhoid fever. He will provide against the embarkation of infected persons and property.

(2) The ship's sick bay shall be under the control of the senior medical officer attached to the ship who is responsible for the care and use of the hospital equipment and property and for the care and treatment of the sick and injured of the crew, casual passengers, and for Army sick transferred to the sick bay for treatment. The senior medical officer of the ship will hold sick call for troops if Army medical officers do not accompany the contingent. Sick call for the troops will be held by Army medical officers when attached thereto. Patients requiring rest in bed or hospital treatment will be transferred to the ship's sick bay and to the care of the senior medical officer of the ship. When necessary Army medical department personnel may be required by the commanding officers of the ship to aid the senior medical officer of the ship to care for the sick.

(3) When directed by the commanding officer the senior medical officer attached to the ship shall make such sanitary inspections of the ship and personnel as may be considered necessary and shall take appropriate action to prevent the spread of communicable disease.

SECTION 4.—TRANSPORTATION SERVICES.

1458.

(1) All matters relating to the commandeering, chartering, taking over, fitting out, manning, equipping, loading (except as provided for in article 1461 (6)), sailing, routing, movements, and maintenance of ships of all kinds for the Transportation

Services of the United States Navy, including transports or other vessels operating under the authority of the Navy Department, shall be controlled by the Navy, including engaging of officers and crew, the providing of rules for their government, their interior discipline and administration, and the prescribing of regulations for the security and defense of the vessel and the safety of all persons on board, both at sea and in port, regardless of the character of the personnel or character or ownership of the animals, equipment, or supplies to be transported, except as specifically provided elsewhere in these regulations.

(2) Vessels of the Transportation Services of the United States Navy are those included in the fleet train, in Fleet Transportation Service, and the Naval Transportation Service. During peace a fleet train comprises all store, repair and hospital ships, all transports and other similar vessels operating under a commander in chief. During war, vessels of these types operating under the commander in chief will form the fleet train and the Fleet Transportation Service; the fleet train comprising those vessels operating within the advanced area, and the Fleet Transportation Service those vessels operating within the fleet transportation area. The Naval Transportation Service comprises all store, fuel, and hospital ships, all transports and similar vessels operating under the Director of Naval Transportation Service; and the operations of this service in a theater of war shall be limited to the naval transportation zone.

(3) Vessels of the Transportation Services will be governed by the laws of the United States, United States Navy Regulations and by special instructions issued by the Navy Department, or the commander in chief under authority of the Navy Department. All matters coming under the cognizance of the various bureaus and offices shall be referred to the bureaus or offices concerned for action.

1459.

(1) When officers of the Army, detachments of troops with equipment and stores, or Army animals, equipment and stores, are embarked in a naval vessel for transportation, the officers and troops shall be quartered and property stowed as directed by the commanding officer of such naval vessel, after consultation with the Army officer commanding the troops, or the quartermaster in charge of the property, as the case may be.

(2) Similarly, when officers of the Navy and Marine Corps, or enlisted men of the Navy or Marine Corps, or Naval and Marine Corps property are embarked in Army transports for transportation, the officers and enlisted men shall be quartered, and the property stowed as directed by the properly constituted Army officer on board, after consultation with the naval officer or

marine officer commanding the detachment or in charge of said property.

(3) Officers of the Army, Navy, and Marine Corps who embark for passage in vessels operated by the Army, or by the Navy, shall be quartered and messed in accordance with their seniority in rank, but they shall not displace the officers regularly attached to the vessel as part of the complement. Similarly, enlisted men shall be messed and quartered in accordance with their ratings or ranks in so far as their assignment in units makes this procedure suitable.

1460.

(1) When troops of the Army are to be accommodated on board of naval transports, a joint inspection shall be held, prior to the first voyage of the transport designated to embark the troops, by the commanding officer of the ship or his representative, and the commanding general at the port of embarkation or his duly constituted representative. This inspection is to acquaint the Army authorities with the nature of the provisions which have been made to accommodate troops and to insure that these accommodations are sufficient and suitable under the circumstances for the troops which it is proposed to embark.

(2) After the above preliminary inspection, no further formal inspection by the Army authorities in port is considered necessary or desirable.

(3) The commanding officer of a naval transport carrying Army troops shall, during the voyage, request the commanding officer of troops to inspect the accommodations and arrangements which have been provided for his troops, and shall request the commanding officer of troops prior to disembarkation at the end of the voyage, to submit suggestions as to alterations and deficiencies which he may consider necessary or desirable.

SECTION 5—CONVOYS OF ARMY TRANSPORTS.

1461.

(1) Whenever it becomes necessary to fit out and assemble convoys of Army transports for oversea transportation, the Navy Department may designate an officer of commensurate rank, and so inform the War Department, to have general supervision and direction of the inspection, preparation for service, and operation of such transports in the particulars enumerated in these regulations for a naval convoy commander.

(2) When an oversea expedition including Army transports, forming a naval convoy, has been decided upon, the Navy Department shall appoint an officer of suitable rank as convoy commander and shall supply the War Department with full particu-

lars as to painting, installing additional lookout stations, changes in rig or in equipment required to insure the safety of such vessel and the lives of the persons on board; the armament and fire-control system to be installed; and the commissioned naval personnel and the number and ratings of the enlisted personnel to be embarked as gun's crews, bridge force, and communication force, in order that suitable accommodations may be provided for them.

(3) The naval convoy commander shall be furnished full information concerning the strength of the expedition and its proposed objectives. The Army authorities shall afford him adequate facilities for inspecting the transports as they assemble for the purpose of ascertaining whether they are properly armed and equipped for safety and defense; supplied with the necessary communication systems for handling naval guns and for receiving reports from properly placed and equipped lookout stations; fitted with ground tackle, boats, life rafts, life preservers, lines, and all equipment necessary for the proper management and control of the convoy while in transit, or while disembarking men, animals, and equipment, under the conditions which will probably be met; and whether the accommodations provided for the naval personnel are suitable. The naval convoy commander shall call the attention of the Army commander to defects or deficiencies with respect to such matters, and the Army commander shall use every effort to remedy such defects or deficiencies in accordance with the judgment of the naval convoy commander. The naval convoy commander shall render all possible assistance with the resources at his disposal. In the event that it is found impracticable to remedy the defects or supply the deficiencies which, in the opinion of the naval convoy commander, if allowed to continue, will threaten the safety of the convoy or jeopardize the safety of the expedition, the matter shall be reported immediately to their respective departments by the Army commander and naval convoy commander.

(4) The Navy shall install in each designated transport a suitable battery and an efficient fire control and lookout system, and provide glasses for lookouts and full bridge equipment for making signals by day and night.

(5) All matters relating to the purchase, charter, fitting out, equipping, and maintenance of Army transports, or other vessels operating as transports under the control of the War Department, engaging their officers and crews and providing rules for their government, their interior discipline and administration, shall be controlled by the Army, except that all regulations concerning the security and defenses of the vessel and the safety of all persons on board, both at sea and in port, shall be prescribed by the Navy.

(6) All matters relating to the loading of vessels employed as transports for the transportation of Army personnel, animals, or stores, whether such vessels are operated by the War or Navy Department, shall be under the charge of the Army. The quota of troops or cargo to be assigned to each vessel within the limits of her capacity, and the order in which the cargo shall be stowed shall be decided upon by the Army, after consultation with the convoy commander or his representative in order that the stability of the ship shall not be endangered in loading. Ammunition for ships' batteries shall be loaded by the Navy after consultation with the proper Army authority.

1462.

(1) An officer, if practicable, not below the rank of lieutenant commander in the Navy, and two other experienced officers, together with a suitable number of quartermasters, signal men, extra lookouts, radio operators, and a full gun's crew for each gun, shall be detailed to each designated Army transport by the Navy Department.

(2) Quarters for the naval officer representing the naval convoy commander and his assistants, assigned to an Army transport for duty, shall be provided with a view to the duties they are to perform in the control of the ship and her defense. The quarters for the senior naval officer shall be in close proximity to the navigating bridge, and shall be assigned irrespective of rank. The quarters for the naval officers detailed as assistants to the senior naval officer shall be in close proximity to their battery stations, and shall be assigned irrespective of rank.

(3) The commanding officer of troops, the quartermaster, the quartermaster's agent on board, or the master of the vessel, as the case may be, shall make the necessary assignments of quarters and storage spaces for the use of the naval guard, their clothing, and the equipment and stores for operating the battery. Similarly, the naval contingent of enlisted men whose duties are on the bridge, in the radio room, or at the battery, shall be quartered with a view to the duties they are to perform in the navigation and defense of the ship.

1463.

(1) The Army commander shall be embarked in the flagship of the naval convoy commander if practicable. If not practicable, the transport of the Army commander shall be placed in formation near the flagship; and in this case the senior naval officer assigned to transports should be embarked with the Army commander, and an Army officer to represent the Army commander should be embarked in the flagship of the naval convoy commander.

1464.

(1) When the destination and approximate date of sailing, as decided upon by the War and Navy Departments, have been communicated to the naval convoy commander by the Navy Department, the naval convoy commander shall issue the order as to the destination and the time of sailing, after the Army commander has stated to him that he is ready to sail. The orders of the convoy commander shall be immediately communicated to the Army commander. Should circumstances arise after sailing which render change in plan or destination necessary or desirable for the safety of the expedition, at sea and in disembarking, which change it is not practicable to refer to high authority, the naval convoy commander shall, after consulting with the Army commander, decide as to such change.

(2) In making up a convoy, with Army transports or groups of Army transports fitting out in different ports, the senior naval officer present at any port ordered to duty with a transport of the convoy, shall, under the direction of the naval convoy commander or his representative, have the duties and responsibilities in fitting out prescribed for the naval convoy commander in article 1461.

(3) As soon as an Army transport is loaded and ready to proceed under naval convoy the competent Army authority shall so notify the senior naval officer present on duty with the convoy. After this notification has been communicated to the senior naval officer on board a transport, his authority over her movements and his responsibility for her safety and defense shall begin when she leaves the dock or completes her loading in the stream.

(4) In accordance with the instructions of the naval convoy commander, in making up a convoy or part of a convoy in any port, the senior naval officer present on duty with the convoy shall prescribe anchorages in the harbor and the time and order of getting under way, arrange for necessary pilotage out of harbor and through mine fields and obstructions, determine the order of the formation of ships in following mine sweepers, and conduct the transports to the rendezvous decided upon by the naval convoy commander.

1465.

(1) The naval convoy commander shall have control of all movements of the convoy and shall prescribe all orders of sailing and formation. He shall make provision for emergencies, such as an attack by an enemy or a dispersion of the convoy due to weather or other circumstances.

(2) The naval convoy commander shall assure himself that his subordinates placed on the transports are familiar with his dispositions and plans.

(3) Should the transports become separated the senior naval officer present and on duty shall take charge of the convoy and control its movements in accordance with the plans of the convoy commander.

1466.

(1) The senior naval officer attached to a transport shall, under the authority of the convoy commander, at all times, both at sea and in port, after the competent Army authority has reported the transport loaded and ready to proceed, have complete command of the transport in all matters relating to speed, course, maneuvering, anchorage, and the defense of the vessel, and complete control over all signaling and radio. He shall act in accordance with the instructions issued to him by the convoy commander. He may call upon the commanding officer of troops for officers and men for any duty connected with the security and defense of the vessel or her personnel. The commander of troops shall detail officers and men in the numbers requested, and the officers and men so detailed shall perform the duties for which their services are requested under the direction of the senior naval officer on board.

(2) In case no troops are embarked in a transport under convoy the senior naval officer on board may call upon the Army quartermaster or the master of the vessel for the detail of men as additional lookouts, to assist in the supply of ammunition to the battery, or for any other duty connected with the safety of the vessel or her personnel; and the men shall be detailed in the numbers required and shall perform the duties for which their services are requested under the direction of the senior naval officer on board.

(3) The senior naval officer on board shall be responsible for the sufficiency and the character of the exercises of the passengers and crew of the transport at fire quarters, abandon ship, general quarters, and darken ship. He shall direct such changes from the established procedure on board in these evolutions as are necessary to meet war conditions, such as fire in action and abandoning ship as the result of injuries received in action.

(4) The senior naval officer, should it become necessary to abandon ship, shall direct the movements of the boats, and, after consultation with the officer commanding troops and the master of the transport, shall take such further measures as may be necessary to insure their safety.

(5) The master and officers of the vessels shall perform their navigation and watch duties affecting her speed and movements under the direction of the senior naval officer on board, and should there be any opposition to or interference with his authority in any way, the senior naval officer may call upon the commanding officer of troops who shall then take such steps with

the force under his command as may be necessary to enforce the authority of the senior naval officer.

(6) The senior naval officer on board shall censor the entries in the log, ship's papers, reports, and other documents wherein might be mentioned routes, positions, and rendezvous.

(7) The authority of the senior naval officer on board shall be limited to those matters above enumerated.

1467.

(1) *Dispositions for landing.*—The time and place of landing shall be determined by the naval convoy commander, after consultation with the Army commander. The order of landing shall be determined by the Army commander after consultation with the naval convoy commander. After the order of landing has been made known to him the naval convoy commander shall control the placing of transports for disembarking troops and material, the loading and unloading of boats, and the beach or landing places used for disembarkation. The naval convoy commander shall take the necessary precautions with the means at his disposal to insure the safety of transports, troops, and material in unloading; and he shall control the withdrawal of transports when discharged; and take whatever measures may be further required for their safety.

(2) If the landing is opposed, the naval convoy commander shall cooperate fully with the Army commander to insure the safety of the disembarkation; and he shall further render the greatest assistance practicable with the sole object of insuring to the utmost the plan of campaign of the Army commander.

SECTION 6.—THE AMERICAN NATIONAL RED CROSS.

1470.

(1) The American National Red Cross having been authorized by an act of Congress (approved Apr. 24, 1912) to render aid to the land and naval forces in time of actual or threatened war, the following regulations governing the status, organization, and operations of the Red Cross when employed with the naval forces, having received the approval of the President of the United States, are issued for the information and guidance of all concerned.

(2) Organized Red Cross units, if accepted for service with the naval forces, will be enrolled as members of the Naval Reserve Force and will constitute a part of the medical department of the Navy.

(3) When the Navy Department desires the use of the services of the Red Cross in time of war or when war is imminent, the Secretary of the Navy will communicate with the chairman of the

Authorized by
Congress.

Enrollment.

Procedure to
operate with
Navy.

Red Cross, specifying the character of the services required and designating the place or places where the personnel and matériel may be assembled.

Qualification. (4) No individuals of the American Red Cross will be enrolled in the medical department of the Naval Reserve Force, until found physically and professionally qualified, by a board of medical officers, for the performance of the service expected of them.

Responsibility of naval medical officers. (5) Separate establishments, maintained by the American Red Cross, receiving naval patients shall have detailed thereto a naval medical officer, who will keep the health records of the naval patients and see that these patients are returned to naval jurisdiction when convalescent or fit for duty. This officer will not be responsible in any way for the administration of the institution.

Personnel. (6) The Red Cross may be called upon in time of war, or when war is impending, for the following classes of personnel:

- (1) Physicians, surgeons, and dental surgeons.
- (2) Pharmacists.
- (3) Hospital Corps men.
- (4) Nurses.
- (5) Clerks.
- (6) Cooks and other hospital personnel.
- (7) Laborers.

Organization. (7) American Red Cross personnel available for service with the Navy will be organized and equipped as may be prescribed by the headquarters of the American Red Cross as approved by the Bureau of Medicine and Surgery. Units organized and equipped in this manner will then be listed for service, after enrollment in the Naval Reserve Force, in connection with any of the activities of the medical department of the Navy.

Training. (8) The training of American Red Cross personnel prior to enrollment in the Naval Reserve Force shall conform, in the case of individuals or units designated to perform the duties of hospital corps men, to the naval instruction for this type of personnel, and shall include instruction in first aid, elementary hygiene, hospital corps drill, and the methods of transporting sick and wounded ashore and aboard ship.

(9) American Red Cross personnel corresponding to naval hospital personnel shall be trained in hospital routine, their training conforming to that of the personnel of a naval hospital or hospital ship.

Information bureau. (10) Information Bureau American Red Cross personnel, for service at Navy base hospitals may be accepted for service as civilians when accredited by officials of the American Red Cross. The duty of this type of personnel will be to aid the commanding officer of the naval hospital in furnishing information to relatives and friends concerning the sick and wounded in the hospital and when authorized by the commanding officer to furnish to the indi-

vidual patient personal comforts, fruit, flowers, entertainment, etc., when the same can not be obtained through the regular governmental channels. Members of the Information Bureau Service will conform to such regulations as may be instituted by the commanding officer of the hospital and if a Navy chaplain is attached to the hospital they will cooperate with him in every way.

(11) Medical and surgical supplies and equipment may be accepted from American Red Cross representatives when authorized by the Bureau of Medicine and Surgery or in advance of authority when an emergency exists. As a rule no supplies will be accepted from the American Red Cross which can be obtained in the usual way by making requisition for the same. Ambulance service may be accepted when occasion arises.

Acceptance of
supplies and
equipment.

(12) The Bureau of Medicine and Surgery will arrange with American Red Cross headquarters for the organization, equipment, and subsequent enrollment in the Naval Reserve Force of such units for service in the medical department of the Navy as may be desired.

(13) One or more officers of the Medical Corps of the United States Navy will be detailed for duty with the Military Relief Division or Department of the American National Red Cross, the senior one of whom shall act as liaison officer between the American National Red Cross and the Navy Department.

Detail of naval
medical officer
with relief divi-
sion.

The first part of the report deals with the general situation of the country, and the second part with the details of the various departments. The first part is divided into three sections: the first section deals with the general situation of the country, the second section deals with the details of the various departments, and the third section deals with the details of the various departments.

The second part of the report deals with the details of the various departments.

The details of the various departments are as follows:

The first department is the Department of Agriculture, which is responsible for the production of food and raw materials. The second department is the Department of Industry, which is responsible for the production of manufactured goods. The third department is the Department of Commerce, which is responsible for the distribution of goods and services. The fourth department is the Department of Finance, which is responsible for the management of the country's financial resources. The fifth department is the Department of Education, which is responsible for the provision of education to the population. The sixth department is the Department of Health, which is responsible for the provision of medical services to the population. The seventh department is the Department of Social Welfare, which is responsible for the provision of social services to the population. The eighth department is the Department of Public Works, which is responsible for the maintenance of the country's infrastructure. The ninth department is the Department of Defense, which is responsible for the protection of the country from external threats. The tenth department is the Department of Foreign Affairs, which is responsible for the country's relations with other countries.

CHAPTER 41.

SHORE ESTABLISHMENTS.

PART I.—NAVAL DISTRICTS.

- Sec. 1.—Art. 1480. Establishment and limits.
- Sec. 2.—Art. 1481-1484. General administration.
- Sec. 3.—Art. 1485. Organization.
- Sec. 4.—Art. 1486. Coast defense.

PART II.—NAVAL BASES.

- Sec. 1.—Art. 1487. General administration.

PART III.—NAVY YARDS AND NAVAL STATIONS.

- Sec. 1.—Art. 1488-1502. General administration.
- Sec. 2.—Art. 1503-1508. Ships at a yard or station.
- Sec. 3.—Art. 1509. Commissioning and delivery of ships.
- Sec. 4.—Art. 1510. Ships going out of commission and ships out of commission.
- Sec. 5.—Art. 1511-1515. Personnel, civil and naval.
- Sec. 6.—Art. 1516. General organization.
- Sec. 7.—Art. 1517. Captain of the yard.
- Sec. 8.—Art. 1518-1531. Officers in charge of departments and divisions.
- Sec. 9.—Art. 1532. Engineer officer.
- Sec. 10.—Art. 1533. Construction officer.
- Sec. 11.—Art. 1534. Public works officer.
- Sec. 12.—Art. 1535-1536. Inspection officer and assistant inspectors.
- Sec. 13.—Art. 1537. Supply officer.
- Sec. 14.—Art. 1538. Disbursing officer.
- Sec. 15.—Art. 1539. Accounting officer.
- Sec. 16.—Art. 1540. Medical officer.
- Sec. 17.—Art. 1542. Work done by one department or division for another.
- Sec. 18.—Art. 1543. Employment of labor at navy yards.
- Sec. 19.—Art. 1544. Floating dry docks.
- Sec. 20.—Art. 1545. Visits to vessels building.
- Sec. 21.—Art. 1546-1548. Relations of the commander in chief, Atlantic Fleet, with the naval station, Guantanamo Bay.

Sec. 22.—Art. 1549. Relations of the commander in chief, Asiatic Fleet, with the naval stations, Cavite and Olongapo, and other shore activities within the limits of the Asiatic Station.

Sec. 23.—Art. 1550. The navy yard, Washington, D. C.

Sec. 24.—Art. 1551. The navy yards under industrial management.

Sec. 25.—Art. 1552–1553. Regulations for the control, defense, and protection of Pearl Harbor, Hawaii, and defense of the Panama Canal.

PART I.—NAVAL DISTRICTS.

SECTION 1.—ESTABLISHMENT AND LIMITS.

1480.

(1) The United States and island possessions are divided into naval districts with limits and headquarters as indicated in the subjoined table:

Limits.

No. of district.	States and counties.	Headquarters.
1	Maine, New Hampshire, Massachusetts, Rhode Island (including Block Island and Nantucket Light Vessel).	Boston.
2	Vermont, Connecticut, New York, northern part of New Jersey, including counties of Mercer, Monmouth, and all counties north thereof.	New York.
3	Pennsylvania, southern part of New Jersey, including counties of Burlington, Ocean, and all counties south thereof; Delaware, including Winter Quarter Shoal Light Vessel.	Philadelphia.
4	Maryland, West Virginia, North Carolina, Virginia.....	Naval operating base, Hampton Roads.
5	South Carolina, including Fryer Pan Shoals Light Vessel, Georgia.	Charleston.
6	Florida, except counties west of Apalachicola River.....	Key West.
7	Florida, counties west of Apalachicola River, Alabama, Tennessee, Louisiana, Mississippi, Arkansas, Oklahoma, Texas.	New Orleans.
8	Ohio, Michigan, Kentucky, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas.	Great Lakes, Ill.
9	New Mexico, Arizona, southern part of California, including counties of Santa Barbara, Ventura, Los Angeles, and San Bernardino and all counties south thereof.	San Diego.
10	Colorado, Utah, Nevada, northern part of California, including counties of San Luis Obispo, Kern, Inyo, and all counties north thereof.	San Francisco.
11	Washington, Oregon, Idaho, Montana, Wyoming, Alaska.	Bremerton.
12	Hawaiian Islands, and islands to westward, including Midway.	Pearl Harbor.
13	Panama Canal Zone.....	Canal Zone.
14	Philippine Islands.....	Cavite.

Exceptions.

(2) The United States islands under Naval Governors—Virgin Islands, Guam, and Samoa—also Porto Rico and the naval station at Guantanamo, shall not be included in naval districts. All naval activities in the Porto Rico-Virgin Islands area are under the commandant of the naval station, St. Thomas, Virgin Islands of the United States, for all purposes of administration.

(3) Within each naval district Marine Corps activities not attached to a naval unit which is under the command of a naval officer will be excluded from the jurisdiction of the commandant of the district, excepting their coordination with the general plan of the military defense of the district.

(4) Within the fifth naval district the activities located on the Severn and Potomac Rivers and at South Charleston, W. Va., will be excluded from the jurisdiction of the commandant of the fifth naval district, excepting their coordination with the general plan of military defense of the district.

(5) All matters pertaining to the military operations in naval districts shall be under the Office of Naval Operations.

(6) District commandant shall be kept informed of duties and domicile of officers within their district.

SECTION 2.—GENERAL ADMINISTRATION.

1481.

Each naval district shall be commanded by a designated commandant, who is the direct representative of the Navy Department, including its bureaus and offices, in all matters affecting district activity.

Commandant.

1482.

(1) In the administration of affairs in the district the commandant shall not personally supervise the details of work or administration of the several groups or units, but will transact necessary business with the officer commanding the group or unit. These groups or units will be coordinate, and every effort will be made to develop complete intercommunication and cooperation between the several groups and units in regard to all matters requiring joint action.

Not to supervise details.

(2) The commandant of a district has, in the general transactions of the service, authority and control over all naval establishments ashore within the limits of his command, but is not to interfere with the management of those establishments where there are commanding officers, unless a particular and sufficient cause should in his opinion render it necessary, in which case he is to report to the department the nature of the order given and his reasons for giving it.

(3) If, however, the commanding officer of the establishment considers that any public inconvenience is likely to arise from compliance with the order of the district commandant, he is to represent it promptly to him, stating the objections, after which, if the order is adhered to, it is to be obeyed without further delay or discussion, the district commandant becoming wholly re-

sponsible to the department for the measure. The commanding officer concerned may, if he thinks proper, send to the department any observation which he may be desirous to submit for consideration.

(4) (a) The responsibility for the organization and efficient operation of all administrative units within districts, such as navy yards, torpedo stations, training stations, recruiting stations, submarine bases, schools, etc., rests with the officer in direct command of such units.

(b) In the administration of affairs within his district the commandant shall not direct nor shall he be responsible for the technical work being carried on by any of the various organizations, but the head of each administrative unit will keep him informed regarding the general nature and scope of the work carried on, and supply him with all information that will be of value in formulating plans (1) for the coordination of all naval activities within the district and (2) for the operation and defense of the district in the event of war.

(c) In the execution of these regulations it is assumed that an "administrative unit" consists of all activities which are so grouped in one place as to come logically under the immediate military control of one head. As, for an example, where a receiving ship, marine barracks, or hospital is located within the natural limits of a navy yard, it will be under the immediate military control of the commandant of that yard.

(d) Communications relating entirely to the technical work of any of the establishments referred to in paragraph (4) (a) shall be carried on direct with the bureau or station concerned.

(e) Communications from any administrative unit which involves a question of military policy, or which affects the operations of any other unit, shall be forwarded through the commandant of the naval district for recommendation.

1483.

Succession to command. In the temporary absence of the commandant from the limits of his command or in the event of his disability, the command shall devolve upon the assistant commandant, or in his absence upon the senior line officer on duty within the district.

1484.

General duties. (1) The commandant of a naval district shall be guided by the Regulations for Naval Districts and by such other orders and instructions as may be issued to him by the Navy Department.

Defenses. (2) He shall supervise and be responsible for all matters affecting the dispositions and operations of the district naval coast defense forces, or other forces under his command, having for their

object the repulse of hostile attacks upon any part of the naval district, or upon naval vessels or merchant shipping in or off the harbors or in the coastwise sea lanes of the district.

(3) He shall cooperate with the Army commanders and commanders of the fleet forces within the district, in the preparation of defense plans in time of peace, as well as in their execution in time of war.

Preparation of
defense plans.

(4) He shall, under the direction of the Bureau of Navigation, be charged with the command and administration of the Naval Reserve Force within the district.

Naval Reserve
Force.

(5) He shall be charged with the maintenance of an efficient information and communication service within the district in accordance with instructions issued by the Office of Naval Intelligence and the Office of Naval Communications.

Communication
service.

(6) He shall, by inspection of the various units of the district and by conference with the commanding officers, keep himself closely in touch with all the activities of the district and with their efficiency. He shall coordinate their work and make such recommendations to the department concerning the district as will promote the interests of the Navy within the district and further the accomplishment of its mission. He shall keep himself informed of the various commercial and industrial activities in the district which might be of use to the Navy in time of war.

To keep in
touch with dis-
trict activities.

(7) In intercourse with Government, State, and foreign officials or with local authorities in matters of business or ceremony of interest to the Navy, he shall himself, or through his subordinates, represent the Navy Department.

Represents
Navy Depart-
ment.

(8) Commandants of naval districts are authorized to administer oaths for the purposes of the administration of naval justice and for other purposes of naval administration.

SECTION 3.—ORGANIZATION.

1485.

(1) The district shall be organized into units or groups according to the character of their activities and situation, each group or unit under the command of an officer responsible for all activities within the group or unit. The district commandant shall not personally supervise the details of work or administration of these separate groups or commands but will transact necessary business with the officer commanding.

Organization.

(2) These groups or commands will be coordinate and every effort will be made to develop complete cooperation and inter-communication between them in matters requiring joint action. Correspondence between groups shall not be routed through the

Coordination.

commandant, who shall be kept informed by the commanding officers only as to matters of administration and general interest, and the commanding officers are responsible that matters of interest to the commandant are brought within his knowledge.

Status similar to that of commander in chief.

(3) The organization should establish between the commandant of the district and the commanding officers of the various groups included in his command relations similar to those which exist between a commander in chief afloat and the various units of his command.

District craft.

(4) District craft include all floating craft, other than those on the Navy Register, assigned for use in naval districts. Vessels on the Navy Register and small boats may be assigned to duty in naval districts and while so assigned shall be considered district craft, although not so specifically defined. Derricks, cranes, dredges, pile drivers, and similar floating appliances, built for use in specific localities, shall be under the jurisdiction of the commandants or commanding officers of the specific yards or stations concerned.

(5) All correspondence relative to changes in the assignment of district craft from one district to another is to be addressed to the Chief of Naval Operations through the bureaus or offices concerned.

SECTION 4.—COAST DEFENSE.

1486.

Mission of commandant.

(1) The mission of the commandant of a naval district in Coast Defense is to control the sea communications within the district, repulsing hostile attacks on the seacoast, or upon naval vessels or merchant shipping in or off harbors or in the coastwise sea lanes. The limits of the naval districts extend to seaward so far as to include the coastwise sea lanes.

Strategical direction of forces.

(2) When an enemy attack is made, the senior naval officer within the limits of the naval district or districts in which the attack is being made, whether commanding a district or a detachment of the fleet, will assume the strategical direction of all naval forces within the district or districts.

Tactical direction of forces.

(3) The senior naval officer afloat in the area in which the attack is being made, whether attached to the fleet or a district, will assume the tactical direction of all naval forces in contact with the enemy.

Army and Navy cooperation.

(4) Cooperation between Army and naval officers directing operations against enemy attacks will be governed by the following principles:

(a) When an enemy force of a strength greatly superior to that of the naval force available for use against it approaches the coast, the naval officer will inform the Army officer of the situa-

tion and shall assume that the Army has a paramount interest in the operation and shall coordinate the operations of the naval forces with those of the military forces.

(b) If, however, the conditions are such that the enemy is, or can be, engaged by a naval force approximating in strength that of the enemy, the Army officer shall be so informed and shall assume that the Navy has a paramount interest in the operation and shall coordinate the operations of the military forces with those of the naval forces.

(5) The commandants of naval districts will cooperate with the Army officers commanding corps areas in the preparation of plans in time of peace, determining the more probable situations likely to arise and entering into advance agreements upon plans of joint action for each such situation.

PART II.—NAVAL BASES.

SECTION 1.—GENERAL ADMINISTRATION.

1487.

(1) The commandant of a naval base shall be an officer detailed to this duty by the department, and in his absence from the limits of his command the senior naval line officer in command of one of the activities within the limits of the base shall act as commandant.

(2) The commandant of a naval base shall exercise full military authority over the various administrative establishments within his command, but he shall not direct or be responsible for the administration of the technical work of these establishments. He shall, however, be kept informed of the work in progress at these establishments and shall make such inspections from time to time as may be necessary to keep him acquainted with the condition of all parts of his command.

(3) The commandant shall have control, through the public work's officer, of all new construction and of all repairs beyond the capacity of the force employed by the establishments for which such repairs are to be made, but in connection with all work of this character which relate exclusively to one of the establishments the commanding officer of the establishment concerned shall act as the direct representative of the commandant. For technical maintenance and supervision, radio stations within the limits of a naval base will be under the district radio matériel officer.

(4) (a) Correspondence shall be under the commanding officer of the establishment concerned. (b) Correspondence relating entirely to the internal technical work of one of the stations, except such as relates to movements of vessels or of

officers, shall be routed direct to the station (or bureau) having cognizance, unless it deals with large questions of administration or with matters of general interest concerning which the commandant should be informed.

(5) It is purposed to establish, as far as they are applicable, the same general relations between the commandant of a naval base and the various organizations included in his command that exist between a division commander afloat and the vessels of his division, except that the independence of the individual organizations in the technical work for which they exist is to be fully conserved.

PART III.—NAVY YARDS AND NAVAL STATIONS

SECTION 1.—GENERAL ADMINISTRATION.

1488.

General duties of commandants of navy yards.

(1) The commandant of a navy yard or other shore station shall, under the direction of the Secretary of the Navy, exercise entire control over every department in the yard, and shall be held responsible for the preservation of all buildings and stores contained therein, of all vessels out of commission, and for the judicious application of all labor. (Art. 89 (1).) He shall be the general manager of the industrial department.

To require duties to be properly performed.

(2) He shall see that all officers and others under his command and all employees perform their duty faithfully and efficiently, and that all returns and reports are made in the time and manner prescribed.

Not to allow improper use of labor or material.

(3) He shall see that no materials of any kind are diverted from their intended use, except for proper purposes, and that no mechanic or other employee does any work during working hours, except for public purposes; and that the machinery plant or other Government appliances and the labor necessary for the operation thereof shall not be used in doing work for private parties, except in cases of emergency or when authorized by the Secretary of the Navy.

Not to make alterations in yard, or sell or buy without authority.

(4) He shall not make any alterations in the prescribed assignment of buildings of the yard, nor permit the purchase of stores or the sale of any articles, scraps, or chips, condemned or otherwise, unless authorized by the Secretary of the Navy.

To sign pay rolls.

(5) He shall sign all pay rolls of civilian employees except those under the cognizance of the Bureau of Medicine and Surgery, which, however, he shall approve.

(6) Officers of lower rank may be attached to the yard as subordinate aids to the commandant, to perform such duties as may be assigned by him, and for general experience and observation in the duties of their profession.

(7) Warrant officers and mates attached to the yard shall perform such duty as may be assigned them by the commandant.

1489.

(1) No new work shall be undertaken at a navy yard or station except on Secretary of the Navy's or bureau authorization addressed to the commandant, or by the commandant himself in virtue of article 1975 (5). (Art. 393 (6).)

Authority for new work.

(2) When work is authorized, the commandant shall issue necessary orders regarding its execution.

1490.

It shall be the duty of every commandant to recommend to the Secretary of the Navy all additions and alterations in the station under his command which he may deem necessary for the proper development or improvement of the station, with a view to meeting all probable demands of the fleet upon it, and all repairs to public works or public utilities which he deems necessary for their proper preservation and the cost of which is in excess of the regular allotment of funds made him for this purpose. Such recommendations will be forwarded by the Secretary of the Navy to the bureaus concerned for recommendation and statement of funds available, and final action thereon shall be by the Secretary of the Navy.

Duty of commandant to recommend improvements, etc.

1491.

All communications from naval stations relative to alterations, improvements, and the purchase and installation of machinery and machine tools, including requisitions for machine tools, shall be addressed to the Secretary of the Navy. All requests for such work or material shall bear estimates of time and cost to perform or secure the same and shall show the yard department or division under which they are needed. Upon receipt by the department such papers will be referred to the bureau or bureaus concerned for recommendation and for statements as to the state of the appropriations concerned and the availability of funds for the specified purposes, after which they shall be returned to the department, where final action will be taken and the necessary instructions issued.

Communications relative to alterations, improvements, etc.

1492.

At stations which are not under a commandant the duties of commandant as laid down in this section shall be performed by the commanding officer or the officer in charge of such station.

Stations not under a commandant.

1493.

Steps to se-
cure repairs.

Whenever any officer charged with the details of administration, upkeep, and operation of any public work or public utility finds that there is need for repairs which he is not authorized to undertake himself as a part of the upkeep thereof, he shall so report to the commandant, who shall take the necessary steps to secure the performance of such repairs.

1494.

Annual re-
ports.

Commandants of shore stations shall submit annually to the Secretary of the Navy a report on the activities and suggested improvements of the stations under their command.

1495.

Relations be-
tween naval sta-
tions and depart-
ment.

It is the intent of these regulations to create and maintain at each naval station relations between the commandant and the department and bureaus similar as nearly as practicable to those existing between the commanding officer of a ship in commission and the department and bureaus. The bureaus have no direct cognizance over the administration of a naval station, their function being to state what work shall be performed thereat, to issue general instructions as to the plans on which work is to be done, and to allot funds for the performance of work coming under their cognizance and for the upkeep and operation of nonindustrial public works and utilities under their cognizance.

1496.

Succession to
command.

(1) In the absence of the commandant the line officer next in rank, not restricted by law to the performance of engineering duties, shall become the acting commandant and shall exercise, for the time being, the authority of the commandant, both ashore and in respect to ships in commission at the yard, as prescribed in article 1502.

(2) The commanding and other officers of a receiving or station ship at a navy yard or station shall not be considered as on duty in the yard or station so far as succession to temporary command is concerned; nor shall they exercise authority therein, but shall be subject in all respects to the orders of the commandant or acting commandant of the yard.

1497.

Fire regula-
tions.

(1) The commandant shall establish regulations to guard against accidents from fire in the ships and buildings within the yard.

(2) He shall cause the fire department to be organized for day and night work, and exercised at least once every month, both by day and night. Where the organization is not deemed sufficient to control a fire in the yard, either by day or by night, he shall make such arrangements with the local municipal authorities as will insure a prompt response to any call for aid.

Fire department.

(3) The alarm of fire shall be given by ringing the yard and ships' bells, blowing yard whistles, or sounding an automatic alarm. Stations will be indicated in accordance with an alarm signal system approved by the commandant.

Fire alarm.

(4) He may direct the fire alarm to be sounded for a fire in the immediate vicinity of the yard, and the engines and other apparatus may be sent to such fires, but they shall be kept under command of their own officers.

Fires outside of yard.

1498.

(1) The gates of the yard shall be closed at sunset, and no strangers shall be admitted after that time, unless they come to visit officers in the yard or on board ships lying thereat.

Precautions to be taken at night.

(2) The watchword for the night and the countersign shall be issued only to such persons as the commandant may direct.

The countersign and watchword.

1499.

When a ship is ordered to be fitted out at a navy yard, the fitting out shall be under the direction of the commandant, in conformity with general regulations and established allowances.

Equipment of ships to be in charge of commandant.

1500.

When the commandant is directed to build, fit out, or repair any ship, or to construct any building, or to make any improvement at a yard, or when he authorizes work, he shall cause an account to be opened against such ship, building, or improvement, debiting it with the cost of the labor, indirect expense, and of the different materials used, detailed reports of which shall be forwarded to the proper bureau when the objects are completed.

Accounts to be opened.

1501.

No alterations shall be made in the hull, boilers, machinery, or the dimensions or arrangements of masts, boats, or other equipments of any ship which may be ordered for repairs or fitting out, without the previous sanction of the bureau concerned; but if, in the commandant's opinion, any change can be made to improve the qualities of a ship, or increase the accommodations

Alterations.

of her crew, he shall report the same to the bureau concerned, giving his reasons for recommending alterations and the estimated time required, and cost of same.

1502.

Receiving ships. Receiving ships attached to a navy yard or station shall be subject to the control of the commandant in all matters pertaining to the receiving ship business.

SECTION 2.—SHIPS AT A YARD OR STATION.

1503.

Authority over. (1) All vessels at a navy yard or naval station, for any purpose, shall be under the command of the commandant, who shall limit the exercise of such command to matters pertaining to the service for which the ship or ships are at the yard, and to the enforcement of the police and fire regulations of the yard. When officers attached to cruising ships in commission at a navy yard are required by the commandant for service on courts or boards at the yard or on board of other ships, they shall be detailed by the senior officer or officers present in command of such ships, upon the request of the commandant. (Art. R 603.) The crews of battleships that are docked or laid up for repairs shall not be required to perform any duties except such as are or may be performed by the crew while at sea or in a foreign port. Otherwise, in making repairs to, or during other work on, ships in commission, the services of the crews shall be utilized as far as practicable.

Officers as members of courts or boards.

Use of material.

(2) No material of any kind, not even scrap, is to be used by ships' mechanics without the permission of the head of division or department, or authorized assistant of the division or department in which the work is to be done.

1504.

Arrival and departure.

(1) The commandant shall report to the Chief of Naval Operations the arrival and departure of all ships, except district craft. On arrival, and before the departure, of any vessel the commanding officer shall report to the commandant. The commandant, or officer designated by him, shall furnish tugs and other assistance as may be needed in handling the ship, and shall be responsible for the moving and berthing of all vessels at the yard, except naval vessels in commission.

Responsibility for damage.

(2) The commandant shall be responsible for the safety of all vessels and floating equipment while at a navy yard or station and for all damage that may be done by any of them while there, ex-

cept for ships or other craft under a commanding officer or master, who shall be responsible.

(3) After arrival at the navy yard or station, no vessel shall be moved or undergo dock trials except by direction or approval of the commandant.

Moving and dock trials.

(4) Commanding officers of ships moving under their own power, with or without the assistance of tugs, or undergoing dock trials, shall be responsible for the handling of the vessel, and any damage that may be done in consequence thereof.

Vessels operating under own power.

(5) When any vessel or other craft at a navy yard or station, not under her own power, is being moved by direction of the commandant, or when any vessel not in commission is undergoing a dock trial, the person designated by the commandant to be in charge of the work shall be responsible for any damage that may result therefrom, and all other persons on board shall cooperate with him in the execution of his orders.

Vessels not under own power.

(6) When a ship at a navy yard is moved for repairs or other purposes, the expense involved by reason of the employment of hired labor or tugs for such purpose shall be paid by the bureau whose work requires the ship to be moved.

1505.

(1) When docking a ship in commission, the commanding officer shall have immediate charge until the bow of the ship reaches the dock sill and the vessel is pointed fair for going into the dock. The construction officer, or his assistant, shall then take charge and complete the docking, being assisted as far as possible by those on board, and shall remain in charge until the ship has been properly landed and bilge blocks hauled. In undocking, the construction officer, or his assistant, shall have charge until the bow of the ship clears the dock sill, when he shall turn the ship over to the commanding officer.

Docking and undocking.

(2) In docking or undocking ships not in commission or other vessels not of the Navy, the same rules shall be observed, except that the commandant or officer designated by him shall have immediate charge of the vessel to be docked.

(3) While in dock, the commanding officer of the ship, if she be in commission, shall be responsible for the proper closing overnight of all openings in the ship's bottom upon which no work is being done. The construction officer and engineer officer of the yard shall be responsible for the closing, before the end of working hours, of all valves and openings upon which work is being done in their respective divisions, when such closing is practicable. In the case of ships in dock not in commission, the construction officer and engineer officer of the yard shall be responsible for the

Responsibility while ship is in dock.

proper closing of all openings in the bottom of the ship within their respective departments. In all cases where practicable, such openings shall be closed before the workmen leave the yard for the night.

Before flooding dock.

(4) In all cases, the construction officer shall notify the commanding officer before letting in water preparatory to undocking the ship, and before having the dock valves opened must receive a report from the commanding officer that all sea valves or other openings in the bottom of the ship are properly closed.

Precautions in case ship is not in commission.

(5) For ships not in commission the same precautions shall be observed, except that the engineer officer of the yard shall be notified when a ship is to be undocked and shall report to the construction officer when all valves or other bottom openings in his department of the ship have been closed, and shall have men stationed at such valves while the ship is going out of dock. The construction officer shall cause all other sea valves or openings to be carefully closed and men stationed at them until the ship has been floated out of dock.

Refuse.

(6) While in dry dock, the commanding officer of the ship shall see that no refuse or garbage from the ship is placed in the dock.

1506.

Waters adjacent to a navy yard.

Ships in waters adjacent to a navy yard, although within signal distance, are not under the command of the commandant of the yard, unless so placed by a special order of the Navy Department.

1507.

Ships in commission under repair.

(1) No ship in commission shall be repaired at a navy yard except as provided in articles 1968, 1969, and 1973.

Crew moved to other quarters.

(2) When a ship in commission is about to receive extensive repairs, her officers and crew may be moved temporarily during such repairs, if the commandant deems it necessary, to some other ship or quarters, which shall be kept in good order in all respects by the persons using them.

1508.

Commanding officer to point out deficiencies.

Crew assist in equipping.

(1) Whenever a ship is placed in his charge for overhaul or fitting out, the commandant shall require her commanding officer to point out any defects or deficiencies he may discover, and with the force under his command to perform such duty in connection with the overhaul and fitting out as the commandant may direct.

Conditions not previously known.

(2) If in the course of work on any vessel conditions are discovered that were not previously known which will be likely to increase the expense or delay the work, the head of division under whose cognizance the work comes shall immediately report the

same to the commandant for further instructions, suggesting such modifications as may diminish the expense or increase the utility of the work.

(3) When a ship leaves a navy yard after an overhaul she should be in such material condition that there will be no doubt of her ability to maintain her position in the fleet under war conditions. The commandant, cooperating with the commanding officer, will use every effort to have all authorized and necessary work completed during an overhaul, and when a ship leaves the yard he will report to the Chief of Naval Operations that all authorized work has been completed, or, if such work has not been completed, will report what jobs are uncompleted and the reasons therefor.

Report to department upon leaving yard after overhaul.

SECTION 3.—COMMISSIONING AND DELIVERY OF SHIPS.

1509.

(1) When vessels are being built or refitted for service, or are to be delivered at a navy yard, or being prepared for commission, the commandant shall appoint a board consisting of officers representing the various departments of the yard, who shall, when the vessel arrives at the yard, or before a vessel is turned over to her commanding officer, make a careful personal examination and inspection of every part of her interior, machinery, and equipment. The board shall note particularly the condition of her double bottoms, compartments, spaces below the firerooms, magazines, chain lockers, holds and tanks, and shaft alleys and see that such spaces are free from all foreign matter and are properly protected with cement or paint; and shall report in detail the result of their inspection and whether or not the ship is ready to receive her outfit and stores.

Commissioning and delivery of ships and board of inspection.

(2) When the ship is ready for her officers and crew, and before she is commissioned, the commandant shall furnish the officer ordered to command with a copy of the above report of inspection, and with all the plans necessary to a complete understanding of all parts of the ship and her more important fittings.

Report of inspection.

(3) When a vessel is ready to be placed in commission and after the officer ordered to command her has received a copy of the report above mentioned and has been afforded an opportunity to verify its contents and to make such other inspections of the ship as he may desire in company with the captain of the yard, the latter shall, at the time set, place the ship in commission and turn her over to her commanding officer, taking his receipt therefor, which receipt shall state whether or not her condition is satisfactory to the officer assuming command.

Turning over to officer ordered to command.

SECTION 4.—SHIPS GOING OUT OF COMMISSION AND SHIPS OUT OF COMMISSION.

1510.

Ships going
out of commis-
sion.

(1) When a ship is transferred to the commandant of a yard at the expiration of a cruise, or to be placed out of commission, he shall have all the supplies and outfit in the several departments delivered into the charge of the proper officers and duly surveyed; and he shall require the officers in charge of the supplies to superintend their removal. The equipage and supplies shall be invoiced to the supply officer of the yard and all copies of allowance lists forwarded to him.

Laying up of
machinery.

(2) The machinery of the vessel to be placed out of commission shall be laid up in accordance with the instructions for laying up machinery.

Commandant
to appoint board.

(3) The commandant shall appoint a board, to consist of the captain of the yard and one or more officers from the machinery and hull divisions of the industrial department and from the inspection and medical department, respectively, which shall, before the ship is turned over by the commanding officer, in company with that officer and the heads of the ship's departments, make a careful personal examination and inspection of every part of her interior, and especially of the double bottom, and of every compartment, the spaces below the firerooms, magazines, chain lockers, holds, water tanks, and shaft alleys, and shall see that such spaces are free from all foreign matter and are properly protected with cement or paint; and the board shall report in detail the result of its inspection and that the ship is ready in all respects to be placed out of commission.

(4) When the ship is ready to go out of commission, and after the commandant has acted on the report above referred to, her commanding officer shall, at the time set, place her out of commission and turn her over to the commandant, or authorized representative, taking his receipt therefor, which receipt shall state whether or not her condition is satisfactory to the officer receiving her.

Orders detach-
ing officers.

(5) When a ship is to be placed out of commission, the orders detaching officers shall not be delivered until the vessel's supplies and equipment have all been landed or receipted for, the crew transferred or paid off, the ship ready to be turned over to the yard, and all regulations fully complied with. (Arts. 964, 1049, and 1392.)

(6) Should a vessel be placed out of commission before the orders of detachment of one or more of her officers have been delivered, in pursuance of the preceding paragraph, such officers shall immediately report to the commandant for temporary duty

at the navy yard or station in connection with the vessel to which they were recently attached, and the department shall be immediately informed.

(7) Orders for placing vessels in and out of commission will be issued by the Chief of Naval Operations.

(8) When vessels are out of commission at a naval station, the commandant shall cause necessary precautions to be taken to guard them against deterioration in every department. Commandant to require precautions.

(9) The captain of the yard shall have immediate supervision over such ships and shall frequently inspect them or cause them to be inspected by one of his assistants, being particularly careful to see that they are properly protected from the weather and that their general condition as regards cleanliness and security from fire is satisfactory. Captain of yard to have supervision.

(10) Heads of divisions of the industrial department shall be charged with the care and preservation of the vessel and of all property remaining on board under the cognizance of the several bureaus; and their respective responsibilities, where not otherwise prescribed, shall be defined by the commandant. They may, on the written approval of the commandant, have removed and stored on shore, ready for prompt return to the ship, such articles, in whole or in part, as in their judgment will there be best safeguarded against loss or damage. They shall take the necessary steps to protect the property for which they are responsible from deterioration or injury. Responsibility for care and preservation of property, etc.

(11) As far as practicable, the requirements for the care and preservation of ships in commission, chapter 25 of these instructions, shall be complied with in the case of vessels out of commission at navy yards. Machinery shall be cared for as laid down in Bureau Manuals.

SECTION 5.—PERSONNEL, CIVIL AND NAVAL.

1511.

The commandant shall report all accidents and injuries to civilian employees that occur at the yard or station and observe the provisions of act of May 30, 1908.

1512.

The appointments, promotions and removal of civil employees, and other matters of administration affecting them shall be in accordance with chapter 42 of these regulations

1513.

Report of death. The commandant shall report to the Bureau of Navigation or Major General Commandant of the Marine Corps the death of any officer or enlisted person that may occur at the station under his command, and shall require from the proper medical officer reports of every case of death or disability occurring to persons in the naval service under their command in accordance with the current edition of Manual of Medical Department, United States Navy, which reports shall be sent to the Bureau of Medicine and Surgery as evidence of claims for pensions. (See Arts. 1842-1845.)

1514.

Status of enlisted personnel. (1) All enlisted men of the Navy assigned to duty in the navy yard shall be under the command of the officer designated by the commandant. All matters of administration relating to enlisted personnel shall be transacted through him, but the heads of the various units of the organization of the yard to which the men may be assigned shall be responsible for the muster and discipline of the men within their limits.

Custody of records. (2) Service records, pay accounts, and health records shall be lodged as directed by the commandant, and when men are transferred a complete set of transfer papers, records, and accounts shall accompany them.

1515.

Observance of Federal, State, Territorial, and District laws. (1) The commandant or commanding officer of any naval station or other naval reservation situated within the limits of any State, Territory, or district, which has been acquired by the United States through purchase or otherwise for naval purposes, and over which the United States has exclusive jurisdiction, shall require all persons on or within the limits of such station or reservation strictly to observe all existing Federal laws, and all laws of the State, Territory, or district wherein such place is located which were in force on March 4, 1909. (Secs. 272 and 289, Crim. Code of U. S.)

Offenses by persons in naval service. (2) Offenses committed by persons in the naval service within the limits of such station or reservation shall be punished as authorized by the Articles for the Government of the Navy, the Navy Regulations, and the customs of the services.

Offenses by persons not in naval service. (3) Persons not in the naval service who commit offenses on or within the limits of such station or reservation, which offenses are not made penal under the laws of the United States, but which, if committed within the jurisdiction of the State, Territory, or district in which such station or reservation is situated, would be subject to punishment in accordance with the laws

of the State, Territory, or district concerned, existing on March 4, 1909, shall be deemed guilty of a like offense and subject to like punishment. Such persons are subject, for such offenses, to trial by the United States district court for the district in which the naval station is situated.

(4) Care shall be taken by commandants and commanding officers to see that any reservations contained in the instrument conveying title to the United States or the act of legislature ceding jurisdiction to the United States are observed.

Reservations
in titles to land.

SECTION 6.—GENERAL ORGANIZATION.

1516.

(1) At navy yards there shall be the following departments: Industrial department, public-works department, inspection department, supply department, disbursing department, accounting department, and medical department.

Organization.

(2) The industrial department shall comprise two divisions, the machinery division and the hull division.

(3) The commandant shall be the general manager of the industrial department.

(4) The shops and manufacturing and repairing facilities at a navy yard, except those for the preparation or manufacture of provisions or clothing, shall be assigned to the machinery and hull divisions, as follows:

Machinery division:

Boiler plants and substations.
Boiler shop.
Coppersmiths' shop.
Electrical shop.
Foundry.
Instrument makers' shop.
Machine shop.
Pattern shop.
Pipe shop.
Power plants and machinery thereof; operation and upkeep of.
Toolmakers' shop.

Hull division:

Anchor shop.
Blacksmiths' shop.
Block shop.
Boat shop.
Carpenters' and joiners' shop.
Chain shop.
Derricks, shears, and cranes, except locomotive cranes operating on yard railroad tracks, outside of shops; operation and upkeep of.

Hull division—Continued.

Dry docks and the machinery thereof; operation and upkeep of.
Flag shop.
Galvanizing and electroplating shop.
Mold loft.
Paint shop.
Plumbers' shop.
Railways, marine and the machinery thereof; operation and upkeep of.
Rigging loft.
Ropewalk.
Sail loft.
Sawmill.
Sheet-metal shop.
Ship fitters' shop.
Shipwrights' shop.
Slips, building and the machinery thereof; operation and upkeep of.
Spar shop.
Upholstering and leather-working shop.

SECTION 7.—CAPTAIN OF THE YARD.

1517.

- Captain of the yard.** (1) There shall be detailed at each navy yard or station, as aid or executive to the commandant, a line officer not restricted to the performance of engineering duties, which officer shall, when not impracticable, be next in rank to the commandant; and he shall be captain of the yard. Such aid or executive shall, while executing the orders of the commandant, take precedence over all officers attached to the yard or station. All orders of such aid or executive shall be regarded as proceeding from the commandant, and the aid or executive shall have no independent authority in consequence of such detail. (See sec. 1469, R. S.)
- Duties of.**
- Police.** (2) He shall have charge of the police of the yard and of the enforcement of police regulations; also of watchmen, except those under the supply officer.
- Fire department.** (3) He shall have charge of the fire department and of the use and care of all fire engines and other apparatus for subduing fires, and of all officers, enlisted men of the Navy and Marine Corps, and employees when performing duties in connection therewith. He shall cause a daily inspection to be made of all fire apparatus, under rules approved by the commandant, informing the latter at once of any deficiencies; and shall, at least once a month, report in writing their actual condition. He shall have control of all fires and lights, and shall satisfy himself after working hours that there is no danger from fires during the night.
- Yard craft.** (4) He shall have charge of yard tugs and of their crews. While the operation and upkeep of derricks, shears, and cranes other than locomotive cranes rests with the hull division of the industrial department, when there is any conflict of opinion as to the work to be done, or the time of performing the same, the decision as to which division or to what work such apparatus shall be assigned at any particular time is hereby vested in the commandant, acting through the captain of the yard, as aid or executive.
- Vessels out of commission.** (5) He shall have charge of and be responsible for the moving, mooring, and security of all vessels out of commission.
- Yard journal.** (6) A regular journal shall be kept under his direction, which he shall sign and submit monthly to the commandant for his approval. In it shall be entered the reporting for duty or detachment of officers, the arrival, departure, commissioning, or placing out of commission of ships of the Navy, the arrival and departure of vessels with stores of any kind for the yard, the hour of docking or undocking any vessel, and the other principal transactions of the yard, together with the daily meteorological record.

SECTION 8.—OFFICERS IN CHARGE OF DEPARTMENTS AND DIVISIONS.

1518.

(1) The officers in charge of the divisions of the industrial department and of the other departments shall have the following titles: Officers in charge of departments.

(a) *Industrial department, machinery division.*—The engineer officer; he shall be the line officer detailed for this duty.

(b) *Industrial department, hull division.*—The construction officer; he shall be the officer of the Construction Corps detailed for this duty.

(c) *Public-works department.*—The public-works officer; he shall be the officer of the Corps of Civil Engineers detailed for this duty.

(d) *Inspection department.*—The inspection officer; he shall be the officer detailed for this duty.

(e) *Supply department.*—The supply officer; he shall be the officer of the Supply Corps detailed for this duty.

(f) *Disbursing department.*—The disbursing officer; he shall be the officer of the Supply Corps detailed for this duty.

(g) *Accounting department.*—The accounting officer; he shall be the officer of the Supply Corps detailed for this duty.

(h) *Medical department.*—The medical officer; he shall be the officer of the Medical Corps detailed for this duty.

(2) The officer in charge of each of these departments and divisions shall be directly under the commandant, and shall be responsible to him alone. (Art. 1517.)

(3) In the absence of the officer in charge of any division or department, the duties thereof shall be performed by the senior assistant on duty therein, or should there be no assistant, by such officer as may be detailed by the commandant.

(4) Officers detailed as assistants in the several departments and divisions shall perform such duties therein as the officer in charge thereof may direct, and such additional duties as the commandant may assign.

1519.

The officers in charge of the several departments and divisions are the agents of the commandant in carrying out the work of the several bureaus, but no one of them shall in any sense be considered as the representative of any particular bureau. Whenever any work is to be performed at a navy yard, the commandant shall direct its performance by either the machinery or the hull division or by the public-works department, according to the nature of the shops and resources which may be required therefor, and it shall Performance of work.

be done under the supervision and control of the head of the division or department to which it is thus assigned, who shall be responsible for the manner and cost of its performance. The direct cost of and the indirect charges incident to such work shall be charged against the appropriations of the bureau concerned.

1520.

Inspections by departments. The inspection of all ordinary articles under the cognizance of any department or division shall be made by the officer in charge thereof, or one of his assistants, but any special article or appliance may be inspected by such officer as the commandant may designate, and inspection calls shall be forwarded by the supply officer accordingly.

1521.

Weekly reports of vessels building or repairing. The engineer officer and the construction officer shall each submit weekly to the commandant a report of vessels building or repairing on which work under his cognizance has been done, giving the condition of the work to date.

1522.

Incidental work. When as incidental to work being done in one of the divisions of the industrial department, work is required which must be performed in the shops or with the resources of the other division, such work may be requested and performed as required by articles 1520, 1542.

1523.

Reports and accounts, by whom signed. The heads of departments and divisions shall prepare and sign all reports and accounts relating thereto that are required to be made by the commandant to the Navy Department or any of its bureaus.

1524.

Requests for material. The heads of departments and divisions shall make request upon the supply officer for supplies and material as required and shall keep him advised in advance as to the probable needs of their several departments and divisions. An officer making a requisition shall be responsible for the necessity for the article for the purpose stated; the necessity for the delivery within the time specified; the estimate of cost; the statement as to the appropriation against which the charges are to be made; and the specifications describing the different items.

1525.

All requisitions on the supply officer for materials or articles for use in any department or division shall be made in the form prescribed by the Bureau of Supplies and Accounts. Forms for requisitions.

1526.

(1) In connection with stub requisitions, invoices which are customarily negotiated as of the last day of the month, such as those covering monthly consumption of water, electric current, coal and power plant, fuel oil and shops, metal and foundry, etc., heads of yard departments will prepare and deliver to the supply or accounting officer on the first working day of the following month all necessary data, and these stub requisitions and invoices will be priced not later than the second working day of the month. Stub requisitions and invoices, monthly.

(2) Heads of yard departments will see that all daily time cards and time reports are delivered to the accounting officer not later than 11 a. m. of the working day next after the day on which the labor was performed, except that the delivery of piecework time cards may be delayed, if unavoidable, to not later than the close of the day. Daily time cards and time reports.

1527.

The commandant shall submit, for the information of the bureaus concerned, such detailed reports relative to the character of the work done and the progress made as may be directed by the bureau. Reports as directed by bureaus.

1528.

Upon the receipt of official notification that articles intended for his department or division are ready for inspection, the head thereof, or some person authorized to represent him, or an officer designated by the commandant, shall go without delay to the supply department and make the required inspection. A definite report shall be sent to the office of the supply officer the same day, if practicable, and not later than the following day, unless further delay is unavoidable. Inspection of material.

1529.

Heads of departments and divisions shall make to the commandant such suggestions in the line of their professions as they consider for the interest of the service. Suggestions.

1530.

Heads of departments and divisions, or their subordinates, shall carry out the duties relative to the inspection of ships going into or out of commission. Inspection of ships going into or out of commission.

Reports of weights in vessels building. (1) At navy yards where vessels are being built, or fitted out for first commission, the heads of the divisions of the industrial department shall furnish the commandant of the yard, as soon as practicable after the first of each month, with a list of the actual finished weights of all articles, including machinery and appurtenances thereto, battery or ammunition, spare machinery, tools, outfit stores, or other articles of any kind under the cognizance of the several bureaus that may have been placed during the preceding month on board each vessel under construction, with the total amount of such weight up to date. Copies of the above reports shall be furnished the construction officer, and he shall prepare from them a general monthly report giving the total amount of weight placed on board the vessel during the month, and the total amount up to date.

Manufactured articles. (2) The engineer officer and construction officer are charged with the preparation of articles "to be manufactured" and of those for which repairs or alterations have been authorized by the several bureaus. In order that the supply officer's records may be perfected, they shall notify him in writing immediately upon the completion of such articles. When the repairs, alterations, or manufacturing are done at another yard, the head of division of the manufacturing department in charge of the work at the yard at which it is performed shall furnish this information to the supply officer at the yard where the supplies are being assembled.

SECTION 9.—ENGINEER OFFICER.

1532.

Authority. (1) The engineer officer of the navy yard shall, under the direction of the commandant, have charge of the machinery division of the industrial department and shall supervise and control all work assigned to his division in accordance with the provisions of article 1519.

Labor. (2) He shall have charge of all labor employed by his division, except as indicated in paragraph 3 of this article.

Work for public-works officer. (3) Upon request of the public-works officer the engineer officer shall have performed work not within the facilities of, and shall furnish labor not included in, the employments allowed that officer, under the direction of the commandant, in accordance with article 1534 (3).

Cognizance. (4) He shall, under the direction of the commandant, have charge of and be responsible for the condition and preservation of all machinery, boilers, and their appurtenances afloat at the

station, under the cognizance of the machinery division, except of vessels in full commission, in commission in reserve, and in commission in ordinary; and he shall exercise control over all persons employed in connection with such machinery in matters relating to its preservation and good order.

(5) When a ship is to be placed out of commission, he shall take charge of her machinery at the time when her engineer officer is detached. Ships going out of commission.

(6) He shall inspect quarterly all boilers at the station, including those of yard craft, and shall report to the commandant their condition and the steam pressure to which they may safely be subjected, and he shall make at all times such suggestions as, in his opinion, will add to their safety and efficiency. He shall also make a quarterly inspection of such other machinery as the commandant may direct, and shall make such recommendations as he may deem wise to insure that all the machinery referred to herein be kept in efficient condition. Quarterly boiler inspection.

SECTION 10.—CONSTRUCTION OFFICER.

1533.

(1) The construction officer of the navy yard shall, under the direction of the commandant, have charge of the hull division of the industrial department, and shall supervise and control all work assigned to his division in accordance with the provisions of article 1519. Authority.

(2) He shall have charge of all labor employed by his division, except as provided in paragraph 3 of this article. Labor.

(3) Upon request of the public-works officer, the construction officer shall have performed work not within the facilities of, and shall furnish labor not included in, the employments allowed that officer, under the direction of the commandant, in accordance with article 1534 (3). Work for public-works officer.

(4) He shall, under the direction of the commandant, have charge of and be responsible for the condition and preservation of the hulls and all hull fittings under the cognizance of the hull division, except of vessels in full commission, in commission in reserve and in commission in ordinary, and he shall exercise control over all persons employed in connection with matters relating to its preservation and good order. Cognizance.

SECTION 11.—PUBLIC WORKS OFFICER.

1534.

(1) The public works officer of a navy yard shall, under the direction of the commandant, have charge of the public-works Authority.

department, and shall supervise and control all work assigned to his department in accordance with the provisions of article 1519, and shall have charge of the operations and upkeep of public works and public utilities except as otherwise provided in article 484.

Labor.

(2) When directed to perform work by Government labor he shall prepare all necessary schedules of materials to be used thereon and shall have charge of all labor connected therewith, except as provided in article 1542.

Ratings of employees.

(3) Employees in the following ratings are assigned to the public-works department:

Concrete workers.	Masons, stone.	Teamsters.
Dredgers.	Motor vehicle drivers.	Trolley-men.
Drivers, artesian well.	Pavers.	Wharf builders.
Gardeners.	Pile drivers.	Wheelwrights.
Hod carriers.	Plasterers.	Such common laborers
Horseshoers.	Roofers.	as may be necessary
Hostlers.	Slaters.	in carrying on the
Locomotive engine tend-ers.	Stable keepers.	work of the depart-
Locomotive crane tend-ers.	Stonecutters.	ment.
Masons, brick.	Structural steel work-ers.	
	Switchmen.	

The various ratings enumerated shall be appropriately grouped and shall be operated in a manner similar to that employed in the Hull and Machinery Divisions. When work under the cognizance of the public works officer requires for its performance the employment of a class of labor not above enumerated, such labor as may be required may be furnished from the industrial department for service under the direction of the public works officer, and when such labor is no longer required the public works officer shall so inform the head of the division from which it is obtained.

The direct cost of and the indirect charges incident to the performance of such work or the use of such labor shall be a charge against the appropriation under which the work is done.

Public work or utility constructed by contract.

(4) Should the Navy Department decide that any public work or public utility shall be constructed by contract, either wholly or in part, the public works officer shall superintend the work, make estimates as the work progresses of the proportion completed, and certify and sign all vouchers if the work is done in accordance with the terms of the contract.

(5) He shall make to the commandant such suggestions in the line of his profession and duty as he may consider for the interest of the service. (Art. 1493.)

(6) He shall have prepared and sign all reports of the work under his special charge.

SECTION 12.—THE INSPECTION OFFICER AND ASSISTANT INSPECTORS.

1535.

(1) The inspection officer and the other officers ordered to duty in the inspection department shall be assistants to the commandant for the purpose of executing such instructions as he may give in regard to the performance of their duties as inspectors, and as such they are the direct representatives of the commandant and perform their duties under his direct supervision. Inspection officer.

(2) The inspection officer, in person or through his assistants, shall make such inspections as he deems necessary of work in progress or completed. With the exception of work on ships in commission, the inspection of which will proceed as prescribed in article 1536, and of contract work subject to the inspection of the public works officer, the inspection officer shall, under the direction of the commandant, be charged with the inspection of all work of construction, manufacture, and repair. When engaged in inspection duty, officers shall have such access to all departments and divisions of the yard as may be necessary. To the end that officers engaged on inspection duty may follow the progress of drawings and have knowledge of the plans for work before it reaches the shops, they shall have free access to the drafting rooms and to all papers and records bearing upon the plans.

(3) The office of the inspection officer shall be deemed a part of the office of the commandant, and the inspection officer shall keep no official files or records other than those of the commandant's office.

(4) The inspection officer shall keep the commandant closely in touch with the character and progress of work and shall bring to his attention all cases of excessive cost or time of manufacture that may come to his notice.

1536.

(1) The inspection of work done on board a ship in commission by navy-yard employees, and on all articles remaining on the books of the ship which are to be overhauled or repaired by the yard force and returned to the ship before she sails, shall be habitually directed and performed by the commanding officer of the ship, who shall act as general inspector of the ship for this purpose and who shall, upon arrival at the yard for repairs, assign officers of the ship to represent him for such inspection duty. Officers so detailed shall act as assistant inspectors and shall have the same authority and access to the records, drawings, and shops as are given to assistants to the inspection officer of the navy yard. The commanding officer shall also appoint a General duties.

suitable number of subinspectors from among the junior and warrant officers of the ship, and such others as the commanding officer may think proper. It is the purpose of this provision to insure that, so far as may be, the responsibility for the inspection of ship work shall be assumed by and rest upon the commanding officer of the vessel concerned.

(2) Copies of all job orders issued pertaining to work on a ship in commission shall be furnished to the ship on her arrival, and thereafter as issued. When the accounting department has determined the cost of any job order, the inspection officer of the yard shall furnish the ship with a copy of this report, which copy shall be retained on the ship's files. In addition to this, the assistant inspectors of a ship may call upon the inspection officer of the yard at any time for such information in his possession as may be of use to the ship in connection with her inspection work.

(3) The general inspector of a ship, through his assistants shall keep in close touch with the heads of the divisions of the industrial department, and with their subordinate officers and supervisory force, and also with the inspection officer of the yard and his assistants.

SECTION 13.—SUPPLY OFFICER.

1537.

Duties.

(1) At each navy yard and station there shall be an officer of the Supply Corps detailed as the supply officer, who, under the direction of the commandant, shall have charge, with exceptions noted elsewhere, of the receipt into store, custody, shipment, transfer, and issue from store of all supplies, material, manufactured articles, and all other articles subject to invoice.

(2) All articles in his charge shall be so stored and guarded as to enable him to assume a rigid responsibility for their proper care and expenditure.

(3) He shall have charge of the keys of all storehouses and buildings containing articles for which he is responsible.

(4) He shall have charge of the upkeep and operations of oil fuel and coaling plants.

SECTION 14.—DISBURSING OFFICER.

1538.

General duties.

(1) The disbursing officer of a shore station shall pay all officers and enlisted persons attached to it and to the vessels in commission in ordinary and, if so ordered, those belonging to receiving ships; also such officers as have their accounts transferred to the station for pay. (Arts. 1797 and 1809.)

(2) He shall pay all civilian employees at the station, upon certified pay rolls signed or approved by the commandant. He shall be responsible only for the correctness of the computations on the rolls of civilian employees pertaining to the different departments.

Pay of mechanics and laborers.

(3) The officer certifying to the correctness of yard labor rolls shall be responsible for errors other than errors made in computation on such rolls, and shall be responsible for overpayments resulting therefrom. In cases where the employee to whom overpayment was made is still in the service when the error is discovered, the disbursing officer shall immediately request the officer preparing the roll on which the account is carried to make the necessary checkage, and such checkage will immediately be made. In cases where the employee is no longer carried on the rolls, the disbursing officer will, immediately upon discovery of the error, notify the officer responsible in order that he may take steps toward recovery.

(4) He shall, when directed by the Bureau of Supplies and Accounts in accordance with article 1604, pay for articles purchased through purchasing officers or otherwise upon requisitions approved by the Paymaster General.

SECTION 15.—ACCOUNTING OFFICER.

1539.

(1) Under the direction of the commandant, and in accordance with instructions issued by the department, the accounting officer of the yard shall keep the accounts of all manufacturing and operating expense thereat, which shall include an exact account under each department or division of all material and labor expended upon each job order, from which he shall prepare such reports of all expenditure under each bureau as may be required by the Navy Department. He shall furnish monthly, or as the commandant may direct, to the heads of the yard departments and divisions a statement of expenditures under their departments and divisions. He shall notify the head of any department or division when any allotment of funds for expenditure under the direction of such officer shall be so depleted that it will probably be exhausted before the end of the current month. He shall, when so requested by a head of a department or division, furnish the latter a statement of the cost to date of any outstanding job order; and when a job is completed he shall, as soon thereafter as practicable, furnish the head of department or division concerned a detailed statement of the cost of labor and material and the indirect charges entering into such job. He shall prepare all pay rolls,

Duties.

except those under the cognizance of the Bureau of Medicine and Surgery.

(2) The accounting officer shall submit to the several bureaus monthly reports in detail of the cost of work under their cognizance.

SECTION 16.—MEDICAL OFFICERS.

1540.

Daily sick report.

(1) The medical officer shall make a daily report to the commandant of all persons in the naval service attached to the yard who should be excused from duty on account of sickness, and shall furnish to the commanding officer of marines a copy of so much of said report as pertains to the marines.

To examine recruits and candidates.

(2) He shall examine recruits who may offer to enlist in the Marine Corps at the yard, and all candidates for appointment in the Navy who may present themselves under proper authority.

Applicants for pensions.

(3) Medical officers shall examine all applicants for pensions under the provisions of sections 4756 and 4757 of the Revised Statutes and give the required certificate on the blanks issued by the department.

SECTION 17.—WORK DONE BY ONE DEPARTMENT OR DIVISION FOR ANOTHER.

1542.

How performed.

Whenever the head of a department or division requires work to be done by another department or division, he shall make a request therefor upon the officer controlling the shops in which the work is to be done, such request to contain a statement of the work required, the job order number, title, and appropriation to which it is to be charged, and the authority for the work. Such work shall at all times be open to the inspection of the head of department or division upon whose request it is done.

SECTION 18.—EMPLOYMENT OF LABOR AT NAVY YARDS.

1543.

Regulations governing.

The employment of labor at navy yards shall be governed by the instructions contained in chapter 42 of the Navy Regulations, and by such other instructions as may be issued by the Secretary of the Navy, pursuant to the provisions of law, of executive orders, and of the regulations of the Civil Service Commission.

SECTION 19.—FLOATING DRY DOCKS.

1544.

(1) Floating dry docks shall be moored, under the direction of the commandant, in such location as the department may select. The design and arrangement of the moorings shall be subject to the approval of the construction officer in so far as they affect the operation and use of the dock.

Floating docks.

(2) The construction officer shall be in immediate charge of the dock and of its crew, and shall be charged with the use, operation, and upkeep of the dock and of its moorings. He shall perform the self-docking and reassembling of the dock when such operation is ordered by the Bureau of Construction and Repair.

(3) The routine scaling, painting, and repairing of the dock shall be performed by the crew thereof, as far as practicable. The construction officer shall advise the commandant as to the need for special materials for renewals, and of the necessity for alterations or extensive repairs, in sufficient time to allow the Bureau of Yards and Docks to arrange for their purchase or performance, as the case may be.

(4) No material changes or alterations shall be made in a floating dry dock affecting its structural strength or operating mechanism without authority from the Chief of Naval Operations.

Changes.

(5) When extensive repairs or alterations are required, the necessary plans shall be prepared, and the work, when authorized, shall be carried out by the appropriate division of the industrial department to the satisfaction of the public-works officer.

Repairs.

(6) When docking operations do not otherwise provide a test, every floating dry dock shall be tested quarterly, at intervals not exceeding three months between successive tests, by submerging the dock to the maximum depth probably required for docking ships, and by then raising it again. When submerged, the dock shall be observed for listing and for leakage of valves and of the drainage system. Following the above test, at least once in every quarter and in no case at greater intervals than three months, the interior and all accessible exterior portions of the dock and of its machinery and appurtenances shall be thoroughly inspected by a board composed of the engineer officer, the construction officer, and the public-works officer, or of commissioned assistants to these officers. The reports of these quarterly inspections and tests, with suitable recommendations, shall be made to the commandant and forwarded by him to the Chief of Naval Operations.

Tests.

(7) No floating dry dock shall be submerged below the main or working deck without sufficient steam pressure in the boilers to enable the dock to be immediately pumped up.

Precautions.

(8) No floating dry dock shall be left over night with the main or working deck submerged without special authority from the commandant in each case.

(9) A sufficient number of boilers to insure the safety of the dock shall be kept primed and ready to make steam at all times when a floating dry dock is light and not in use.

(10) On board every floating dry dock there shall always be at least one man on watch, who shall preferably be one competent to fire boilers, start pumps, and manipulate valves. During hours of darkness there shall always be at least two men on board every floating dry dock, at least one of whom shall be awake and vigilant at all times.

(11) Subject to the provisions of these regulations and to the approval of the commandant, the construction officer shall draft and enforce the necessary rules for the operation and safe use of floating dry docks.

(12) So far as practicable, the regulations governing the docking of ships in masonry dry docks shall also govern in the case of floating dry docks.

SECTION 20.—VISITS TO VESSELS BUILDING.

1545.

Visitors on
vessels under
construction.

(1) No visitors shall be allowed to go on board vessels of the Navy under construction except by the permission of the senior naval officer present; and no such permission shall be given to any one not known to be an American citizen of good standing and repute.

Authority for
visits.

(2) Visitors representing foreign governments, or known to be other than American citizens, shall not be permitted to visit such vessels except by authority of the Bureau of Navigation; and they shall in all cases be accompanied by a naval officer on duty at the navy yard or works where the vessel is building.

SECTION 21.—RELATIONS OF THE COMMANDER IN CHIEF, ATLANTIC FLEET, WITH THE NAVAL STATION, GUANTANAMO BAY.

1546.

Jurisdiction of
the commandant.

The commandant of this station shall have jurisdiction in matters affecting its internal administration and development and control of such vessels, tugs, lighterage, and other facilities as are directly assigned for the use of the station. Except as hereinafter stated he shall occupy the same relations to the Navy Department as do the commandants of naval stations or yards within the continental limits of the United States.

1547.

As this station is a naval base for the fleet, its resources shall be at the disposal of the commander in chief of the Atlantic Fleet and of his division commanders; but other flag officers temporarily visiting this station shall have the same relations with it as now exist between them and the commandants of naval stations within the continental limits of the United States.

Relations of
commander in
chief of station,
and others.

1548.

Flag officers, as above designated, are authorized to issue orders at their discretion in matters affecting the efficiency and preparedness of the fleet; but their authority to do so imposes upon them a proper regard for the efficiency of the naval station. Any order given by them must be executed by the commandant, who, if he feels that such execution will impair the efficiency of the station, should, as a matter of duty and before executing the order, call the attention of the flag officer to the facts in the case; after which, if the latter insists, he must carry out the instructions received promptly and zealously. The commandant is, however, under such circumstances to bring the matter to the attention of the Navy Department, furnishing the flag officer with a copy of such report.

Orders to be
executed by com-
mandant, etc.

SECTION 22.—RELATIONS OF THE COMMANDER IN CHIEF, UNITED STATES ASIATIC FLEET, WITH THE NAVAL STATIONS, CAVITE AND OLONGAPO, AND OTHER SHORE ACTIVITIES WITHIN THE LIMITS OF THE ASIATIC STATION.

1549.

(1) The commander in chief of the United States Asiatic Fleet will command and be responsible for all United States naval forces afloat and ashore within the limits of the Asiatic Station. The naval stations at Cavite and Olongapo, as well as all mobile United States naval forces afloat and ashore specially detailed at local defense of any part of the sixteenth naval district, will be under the direct command of the commandant of the district, who will be junior and subordinate to the commander in chief of the United States Asiatic Fleet.

(2) As the United States naval stations at Cavite and Olongapo are naval bases for the Asiatic Fleet, their resources shall be at the disposal of the commander in chief, United States Asiatic Fleet; but other flag officers temporarily visiting these stations shall have the same relations with them as now exist between flag officers afloat and commandants of naval stations within the continental limits of the United States.

(3) The relations of the commandant of the sixteenth naval district to the several Navy and Marine Corps activities within the district shall be in all respects similar to the relations existing in naval districts elsewhere, subject to the provisions of paragraph (1) of this article.

(4) The commander in chief of the United States Asiatic Fleet, while having full military authority over the naval station at Guam, shall not direct or be responsible for the administration of the naval government of Guam or the technical work of the station. He shall, however, be kept informed of the work in progress at the station, especially of such work as has a bearing on its military effectiveness.

SECTION 23.—THE NAVY YARD, WASHINGTON, D. C., AND ORDNANCE PLANTS, SOUTH CHARLESTON.

1550.

Regulations governing.

In view of the character of the work done at the navy yard, Washington, D. C., and at the Naval Ordnance plant at South Charleston, W. Va., and of the necessity for special organization at these places as the result thereof, only those provisions of this chapter which are the result of law shall be considered as of invariable application to these places. Such other provisions of this chapter as the department may direct shall apply to these places, together with such special instructions as the department may issue from time to time in regard to the subject. When no special instructions are issued the provisions of this chapter shall be construed to govern, and in each case in which it shall appear that special instructions are necessary and have not been issued the commandant of the yard shall forward a statement of the case to the Secretary of the Navy with his recommendation. All laws relating to navy yards in general apply to these places also, with full force and effect.

SECTION 24.—THE NAVY YARDS UNDER INDUSTRIAL MANAGEMENT.

1551.

(1) In view of the establishment of industrial management at certain navy yards, and of the special organization at such yards as the result thereof, only those provisions of this chapter which are the result of law shall be considered as of invariable application to those yards. It is the purpose of the department in ordering industrial management, to obtain a distinct separation of the industrial work from the military work; to insure individual responsibility; to secure undivided authority in the conduct of the military and of the industrial work, and thereby to obtain increased economy and efficiency.

(2) The officer ordered as industrial manager shall have the administration and entire control of, and be responsible for, all industrial activities of the yard, including the labor forces; the employment and hours of labor; all facilities for production; shops, offices, and quarters assigned in connection with industrial activities. He shall have under him all personnel and facilities of the following departments: Industrial, public works, inspection, and accounting.

(3) Inspection of work done for ships in commission or in reserve will be effected as provided in article 1536. Inspection of ships building; ships out of commission, and the inspection of manufacturing work will be provided for by the industrial manager, except when detail has been made of officers for prospective service with the ship, when inspection will be conducted by such officers.

(4) District craft detailed by the commandant for purely industrial purposes, will be under the control of the industrial manager while so employed.

(5) Quarters designated by the department as industrial will be available for occupancy by the industrial manager and his assistants, as the industrial manager may assign.

(6) When officers attached to the industrial department at a navy yard are required by the commandant for service on courts or boards, at the yard or on board of ships at the yard, in connection with industrial or technical matters, they shall be detailed by the industrial manager upon the request of the commandant.

(7) All correspondence in regard to matters relating to the execution by the industrial department of its work, or technical matters in connection therewith, will be directed to the industrial manager. Commanding officers of ships shall send all communications in regard to work on their ships direct to the industrial manager.

(8) At navy yards where industrial management is established, the duties, responsibilities, and authority of the commandant as prescribed in these regulations are modified as necessary to carry out the provisions of the preceding paragraphs of this article.

SECTION 25.—REGULATIONS FOR THE CONTROL, DEFENSE, AND PROTECTION OF PEARL HARBOR, HAWAII, AND DEFENSE OF THE PANAMA CANAL.

1552.

(1) The commandant of the naval station at Pearl Harbor, Territory of Hawaii, is authorized and empowered to carry out and is charged with the carrying out of the rules and regulations governing the navigation, movement, and anchorage of vessels of whatsoever character in the waters of Pearl Harbor and in the

entrance channel to said harbor, and he shall take all necessary measures for the proper enforcement of such rules and regulations. (Art. 78.)

(2) All officers of the Navy and masters and owners of all vessels using Pearl Harbor are therefore notified and cautioned to conform themselves to the within prescribed regulations and to such further lawful rules and regulations as may be established in pursuance of this order by the commandant of the naval station.

(3) The waters of Pearl Harbor and the entrance channel thereto shall be construed to mean the waters leading from the Pearl Lochs (including the various bodies of water known as the West Loch, Middle Loch, East Loch, and Southeast Loch), with channels and passages connecting the same, and with the minor bodies of water tributary thereto to the outer end of the channel to sea and the anchorage ground for a radius of 1 mile from a point in the axis of seaward entrance to the channel.

(4) No commercial or other privately owned vessel not of American registry shall be permitted to enter Pearl Harbor; nor any foreign national vessel, except by special authority of the United States Navy Department in each case. (Executive Order, Sept. 23, 1912.)

(5) All deep-sea vessels of American registry arriving off Pearl Harbor and desiring to enter shall signify such desire and request permission by radiotelegraph, signal, or other suitable means, and shall not enter the channel, or anchor within 1 mile of the entrance thereof before permission is granted nor before the regularly authorized pilot is received on board.

(6) All deep-sea vessels of American registry desiring to leave Pearl Harbor shall obtain permission therefor from the commandant, and the commandant shall require the employment of a regularly authorized pilot if, in his discretion, it be necessary or advisable.

(7) The passage in or out of the harbor of any vessel is prohibited between the hours of sunset and sunrise, except when specifically permitted by the commandant.

(8) All traffic in the channels shall be stopped at such times as may be directed by the commandant.

(9) Fishing boats are prohibited from working in the channels.

(10) Anchorage ground for naval vessels shall be established in the East Loch, and anchorage grounds for other vessels shall be established so as not to interfere with the efficiency of the harbor as a naval port.

(11) That part of Pearl Harbor lying between Ford Island (Mokuumeume) and the mainland portion of the naval station shall be entirely reserved for United States naval purposes and shall be closed to all traffic or uses by other than naval vessels except by permission of the commandant.

(12) The commandant shall establish and maintain such further harbor rules and regulations as he may deem necessary.

1553.

Under the provisions of the Panama Canal act the governor is charged with the protection of the canal until such time as the President may designate an officer of the Army to have entire control of the canal and the Canal Zone during time of war or threatened war. The military and naval forces stationed in the Canal Zone will furnish such assistance to the governor in the performance of this duty as the respective commanding officers may be requested by him to render.

Defense of the
Panama Canal.

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Index

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CHAPTER 42.

INSTRUCTIONS GOVERNING EMPLOYMENT, LEAVE, PAY, ETC., OF CIVILIANS IN THE NAVAL SERVICE.

- Sec. 1.—Art. 1562–1563. Employment of labor.
Sec. 2.—Art. 1564–1567. Politics and religion.
Sec. 3.—Art. 1568. Classification.
Sec. 4.—Art. 1569. Application and examination.
Sec. 5.—Art. 1570–1571. Labor boards, transfers, etc.
Sec. 6.—Art. 1572. Testimony for Civil Service Commission.
Sec. 7.—Art. 1573–1574. Overtime and holiday work and pay.
Sec. 8.—Art. 1575–1580. Injury, rewards, leave, retirement.

SECTION 1.—EMPLOYMENT OF LABOR.

1562.

Detailed instructions as to civilians in the Naval Establishment will be issued by the Navy Department in the Manual of the Secretary's Office. All bureaus and offices of the Navy Department shall be advised of contents prior to publication and changes therein shall be handled in the same manner as changes in Navy Regulations. Instructions and changes.

1563.

Labor is employed in accordance with the instructions approved by the President December 7, 1912, and subsequent acts, the civil-service rules, Executive orders, legal decisions, opinions, and rulings. Employment of labor.

SECTION 2.—POLITICS AND RELIGION.

1564.

1. No information relative to the politics or religion of an applicant, eligible, or employee shall be required, requested, or received. Any communication containing such information which may be offered shall be rejected, and, if written, shall be returned to the tender thereof. No consideration shall be given to such Politics and religion.

information, and no person shall be employed, promoted, rerated, discharged, or otherwise discriminated against or favored on account of his religious or political opinions.

Contributions. (a) No contribution of money for political purposes shall be required, requested, or accepted from any employee.

Political campaign. (b) No employee shall take an active part in political management or campaigns, nor use his official authority or influence to interfere with or influence the result of an election.

Violation of regulations. (c) A violation of any of the above regulations under section 2 shall be considered a just cause for immediate dismissal from the service.

(d) Executive order of May 14, 1909, provides as follows:

"Whenever, in the opinion of the Secretary of the Navy, a strict enforcement of the provisions of section 2, Rule I, of the civil-service rules would influence the result of a local election the issue of which materially affects the local welfare of the Government employees in the vicinity of any navy yard or station, the Civil Service Commission may, on recommendation of the Secretary of the Navy, and after such investigation as it may deem necessary, permit the active participation of the employees of the yard or station in such local election. In the exercise of the privilege which may be conferred hereunder persons affected must not neglect their official duties nor cause public scandal by their activity."

1565.

Increase of force before elections.

The act of June 30, 1876, provides that no increase in the force at any navy yard shall be made at any time within 60 days next before any election to take place for President of the United States or Members of Congress, except when the Secretary of the Navy shall certify that the needs of the public service make such increase necessary at that time, which certificate shall be immediately published when made. (19 Stat. 69.)

1566.

Contributions and gifts.

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 donations as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. (Sec. 1784, Rev. Stat., U. S.)

1567.

No money appropriated by any act shall be expended for membership fees or dues of any officer or employee of the United States or of the District of Columbia in any society or association or for expenses of attendance of any person at any meeting or convention of members of any society or association, unless such fees, dues, or expenses are authorized to be paid by specific appropriations for such purposes or are provided for in express terms in some general appropriation. (37 Stat. L., 184, act of June 26, 1912.)

Membership
fees, payment
prohibited.

SECTION 3.—CLASSIFICATION.

1568.

(1) All artisan and supervising artisan and other civil positions under the jurisdiction of the Department of the Navy, not specifically excepted by law or Executive orders, are included in the competitive classified service.

Classification.

(2) Employees of the Naval Home are excepted from the provisions of the navy-yard regulations. (Letter Civil Service Commission, Apr. 2, 1913.)

(3) Executive order of February 27, 1917, excepts from examination the following positions at the Naval Academy: Civillan professors, instructors, teachers, bakers' helpers, coffee men, firemen, linen men, pantrymen, dish pantrymen, scullions, utility men, waiters, and, when promoted from the position of waiter, head and assistant head waiter.

(4) Executive order of June 24, 1918, excepts from examination all positions in the island of Guam, Samoa, and the Virgin Islands.

(5) Executive order of February 4, 1913, excepts from examination artisan and supervisory artisan positions at the naval stations Cavite and Olongapo, P. I., and Guantanamo, Cuba.

(6) Executive order of April 3, 1911, excepts from examination one clerk actually on duty with each assistant paymaster of the Marine Corps.

(7) The force at navy yards and naval stations is divided under four groups, as follows:

UNCLASSIFIED.

GROUP I.—Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge.

CLASSIFIED.

GROUP II.—Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge.

GROUP III.—Artisans.

GROUP IVa.—Supervising employees.

GROUP IVb.—Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification.

GROUP IVc.—Special employees who are required to have educational and technical qualifications.

SECTION 4.—APPLICATIONS AND EXAMINATIONS.

1569.

Applications. Application for employment under Groups I, II, and III may be made at the office of the labor board on each working day of the year.

(1) Positions under Group IVa shall be filled by competitive examinations.

(2) Positions under Group IVb shall be filled by competitive examinations except Planners, Estimators, and Progress men which shall be noncompetitive examinations.

(3) Positions under Group IVc shall be filled by competitive examination.

SECTION 5.—LABOR BOARDS, TRANSFERS, ETC.

1570.

Composition of board. (1) There shall be a labor board at each navy yard or station and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it, composed of one commissioned officer with a rank not lower than lieutenant commander, who shall serve as senior member of the board, three employees permanently assigned to the yard or station, and the district secretary of the Civil Service Commission. In exceptional cases where, because of peculiar conditions, it is not advisable to designate civilian employees, naval officers in addition to the senior member may be selected for board membership. The navy-yard members of the board shall be recommended to the Civil Service Commission through the district secretary after a conference between the commanding officer and the district secretary.

Responsibility. (2) The labor board shall be charged with and be responsible for the proper, effective, and impartial enforcement of these regulations, and it shall report, in writing, to the commanding officer without delay any violation of the law or regulations relating to the employment of labor which may come to its knowledge or to that of any of its members.

(3) The duties of the labor board are administrative, and it shall not make any change in methods or promulgate instructions which would materially affect these regulations.

Duties defined.

(4) The district secretary of the Civil Service Commission shall act as the labor board's adviser in all matters pertaining to the administration of the civil-service law and rules, and with reference to all such matters the labor board shall be under the direct and sole control of the Civil Service Commission.

Adviser.

(5) The instructions of the Civil Service Commission fixing the relative weights of subjects, the methods to be employed in rating the examination papers, the information to be furnished by the applicant and that to be secured by means of confidential inquiries shall be promulgated for the guidance of the labor board.

Civil Service
Commission in-
structions.

1571.

Reinstallation, transfer, promotion, rerating, reduction, or separation of civil employees shall be in accordance with instructions contained in the Manual of the Secretary's Office.

Transfer, pro-
motion, etc.

SECTION 6.—TESTIMONY FOR CIVIL SERVICE COMMISSION.

[Civil-Service Rule XIV.]

1572.

(70) "It shall be the duty of every officer and employee in the executive civil service and of every applicant or eligible for a position therein to give to the commission or its authorized representatives all proper and competent information and testimony in regard to matters inquired of arising under the civil-service act and rules and to subscribe such testimony and make oath or affirmation to the same before some officer authorized by law to administer oaths."

Testimony.

SECTION 7.—OVERTIME AND HOLIDAY WORK AND PAY.

1573.

(1) The service and employment of all laborers and mechanics who are now or may hereafter be employed by the Government of the United States, by the District of Columbia, or by any contractor or subcontractor upon any of the public works of the United States or of the said District of Columbia is hereby limited and restricted to eight hours in any one calendar day, and it shall be unlawful for any officer of the United States Government or of the District of Columbia, or any such contractor or subcontractor whose duty it shall be to employ, direct,

Eight-hour day.

or control the services of such laborers or mechanics, to require or permit any such laborer or mechanic to work more than eight hours in any calendar day except in case of extraordinary emergency. (Act of Aug. 1, 1892.)

(2) Under the provisions of law set forth in the preceding paragraph, the working hours of laborers and mechanics at navy yards and naval stations can be extended over eight hours a day only in the case of an extraordinary emergency.

Emergencies.

(3) In cases of emergency involving loss to the Government which will not permit of delay, the commandants of navy yards and stations may authorize, without the prior approval of the department, work in excess of eight hours a day and work on Sundays and holidays not to exceed eight hours a day, provided that, in each case where overtime work is authorized due consideration shall be given to the provisions of the two preceding paragraphs.

1574.

Paying off.

Employees at navy yards and stations within the continental limits of the United States shall receive their pay during working hours.

SECTION 8.—INJURY, REWARDS, LEAVE, RETIREMENT.

1575.

Injury.

The United States employees' compensation act approved September 7, 1916, provides compensation and reasonable medical, surgical, and hospital services and supplies to civilian employees of the United States suffering personal injuries sustained while in the performance of duty on or after September 7, 1916. The law requires the cooperation with the United States Employees' Compensation Commission of officers in charge of civilian employees, in order that all facts may be ascertained and that the employee may receive whatever compensation and medical service he may be justly entitled to in the opinion of the Compensation Commission.

1576.

Leave of absence for military duty.

(1) Section 80 of the act of June 3, 1916, provides that all officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time or efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of the act.

(2) Under the Army appropriation act approved May 12, 1917, all officers and employees of the United States or of the District

of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be ordered to duty with troops or at field exercises or for instruction, for periods not to exceed 15 days in any one calendar year: *Provided further*, That members of the Officers' Reserve Corps who are in the employ of the United States Government or of the District of Columbia and who are ordered to duty by proper authority shall, when relieved from duty, be restored to the position held by them when ordered to duty.

1577.

The naval act approved July 1, 1918, provides as follows:

"That the Secretary of the Navy is hereby authorized, in his discretion and under such rules and regulations as he may prescribe, to pay cash rewards to civilian employees of the Navy Department or the Naval Establishment or other persons in civil life when, due to a suggestion or series of suggestions by them, there results an improvement or economy in manufacturing process or plant or naval material: *Provided*, That such sums as may be awarded to employees or other persons in civil life in accordance with this act shall be paid them out of current naval appropriations in addition to their usual compensation: *Provided further*, That no employee or other person in civil life shall be paid a reward under this act until he has properly executed an agreement to the effect that the use by the United States of the suggestion or series of suggestions made by him shall not form the basis of a further claim of any nature from the United States by him, his heirs, or assigns."

Cash rewards
for suggestions.

1578.

(1) Each and every employee of the navy yards, gun factories, naval stations, and arsenals of the United States Government is hereby granted 30 days' leave of absence each year, without forfeiture of pay during such leave: *Provided*, That it shall be lawful to allow pro rata leave only to those serving 12 consecutive months or more: *And provided further*, That in all cases the heads of divisions shall have discretion as to when the leave can best be allowed: *And provided further*, That no more than 30 days' leave pay shall be allowed any such employee in one year: *Provided further*, That this provision shall not be construed to deprive employees of any sick leave or legal holidays to which they may now be entitled under existing law. (Act of Aug. 29, 1916.)

Annual leave.

(2) Civil employees at naval hospitals paid on a per diem, per month, or per annum basis shall be granted annual leave with

pay and leave without pay in the same manner as per diem employees at navy yards and naval stations. (Comptroller's decision of May 29, 1920.)

(3) The civil force of the Marine Corps outside of Washington, D. C., shall be granted annual leave and leave without pay in the same manner as per diem employees of the same classification at navy yards and naval stations and based on the service year.

(4) In the absence of restrictive legislation in regard to per annum employees in the Naval Establishment, said employees will, except as otherwise set forth hereafter, be granted annual leave upon the same conditions as per diem employees of the same classification and based on the service year. This paragraph shall not apply to per annum employees in branch hydrographic offices, who shall be granted leave in accordance with instructions for granting leave to civil employees of the Navy Department proper in Washington, D. C.

1579.

Sick leave.

(1) Per diem employees of the clerical, drafting, inspection, messenger and police force may be granted not to exceed 15 days' leave with pay in any one service year, in addition to the 30 days' annual leave with pay, in the discretion of the Secretary of the Navy, in exceptional and meritorious cases where such an employee is ill. (See act of Mar. 3, 1909.) Such 15 days additional is not prorated and may be granted at any time during the service year, including the first service year.

(2) Members of the clerical, drafting, inspection, messenger, and police force at naval hospitals may be granted sick leave with pay in the same manner as per diem employees at navy yards and naval stations.

(3) The civil force of the Marine Corps outside of Washington, D. C., may be granted sick leave with pay in the same manner as per diem employees of the same classification at navy yards and naval stations.

(4) In the absence of restrictive legislation in regard to per annum employees in the Naval Establishment, said employees will, except as otherwise set forth, be granted sick leave with pay upon the same conditions as per diem employees of the same classification and based on the service year. This paragraph shall not apply to per annum employees in branch hydrographic offices, who shall be granted sick leave in accordance with instruction for granting such leave to civil employees of the Navy Department proper at Washington, D. C.

(1) The following is quoted from an act for the retirement of employees in the classified civil service, approved May 22, 1920: "That beginning at the expiration of 90 days next following the passage of this act, all employees in the classified civil service of the United States who have on that date, or shall have on any date thereafter, reached the age of 70 years and rendered at least 15 years of service computed as prescribed in section 3 of this act, shall be eligible for retirement on an annuity as provided in section 2 hereof: *Provided*, That mechanics, city and rural letter carriers, and post-office clerks shall be eligible for retirement at 65 years of age, and railway-postal clerks at 62 years of age, if said mechanics, city and rural letter carriers, post-office clerks, and railway-postal clerks shall have rendered at least 15 years of service computed as prescribed in section 3 of this act.

"The provisions of this act shall include superintendents of United States national cemeteries, employees of the superintendent of the United States Capitol buildings and grounds, the Library of Congress, and the Botanic Gardens, excepting persons appointed by the President and confirmed by the Senate, and may be extended by Executive order, upon recommendation of the Civil Service Commission, to include any employee or group of employees in the civil service of the United States not classified at the time of the passage of this act. The President shall have power, in his discretion, to exclude from the operation of this act any employee or group of employees in the classified civil service whose tenure of office or employment is intermittent or of uncertain duration."

(2) All employees to whom this act applies shall, upon the expiration of 90 days next succeeding its passage, if of retirement age, or thereafter on arriving at retirement age, be automatically separated from the service and all salary or compensation shall cease from that date. The head of each department, branch, or office shall notify such employees 60 days in advance thereof.

(3) If within 60 days after the passage of this act or not less than 30 days before the arrival of an employee at age of retirement, the head of the department, branch, or office in which employed, certifies to the Civil Service Commission that by reason of efficiency and willingness to remain in the service, continuance would be advantageous to the public service, the employee may be retained for successive terms of two years upon certification. At the end of 10 years no employee shall be thus continued for more than four years.

(4) The certificate provided for in paragraph 3, in order to retain employees for additional two-year periods, after reaching

the age of retirement, shall only be issued upon the approval of the Navy Department, and then in only very special cases where it is specifically indicated that the retirement of the employee will operate to the injury of the service.

(5) The application of the provisions of the retirement bill is under the jurisdiction of the Bureau of Pensions, Department of the Interior.

CHAPTER 43.

STORES ASHORE.

- Sec. 1.—Art. 1590–1597. Custody, care, and issue.
Sec. 2.—Art. 1598–1603. Shipments.
Sec. 3.—Art. 1604–1610. Requisitions and purchases ashore.
Sec. 4.—Art. 1611–1616. Inspections.
Sec. 5.—Art. 1617. Public bills.
Sec. 6.—Art. 1618–1621. Commissary store.

SECTION 1.—CUSTODY, CARE, AND ISSUE.

1590.

(1) Officers in charge of stores shall exercise constant supervision over them and protect them by every possible means against deterioration from any cause. Officers in charge of stores to exercise care.

(2) They shall, under the direction of the commandant of the yard or station, have charge of the keys of all storehouses and buildings containing articles for which they are responsible. The keys shall never be taken out of the yard, and when not in use shall be kept in the designated place. Custody of keys.

(3) They shall not give a receipt for articles delivered in the yard until furnished with invoices in duplicate, which shall be complete descriptive lists of the deliveries claimed, one receipt to be signed and returned to the party delivering the articles and the other to be retained. Invoices to be furnished.

(4) No stores furnished and delivered by a contractor shall be received unless marked with his name. Contract supplies unmarked not to be received.

(5) Immediately after stores received by purchase are inspected, they shall be tagged or marked with the name of the bureau under which purchased, number of contract or open purchase requisition, the account, number of inspection call, and date when passed or rejected. To be marked after inspection.

(6) Articles received by shipment shall be tagged or marked with the name of the ship or navy yard from which received, the account, bureau, and number of invoice.

1591.

Articles manu-
factured in navy
yards.

Every article manufactured at a navy yard under Title Z shall, as soon after completion as practicable, be turned into store for issue by the supply officer.

1592.

Supplies to be
purchased for the
Navy and not for
bureaus.

(1) All supplies purchased with moneys appropriated for the naval service shall be deemed to be purchased for the Navy and not for any bureau thereof, and these supplies, together with all supplies on hand, shall be arranged, classified, consolidated, and catalogued and issued for consumption or use under such regulations as the Secretary may prescribe without regard to the bureau for which they were purchased. (Act of June 30, 1890.)

(2) The provisions of the preceding paragraph do not apply to the "Increase of the Navy" appropriations and to the "Clothing and Small Stores" fund; "Increase of the Navy" appropriations are continuous and the "Clothing and Small Stores" fund is intended to be self-sustaining.

Accumulation
of supplies.

(3) Not more than eight months' probable demand of supplies shall be carried in stock, and in case of supplies that are liable to deterioration a four months' supply is sufficient to keep on hand.

Supplies for
Naval Academy.

(4) Supplies purchased for the Naval Academy are exempted from the provisions of this article.

1593.

Supplies for
navy-yard work.

The quantity of materials drawn from store at a navy yard for work to be performed therein shall be restricted in every instance to that which is actually needed for the job concerned. When a job is likely to extend through a period of time including the end of a fiscal year, only material actually to be consumed upon the specific job before the end of such fiscal year shall be drawn, if possible; otherwise any surplus shall be invoiced back into store before the expiration of the fiscal year. Any material remaining on hand upon the completion of the job for which drawn shall be turned into store immediately on returned material credit memorandum; and under no circumstances shall materials remaining on hand after the completion of the jobs for which drawn be permitted to accumulate.

1594.

Examination of
supplies on hand.

Supply officers shall afford every facility to heads of departments and divisions, and to inspectors, for obtaining information and examining supplies on hand.

(1) (a) Each bureau, except that of Medicine and Surgery, shall arrange its prescribed outfit (Title B) and allowance of stores (Title C) for ships entitled to them. These allowance lists of outfit and stores shall be in tabulated form and the arrangement shall be in accordance with the classification of the Bureau of Supplies and Accounts. Station ships, receiving ships, prison ships, and yard craft are not entitled to allowance lists. Allowance lists for ships operating under the general supply system shall be for Title B only, but each bureau shall also furnish for such ships a type allowance list for the information of the supply officer showing what items of Title C supplies may be carried in store on board under Title X or obtained on "not in excess" requisitions.

Arrangement
of prescribed out-
fits and allow-
ances.

(b) Allowance lists for destroyers, torpedo craft, and submarines shall be for Title B only. For each class of these vessels each bureau shall furnish to the Bureau of Supplies and Accounts a special type allowance list of Title C items chargeable to its appropriation, and the Bureau of Supplies and Accounts shall combine the several bureaus' type allowance lists in one binder for issue to the individual vessels.

Torpedo craft.

(c) Vessels loaned to Naval Militia organizations shall be furnished with allowance lists of Title B only.

(d) Other vessels shall be provided with individual allowance lists of Title B and Title C.

(2) Whenever the home yard of a vessel is changed the allowance lists shall be immediately sent by the yard holding them to the new home yard of the vessel, except when the allowance lists are being used to outfit a vessel, in which case they shall be forwarded as soon as they have served their purpose.

Change of home
yard.

(3) The prescribed outfit and allowance of supplies for a ship shall be prepared during her construction and fully completed at least three months before the time when a contract-built ship is accepted by the Government or when a navy-yard built ship is ready for trial.

Time of prep-
aration of outfits
and allowances.

(4) Four copies of the outfit and allowance list under each bureau shall be furnished by the bureau preparing same to the navy yard where the ship is to be fitted out, for the supply officer, head of manufacturing division concerned, the ship's supply officer, and the head of the ship department concerned, respectively. When additional copies are required they shall be supplied upon request by the bureau concerned.

Number of
copies.

(5) (a) The supply officer at the yard where the ship is to be fitted out is responsible for the assembling of all of the articles called for by allowance lists to be furnished by the Government.

Supplies to be
purchased.

In order that he may be informed in the premises, items to be furnished by the contractor will be marked with a special symbol. If the bureau concerned indicates in the allowance list that certain articles are to be obtained from other navy yards, he will obtain them from such yards, unless they are available in store. The instructions relative to assembling ship's outfits which bureaus incorporate in their respective allowance lists shall be carefully followed.

Supplies to be provided.

(b) In case a bureau takes the necessary steps to provide certain articles, either by purchase or by manufacture at a navy yard, the commandant of the yard where the vessel is to be fitted out shall be informed in the premises. In such case the supply officer is to follow the matter up and see that the articles are actually on hand in time for the vessel.

Articles in store to be utilized.

(c) Articles in store should be utilized as far as possible, and when articles are on hand that differ slightly from those called for by the allowance list they should be substituted therefor in cases where such substituted articles would suit the requirements equally well.

Manufacture or purchase.

(d) The manufacture or purchase of an article should not be proceeded with until the supply officer has ascertained that it can not be supplied from store or economically from stock at some other navy yard.

Yards designated as distributing points.

(e) From time to time circular instructions are issued by the bureaus concerned designating certain navy yards as distributing points for certain classes of material. Supply officers of other navy yards should obtain such material from the distributing yards when needed for stock or issue.

Plans of articles to be manufactured.

(f) When it has been decided as to what articles are to be manufactured the inspector at the contractor's works should be communicated with in order to obtain from him plans or other detail information necessary for their manufacture to suit the conditions on the individual vessel.

Manufactured articles.

(g) In the case of articles called for by the allowance list, which would ordinarily be assumed to be standard, but which should be manufactured especially to suit the vessel, the inspector concerned should take the initiative in informing the navy yard in regard thereto.

Requisitions for material.

(h) When the construction and engineer officers receive requests for manufacture from the supply officer they will make timely requisitions on the supply officer for all of the necessary material. As soon as such articles are completed they shall be delivered and invoiced to the supply officer, except very heavy or bulky articles, which shall remain in charge of the head of the division concerned as unfinished work under Title Z, until the ship is ready to receive them, when they shall be invoiced to the supply officer

(Title Z to Title X), who shall in turn invoice them under the appropriate titles to the head of departments attached to the ship. In order that the supply officers records may be perfected the head of the division concerned shall inform him in writing immediately upon the completion of such articles. When the repairs, alterations, or manufacturing are done at another yard the supply officer at the yard where the work is performed shall furnish this information to the supply officer at the yard where the ship is to fit out.

(i) For all articles of outfit and supplies which are not in store and which are not to be manufactured at the outfitting yard or obtained from another yard the supply officer shall submit purchase requisitions based upon the allowance lists.

Articles not in store.

(j) When it is necessary to obtain articles of a vessel's outfit which are to be furnished by the Government for the purpose of arranging stowage the inspector concerned should make request directly on the commandant of the navy yard where the vessel is to be outfitted. When standard articles are required for temporary use only they should be obtained by request from the commandant of the nearest navy yard. If the information received from the navy yard indicates that delivery of any article desired is likely to be delayed beyond the time when such articles are required, report and recommendation in the premises should be made to the bureau concerned.

Articles furnished by Government.

(k) For a vessel being fitted out the addition of an item to the allowance list is authority for furnishing the article. After a ship has been in commission six months the outfitting or home yard will not take the initiative in furnishing an article added to the allowance list. In this case, unless the bureau issues specific orders, the article will not be furnished except upon ship's requisition.

Articles added to allowance list.

(l) An approved allowance list should never be taken as authority for the manufacture of boats or the purchase of ship's anchors. The Bureau of Construction and Repair will in all cases take the necessary steps to provide the boats and ship's anchors.

Boats and anchors.

(6) The articles for each ship on her first commission must be used only for that ship, unless otherwise specifically ordered by the Bureau of Supplies and Accounts under the instructions of the Secretary of the Navy. When received or completed, all articles shall be distinctly marked or tagged with the name of the ship.

Supplies to be marked and reserved.

(7) Supplies and equipage for ships in commission shall be delivered to the ships' representatives at the storehouses and shall be there receipted for by them. Articles placed on board ship before the arrival of the officers to be charged with their care shall be delivered, when directed by the commandant, to the head of

Putting supplies on board.

the department or division concerned, who shall give the supply officer receipted store invoices therefor and be embrisable for their safe custody, but all these articles shall be embraced in the summary of store invoices furnished the ship's officers.

Completion of preparation to be reported.

(8) As articles are set aside, or reported completed, the supply officer shall note the fact upon his copy of the allowance list; and when all the articles are on hand, the fact shall be reported to the Bureau of Supplies and Accounts, which shall be charged with the duty of seeing that all articles of equipment and supplies are furnished at the proper time.

Contract-built ships.

(9) A list of all articles of equipage and supplies furnished in the contract for a new vessel, showing the quantity of each item supplied, the unit cost, and the total cost, arranged under Titles B and C, shall, on or before the date when the ship is turned over to the Government, be furnished the supply officer by the inspectors for the several bureaus concerned. These lists shall be prepared by the inspectors and submitted by them to the contractors to have the quantities and costs inserted therein. A copy of the list of equipage and supplies furnished by the contractor shall accompany the returns of the supply officer to the Bureau of Supplies and Accounts, in order that proper credit may be given the vessel under Title A.

Title B or C stores of new ships.

(10) All Title B or C stores which are included in the contract price of a new vessel and paid for from increase of the Navy appropriations shall be taken up by the supply officer at the yard where the ship is delivered and immediately transferred to the Navy Supply Account, a credit being given to the increase of the Navy appropriation involved. Upon issue by the supply officer ashore, such stores shall be transferred to the supply officer of the ship, under Title B or X; or, in the case of a ship on board which the general supply system is not in operation, they shall be issued to the heads of ship departments concerned under Title B or C. Increase of the Navy appropriations shall be charged for Title B articles and the proper annual appropriations charged for Title C stores.

Reports on allowances.

(11) Commanding officers of ships shall report to the bureaus concerned wherein the allowance lists are deemed to exceed or to fall short of the requirements for ordinary cruising service, and the bureaus shall promptly notify those holding copies of the allowance lists of any change to be made. The latter shall make the necessary corrections in their lists, and enter abreast of the correction, over the signature of the officer in charge of the articles, the number and date of the letter authorizing the change, pasting in the back part of the book a copy of the order. Each bureau shall number its changes serially for each ship, and a record by number of all changes will be kept in front of allowance books. In navy yards the standard of reference will be the allow-

ance book in the custody of the supply officer, and he will also have custody of and keep corrected all spare copies of allowance books.

(12) When a ship goes out of commission, all equipage and supplies shall be turned in and invoiced to the supply officer. The bureaus concerned shall designate the articles of equipage that are to be reserved in store for the recommissioning of the ship. When the complete outfit of a ship placed out of commission is to be kept in store in reserve ready for instant use, such outfit shall, when possible, be stored in a building separate from that in which articles for general issue are kept.

Supplies of ships going out of commission.

(13) When a ship is placed out of commission, all copies of allowance lists on board shall be forwarded to the supply officer of the yard at which the vessel is placed out of commission, these copies to be returned to the ship on her being recommissioned. When the survey of the ship has been approved, the engineer officer of the yard and construction officer of the yard shall at once note any changes in vessel's allowance which they may recommend by reason of alterations to the vessel or her equipment, and forward such recommendation, with reason therefor, to the bureau concerned. The bureau concerned will act on this recommendation and make revision to allowance lists if necessary, and issue these revisions to all concerned in the same manner as is done for vessels building and vessels in commission. The supply officer of the yard at which the vessel is out of commission shall keep corrected the copy of allowance list belonging to vessel's heads of department and supply officer.

Allowance lists of ships going out of commission.

(14) Hammock mattresses turned into store by vessels, in accordance with article 1319 (4), will be taken up in the survey account on memorandum invoices by the supply officer of the vessel. The cost of repairing and cleaning shall be charged to appropriation "Construction and repair," which after the mattresses will be transferred to the naval supply account at appraised value with credit to appropriation "Construction and repair."

Ships recommissioned.

(15) When a ship is to be recommissioned the course as to arrangement of outfits and allowances, requisitions, preparation, reports etc., prescribed in this article shall be pursued.

1596.

When tools or articles of supplies or equipage are loaned to a ship by a yard department or division for use in work to be performed by the ship's force and are lost by such force, or are damaged or worn out while in possession of the ship's force to an extent beyond what would constitute a reasonable wear and tear in the performance of the work indicated, they shall be replaced by like articles, the cost of said articles to be a charge against

Tools or articles of supplies and equipage loaned to a ship.

the allotment of the ship's department concerned. If similar articles are not in store on board the ship, they shall be procured on ship's requisition submitted for that purpose, upon the face of which requisition shall be noted the words: "To replace articles borrowed from yard department (division) and lost (or damaged) by ship's force." Commandants are authorized to approve such requisitions, in advance of the bureau's approval, of articles in store for issue at the yard. In the case of title B articles, the commanding officer shall cause them to be taken upon the books of the ship; and shall arrange for a "missing" or "unfit for use" survey, or survey "for appraisal," as required by the circumstances, in accordance with the provisions of articles 1906-1908, such action to be taken, if practicable, before the departure of the ship from the yard.

1597.

Sales to civil employees at certain naval stations.

(1) Such provisions and clothing and small stores as can be spared with due regard to the maintenance of the necessary stock on hand may, under the direction of the commandant, be sold to officers and enlisted men of the Navy and Marine Corps, also to civil employees at naval stations beyond the continental limits of the United States and in Alaska. In such case the provisions of the succeeding paragraphs of this article shall govern.

Requisitions by civil employees.

(2) A requisition (in triplicate) on the prescribed form shall, in each case, be made by the applicant, for such provisions and clothing and small stores as he may need for actual use by himself and his immediate family; and he shall certify upon this requisition not only that the stores are required for his personal or family use, but also that he will not sell, exchange, or otherwise improperly dispose of them. The requisition, after approval by the head of the department upon whose rolls the civil employee is borne, shall be forwarded to the officer having charge of the supplies, through the commandant, who shall carefully scrutinize it and satisfy himself that the requisition is correct before approving it. Such approval by the head of a department shall be considered sufficient evidence that the applicant is a bona fide civil employee of the National Government. Requisitions shall not be made oftener than twice each month unless absolutely necessary.

Issues.

(3) Upon receipt of the approved requisition the issuing officer shall enter the value of each article thereon, and upon the payment in cash for the value of the stores shall make the issue; but no stores shall be issued in advance of a requisition or until payment in cash has been made. A suitable issuing room shall be provided and, if necessary, a trustworthy person detailed to take charge and keep the accounts thereof.

(4) The issuing officer will forward all three copies of the requisition, accompanied with the necessary amount of money, to

the disbursing officer of the station, who shall receipt therefor on the face of the requisition, return two copies to the issuing officer, and return the third for his files.

(5) Stores so issued will be expended in the accounts of the issuing officer as "Sales for cash to civil employees," and a copy of the requisition forwarded as an expenditure voucher with his quarterly returns.

How expended.

(6) The amounts of money received shall be taken up by the disbursing officer of the station in his account current under "General account of advances," to be adjusted, to the credit of the proper appropriation, as cash sales of provisions and clothing and small stores to civil employees.

(7) Subject to the foregoing requirements, civil employees in Alaska, or other place where there is a supply ship, may purchase from the supply officer of a vessel such stores as can be spared.

Civil employ-
ees in Alaska.

(8) If a civil employee prove himself unworthy, the commandant or commanding officer may deny the privilege of purchasing stores.

Denial of priv-
ilege.

SECTION 2.—SHIPMENTS.

1598.

(1) Supply officers are authorized to make shipments upon the requests of other supply officers to fill approved requisitions or approved allowance lists, subject to exceptions previously covered as to anchors, boats, etc., without reference to the Bureau of Supplies and Accounts. When requests for shipments are made by other bureaus or their representatives the necessary instructions will be issued by the Bureau of Supplies and Accounts. Inspectors and other officers on detached duty are authorized to make such shipments as may be considered necessary without specific orders.

(2) Packages shall be prepared for shipment by the department or division concerned when the supply officer's force is not adequate or when special packing or crating is necessary.

Preparation of
packages for
shipment.

(3) Shipments to navy yards, naval stations, and to vessels at such yards or stations, except medical stores, shall be consigned to the supply officer of the yard or station concerned. Shipments to vessels not at navy yards or naval stations shall be consigned to the supply officer of the vessel concerned or if there be no supply officer to the commanding officer.

1599.

In shipping supplies by Government conveyance, the following instructions shall be observed:

Supplies
shipped by Gov-
ernment convey-
ance.

(1) (a) The commandant shall inform the supply officer of the probable date of sailing and the destination of every ship scheduled to sail from the yard under his command.

(b) Upon the receipt of such information, the supply officer shall, unless irrevocable shipping arrangements have already been made, furnish the commandant with lists of all packages, weights, measurements, etc., of the stores that will be ready for shipment to the port or ports which the ship or ships are destined.

(c) The commandant shall then refer the lists to the commanding officers of the respective ships for statement as to what supplies they may be able to carry, and the commandant shall then decide what shipments are to be made, and shall issue the necessary instructions. Should there be a difference of opinion between the commandant and the commanding officer of a ship as to what stores can be carried as freight, the commandant is authorized to decide the point at issue, and to direct the commanding officer to receive such stores as, in his judgment, are advisable for this method of shipment.

(2) No commanding officer of any vessel will accept for shipment any freight which is not covered by bill of lading issued by the supply officer of the yard at which the vessel is loading; or, if there be no supply officer at the place of loading, by the officer authorized to make shipment.

1600.

Naval supply
ship.

(1) When a supply ship of the Navy is detailed to carry freight in quantity, the public freight of the ship shall be supplied through the supply officer of the yard where the ship is being loaded. Stores that are to go by a supply ship, and which are not prepared and invoiced by the supply officer, shall be delivered to him with proper invoices by the shippers. Stores belonging to the medical department and to the Marine Corps shall be delivered in care of the supply officer and the invoices therefor transmitted through him.

Stowage of
cargo.

(2) The supply officer of the supply ship shall, under the direction of the commanding officer, be charged with the details of stowage and general supervision of cargo. He shall notify the supply officer of the yard, through the proper channels, when the vessel is ready to take freight and specify the order in which it is to be stowed.

1601.

Duty of officer
receiving stores
by shipment.

The officer receiving stores by shipment shall indorse such receipt upon the bills of lading, stating over his signature the condition of the supplies, and surrender the original bill of lading to the carrier from which he received the goods with as little delay as possible, which bill of lading shall be regarded as evidence of delivery. The triplicate copy of the bill of lading shall be receipted upon delivery of the material and returned to the consignor for completion of his files and records. In the event

of any loss or damage, while in transit a full notation thereof will be made on the reverse of the bill of lading, stating the value of the loss or damage, and this notation will be regarded as notice to the carrier of subsequent claim for the amount involved. In all cases the date in the consignee's certificate of delivery will be the exact date when the consignment was delivered by the carrier.

1602.

(1) When any shipment is received other than a shipment received by a supply officer from a supply officer at another yard it shall be immediately compared with the bill of lading, and should the packages bear the least evidence of having been opened and tampered with while in transit, the fact shall be immediately reported to the commandant, who shall direct that they be opened and checked in the presence of the board of survey. Where there is no external evidence of loss, and articles are found, on opening the packages, to be missing, the fact shall, in like manner, be reported to the commandant, who shall direct the matter to be investigated by a board of survey, Article 1908 (3). In either case a thorough inquiry shall be made as to the cause and responsibility for the shortage. A statement of the means of transportation and condition of the packages when received, also the number and place of issue of the bill of lading involved shall be incorporated in the report of the board.

Shipment to
be compared with
bill of lading.

(2) When a supply officer receives a shipment from a supply officer at another yard such shipment shall be immediately compared with the bill of lading by an officer detailed for that duty, and should any article be found in excess, damaged, or missing, a report shall be prepared in duplicate by the supply officer, which report shall state in detail the means of transportation employed, the condition of the packages when received, and any other information which may be in his possession bearing upon the question of the responsibility for the excess, damage, or shortage. After this report has been certified by the officer verifying the shipment, one copy shall be forwarded immediately to the supply officer making the shipment and the other retained by the supply officer receiving the shipment. Missing articles, however, shall not be expended from the books of the supply officer receiving the shipment except upon the approved report of a board of survey, appointed in conformity with the provisions of paragraph 1 of this article, after careful investigation has made it evident that the missing articles have not been overcarried by the transportation company or can not be otherwise located within a reasonable period.

(3) The recipient of the supplies shall make no alterations in the figures of a bill of lading, an invoice or summary, but shall

indicate the necessary corrections in the consignee's certificate of delivery on the bill of lading, also on the invoice or summary, and receipt the latter two papers with the reservation "except as to articles or values, indicated as not received, in whole or in part, as per report of board of survey, or report of excess, short, or damaged shipment, dated _____."

1603.

When a ship not in commission requires supplies.

(1) When a ship not in commission is sent from one yard to another and articles of equipage and supplies belonging to her are put on board, they shall be placed in charge of the officer designated for the command of the ship. As in the case of ordinary shipments, the supply officer shall designate some person connected with his department to check upon a list all articles as they are stowed and to certify the lists. The person performing this work shall be held responsible for the correctness of the list so certified. The supply officer shall see that the invoices agree with the lists checked and certified to as above directed.

Articles not required for use in transit.

(2) Articles not required for use in transit shall, as far as possible, be placed in the storerooms, which shall be sealed by the supply officer. A detailed list, in triplicate, of all articles not so sealed shall be prepared by him and receipted, after verification, by the officer placed in command of the ship, who shall retain one copy and return the other two to the supply officer. The latter shall forward one copy to the supply officer to whom the supplies are invoiced. The officer placed in command shall be responsible for supplies not sealed; also that seals are not broken. If it becomes necessary to break the seal of any storeroom, the officer in command shall be responsible for the contents. Upon the arrival of the ship at her destination it shall be immediately ascertained whether or not all the articles embraced in the invoices are on board, seals being broken in the presence of the officer in command and the supply officer who is to receive the articles. If any articles are found to be missing, the fact shall be reported to the commandant for immediate investigation by a board of survey.

SECTION 3.—REQUISITIONS AND PURCHASES ASHORE.

1604.

Purchases and payments to be made under direction of Bureau of Supplies and Accounts.

All purchases and payments therefor shall be made under the direction of the Bureau of Supplies and Accounts, and orders directing such purchases and payments shall be given only by that bureau. When open-purchase requisitions have been approved by chiefs of bureau, they shall be transmitted to the Bureau of Supplies and Accounts for action.

1605.

Immediate purchase under open-purchase requisitions shall be ordered only when an exigency exists that will not permit the delay incident to advertisement and contract.

Restrictions as to open purchases.

1606.

(1) Purchasing officers shall procure all articles necessary to be bought by open purchase at the places at which they are stationed, if practicable to do so, unless they are satisfied that any particular item or items can be purchased elsewhere at a lower price.

Duties of purchasing officers in making purchases.

(2) No charge shall be allowed in the accounts of disbursing officers for a commission paid to any person for making a purchase.

No commissions allowed for agents.

1607.

(1) For all supplies needed that are not obtainable under existing contracts, with the exception of those pertaining to the Bureau of Medicine and Surgery and to the Marine Corps, and of those which may be purchased upon the requisition of a chief of bureau approved by the Bureau of Supplies and Accounts, requisitions shall be prepared by the technical officer concerned, and submitted by a supply officer, with four memorandum copies, numbered in separate series for each bureau and beginning a new series for each fiscal year.

General instructions as to open-purchase requisitions.

(2) All requisitions shall be strictly according to prescribed forms and complete in the following particulars:

Particulars required in requisitions.

(a) Whenever practicable, the appropriation ultimately chargeable with the cost of material requisitioned under the Naval Supply Account shall be stated on the requisition. The appropriation shall immediately follow the words "General account of advances." This will apply especially to requisitions prepared under the Naval Supply Account specifying articles or material intended for a special purpose or job.

(b) They shall embrace only articles required under one appropriation and one title.

One appropriation.

(c) They shall state the date by which supplies shall be delivered; and when articles embraced in the same requisition are required by different dates, they shall be prepared with reference to those dates. All articles for the same date shall be grouped under that date, and each time group conform to the latest classified schedule as to the arrangement of items, specifying the classes, and grouping the items under their respective class numbers.

Dates of delivery.

(d) They shall refer to standard leaflet specifications issued by the Navy Department, obtainable from the Bureau of Sup-

Details and descriptions.

plies and Accounts, and if such specifications are not available they shall give such details and descriptions of articles required, and of the test which they are to undergo, as will enable bidders, purchasing officers, and inspecting officials to understand readily what is required. Such descriptions shall be made as broad as practicable; and special care shall be taken to avoid so describing an article required as to limit it to any proprietary article, or to the product or manufacture of any particular individual.

(e) The words "equal to" or any corresponding terms shall not be used except as provided in subparagraph (f) of this paragraph. Reference to catalogues may be made in preparing requisitions when purchase is to be made in the open market and when the value of any individual item does not exceed one hundred dollars, and then only when the standard leaflet specification does not exist. Reference to more than one catalogue shall be stated when practicable. When catalogue references are used in preparing the requisitions, the following clause must be stipulated under the item concerned:

(f) "The references to the above catalogues are intended to be descriptive but not restrictive and only to indicate to prospective bidders articles that will be satisfactory. Bids on other makes or catalogues will be considered, provided each bidder clearly states on the face of his proposal exactly what he intends to furnish, or forwards with his bid a cut or illustration or other descriptive matter which will clearly indicate the character of the article covered by the bid."

(g) The reference to gauge numbers and gauges to specify the diameter or thickness in ordering wire, cable, rods, tubes, and sheet metals shall not be made.

(h) Wires and cables, heretofore specified by gauge numbers, will be specified by the area in circular mils. Solid wire may be specified by the diameter in mils, when desired.

(i) Rods will be specified by diameter in mils. Tubing will be purchased by outside diameter in inches and the thickness of the wall will be specified in mils (thousandths of an inch).

(j) Sheet steel and iron, both black and galvanized, will be *purchased* by weight per square foot. Other sheet metals will be *purchased* by thickness in mils or by weight per square foot, in accordance with commercial practice.

(k) In leaflet and other specifications sheet metals will be *specified* by thickness in mils or by weight per square foot, or both, as may be necessary.

Proprietary articles.

(l) They shall not call for proprietary articles in any case where it can possibly be avoided; and when calling for proprietary articles they shall be accompanied by a statement from the officer concerned showing clearly why these articles and no others will

answer the necessities of the service. They shall be accompanied by the explanatory letter required by article 1610. The following-named products or manufactures of particular individuals, makers, or proprietors that have been shown by experience to be best suited for the particular service required of them may be designated by brand name or otherwise, according to the practice of the makers or proprietors, viz: All kinds of lubricating oils, packing (including gaskets of all kinds), antifriction metals, fire bricks for boiler furnaces, lagging material for boilers and steam pipes, and boiler-gauge glasses; but it shall be provided in such requisitions that bids will be considered for articles of different name or brands that can be shown to have proved efficient and satisfactory in naval or commercial use for the purpose intended.

(m) They shall state upon the memorandum copies the estimated cost, giving unit price as well as total amounts. Estimated cost.

(n) They shall state the object for which supplies are needed or the authority for the submission of the requisition; if such is a bureau letter or indorsement or allotment, the date and number shall be given. Object.

(o) Requisitions for stock shall bear statements showing quantities on hand of supplies or articles called for, quantities used during the preceding six months, and length of time the supplies or articles to be purchased are intended to last. Certificate of supply officer.

(p) All requisitions shall bear the certificate of the supply officer that the articles are not in store and not obtainable under existing contracts within the time specified, or from excess stock at other navy yards, that they are absolutely needed, and that they are required by a date stated. When the supply officer receives a request for the preparation of a requisition on which any of the items can be supplied from articles in store or are due under existing contracts by the time specified he shall immediately return it to the officer concerned, with the request that these items be eliminated; and under no circumstances shall a supply officer prepare a requisition until satisfied that none of the items can be furnished from articles in store or due under existing contracts.

(q) When a proper comprehension of requisitions necessitates sketches or tracings, they shall be appended to the seconds of requisitions. Sketches or tracings.

(r) The items on a requisition shall be numbered in the left-hand margin, consecutively, without regard to classes. These item numbers shall be used on forms of proposal and orders issued by purchasing officers. Items numbered.

[NOTE.—The following instructions shall not apply to the purchase of machine tools for navy yard use:]

- Partial payments and reservations. (s) When the estimated cost and nature of installation warrants such requirements, requisitions should indicate a provision for partial payment. Where apparatus is to be tested after installation and should not be finally accepted until after a period of satisfactory service a certain percentage of the contract price should be definitely reserved and period of reservation stated.
- Guarantee and contractor's liability period. (t) Contractors should in certain cases be required to repair or supply all defective parts for a certain period of time after preliminary acceptance. When circumstances make such a requirement desirable it should be stated on the requisition, and the period of contractor's liability definitely stated.
- Spares. (u) Spare parts will be definitely stated and enumerated, or provision will be made to have bidders state the spares they propose to supply. The price of spares will be stated separately from the price of the article, also the itemized price at which spares will be furnished during the three years subsequent to date of contract.
- Erection and installations. (v) Where apparatus is to be installed or erected by the Government there should be a requirement for services of an expert to supervise this in all cases where such a course appears necessary or desirable; where pertinent, bidders will be requested to state the exact charge for such services.
- Information as to character of apparatus. (w) A statement should appear showing clearly where information as to work concerned can be secured, so that bidders or manufacturers can obtain this information from the proper accredited source directly.
- Drawings. (x) In the case of machinery or apparatus where working or finished drawings should be supplied, this will be definitely stated, also whether drawings are to be submitted and approved before work can commence. Where drawings or sketches are referred to, the number or designation and the source will be clearly indicated in order that the drawings may be easily identified. When articles are to be made according to a drawing, a Vandyke or tracing will be supplied with four blue-print copies.
- Specifications, special. (y) When special specifications accompany the requisition a Vandyke of such specifications will be supplied or other provisions made for obtaining such extra copies as will be needed.
- Checking with specifications and drawings. (z) Care must be taken that the requisition does not call for materials or give dimensions at variance with standard drawings or printed specifications. In other words, the requisition should not show on its face certain dimensions and materials, and then later say to be in accordance with a certain drawing or leaflet specification which shows some other dimensions or materials.
- (3) (a) In order to prevent any further undue accumulation of supplies and materials at the various navy yards and stations, all requisitions for stock supplies and materials whose estimated cost exceeds \$1,000, and all requisitions for stock supplies and ma-

terials for which there are no printed leaflet specifications, shall be viséed by the technical yard division before submission to the Paymaster General of the Navy for approval or disapproval; these requisitions should be signed by the head of a technical division or bear a notation that the requisition was made at the request of the head of a technical division. If these requisitions are not so viséed, they shall be submitted to the Paymaster General of the Navy via the bureaus concerned. The Paymaster General of the Navy shall approve or disapprove, according to his judgment, based on quantities reported to be on hand or available for shipment from other yards or stations.

(b) Other requisitions—that is, those intended to cover purchase of supplies or material needed for immediate use or for a specific purpose—shall be submitted to the Bureau of Supplies and Accounts through the bureaus concerned. If in the opinion of the former bureau, any such requisition should not be approved, then the Bureau of Supplies and Accounts shall so inform the bureau concerned. In the event of failure of the two bureaus to reach an agreement the questions at issue shall be referred to the Secretary of the Navy.

(4) If approved for purchase, the requisition and one memorandum copy shall be sent to the purchasing officer designated to fill the requisition, who shall retain the memorandum copy as the record of his authority for the action ordered, after satisfying himself that it is a true copy of the original, and shall forward the original to the supply officer to be attached to the public bill for the payment involved in instances where a purchasing office contract is not involved. When such contract is made, the contract shall be attached to the public bill instead of the requisition. If all of the articles bought under a requisition be not embraced in one public bill, a note shall be made on those vouchers to which the requisition is not appended, stating the dealer's name and the date and amount of the voucher to which the requisition is attached. If all of the articles on a requisition be ordered shipped from one or more yards, the Bureau of Supplies and Accounts shall use the original of the requisition and such memorandum copies as may be necessary in ordering shipment, forwarding them to the yards from which shipment is to be made with proper notation thereon indicating the action to be taken. Should the original and all memorandum copies be used the Bureau of Supplies and Accounts shall advise the supply officer at the yard from which the requisition emanates as to the action taken. The original of a requisition advertised by the Bureau of Supplies and Accounts shall be returned to the yard concerned with a statement of the action taken. The third memorandum copy of each requisition shall be filed in the Bureau of Supplies and Accounts for reference.

Return of requisition and action of supply officer.

(5) Upon the return of a requisition showing definite action thereon the supply officer shall notify the officer concerned of the action taken, without delay, and upon the receipt of a notice from a purchasing officer or the Bureau of Supplies and Accounts that an order for the delivery of articles on such requisition has been placed or a written contract entered into, the supply officer shall notify the officer concerned of the name of the contractor and the date that delivery is due.

(6) In emergencies, of which the commandant shall be the judge, articles needed for immediate use may be purchased by the purchasing officer in advance of bureau approval. The requisition and necessary memorandum copies thereof shall be forwarded to the purchasing officer for action and further reference to the bureau concerned for formal approval and transmission to the Bureau of Supplies and Accounts for approval and return to the purchasing office concerned. In cases where the amount involved exceeds \$500, the purchasing officer shall submit with the requisition a list of bidders and a statement of the reasons for making award or awards, as the case may be. In this event the requisition and statement shall be submitted direct to the bureau concerned for approval and reference to the department for its approval and further transmission to the Bureau of Supplies and Accounts for its action. A statement that purchase has been authorized in advance of bureau approval shall be placed on the original of the requisition and on all memorandum copies by the commandant.

(7) Every emergency contract for services or material shall fix a maximum amount beyond which contractual liability will not be incurred.

1608.

Medical supplies.

For supplies pertaining to the Bureau of Medicine and Surgery, requisitions shall be made by medical officers and sent to that bureau. If approved for purchase, the requisition shall be transmitted to the Bureau of Supplies and Accounts for fulfillment.

1609.

Standard specifications to be adhered to.

Requisitions for materials for which standard specifications have been adopted shall adhere strictly to such specifications. Should it be found necessary to modify standard specifications, reasons for such modification shall be stated, and, except in urgent cases, the requisition and reasons for modification shall be submitted to the bureau concerned.

1610.

Proprietary articles.

In submitting requisitions calling for any proprietary article, and also in the case of open-purchase requisitions of a total esti-

mated cost of \$500 or over, information shall be forwarded by letter showing the following: The necessity for purchase without newspaper advertisement; the reason why the article, if proprietary, and no other, will meet the requirements of the service. The letter should also show, in regard to open-purchase requisitions, the reasons making it impossible to anticipate the need for the material in sufficient time to permit of newspaper advertisement, or why newspaper advertisement is impracticable. If such requisitions are submitted in connection with authorized work, the authority and date of the authorization of the work in question should be stated, both in the requisition and in the above letter. In preparing requisitions, two months should ordinarily be allowed as the time required for newspaper advertisement from the time the requisition is received in the bureau to the date contract is awarded. The handling of requisitions of this nature will be facilitated if full and explicit reasons are given for making the requisition in question proprietary or open purchase.

SECTION 4.—INSPECTIONS.

1611.

(1) When supplies are received on account of orders or contracts calling for inspection at the yard, or where the factory inspection has not been provided for, the supply officer shall immediately issue call for their inspection, and it shall be the duty of the commandant to see that the inspections are made without delay and by duly designated inspecting officers.

Inspections of
supplies received.

(2) Where material has been inspected as to quality, prior to its delivery, by a duly authorized inspector, further inspections at the navy yard shall be confined to ascertaining whether the full amount has been delivered in good condition and without substitution.

1612.

(1) The inspection of material, entering a naval station through the supply officer, shall be made by officers attached to the industrial, public works, or supply departments.

Calls for in-
spections.

(2) Heads of yard departments and divisions and inspectors shall send to the commandant weekly a report of calls not acted upon, with explanations of the reasons for delay in each case.

(3) The engineer officer, construction officer, public works officer, supply officer, or inspecting officers, as the case may be, shall be responsible for the inspection of supplies submitted under Article 1611. In the discharge of this duty he may request the detail of such persons as may be deemed best qualified for the work. At all inspections a representative of the supply officer

shall be present to give any pertinent information that may be desired, and it shall be the duty of the supply officer or his representative to bring to the attention of the inspecting officers any facts that may aid in the protection of the public interests.

(4) The inspecting officer of the supply department mentioned in paragraphs 1, 2, and 3 shall inspect only textiles, foodstuffs, china, glass, silver-plated ware, office supplies, and other articles of minor importance pertaining to that department.

1613.

Inspection of
supplies deliv-
ered directly on
board ship.

(1) Supplies for a ship obtained by requisition upon a supply officer ashore; if delivered alongside by terms of the purchase before inspection, shall be inspected as provided in Article 1400, and a report, in duplicate, of such inspection shall immediately be forwarded by the inspecting officer of the ship to the supply officer upon whom requisition for the supplies was made.

(2) Commanding officers shall see that all such inspection reports have been forwarded before sailing.

1614.

Articles manu-
factured in navy
yards.

(1) Articles manufactured in the various navy yards shall not be required to pass other inspection, but shall be received into store by the supply officers after the invoices therefor have been verified.

Records.

(2) The heads of yard departments shall keep such records as will enable them quickly to supply accurate information regarding all inspections made by them.

1615.

Chemists.

(1) At navy yards and naval establishments the general chemical laboratory and the chemists and assistants employed therein shall be a part of the supply department for general service to all departments of the yard or station. This provision shall not apply to chemists at the several ordnance plants, at the engineering experiment station at Annapolis, in offices of inspectors of material, nor to metallurgists in physical testing rooms at navy yards outside of the general chemical laboratory.

Order of chem-
ical tests.

(2) Officers making inspections requiring chemical tests as part thereof shall send suitable samples to the chemist direct, who shall proceed with such tests in the order in which the samples are received, except in urgent cases which require immediate attention. The chemist's reports of analysis shall be made directly to the inspecting officer of the division making the request for analysis.

1616.

The inspection of medicines and other supplies pertaining to the Bureau of Medicine and Surgery shall be made by the medical officer in charge, or by a junior medical officer under his direction. ^{Inspection of medical supplies.}

SECTION 5.—PUBLIC BILLS.

1617.

Public bills for deliveries accepted shall be prepared and forwarded without delay by the supply officer of the yard concerned in order that dealers may have no occasion to address letters of inquiry or complaint to the department. ^{Public bills to be prepared without delay.}

SECTION 6.—COMMISSARY STORE.

1618.

(1) Officers and enlisted men of the Army, Navy, Marine Corps, and Coast Guard, officers of the Public Health Service, both active and retired, members of the Nurse Corps (Female), and members of the Naval Reserve Force on active duty who are either stationed or living in the immediate vicinity of the city where the commissary stores are established are authorized to make purchases from the commissary store. Families of officers and enlisted men who are on duty away from the vicinity of the stores are entitled to the same privileges if residing in the vicinity of the stores. All such purchases shall be confined to the needs of their immediate families. Purchases of apparently excessive quantities of provisions by officers and enlisted men living at hotels or boarding houses will not be permitted. ^{Persons authorized to use.}

(2) All applications for the privilege of purchasing from the commissary store will be made in writing to the officer in charge, who will satisfy himself that the applicant is entitled to the privilege. As a means of identification, a permit will be issued to those allowed the use of the store. A permit is nontransferable, and the person to whom a permit is issued will be responsible for any purchases made on its presentation. The number of the permit and the address of the person to whom issued will be recorded. The officer in charge will cause to be investigated all excessive purchases and will satisfy himself that only those entitled to the privilege of the store are being supplied.

(3) Purchases will be made in person or upon the written request of those entitled to the privilege. Sales will be made to purchasers for cash or credit, as the officer in charge may decide, or as circumstances may require, at such prices as may be deemed

for the interests of the Government. For the information of purchasers, circulars containing the list of articles carried in stock, together with price list and instructions governing the conduct of the commissary store, will be issued by the officer in charge. Price lists will be furnished only to those authorized to make purchases.

(4) Accounts will be closed on the last day of each month and payment required by the 10th of the following month. Payment will be made in cash, by post-office money order, or by check drawn on a bank located in the city where the commissary store is established. Indorsed checks will not be received. Failure to make prompt payment will result in the suspension of the individuals concerned of the privilege of the store until all indebtedness is paid. A second failure to make prompt payment will be made the subject of a special report to the Navy Department.

(5) No deliveries of articles purchased from the commissary store will be made beyond the delivery limits established by the commandant. Shipment by freight, express, and parcel post is strictly prohibited.

(6) Commissary stores will be closed for the purpose of inventory for such period at the end of each quarter as the officer in charge finds necessary.

1619.

Requisitions.

(1) Requisitions for all articles for sale and for use in commissary stores, except provisions and clothing and small stores procurable by transfer from supply officers, will be submitted to the Bureau of Supplies and Accounts.

(2) In fixing the prices to be charged for articles carried for sale, except clothing and small stores, which will be sold at their fixed price, a sufficient addition will be made to the cost to cover losses and the value of all articles used in conducting the store.

(3) All articles received by transfer or purchase for use in conducting the store will be chargeable against the current appropriation for "Provisions, Navy," and will be accounted for in the accounts and on the returns the same as other articles.

(4) All losses from deterioration or other causes will be made the subject of a report of survey.

1620.

Funds.

(1) All funds received from sales in the commissary store will be turned over at least twice a month to the disbursing officer of the yard as transfer of funds, that officer to take up same in his account as a "transfer" from the officer in charge and deposit the same to the credit of the Treasurer of the United States under "General account of advances." The credit to "Provisions, Navy," will be made by the Auditor for the Navy Department in settlement of the account of the officer in charge.

(2) The total amount received from sales in the commissary store during a quarter and the total amount transferred to the disbursing officer of the yard will be taken up and expended on the quarterly accounts current forwarded by the officer in charge of the store to the Auditor for the Navy Department and the Bureau of Supplies and Accounts.

(3) Officers in charge of commissary stores are not disbursing officers and will make no disposition of funds received from sales in the commissary store other than that directed in the preceding article.

1621.

(1) The following permanent records will be kept by officers in charge of commissary stores: Records.

Receiving book.

Bill book.

Stock account.

Record of cash register receipts.

Record of payments received on account of charged accounts.

Cashbook.

Permit register.

(2) The receiving book will show the date, quantity, and articles of all receipts. The bill book will show the date of each dealer's bill, the name of dealer, the amount of bill, and the number and date of public bill drawn in payment of same. The stock account will show the quantity and value of all receipts and expenditures and the balance per inventory under each article. The record of cash register receipts will show the amount of the daily receipts from that source. The record of payments received on account of charged accounts will show date of payment, name of customer, number and month of bill for which payment is made, amount received, and whether in cash or by check. The cashbook will show under the head of "receipts" the total daily receipts per cash register and the total daily receipts of payments received on account of charged accounts, and under the head of "expenditures" the date, name of disbursing officer of yard, and amount turned over in accordance with article 1620

(1). The permit register will show number, date, and the name and address of the holder of each permit issued.

(3) Officers in charge of commissary stores will forward to the Bureau of Supplies and Accounts quarterly a balance sheet, together with an abstract of receipts and abstract of expenditures and a certified inventory, prepared on S. and A. Forms Nos. 142, 147, and 143, respectively; also vouchers to substantiate each receipt and expenditure, except sales.

The first of these is the fact that the
 government has been unable to raise
 the necessary funds to meet its
 obligations. This is due to a
 number of factors, including the
 fact that the government has
 been unable to raise the necessary
 funds to meet its obligations.

The second of these is the fact that
 the government has been unable to
 raise the necessary funds to meet
 its obligations. This is due to a
 number of factors, including the
 fact that the government has been
 unable to raise the necessary funds
 to meet its obligations.

The third of these is the fact that
 the government has been unable to
 raise the necessary funds to meet
 its obligations. This is due to a
 number of factors, including the
 fact that the government has been
 unable to raise the necessary funds
 to meet its obligations.

The fourth of these is the fact that
 the government has been unable to
 raise the necessary funds to meet
 its obligations. This is due to a
 number of factors, including the
 fact that the government has been
 unable to raise the necessary funds
 to meet its obligations.

The fifth of these is the fact that
 the government has been unable to
 raise the necessary funds to meet
 its obligations. This is due to a
 number of factors, including the
 fact that the government has been
 unable to raise the necessary funds
 to meet its obligations.

CHAPTER 44.

APPOINTMENTS, PROMOTIONS, AND RETIREMENTS.

Sec. 1.—Art. 1631-1649. Appointments.

Sec. 2.—Art. 1650-1664. Promotions.

Sec. 3.—Art. 1665-1671. Retirements.

SECTION 1.—APPOINTMENTS.

1631.

(1) No person shall be appointed to any office in the Navy unless he is a citizen of the United States nor until he shall have passed a physical, a mental, and a professional examination. (See sec. 1428, R. S.) Appointments made subject to examination.

(2) The physical examination shall precede the mental and professional, and if a candidate be physically unfit he shall not be examined otherwise.

(3) The oath to be taken by any person appointed to any office of honor or profit in the naval service shall be as prescribed in section 1757 of the Revised Statutes. (Act of May 13, 1884.)

(4) Each candidate shall, before appointment, be required to submit, in addition to his sworn statement, satisfactory proof of citizenship, which proof will be filed with the record of his examination.

1632.

(1) Appointments to the lowest grade of the line of the Navy shall be made from those midshipmen who successfully complete the prescribed course at the Naval Academy, and in each calendar year not more than twelve from the chief boatswains, chief gunners, chief machinists, boatswains, gunners, and machinists of the Navy. (Acts of June 26, 1884, Mar. 3, 1903, and Mar. 3, 1909.) Appointments in line of Navy.

(2) No commissioned warrant officer or warrant officer shall be appointed an ensign who is over thirty-five years of age; who has served less than four years as a warrant officer; who is not recommended by a commanding officer under whom he has served; nor until he shall have passed such competitive examination as may be prescribed by the Navy Department. (Acts of Mar. 3, 1901, and Apr. 27, 1904.)

1633.

Engineering duty only. (1) The Secretary of the Navy is hereby authorized to appoint annually in the line of the Navy for a period of ten years, following the passage of this Act, in the order of merit determined by such competitive examination as he may prescribe, thirty acting ensigns for the performance of engineering duties only.

(2) Persons so appointed must have received a degree of mechanical or electrical engineer from a college or university of high standing or be graduates of technical schools approved by the Secretary of the Navy, must have been found physically qualified by a board of medical officers of the Navy for the performance of the duties required, and must at the time of appointment be not less than twenty nor more than twenty-six years of age.

(3) Such appointments shall be for a probationary period of three years, and may be revoked at any time by the Secretary of the Navy. (Act of Aug. 29, 1916.)

1634.

Aeronautic duty only. (1) The Secretary of the Navy is hereby authorized to appoint annually in the line of the Navy and the Marine Corps for a period of two years, following the passage of this act, in order of merit as determined by such competitive examinations as he may prescribe, 15 acting ensigns or acting second lieutenants for the performance of aeronautic duties only.

(2) Persons so appointed must be citizens of the United States, and may be appointed from warrant officers or enlisted men of the naval service or from civil life, and must, at the time of appointment, be not less than 18 nor more than 24 years of age.

(3) No person shall be so appointed until he has been found physically qualified by a board of medical officers of the Navy for the performance of the duties required.

(4) The number of such appointments to the line of the Navy and of the Marine Corps shall be in the proportion decided for the regular services. Such appointments shall be for a probationary period of three years and may be revoked at any time by the Secretary of the Navy.

(5) Student fliers who have qualified as aviators under the provisions of this act shall be commissioned acting ensigns for aeronautic duties only, after three years' service: *Provided*, They shall have been examined by a board of officers of the Naval Flying Corps to determine by a competitive examination prescribed by the Secretary of the Navy their moral, physical, and professional fitness and the order of rank in which they shall be commissioned. (Act of Aug. 29, 1916.)

1635.

(1) Vacancies in the grade of second lieutenant in the Marine Corps shall be filled as follows:

Appointments
in Marine Corps.

First. As far as practicable from graduates of the Naval Academy each year on completing the prescribed course at the Naval Academy. No midshipman at the Naval Academy, or cadet at the Military Academy, who fails to graduate therefrom shall be eligible for appointment as a commissioned officer in the Marine Corps until after the graduation of the class of which he was a member.

Second. From meritorious noncommissioned officers of the Marine Corps.

Third. From civil life. Appointees from noncommissioned officers and from civil life must, when appointed, be between the age of 21 and 27 years, and 20 and 25 years, respectively. But, in the cases of former officers of the Marine Corps, who resigned in good standing, the Secretary of the Navy may waive the age limit: *Provided*, That the prior service of such officers and the service after reinstatement shall be not less than 30 years before the age of retirement.

(2) Appointments from noncommissioned officers of the Marine Corps and from civil life shall be for a probationary period of two years, and may be revoked at any time during that period by the Secretary of the Navy. The rank of such officers of the same date of appointment among themselves at the end of said probationary period shall, with the approval of the Secretary of the Navy, be determined by the report of a board of marine officers who shall conduct a competitive professional examination under such rules as may be prescribed by the Secretary of the Navy, and the rank of such officers so determined shall be as of date of original appointment with reference to other appointments to the Marine Corps. (Act of Aug. 29, 1916.)

(3) As to appointees for aeronautic duties only see 1658 (4).

1636.

(1) No further permanent appointments shall be made in any grade in any staff department of the Marine Corps.

Appointments
Marine Corps
Staff.

(2) Any vacancy hereafter occurring in the lower grade of any staff department shall be filled by the detail of an officer of the line for a period of four years unless sooner relieved.

(3) Any vacancy hereafter occurring in the upper grade of any staff department shall be filled by the appointment of an officer with the rank of colonel holding a permanent appointment in the staff department in which the vacancy exists, or of some other officer holding a permanent appointment in such staff department

in case there be no permanent staff officer with the rank of colonel in that department, or of a colonel of the line in case there be no officer holding a permanent appointment in such staff department.

(4) Such appointments shall be made by the President and be for a term of four years, and the officer so appointed shall be recommissioned in the grade to which appointed. (Act of Aug. 29, 1916.)

1637.

Assignment of
midshipmen.

(1) The assignment of midshipmen to the line of the Navy upon graduation will be made by the Secretary of the Navy, upon the recommendation of the Academic Board from the graduates of the year. They take rank in the order of merit as determined at the Naval Academy.

(2) The assignment of midshipmen to the Supply Corps of the Navy or to the Marine Corps on the completion of the prescribed course at the Naval Academy will be made each year by the Secretary of the Navy, upon the recommendation of the Academic Board, from the graduates of that year who request such assignment. The officers so assigned shall take rank in the order of merit as determined at the academy.

1638.

Candidates for
assistant sur-
geon.

(1) Appointees to the grade of assistant surgeon shall be between the ages of 21 and 32 at the time of appointment. (Act of Aug. 29, 1916.) Their physical, moral, mental, and professional qualifications shall be decided upon by a board of medical officers.

(2) Acting assistant surgeons may be appointed for temporary service after such examination as the Secretary of the Navy may prescribe.

1639.

Assistant den-
tal surgeon.

(1) A candidate for the office of assistant dental surgeon must be not less than 21 nor more than 32 years of age. He must be a graduate of a standard medical or dental college and trained in the several branches of dentistry. His physical, moral, mental, and professional qualifications shall be decided upon by a board of medical officers.

(2) The professional board shall consist of one medical officer, who shall be senior member thereof, and two officers of the dental corps.

(3) Permission to appear for examination for appointment in the Dental Corps must be obtained by application to the Bureau of Navigation through the Surgeon General. (Act of Aug. 29, 1916.)

1640.

(1) A candidate from civil life for original appointment to the Supply Corps of the Navy must be not less than 21 nor more than 26 years of age. His physical, mental, and moral qualifications shall be decided upon by a board of officers of the Supply Corps. Candidates for assistant paymaster.

(2) The physical examination of the candidates shall be conducted by a board of medical officers, who shall report the result thereof to the board of officers of the Supply Corps, certifying as to the physical qualifications of the candidate for appointment as assistant paymaster, and such report shall form a part of the record of said board of officers of the Supply Corps.

(3) A chief pay clerk or pay clerk who is a candidate must be between the ages 21 and 35. He shall fulfill such requirements as the Secretary of the Navy may prescribe.

1641.

(1) A candidate for the office of chaplain must be not less than 21 nor more than 35 years of age at the time of his appointment. He must be a regularly ordained minister of good standing in his denomination. His moral character, general fitness, and experience shall be established to the satisfaction of a board of chaplains, which shall conduct a written examination to determine his mental attainments. The physical examination of the candidate shall be conducted by a board of medical officers. Candidates for chaplain.

(2) Original appointments shall be made to the grade of acting chaplain after such examination as may be prescribed by the Secretary of the Navy, and while so serving acting chaplains shall have the rank of lieutenant (junior grade).

(3) After three years' sea service on board ship each acting chaplain before receiving a commission in the Navy shall establish to the satisfaction of the Secretary of the Navy by examination by a board of chaplains and medical officers of the Navy his physical, mental, moral, and professional fitness to perform the duties of chaplain in the Navy with the rank of lieutenant (junior grade).

(4) If any acting chaplain shall fail on the examinations herein prescribed he shall be honorably discharged from the naval service, and the appointment of any acting chaplain may be revoked at any time in the discretion of the Secretary of the Navy. (Act of June 30, 1914.)

1642.

(1) Ensigns who show aptitude for the professions of naval architecture or civil engineering may be selected by the Secretary of the Navy for such postgraduate education as will fit them for Ensigns for naval construction or civil engineering.

said professions and for appointment as assistant naval constructors or assistant civil engineers, respectively.

(2) Hereafter ensigns of not less than one year's service as such shall be eligible for transfer to the construction corps. (Act of Aug. 29, 1916.)

1643.

Candidates for assistant civil engineer.

A candidate from civil life for the office of assistant civil engineer must be not less than 22 nor more than 30 years of age, must be a graduate in engineering from a technical school or university of approved standing, and must show evidence that he is proficient in the practice of his profession. He shall be required to pass a physical examination and such mental and professional examinations as the Secretary of the Navy may direct. (Art. 1642.)

1644.

Appointment of warrant officers.

(1) Appointments as warrant officers shall be made only after competitive professional examination before boards consisting of at least three commissioned officers, from candidates who fulfill all requirements prescribed by the Navy Department.

(2) The qualifications to be possessed by candidates for appointment as warrant officers shall be prescribed by the Bureau of Navigation after consultation with other bureaus concerned. The Bureau of Navigation shall determine the time and manner of holding examinations for warrant officers.

(3) Chief pay clerks, pay clerks, and acting pay clerks will be required to furnish bond for the faithful performance of their duties in the sum of \$5,000, and will be responsible under said bond for all money and stores in their custody.

1645.

Appointment of warrant officers and pay clerks, Marine Corps.

Warrant officers and pay clerks of the Marine Corps will be appointed in such manner as may be prescribed by law after their qualifications have been established in such manner as the Secretary of the Navy may prescribe.

1646.

Persons not presenting themselves for examination.

Any person who fails to present himself for examination after having obtained permission shall be considered as having forfeited his right to appear.

1647.

Penalty for giving false certificates, etc.

Any candidate who gives a false certificate of age, time of service, or character, or makes a false statement to a board of examiners, shall be regarded as disqualified.

1648.

Every person, on receiving an appointment from the Navy Department to any office in the Navy, shall immediately forward a letter of acceptance, together with the oath of office duly signed and certified.

Acceptance and oath.

1649.

(1) The Nurse Corps (female) shall consist of one superintendent, appointed by the Secretary of the Navy, whose term of office may be terminated at his discretion; and of as many chief nurses, nurses, and reserve nurses as may be needed.

Nurse Corps (female).

(2) The superintendent of the Nurse Corps, under the direction of the Surgeon General, shall have general supervision of the corps, and her duties and the duties of chief nurses and nurses shall be as prescribed by the Surgeon General. All members of the Nurse Corps (Female) shall be eligible for duty at naval hospitals and on board of hospital and ambulance ships, and for such special duty as may be deemed necessary by the Surgeon General of the Navy. All details for duty in the Nurse Corps shall be made by the Bureau of Medicine and Surgery, except in the case of details involving travel, all orders for which shall be submitted to the Bureau of Navigation. Reserve nurses may be assigned to active duty when the necessities of the service demand.

Duties of superintendent.

(3) All nurses in the corps shall be appointed, or removed, by the Surgeon General, with the approval of the Secretary of the Navy. They shall be graduates of not less than two years. The appointment of superintendent, chief nurses, nurses, and reserve nurses shall be subject to an examination as to their professional, moral, mental, and physical fitness.

Appointments.

(4) Nurses are forbidden to receive presents from patients or from relatives or friends of patients for services rendered when on duty. (Act of May 13, 1908.)

Not to receive presents.

(5) The authority of a nurse, necessary for the performance of duty to which she may be assigned, shall be duly recognized and enforced.

Authority of.

SECTION 2.—PROMOTIONS.

1650.

All officers of the Navy, to be eligible for promotion, shall pass such professional, moral, mental, and physical examination as the Secretary of the Navy may from time to time prescribe. (Secs. 1493-1510, R. S.)

Officers of the Navy.

1651.

(1) Promotions to every grade of commissioned officers in the Marine Corps below the grade of commandant shall be made in the

Officers of the Marine Corps.

same manner and under the same conditions as now are or may hereafter be prescribed, in pursuance of law, for commissioned officers of the Army. (Act of July 28, 1892.) All advancements in rank to captain, major, lieutenant colonel, and colonel shall, subject to the usual examination, be made from officers with the next junior respective rank, whether of the line or staff, in the order in which their names appear on said list. (Act of Aug. 29, 1916.) Examinations for promotion of officers of the Marine Corps are conducted in accordance with provisions of law prescribed for commissioned officers of the Army, in effect August 29, 1916.

(2) When the candidate holds the rank of lieutenant colonel or below, the board shall examine and report upon (a) his mental and physical, (b) his moral, and (c) his professional fitness for promotion, provided that "examinations of officers in the grades of major and lieutenant colonel shall be confined to problems involving the higher functions of staff duties and command." (39 Stat., 183.)

(3) When the candidate holds the rank of colonel, he shall be subject only to "physical, mental, and moral examination." (Act of Mar. 3, 1899, 30 Stat., 1009, as affected by act of June 3, 1916, 39 Stat., 183.)

1653.

Promotion in
the line of the
Navy.

(1) Hereafter the total number of commissioned officers of the active list of the line of the Navy, exclusive of commissioned warrant officers, shall be 4 per cent of the total authorized enlisted strength of the active list, exclusive of the Hospital Corps, prisoners undergoing sentence of discharge, enlisted men detailed for duty with the Naval Militia, and the Flying Corps.

Total officers.

(2) The total number of commissioned line officers on the active list at any one time, exclusive of commissioned warrant officers, shall be distributed in the proportion of 1 of the grade of rear admiral to 4 in the grade of captain, to 7 in the grade of commander, to 14 in the grade of lieutenant commander, to 32½ in the grade of lieutenant, to 41½ in the grade of lieutenant (junior grade) and ensign, inclusive.

Lieutenants
(junior grade).

(3) Lieutenants (junior grade) shall have not less than three years' service in that grade before being eligible for promotion to the grade of lieutenant. (Act of Aug. 29, 1916.)

Ensigns.

(4) Officers, after performing three years service in the grade of ensign, shall, after passing the examinations now required by law, be eligible to promotion to the grade of lieutenant (junior grade). (Act of Mar. 3, 1899.)

Determination
of number in
grades.

(5) To determine the authorized number of officers in the various grades and ranks of the line and of the staff corps, computations shall be made by the Secretary of the Navy semiannu-

ally, as of July 1 and January 1 of each year, and the resulting numbers in the various grades and ranks, as so computed, shall be held and considered for all purposes as the authorized number of officers in such various grades and ranks and shall not be varied between such dates. (Act of Aug. 29, 1916.)

1654.

All promotions to the grades of commander, captain, and rear-admiral of the line of the Navy, including the promotion of those captains, commanders, and lieutenant commanders who are, or may be carried on the Navy list as additional to the numbers of such grades, shall be by selection only from the next lower respective grade upon the recommendation of a board of naval officers as herein provided.

By selection.

1655.

(1) The board shall consist of nine rear admirals on the active list of the line of the Navy not restricted by law to the performance of shore duty only, and shall be appointed by the Secretary of the Navy and convened during the month of December of each year and as soon after the first day of the month as practicable.

Board of selection.

(2) Each member of said board shall swear or affirm, that he will, without prejudice or partiality, and having in view solely the special fitness of officers and the efficiency of the naval service, perform the duties imposed upon him as herein provided.

Oath.

(3) The board shall be furnished by the Secretary of the Navy with the number of vacancies in the grades of rear admiral, captain, and commander to be filled during the following calendar year, including the vacancies existing at the time of the convening of the board and those that will occur by operation of law from the date of convening until the end of the next calendar year, and with the names of all officers who are eligible for consideration for selection as herein authorized, together with the record of each officer.

Vacancies furnished by Secretary of the Navy.

(4) Any officer eligible for consideration for selection shall have the right to forward through official channels at any time not later than ten days after the convening of said board, a written communication inviting attention to any matter of record in the Navy Department concerning himself which he deems important in the consideration of his case.

Officers eligible have rights.

(5) Such communication shall not contain any reflection upon the character, conduct, or motives of or criticism of any officer.

Communications by eligible officers.

(6) No captain, commander, or lieutenant commander who shall have had less than four years' service in the grade in which he is serving on November 30 of the year of the convening of the board shall be eligible for consideration by the board.

Service in grade.

Officers of former Engineer Corps.

(7) The recommendation of the board in the case of officers of the former Engineer Corps who are restricted by law to the performance of shore duty only, and in that of officers who may hereafter be assigned to engineering duty only, shall be based upon their comparative fitness for the duties prescribed for them by law. Upon promotion they shall be carried as additional numbers in grade.

Number recommended.

(8) The board shall recommend for promotion a number of officers in each grade equal to the number of vacancies to be filled in the next higher grade during the following calendar year.

Votes required.

(9) No officer shall be recommended for promotion unless he shall have received the recommendation of not less than six members of said board.

Report of board.

(10) The report of the board shall be in writing signed by all of the members and shall certify that the board has carefully considered the case of every officer eligible for consideration under the provisions of this law, and that in the opinion of at least six of the members, the officers therein recommended are the best fitted of all those under consideration to assume the duties of the next higher grade, except that the recommendation of the board in the case of officers of the former Engineer Corps who are restricted by law to the performance of shore duty only, and in that of officers who may hereafter be assigned to engineering duty only, shall be based upon their comparative fitness for the duties prescribed for them by law.

Submitted to President.

(11) The report of the board shall be submitted to the President for approval or disapproval.

Action by President.

(12) In case any officer or officers recommended by the board are not acceptable to the President, the board shall be informed of the name of such officer or officers, and shall recommend a number of officers equal to the number of those found not acceptable to the President, and if necessary shall be reconvened for this purpose.

Seniority in grade.

(13) When the report of the board shall have been approved by the President, the officers recommended therein shall be deemed eligible for selection, and if promoted shall take rank with one another in accordance with their seniority in the grade from which promoted.

Examinations.

(14) Any officers so selected shall, prior to promotion, be subject in all respects to the examinations prescribed by law for officers promoted by seniority, and in case of failure to pass the required professional examination such officer shall thereafter be ineligible for selection and promotion.

Failure in examination.

(15) Should any officer fail to pass the required physical examination he shall not be considered, in the event of retirement, entitled to the rank of the next higher grade.

(16) On an after June 30, 1920, no captain, commander, or lieutenant commander shall be promoted unless he has had not less than two years' actual sea service on seagoing ships in the grade in which serving or who is more than 56, 50, or 45 years of age, respectively. Sea service.

(17) The qualification of sea service shall not apply to officers restricted to the performance of engineering duty only. (Act of Aug. 29, 1916.) Sea service engineering duty only.

1656.

(1) Such officers of the line of the Navy not below the grade of lieutenant, who have been assigned to engineering duty only shall retain their place with respect to other line officers in the grades they now or may hereafter occupy, and also the right to succession to command on shore in accordance with their seniority. Officers, engineering duties only.

(2) They shall be promoted as vacancies occur subject to physical examination and to such examination in engineering as the Secretary of the Navy may prescribe. (Act of Aug. 29, 1916.)

1657.

Acting ensigns, appointed for the performance of engineering duties only, shall upon the completion of the probationary period of three years, of which two years shall have been spent on board cruising vessels and one year pursuing a course of instruction at the Naval Academy prescribed by the Secretary of the Navy, be commissioned in the grade of lieutenant of the junior grade after satisfactorily passing such examination as may be prescribed by the Secretary of the Navy, and having been recommended for promotion by the examining board and found physically qualified by a board of medical officers of the Navy. Such officers shall thereafter be required to perform engineering duties only, and shall be eligible for advancement to the higher grades in the manner herein provided for line officers assigned to engineering duties only. (Act of Aug. 29, 1916.) Acting ensigns, engineering duty only.

1658.

(1) Acting ensigns of the Navy and acting second lieutenants of the Marine Corps, appointed for the performance of aeronautic duties only shall, upon completion of the probationary period of three years, be appointed acting lieutenants of the junior grade, or acting first lieutenants, respectively, by the Secretary of the Navy for the performance of aeronautic duties only, after satisfactorily passing such examinations as he may prescribe, and after having been recommended for promotion by the examining board and found physically qualified by a board of medical officers of the Navy. Acting ensigns and second lieutenants, Marine aeronautics.

- Appointments probationary.** (2) Such appointments shall be for a probationary period of four years and may be revoked at any time by the Secretary of the Navy.
- May elect to qualify all grades.** (3) Such acting lieutenants (junior grade) and acting first lieutenants may elect to qualify for aeronautic duty only or to qualify for all the duties of officers of the same grade in the Navy, and in the Marine Corps, respectively.
- Aeronautic duty only.** (4) Those officers who elect to qualify for aeronautic duty only shall be detailed to duty in the Naval Flying Corps involving actual flying in aircraft.
- Qualified for regular duty.** (5) Those officers who elect to qualify for the regular duties of their grade shall be detailed to duty in the regular service for at least two years to allow them to prepare for such qualification.
- Commissioned at end of probation.** (6) Such acting lieutenants (junior grade) and acting first lieutenants who have elected to qualify for aeronautic duty only shall, upon the completion of the probationary period of four years, be commissioned in the grade of lieutenant of the line of the Navy or captain of the Marine Corps for aeronautic duties only, after satisfactorily passing such competitive examination as may be prescribed by the Secretary of the Navy to determine their moral, physical, and professional qualifications for such commissions and the order of rank in which they shall be commissioned.
- Extra numbers.** (7) Such lieutenants for aeronautic duty only shall be borne on the list as extra numbers, taking rank with and next after officers of the same date of commission.
- How commissioned in line of Navy.** (8) Such acting lieutenants (junior grade) and acting first lieutenants who have elected to qualify for the regular duties of the line of the Navy and of the Marine Corps, respectively, shall, upon the completion of the probationary period of four years, two years of which shall have been on such regular duties, be commissioned in the grade of the line of the Navy or Marine Corps according to his length of service, after passing satisfactorily such competitive examinations as may be prescribed by the Secretary of the Navy to determine their moral, physical, and professional qualifications for such commissions and to determine the order of rank in which they shall be commissioned.
- Precedence.** (9) Such officers of the line of the Navy and Marine Corps will be borne upon the lists of their respective corps as extra numbers, taking rank with and next after officers of the regular service of the same date of commissions.
- Eligible for promotion.** (10) Officers commissioned for aeronautic duty only shall be eligible for advancement to the higher grades, not above captain in the Navy or colonel in the Marine Corps, in the same manner as other officers whose employment is not so restricted, except that they shall be eligible to promotion without restriction as to

sea duty, and their professional examinations shall be restricted to the duty to which personally assigned.

(11) Any such officer must serve at least three years in any grade before being eligible to promotion to the next higher grade. **Service in grade.**
(Act of Aug. 29, 1916.)

1659.

Promotion in the staff corps shall be in accordance with the following distribution in the various grades: **Promotion in the staff corps.**

(1) The total authorized number of commissioned officers of the active list of the Medical Corps, exclusive of commissioned warrant officers, shall be sixty-five one hundredths of 1 per cent of the total authorized number of the officers and enlisted men of the Navy and Marine Corps, including midshipmen, Hospital Corps, prisoners undergoing sentence of discharge, enlisted men detailed for duty with the Naval Militia, and the Flying Corps. **Medical Corps.**

(2) They shall be distributed as follows: One-half medical directors with the rank of rear admiral to 4 medical directors with the rank of captain, to 8 medical inspectors with rank of commander, to 87½ in the grades below medical inspector.

(3) The total authorized number of commissioned officers of the active list of the Supply Corps, exclusive of commissioned warrant officers, shall be 12 per cent of the total number of commissioned officers of the active list of the line of the Navy. **Supply Corps.**

(4) They shall be distributed as follows: One-half pay directors with the rank of rear admiral to 4 pay directors with the rank of captain, to 8 pay inspectors with the rank of commander, to 87½ in the grades below pay inspectors.

(5) The total number of chaplains and acting chaplains in the Navy shall be 1 to each 1,250 of the total personnel of the Navy and Marine Corps, as fixed by law, including midshipmen, apprentice seamen, and naval prisoners. **Chaplains.**

(6) Of the total number of chaplains and acting chaplains herein authorized 10 per cent shall have the rank of captain in the Navy, 20 per cent the rank of commander, 20 per cent the rank of lieutenant commander, and the remainder to have the rank of lieutenants and lieutenants (junior grade).

(7) Of the professors of mathematics, the senior three have the rank of captain, the next four that of commander, and the remaining five that of lieutenant commander or lieutenant. **Corps of professors of mathematics.**

(8) No further appointments shall be made to this corps, which shall cease to exist upon the death, resignation, or dismissal of the officers then carried in that corps on the active and retired lists of the Navy. (Act of Aug. 29, 1916.)

(9) The total authorized number of commissioned officers of the active list of the Construction Corps, exclusive of commis- **Construction corps.**

sioned warrant officers shall be 5 per cent of the total number of commissioned officers of the active list of the line of the Navy.

(10) They shall be distributed as follows: One-half naval constructors, with the rank of rear-admiral to $8\frac{1}{2}$ naval constructors with the rank of captain, to 14 naval constructors with the rank of commander, to 77 naval constructors and assistant naval constructors with the rank below commander.

Corps of Civil
Engineers.

(11) The total number of commissioned officers of the active list of the Corps of Civil Engineers shall be 2 per cent of the total number of commissioned officers of the active list of the line of the Navy.

(12) They shall be distributed as follows: One-half civil engineers with the rank of rear-admiral to $5\frac{1}{2}$ civil engineers with the rank of captain, to 14 civil engineers with the rank of commander, to 80 civil engineers and assistant civil engineers with rank below commander.

Dental Corps.

(13) The appointment of dental surgeons in the Navy is authorized at the rate of 1 for each 1,000 of the total authorized strength of the Navy and Marine Corps. They constitute the Naval Dental Corps, and shall be a part of the Medical Department of the Navy.

1660.

Distribution
staff officers not
fixed by law.

When the distribution in grades and ranks of the Staff Corps is not fixed, the promotion of officers of the Staff Corps to such grades and ranks shall be on the same date and with the line officers with whom they take precedence.

1661.

Examinations
staff officers.

(1) Hereafter, all laws relating to the examination of officers of the Navy for promotion shall be construed to apply to the regular advancement of staff officers to higher rank on the active list the same as though the advancements in rank were promotions to higher grades.

(2) Examinations for such staff officers shall not be required except for such regular advancement in rank. (Act of May 22, 1917.)

1662.

Promotion in
the Marine Corps.

(1) The total number of commissioned officers of the active list of the line and staff of the Marine Corps, exclusive of officers borne on the Navy list as additional numbers, shall be 4 per centum of the total authorized enlisted strength of the active list of the Marine Corps, exclusive of the Marine Band, and of men under sentence of discharge by court-martial.

(2) They shall be distributed in the proportion of 1 officer with rank senior to colonel to 4 with the rank of colonel, to 5 with the rank of lieutenant colonel, to 14 with the rank of major, to 37 with the rank of captain, to 31 with the rank of first lieutenant, to 31 with the rank of second lieutenant.

(3) The total commissioned personnel of the active list of the staff departments, whether serving therein under permanent appointments or under temporary detail, shall be 8 per cent of the authorized commissioned strength of the Marine Corps.

(4) Of this total one-fifth shall constitute the adjutant and inspector's department, one-fifth the paymaster's department, and three-fifths the quartermaster's department.

(5) Appointments made to the position of major general commandant shall be made from officers of the active list of the Marine Corps not below the rank of colonel.

(6) Brigadier generals shall be appointed from officers of the Marine Corps senior in rank to lieutenant colonel. The promotion to the grade of brigadier general of any officer now or hereafter carried as an additional number in the grade or with the rank of colonel shall be held to fill a vacancy in the grade of brigadier general.

(7) In determining the officers with rank senior to colonel, there shall be included the officer serving as major general commandant.

(8) Officers holding permanent appointments in the staff departments shall not be eligible for appointment to the grade of brigadier general of the line.

(9) Officers serving in the senior grade of the adjutant and inspector's, quartermaster's, and paymaster's departments shall, while serving therein, have the rank, pay, and allowances of a brigadier general.

(10) For the purpose of determining the number of officers in the various ranks as provided in subparagraph 2, such staff officers shall be counted as being of the rank of colonel.

(11) For the purpose of advancement in rank to and including the grade of colonel, all commissioned officers of the line and staff of the Marine Corps shall be placed on a common list in the order of seniority each would hold had he remained continuously in the line.

(12) All advancements in rank to captain, major, lieutenant colonel, and colonel shall, subject to the usual examinations, be made from officers with the next junior respective rank, whether of the line or staff, in the order in which their names appear on said list. (Act of Aug. 29. 1916.)

1663.

As to officers restricted to aeronautic duty only see 1658.

Marines aeronautic duty.

1664.

Promotion of warrant officers. As to the promotion of warrant officers of the Navy see 1632, 1652.

SECTION 3.—RETIREMENTS.

RETIREMENT OF OFFICERS OF THE NAVY.

1665.

Forty years' service. (1) When any officer of the Navy has been 40 years in the service of the United States he may be retired from active service by the President upon his own application. (R. S. 1443.)

Thirty years' service. (2) When any officer of the Navy has been 30 years in the service, he may, upon his own application, in the discretion of the President, be retired from active service and placed upon the retired list with three-fourths of the highest pay of his grade. (Act of May 13, 1908.)

1666.

In computing length of service:

Length of service. (1) All officers of the Navy shall be credited with the actual time they may have served as officers or enlisted men in the Regular or Volunteer Army or Navy, or both, and shall receive all the benefits of such actual service in all respects in the same manner as if all said service had been continuous and in the Regular Navy. (Act of Mar. 3, 1883.)

(2) All officers who have been or may be appointed to any corps of the Navy or the Marine Corps shall have all the benefits of their previous service in the same manner as if said appointments were a reentry into the Navy or into the Marine Corps. (Act of June 10, 1896.)

(3) Hereafter the service of a midshipman at the United States Naval Academy, or of a cadet at the United States Military Academy, who may hereafter be appointed to the United States Naval Academy, or the United States Military Academy, shall not be counted in computing for any purpose the length of service of any officer in the Navy or in the Marine Corps. (Act of Mar. 4, 1913.)

1667.

Ineligible for promotion. Captains, commanders, and lieutenant commanders who become ineligible for promotion on account of age shall be retired on a percentage of pay equal to $2\frac{1}{2}$ per cent of their shore-duty pay for each year of service: *Provided*, That the total retired pay shall not exceed 75 per cent of the shore-duty pay they were entitled to receive while on the active list. (Act of Aug. 29, 1916.)

1668.

Except as above noted the age of retirement of all officers of the Navy shall be 64 years. (Act of Aug. 29, 1916.) Age of retirement.

1669.

Officers of the Medical, Supply, and Engineering Corps, chaplains, professors of mathematics, and constructors who shall have served faithfully for 45 years shall, when retired, have the relative rank of commodore; and officers of these several corps who have been or shall be retired at the age of 64 years (see par. 5) before having served for 45 years, but who shall have served faithfully until retired, shall, on the completion of 40 years from their entry into the service, have the relative rank of commodore. (R. S. 1481; act Aug. 29, 1916.) Staff officers with forty-five years' service.

1670.

As to the retirement for physical disability at any time see Naval Retiring Boards. (Naval Courts and Boards.) Physical disability.

1671.

(1) The commissioned officers of the Marine Corps shall be retired in like cases, in the same manner, and with the same relative conditions, in all respects, as are now provided for officers of the Army, except as to the composition of retiring boards. (Naval Courts and Boards.) (R. S. 1622.) Officers Marine Corps.

(2) When an officer has been 30 years in service, he may, upon his own application, in the discretion of the President, be retired and placed on the retired list. (R. S. 1622 and 1243.) Thirty years.

(3) When an officer has served 40 years either as an officer or soldier in the regular or volunteer service, or both, he shall, if he makes application therefor to the President, be retired from the active service and placed on the retired list, and when an officer is 64 years of age, he shall be retired from active service and placed on the retired list. (Act of June 30, 1882.) Forty years.

(4) When an officer has served 45 years as a commissioned officer, or is 62 years old, he may be retired from active service at the discretion of the President. (R. S. 1244.) Forty-five years.

(5) Marine gunners and quartermaster clerks shall have the same privileges of retirement as do warrant officers of the Navy. (Act of Aug. 29, 1916.) Marine gunners and quartermaster clerks.

(6) All marine officers shall be credited with the length of time they may have been employed as officers or enlisted men in the volunteer service of the United States. (R. S. 1600.) Credit for length of service.

(7) As to retirements for physical disability at any time see Marine Retiring Boards in Naval Courts and Boards.

CHAPTER 45.

ENLISTMENTS, RATINGS, TRANSFERS, DISCHARGES, ETC.

Sec. 1.—Art. 1681–1683. Navy recruiting stations.

Sec. 2.—Art. 1686–1690. Discharges.

Sec. 3.—Art. 1691–1706. Desertions.

Sec. 4.—Art. 1707–1712. Rewards and privileges.

Sec. 5.—Art. 1713. Enlistments in Hospital Corps.

SECTION 1.—NAVY RECRUITING STATIONS.

1681.

(1) An officer detailed for recruiting duty shall make himself familiar with all laws and regulations regarding enlistments and shall be governed by such instructions as may be issued by the Bureau of Navigation for the guidance of recruiting officers. For the purpose of administering oaths (see article 115), a recruiting officer is the officer in command of a recruiting station.

Officers on recruiting duty; general duties.

(2) He shall be present daily at the rendezvous from 9 a. m. to 4:30 p. m., and later, if necessary.

(3) He shall guard against the enlistment of improper, unsound, or incompetent persons. (Art. 19; and act of June 24, 1910.)

(4) Officers attached to a rendezvous as assistants to the commanding officer shall not act as his substitute unless the latter is unable to attend.

1682.

(1) The officer in command is the recruiting officer. In order to guard against illegal enlistments he shall personally inspect and question men offering to enlist. He shall examine into their qualifications and determine their fitness and capacity.

Commanding officers personally to inspect recruits.

(2) On enlisting a person he shall administer to him the oath of allegiance, if authorized by law to do so; otherwise it shall be administered by the commanding officer of the ship or station to which the recruit is ordered to proceed.

Oath of allegiance.

(3) He shall direct the enlisted person to proceed without delay to the designated ship or station and shall forward to the commanding officer at the same time the service record prepared at

Service records and recruits to be sent to receiving ship.

the rendezvous and signed by himself and the medical officer. He shall forward to the Bureau of Navigation the shipping articles and the identification record, including the oath of allegiance and the identification record, which latter shall include a personal description and record of finger prints made on the prescribed forms.

1683.

Lodging, sub-
sistence.

(1) Recruiting officers in charge of permanent stations will arrange for lodging and subsistence of enlisted men attached thereto in accordance with instructions issued by the Bureau of Navigation.

SECTION 2.—DISCHARGES.

1686.

When entitled
to discharge.

(1) Enlisted persons in the naval service of the United States are entitled to their discharges only upon the expiration of their terms of enlistment or extended enlistment. But any enlisted man may be discharged at any time within three months before the expiration of his term of enlistment, or extended enlistment, without prejudice to any right, privilege, or benefit that he would have received except pay and allowances for the unexpired period not served or to which he would thereafter become entitled had he served his full term of enlistment or extended enlistment. The construction to be placed on this provision is that it will work for the benefit of the Government and not as a convenience to the enlisted man, and then only in cases where reasons for such request are fully set forth and the services of the man can be spared. An enlistment shall not be regarded as complete until the enlisted man shall have made good any time in excess of one day lost on account of injury, sickness, or disease resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct.

Prior to ex-
piration of en-
listment.

(2) No enlisted person serving in the Navy of the United States shall be discharged therefrom prior to three months before the expiration of his term of enlistment or extended enlistment, except by special order of the Secretary of the Navy, or for one of the following causes: Undesirability, inaptitude, physical or mental disability, unfitness, or by sentence of court-martial. In every case the recommendation for such discharge must be made by the immediate commanding officer under whom the man may be serving. Applications for discharges which reach the department in any way except through said commanding officers will be disregarded.

(3) Any person discharged from the Navy with a bad-conduct discharge, as undesirable, or for inaptitude, shall be required to

dispose of his outer naval uniforms and shall be furnished with a suit of civilian clothes. The suit 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 suit shall be furnished at the expense of the Government at a cost not exceeding \$15 in each case.

(4) Enlisted men of the Navy not undergoing punishment, under charges, or in debt to the Government, may, at the discretion of the Secretary of the Navy when the exigencies of the service permit, be granted furlough without pay for a period covering the unexpired portion of their enlistment by reimbursing the Government for expenses incurred in their behalf, and for which adequate return by service has not been made, as follows:

By furlough.

1. Men serving in first enlistment—

(a) Apprentice seamen or other enlisted men undergoing a probationary period of training; by reimbursing the Government for the cost of that portion of outfit drawn and for the cost of transportation at the rate of 3 cents per mile from the place of enlistment to the training station. First enlistment.

(b) Men other than those who enlist as apprentice seamen; during the first six months of enlistment, by reimbursing the Government for the cost of outfit drawn and for the cost of transportation at the rate of 3 cents per mile from the place of enlistment to the place of first duty.

(c) After the first year of enlistment, by reimbursing the Government for the cost of outfit furnished.

2. Men serving in second or subsequent enlistments, or extension of enlistment, who received no gratuity or outfit upon reenlistment— Second or subsequent enlistment.

(a) During the first year of said enlistment, or extension, by reimbursing the Government for the cost of transportation at the rate of 3 cents per mile from place of enlistment to place of first duty thereafter.

(b) After first year of said enlistment, or extension of enlistment, no cost.

3. Men serving in second or subsequent enlistments, or under extended enlistment, who received an honorable discharge gratuity upon reenlistment, or upon extending enlistment—

(a) During first year of enlistment, or extension of enlistment, by reimbursing the Government for the total amount of the gratuity, and for the cost of transportation from place of enlistment to place of first duty thereafter at the rate of 3 cents per mile.

(b) During second year of enlistment, or extension of enlistment, by reimbursing the Government an amount equal to three-fourths of the gratuity.

(c) During third year of enlistment, or extension of enlistment, by reimbursing the Government an amount equal to one-half of the gratuity.

(d) During the first nine months of the fourth year of enlistment, or extension of enlistment, by reimbursing the Government an amount equal to one-fourth of the gratuity.

Furlough without pay.

(4) All applications for furlough without pay must show reason why the applicant wishes furlough and state that he waives all claim to transportation home and be forwarded through regular official channels to the Bureau of Navigation, which is authorized to act thereon. On the Asiatic station the commander in chief is authorized to grant such furloughs when in his opinion the exigencies of the service permit. All such furloughs will be immediately reported to the Bureau of Navigation and the application, showing by indorsement the action taken thereon, forwarded to the Bureau of Navigation.

Comment to be made on applications.

(5) Officers through whom applications are forwarded will in each case make comment and recommendation by indorsement thereon.

Improper applications.

(6) Applications made with the manifest purpose of avoiding duty on particular ships or stations will not be granted.

Meaning of furlough without pay.

(7) It should be carefully explained to all men that furlough without pay is a privilege and not a right and that it will be granted only when the efficiency of the service will not be manifestly impaired, and they should understand clearly that when furloughed they are subject to recall in time of war or national emergency to complete the unexpired portion of their enlistment and that they must keep the Navy Department or other designated office informed of every change of address.

(8) All discharges from the Hospital Corps, except upon the expiration of term of enlistment or by sentence of a court-martial, shall be made by the Bureau of Navigation, after reference to the Bureau of Medicine and Surgery for comment and recommendation.

1687.

The date of expiration of enlistment for persons serving during minority shall be the day next preceding that on which they attain their majority; for a two, three, or four years' enlistment on the day of the month next preceding the second, third, or fourth anniversary of the date on which enlisted.

1688.

Discharges within the United States.

(1) Any person serving in the Navy may, when within the United States, be discharged for one of the following reasons, but not otherwise, except by authority of the Navy Department.

(a) Upon the expiration of his term of service, whether enlisted within or without the United States.

(b) At any time within three months before the expiration of his term of enlistment or extended enlistment as provided in Article 1686, when such discharge would not create a vacancy in complement, or when the ship is about to sail with the probability of not returning to the United States before the expiration of the enlistment of any man concerned.

(c) By sentence of a general court-martial.

(d) By sentence of a summary court-martial, if the man is serving in his first enlistment.

(e) For undesirability, inaptitude, physical or mental disability.

1689.

(1) No person, except men in the insular force, shall be discharged outside of the United States except by order of the Navy Department, or in accordance with the sentence of a general court-martial, with the exceptions given in the following paragraphs:

Discharges
without the
United States.

(2) Upon the expiration of the term of enlistment or extended enlistment of a man enlisted within the United States, whose retention on board is not essential to the Government interests, he may be discharged upon his own written request, which must state that the applicant waives all claim for transportation at Government expense to the Atlantic or Pacific coast of the United States and all consular aid. The original request must be signed by the applicant in the presence of a commissioned officer of the Navy, who shall also sign thereon as a witness to the man's signature. A duplicate of such request shall be entered on the service record as soon as granted and signed and witnessed as provided for the original.

Expiration of
enlistment on
written request.

(3) Men who have enlisted outside the United States, upon the expiration of their terms of enlistment or extended enlistment, or upon the recommendation of a board of survey.

Enlisted out-
side the United
States.

(4) Men who are convicted by a consular court of a felonious offense (as distinguished from cases of overstaying leave, disorderly conduct, drunkenness, and other comparatively minor offenses in which consular authorities have concurrent jurisdiction) cease from the date of such conviction to be in the naval service of the United States.

Convicted of
felony in consu-
lar court.

(5) All other written requests of enlisted men regarding discharge while absent from the United States, or from the coasts of the United States where they may have enlisted, in which claims to transportation at Government expense may be waived, must, if granted, be entered on the service record in the same manner.

Entry on en-
listment record.

Custodian of stores. (6) Enlisted men who are custodians of stores shall not be discharged until the stores under their charge have been examined and satisfactorily accounted for.

1690.

Transportation on discharge; enlisted within United States. (1) Men enlisted within the continental limits of the United States and discharged by reason of expiration of enlistment or extended enlistment within three months before the expiration thereof as provided in article 1686 (1) at a place therein not the place of their enlistment shall be furnished at the time of discharge, in lieu of transportation and subsistence, travel allowance of 5 cents per mile from the place of discharge to the place of enlistment.

Enlisted outside and discharged within United States. (2) Men enlisted outside the continental limits of the United States and discharged within said limits, by reason of expiration, or within three months before the expiration, of enlistment or extended enlistment, shall be furnished at the time of discharge, in lieu of transportation and subsistence, travel allowance of 5 cents per mile from the place of discharge to the port in the United States nearest the place of discharge from which a regular line of steamships carrying passengers departs for the place of enlistment or for the port nearest thereto.

Enlisted within and discharged without United States. (3) Men enlisted within the continental limits of the United States and discharged outside said limits by reason of expiration, or within three months before the expiration, of enlistment or extended enlistment, shall be furnished at the time of such discharge travel allowance at the rate of 5 cents per mile to the place of enlistment from the port in the United States nearest the place of enlistment at which arrives a regular line of steamships carrying passengers from the place of discharge or from the port nearest thereto.

Distances. (4) The distances mentioned in the preceding paragraphs of this article shall be computed from the official table of distances in use at the time of the man's discharge.

Entries. (5) The place to which travel allowance is furnished and the amount shall be entered under the appropriate heading on the man's discharge and on his service record.

In case of medical survey. (6) Men discharged by medical survey, if residents of the United States or of the insular possessions of the United States, shall at the time of their discharge be furnished transportation to their homes, with subsistence and transfers en route, or cash in lieu thereof.

SECTION 3.—DESECTIONS.

1691.

Definition of desertion. Every endeavor shall be made by officers to check desertion and absence without leave and to use all legal means to apprehend

promptly all persons who may be guilty of either. "Desertion" as distinct from "absence without leave" and "absence over leave" is defined as unauthorized absence with specific intent permanently to abandon the naval service or cancel the pending contract of enlistment.

1692.

"Absence without leave" and "absence over leave" shall be regarded by commanding officers as "desertion" when any one of the following conditions obtain, and the action to be taken in the case of such absentees shall be the same as that taken in the case of "deserters":

Relation to desertion.

(1) In a case of "absence without leave" action shall be taken immediately upon discovery of the fact of unauthorized absence if it is manifest that the absentee left the command with the intention not to return; if the intention of the absentee is not clearly manifest, then action shall be taken at the end of 10 days.

(2) In a case of "absence over leave" as indicated by failure to return to duty at the expiration of liberty or leave, combined with failure on the part of the absentee to communicate without delay with his commanding officer, giving reasons for unauthorized absence, action shall be taken at the end of 10 days.

(3) If any person in the Navy or Marine Corps becomes unavoidably separated from his ship by reason of shipwreck or any other circumstances except capture by enemy, it shall be his duty to proceed at once to the nearest ship, fleet, or station and report himself to the officer in command, and failure to so report shall be considered as "absence without leave" and action shall be taken at the end of 10 days.

(4) If any person in the Navy or Marine Corps becomes unavoidably separated from his ship by reason of shipwreck or any other circumstance except capture by an enemy, it shall be his duty to proceed at once to the nearest ship, fleet, or station and report himself to the officer in command. In the event of failure to do this he will be regarded as a deserter and no claim for wages shall be allowed unless he proves to the satisfaction of the department that he was prevented by circumstances beyond his control.

(5) In case of desertion from duty, the desertion shall date from the time the man leaves his duty; if from leave, the desertion shall date from the time such leave expired.

(6) The commanding officer shall cause the proper entries of the facts, of which he shall be the judge, to be made in the log and on the supply officer's pay rolls. On desertion no entry of any kind will be made on a continuous-service certificate. It will be forwarded incomplete with the service record to the Bureau of Navigation.

1693.

(1) The provisions of the foregoing article are not intended for the guidance of courts-martial in determining judicially whether an absentee is guilty of "desertion," but are inserted to guide commanding officers and will be adhered to by them in making proper entries on the service records of unauthorized absentees.

(2) The entries required are:

First. A concise summary of the facts in connection with the unauthorized absence set forth in such manner as to serve as proof in support of a charge of "desertion" based upon one of the conditions outlined in the preceding article.

Second. "The mark of desertion" which constitutes in itself a charge (but not more than a charge) preferred against the absentee.

(3) When a man is declared a deserter his accounts shall be transferred to the Officer in Charge of the Deserters' Roll, Navy Department, Washington, D. C.

1694.

Designation of deserter. The abbreviation "Des." marked against an absentee's name on the ship's books signifies that the charge of "desertion" has been preferred against that person.

1696.

Notice of desertion. As soon as a person is declared a deserter, notice of the desertion shall be sent to the next of kin.

1697.

Rewards. A reward not exceeding \$50 may be offered by a commanding officer for the delivery of a deserter and one not exceeding \$25 for the delivery of a straggler into the custody of the naval authorities at such place and within such time as may be prescribed in general or specific instructions issued by the Bureau of Navigation, or, in case of a marine, by the Major General Commandant of the Marine Corps. This reward paid for the delivery of a deserter or straggler, in no case exceeding \$50 or \$25, respectively, shall be checked against the accounts of such deserter or straggler, and shall be in full satisfaction of all expenses for arresting and keeping, and delivering such deserter or straggler other than the expense of telegraphing. In extraordinary cases where, by reason of the distance to be traveled, the amount of

such reward will not compensate, transportation may be furnished upon the order of the Bureau of Navigation or the Major General Commandant of the Marine Corps, as the case may be, to the civil officer from the place of arrest to the place of delivery, and the return of such officer, in addition to the reward of \$50 or \$25, as the case may be.

1698.

(1) It shall be lawful for any civil officer having authority Authority of
civil officers. under the laws of the United States or of any State, Territory, or district to arrest offenders, to summarily arrest a deserter from the Navy or Marine Corps of the United States and deliver him into the custody of the naval authorities. (Act of Feb. 16, 1909.)

(2) In all cases in which the aid of the civil authorities is required, descriptive lists, signed by the commanding officer and stating the amount of the reward offered, shall, in the United States, be sent to the headquarters of the police and if necessary to the United States marshal, and in foreign ports to the consul of the United States.

1699.

The checkage for payment of rewards shall not be regarded as any part of the punishment to which a deserter or straggler is liable.

1700.

A reward for the apprehension of an officer shall not be offered unless specifically authorized by the Navy Department, or on a foreign station by the commander in chief.

1701.

Before sailing from a port in the United States, the commanding officer shall forward to the Bureau of Navigation a report of deserters and men absent without leave containing their descriptive lists, and a similar report shall be furnished the consul before leaving a foreign port, also information regarding the disposition to be made of the men should they be apprehended or seek consular aid after the departure of the vessel. Report of de-
serters.

1702.

(1) Stragglers or deserters surrendering themselves, or who are delivered on board cruising vessels other than the one to which they belong, shall be transferred as soon as possible to the receiving ship, if there is one in port. Surrendering
of stragglers or
deserters.

(2) The Bureau of Navigation and the commanding officer of the vessel or station from which the man is an absentee shall be promptly notified of the delivery or surrender of deserters or stragglers.

1703.

Extradition of
criminals.

(1) If any person belonging to the Navy or Marine Corps charged with crime deserts in the waters of any foreign state between which and the United States a treaty of extradition for the apprehension and delivery of persons charged with crime exists, the senior officer present shall take measures for his recovery in accordance with the provisions of such treaty.

(2) In no case shall force be used to recover deserters within foreign territorial limits or on board foreign ships.

1704.

Deserter takes
refuge in foreign
ship of war.

If a deserter from a ship of the Navy in a foreign port takes refuge on board a foreign ship of war of a nationality other than that of the port, the senior officer present shall make a formal request to the senior officer present of the nation to which said foreign ship belongs for the delivery of said deserter. Should the request not be complied with, he shall report the case and circumstances immediately to the Navy Department.

1705.

Forfeitures in
time of war.

Every person who deserts the naval service of the United States shall, upon conviction thereof, be forever incapable of holding any office of trust or profit under the United States, or of exercising any rights of citizens thereof, but this shall not apply to any person deserting from the naval service of the United States in time of peace. (Secs. 1996, 1998, R. S., and act Aug. 22, 1912.)

1706.

Accomplices.

Every person who entices or aids any person in the naval service to desert, or who harbors or conceals any such person, knowing him to be a deserter, or who refuses to give up such person on the demand of any officer authorized to receive him, is liable to punishment by imprisonment and fine, to be enforced in any court of the United States having jurisdiction. (Sec. 1553, R. S.)

SECTION 4.—REWARDS AND PRIVILEGES.

1707.

Advancement
to warrant rank
and medals of
honor to seamen.

(1) Seamen distinguishing themselves in battle, or by extraordinary heroism in the line of their profession, may be promoted to warrant officers, if found fitted, upon the recommendation of

their commanding officer, approved by the flag officer and the Secretary of the Navy. And upon such recommendation they shall receive a gratuity of \$100 and a medal of honor prepared under the direction of the Secretary of the Navy. (Sec. 1407, R. S.)

(2) Any enlisted man of the Navy or Marine Corps who shall have distinguished himself in battle or displayed extraordinary heroism in the line of his profession shall, upon the recommendation of his commanding officer, approved by the flag officer and the Secretary of the Navy, receive a gratuity and medal of honor, as provided for seamen in paragraph 1 of this article. (Act Mar. 3, 1901.)

Men of Navy
and Marine
Corps.

(3) All acts of gallantry or heroism referred to in this article shall be promptly reported to the Secretary of the Navy.

(4) The presentation of a medal of honor to any enlisted man in the naval service, as awarded by section 1407 of the Revised Statutes and the act of March 3, 1901, and also to officers, whenever the same may be authorized by law, shall always be made with formal and impressive ceremonial. The recipient shall, when practicable, be ordered to Washington, D. C., and the presentation will be made by the President as Commander in Chief, or by such representative as the President may designate. When not practicable to have the presentation at Washington, the details of time, place, and ceremony will be prescribed by the Secretary of the Navy for each case. In time of war the presentation shall be made by the commander in chief of the fleet, or the division commander.

Manner of pre-
sentation.

1708.

(1) The Secretary of the Navy may issue to any person to whom a medal of honor has been awarded a bowknot, to be worn in lieu of the medal, and a ribbon to be worn with the medal; and whenever such ribbon has been lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the owner, a new ribbon will be issued to him. (Act May 4, 1898.)

Bowknots.

(2) The preparation and issuance of all medals of honor and ribbons for the same, as well as of bowknots, and the correspondence in relation thereto, will be conducted by the Bureau of Navigation.

Preparation
and issue of
medals.

(3) Officers and enlisted men of the Navy and Marine Corps, who formerly served in the Army and received campaign badges or medals for such service, and who subsequently joined the Navy, shall be permitted to wear such badges or medals with their naval uniform.

Life-saving medals.

(1) Life-saving medals may be awarded to persons in the Navy and Marine Corps, as follows:

Gold medals.

(a) Gold medals to those only who, by extreme and heroic daring, have endangered their lives in saving, or endeavoring to save, lives from the perils of the sea in waters over which the United States has jurisdiction, or upon an American vessel.

The award of medals of honor, distinguished service medals, and Navy crosses.

(2) The President is authorized to present, in the name of Congress, a medal of honor to any person who while in the naval service of the United States shall, in action involving actual conflict with the enemy, distinguish himself conspicuously by gallantry and intrepidity at the risk of his life above and beyond the call of duty and without detriment to the mission of his command or the command to which attached.

(3) The President is further authorized to present, but not in the name of Congress, a distinguished-service medal of appropriate design and a ribbon, together with a rosette or other device to be worn in lieu thereof, to any person who, while in the naval service of the United States, since the 6th day of April, 1917, has distinguished, or who hereafter shall distinguish, himself by exceptionally meritorious service to the Government in a duty of great responsibility.

(4) The President is further authorized to present, but not in the name of Congress, a Navy cross of appropriate design and a ribbon, together with a rosette or other device to be worn in lieu thereof, to any person who, while in the naval service of the United States, since the 6th day of April, 1917, has distinguished, or who shall hereafter distinguish, himself by extraordinary heroism or distinguished service in the line of his profession, such heroism or service not being sufficient to justify the award of a medal of honor or a distinguished-service medal.

(5) Each enlisted or enrolled person of the naval service to whom is awarded a medal of honor, distinguished service medal, or a Navy cross shall, for each such award, be entitled to additional pay at the rate of \$2 per month from the date of the distinguished act or service on which the award is based, and each bar, or other suitable emblem or insignia, in lieu of a medal of honor, distinguished service medal, or Navy cross, as hereinafter provided for, shall entitle him to further additional pay at the rate of \$2 per month from the date of the distinguished act or service for which the bar is awarded, and such additional pay shall continue throughout his active service, whether such service shall or shall not be continuous.

(6) No more than one medal of honor or one distinguished service medal or one Navy cross shall be issued to any one person; but for each succeeding deed or service sufficient to justify

the award of a medal of honor or a distinguished service medal or Navy cross, respectively, the President may award a suitable bar, or other suitable emblem or insignia, to be worn with the decoration and the corresponding rosette or other device.

(7) The Secretary of the Navy is authorized to expend from the appropriation "Pay of the Navy" of the Navy Department so much as may be necessary to defray the cost of the medals of honor, distinguished service medals, and Navy crosses, and bars, emblems, or insignia herein provided for, and so much as may be necessary to replace any medals, crosses, bars, emblems, or insignia as are herein or may heretofore have been provided for: *Provided*, That such replacement shall be made only in those cases where the medal of honor, distinguished service medal, or Navy cross, or bar, emblem, or insignia presented under the provisions of this or any other act shall have been lost, destroyed, or rendered unfit for use without fault or neglect on the part of the person to whom it was awarded, and shall be made without charge therefor.

(8) Except as otherwise prescribed herein, no medal of honor, distinguished-service medal, Navy cross, or bar, or other suitable emblem or insignia in lieu of either of said medals or of said cross, shall be issued to any person after more than five years from the date of the act or service justifying the award thereof nor unless a specific statement or report distinctly setting forth the act or distinguished service and suggesting or recommending official recognition thereof shall have been made by his naval superior through official channels at the time of the act or service or within three years thereafter.

(9) (a) In case an individual who shall distinguish himself dies before the making of the award to which he may be entitled, the award may nevertheless be made and the medal or cross or the bar or other emblem or insignia presented within five years from the date of the act or service justifying the award thereof to such representative of the deceased as the President may designate: *Provided*, That no medal or cross or no bar or other emblem or insignia shall be awarded or presented to any individual or to the representative of any individual whose entire service subsequent to the time he distinguished himself shall not have been honorable: *Provided further*, That in cases of persons now in the naval service for whom the award of the medal of honor has been recommended in full compliance with then existing regulations, but on account of services which, though insufficient fully to justify the award of the medal of honor, appears to have been such as to justify the award of the distinguished-service medal or Navy cross hereinbefore provided for, such cases may be considered and acted upon under the provisions of this act authoriz-

ing the award of the distinguished-service medal and Navy cross, notwithstanding that said services may have been rendered more than five years before said cases shall have been considered as authorized by this proviso, but all consideration or any action upon any of said cases shall be based exclusively upon official records now on file in the Navy Department.

Silver medals.

(b) Silver medals (1) to those who, in cases not sufficiently distinguished to deserve the gold medal, have endangered their lives in saving, or endeavoring to save, lives from the perils of the sea in waters over which the United States has jurisdiction, or upon an American vessel; and (2) to those who have made such signal exertions in rescuing and succoring the shipwrecked and saving persons from drowning in waters over which the United States has jurisdiction, as shall be deemed to merit such recognition. (Acts of June 20, 1874; June 18, 1878; and May 4, 1882.)

Evidence of services performed.

(10) Satisfactory evidence of the services performed must be filed in each case with the Secretary of the Treasury through the Secretary of the Navy. This evidence should be in the form of affidavits made by eyewitnesses, of good repute and standing, testifying of their knowledge. The opinion of witnesses that the person for whom an award is sought imperiled his life or made signal exertions is not sufficient, but the affidavits must set forth in detail all facts and occurrences tending to show clearly in what manner and to what extent life was risked, or signal exertions made, so that the Treasury Department may judge for itself as to the degree of merit involved. The precise locality, whether within the waters over which the United States has jurisdiction, or upon an American vessel, the name of the vessel shipwrecked or in distress, date, the time of day, nature of the weather, condition of the sea, the names of all persons present, when practicable, the names of all persons rendering assistance, and every pertinent circumstance should be stated. 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 officer of the district in which the affiants reside, such as a judge or clerk of United States court, district attorney, or collector of customs. If the affidavits are taken before an officer without an official seal, his official character must be certified by the proper officer of a court of record under the seal thereof.

1710.

Good-conduct medals.

(1) Any enlisted person in the Navy serving under continuous service, or in an enlistment subsequent to a previous enlistment terminated by reason of expiration of enlistment, who upon expiration, or within three months before the expiration of his term

of enlistment, shall be recommended by his captain for obedience, sobriety, industry, courage, neatness, and proficiency shall receive a good conduct medal.

(2) Any such person who has received one medal will, if recommended at the expiration of any subsequent four-year term of enlistment, be given in place of a medal a clasp, which shall be worn above the medal on the same ribbon.

Clasps or bars.

(3) A man serving under a continuous service certificate, or in an enlistment subsequent to a previous enlistment terminated by reason of expiration of enlistment, who has extended his enlistment, shall be recommended for a good-conduct medal or clasp for the four-year term for which he enlisted if qualified under paragraph 1 above: *Provided*, That a man who receives a good conduct medal or clasp at the expiration of the term of enlistment of four years shall not again be given a good conduct medal upon discharge from an extension of that enlistment for any period less than four years. No man shall be deprived of a good-conduct medal or clasp except by sentence of a general court-martial.

(4) Each enlisted man of the Navy, except mates, shall receive 75 cents per month, in addition to the pay of his rating, for each good-conduct medal, pin, or bar which he may heretofore have been, or shall hereafter be, awarded.

Extra pay.

(5) Medals and clasps will be supplied by the Bureau of Navigation.

1711.

(1) Except as provided in article 1707 (4), all medals shall, when practicable, be presented by the commanding officer at a general or special muster of the officers and crew, and shall be worn on the prescribed occasions.

Manner of presentation.

(2) The commanding officer may forbid the wearing of medals by any person undergoing punishment.

1712.

(1) The application of an enlisted man of the Navy for retirement shall be made to the President of the United States, and in computing the 30 years necessary to entitle him to be retired, all service in the Army, Navy, and Marine Corps shall be credited, and service in the Navy, or in the Army, or Marine Corps during the Civil War, from April 15, 1861, to August 20, 1866, and during the Spanish-American War, from April 21, 1898, to April 11, 1899, shall be computed as double time.

Retirements.

(2) After approval of an enlisted man's application for retirement, an order shall be issued from the Bureau of Navigation transferring him to the retired list. Upon receipt of such order by his immediate commanding officer, a final statement shall be

How transferred to retired list.

prepared, closing accounts of pay and allowances to and including date of retirement. No discharge shall be given, however, and the retired enlisted man shall be regarded as continuing in the service upon the retired list, but his name shall be dropped from the rolls of the vessel on which he was serving when retired, and his service record, descriptive list (in duplicate), with fact of final statement noted thereon, and his post-office address for the next 30 days, shall be immediately forwarded through official channels to the Bureau of Navigation. Such retired enlisted men are additional to the number otherwise provided by law. Upon being retired, they will be ordered to their homes and furnished transportation and subsistence.

Post-office address reported.

(3) On the last day of each calendar month retired enlisted men shall report to the Bureau of Navigation their post-office address, and shall promptly report any change therein. Blank forms for personal reports with official penalty envelopes for transmitting them, shall be furnished retired enlisted men by the Bureau of Navigation.

Pay and allowances of retired men.

(4) The authorized pay and allowances of retired enlisted men of the Navy shall be paid them monthly by the disbursing officer of the Naval Home, Philadelphia, Pa., of the naval station, Mare Island, Calif., or of the naval station, Cavite, P. I.

Descriptive list and pay vouchers.

(5) The Bureau of Navigation shall furnish each retired enlisted man with a descriptive list, which he shall forward at the end of each calendar month to the disbursing officer. If the retired enlisted man can not write, his mark (x) should be witnessed by a commissioned officer, if practicable, otherwise by some well-known person, preferably the postmaster of his place of residence.

SECTION 5.—ENLISTMENTS IN HOSPITAL CORPS.

1713.

(1) Any person within the prescribed age limits and otherwise qualified may be enlisted as a hospital apprentice without specific authority from the department, provided he has satisfactorily passed an examination before a medical officer of the Navy.

(2) Records of enlistment in the Hospital Corps, and all other papers relating thereto, shall be referred by the Bureau of Navigation to the Bureau of Medicine and Surgery for information and to afford an opportunity for recommendation; and an examination report on a form prepared by the Bureau of Medicine and Surgery and approved by the Bureau of Navigation shall be recorded in both bureaus in every case of enlistment.

CHAPTER 46.

LEAVE OF ABSENCE AND LIBERTY.

Sec. 1.—Art. 1722-1731. Leave and liberty.

SECTION 1.—LEAVE AND LIBERTY.

1722.

Permission to leave the United States will be granted by the Secretary of the Navy only. Permission to leave the United States.

1723.

The commander in chief of a fleet or squadron within the United States, or the commandant of a navy yard or station, shall not absent himself from his command for a longer period than one week in any successive three months, except by permission of the Secretary of the Navy. Officers in chief command within the United States.

1724.

(1) The senior officer present, afloat, is authorized to grant leave of absence as follows: To officers, not to exceed 10 days, exclusive of travel time; to petty officers and enlisted men, in accordance with instructions that may be issued from time to time by the Bureau of Navigation. Leave granted by the senior officer present.

(2) Leave of absence to officers and enlisted men of ships of a fleet while at a navy yard shall be granted by the senior officer of the fleet present at that yard. Leave to officers of ships of fleet at navy yard.

(3) The commandant of a navy yard or station is authorized to grant leave of absence as follows: To officers attached to the yard or station, or serving on board the receiving or station ships, leave not to exceed 10 days, exclusive of travel time; to petty officers and enlisted men attached to the yard or station, or serving on board the receiving or station ships, leave in accordance with instructions that may be issued from time to time by the Bureau of Navigation; to enlisted men of the Marine Corps attached to the marine barracks or station, or serving on board the receiving or station ships, furloughs not to exceed 30 days, exclusive of travel time. Leave granted by commandant.

1725.

"Leave of absence" defined.

Permission granted orally to leave the ship or station temporarily, instead of formally authorized leave of absence, does not convey permission to leave the general vicinity of the port or station, unless especially so stated. Absence authorized in this manner shall not continue on the following day beyond forenoon quarters on board ship or the beginning of working hours at a shore station, unless an extension beyond such hour has been specifically authorized.

1726.

Leave granted by commanding officer.

(1) The senior officer present shall indicate to commanding officers of ships the extent of leave of absence and permission to leave the ship or liberty which they may grant to officers and enlisted men under their respective commands, without further reference to himself, due regard being had to pratique and other regulations of the port.

Not granted when under sailing orders.

(2) Leave to go beyond the immediate vicinity of the station or port shall not be granted to any person attached to a ship under sailing orders.

Return to be reported.

(3) Every officer to whom leave is granted shall promptly report his return therefrom to the officer who granted it, in writing, giving the date of its commencement and stating the number of days of absence from station or duty, inclusive of travel time. (Art. 1730 (1).)

1727.

To be reported to department.

(1) The actual number of days of leave of absence taken by every officer under the provisions of article 1724 shall be immediately reported to the Bureau of Navigation by the commanding officer of the ship or by the commandant of the station to which such officer is attached, and a signed copy of this report shall be furnished to the officer carrying the pay accounts of such officer. In special cases where an officer is serving at some place other than aboard ship or at a naval station, this report shall be made by the officer under whom the officer granted leave is serving. The report shall not be forwarded until after the leave has expired and the officer has returned to his station and duty. It shall show the date the leave began and the exact number of days absent; no report shall be made for a fraction of a day. The time required for an officer to travel to and from the place where his leave is spent shall be considered as leave and shall be included in the report of days absent.

Contents of report.

Leave from duty abroad.

(2) If an officer be on duty abroad, or on a foreign station, and be granted leave for the purpose of visiting the United States, his leave begins from the date of his arrival therein, and expires on

the date of his departure therefrom, and the dates of such arrival and departure must be reported to the department.

(3) Leave of absence shall be granted in terms of months and days, as "one month," "one month and ten days." A leave of absence begins on the day following that on which an officer departs from his station or duty. The day 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 the regular hour for forenoon quarters on board ship or for beginning work at a shore station, in which case it shall not be counted as a day of absence. Leave for one month beginning on the first day of a calendar month, shall expire on the last day of the month, whatever its number of days. Beginning on an intermediate day, the leave will expire on the day preceding the same day of the next month.

1728.

(1) No commanding officer of a ship, fleet, or naval station shall grant permission to any person under his command to leave his station, or to return from abroad to the United States, on account of ill health except upon the recommendation of a board of medical survey.

(2) Requests for leave or detachment on account of ill health, when forwarded to the Navy Department, shall be accompanied by the report of a medical survey.

(3) Officers on sick leave in consequence of medical survey shall report the state of their health to the department every 15 days.

(4) When an officer not on duty applies for leave or for an extension of leave, on account of ill health, a medical board of survey shall be held, if practicable, and a report made to the department; or, if that be impracticable, he shall forward the certificate of a reputable physician, stating that he is unable to perform duty, the nature of the disease, and its probable duration.

(5) Officers on sick leave shall be examined physically to determine their fitness for duty before resuming duty.

1729.

(1) Aboard ships to which different officers are allowed by the complement list as executive officer, gunnery officer, navigator, engineer officer (if not restricted to the performance of engineering duty only), first lieutenant, one of the four last named shall always be on board and ready for duty; but the executive officer shall not be required to alternate with any other officer in leaving the ship. In the absence of the commanding or executive officer, or both, the duties of these offices shall devolve upon the line officer next in rank attached to and on board of the ship, as provided in these regulations. (S19 (2), 931 (2), 961 (1).)

(2) Aboard ships to which no regular first lieutenant is allowed by the complement list either the gunnery, navigating, or engineer officer (if not restricted to the performance of engineering duty only), shall always be on board and ready for duty. In the absence of the commanding or executive officer, or both, the duties of these offices shall devolve upon the line officer next in rank attached to and on board of the ship, as provided in these regulations. (Art. 819 (2) and 931 (2).)

(3) Aboard vessels to which no regular first lieutenant or gunnery officer is allowed by the complement list, either the executive officer, navigating officer, or engineer officer (if not restricted to the performance of engineering duty only) shall always be on board and ready for duty. In the absence of the executive officer the senior on board or the navigating officer and engineer officer (if not restricted to the performance of engineering duty only) shall act as executive officer. In the absence of both the commanding and executive officers the senior on board of the navigating officer and engineer officer (if the latter be not restricted to the performance of engineering duty only) shall act as commanding officer.

(4) When the engineer officer of the ship is restricted to the performance of engineering duty only, he shall not be considered as available for succession to the duties of commanding officer, and when that officer is absent his duties shall be performed by the senior on board of the other line officers set forth in the three preceding paragraphs.

(5) Aboard vessels where the executive officer performs the duties of navigating officer in addition to his regular duties, either the executive officer or the line officer next in rank to him, and not restricted to the performance of engineering duty only, shall always be on board and ready for duty, except when special permission to the contrary is granted by the commanding officer. In the absence of the executive officer, the line officer next in rank on board and not restricted to the performance of engineering duty only shall act as executive officer. In the absence of both commanding and executive officers the line officer next in rank on board and not restricted to the performance of engineering duty only shall act as commanding officer.

(6) When there are two or more officers detailed for engineering duty, including chief machinists and machinists, or two or more medical, supply, or marine officers attached to a ship, at least one of each branch in which there are two or more officers shall always be on board and ready for duty unless otherwise authorized, under special circumstances by previous permission from the commanding officer.

(7) Whenever any officer is granted leave of absence or permission to leave the ship or station and there is no other officer

who is specifically detailed by these regulations to perform the duties of such officer during his absence, it shall be the duty of the officer granting such leave of absence or permission to leave the ship or station to officially detail some other competent person to perform such duties during the absence of the officer to whom the said privilege is granted, so far as is permissible under the laws and regulations.

(8) Officers not specified in the preceding paragraphs may be granted leave of absence or permission to leave the ship or station at the discretion of the commanding officer (subject to the provisions of these regulations and to any instructions that may be received from the senior officer present in regard to the matter) or of the commandant. In granting such privileges the commanding officer or commandant shall be guided by the existing conditions as to the number of officers to be retained on board or within the limits of the station and shall so retain a sufficient number to efficiently meet any emergency or call to duty that may arise.

(9) Under no circumstances shall any ship or station to which two or more line officers are attached be left without at least one line officer present and ready for duty, except in cases of emergency, of which the commanding officer or commandant shall be the judge.

(10) Except as specified in the second sentence of this paragraph, not more than one-half of the crew of any ship shall be granted leave or liberty at the same time, and liberty parties shall be so selected as to leave on board an organized force that will be effective in any emergency. While secured to a wharf at a navy yard, however, not more than one-fourth of the crew need be kept on board, provided the commanding officer deems that such a number will be effective for any emergency.

1730.

(1) The executive officer, and all officers senior to him in rank, shall make application for leave of absence or permission to leave the ship and shall report their return therefrom to the commanding officer. Those junior to the executive officer shall make application for leave of absence through and for permission to leave the ship to the executive officer and shall report their return to him, except in case of leave of absence, in which case the report of return shall be made to the commanding officer in writing, through the executive officer. (Art. 1726 (3).)

**Application for
permission to
leave the ship.**

(2) No person attached to the vessel shall be allowed to leave the ship during coaling, except on duty.

1731.

Leave to en-
listed men.

(1) When the sanitary or other conditions of the port do not render it inadvisable, and when authorized by the senior officer present, the commanding officer shall grant liberty or leave of absence to the enlisted men, but such liberty or leave of absence shall not be granted by other than the commanding officer.

(2) Enlisted men shall be instructed that when on leave of absence they must so arrange that they may have sufficient funds to enable them to return to their ships; recruiting officers will not furnish transportation for that purpose.

1731.

When the sanitary or other conditions of the port do not render it inadvisable, and when authorized by the senior officer present, the commanding officer shall grant liberty or leave of absence to the enlisted men, but such liberty or leave of absence shall not be granted by other than the commanding officer.

CHAPTER 47.

MONEY, PAY, AND ALLOWANCES.

- Sec. 1.—Art. 1741-1756. Responsibilities and penalties.
Sec. 2.—Art. 1757-1768. Deposits and checks.
Sec. 3.—Art. 1769-1775. Requisition for money.
Sec. 4.—Art. 1776-1778. Bills of exchange.
Sec. 5.—Art. 1779-1781. Deposits by enlisted men.
Sec. 6.—Art. 1782-1786. Money issued to officers and enlisted men.
Sec. 7.—Art. 1787-1801. Pay and bounties, Navy.
Sec. 8.—Art. 1802-1804. Advances.
Sec. 9.—Art. 1805-1807. Allotments.
Sec. 10.—Art. 1808-1818. Travel.
Sec. 11.—Art. 1819-1829. Quarters, light, fuel, and subsistence.
Sec. 12.—Art. 1830-1840. Miscellaneous allowances.
Sec. 13.—Art. 1841. Persons deceased.
Sec. 14.—Art. 1842-1845. Pensions.
Sec. 15.—Art. 1846-1850. General instructions for purchases.

SECTION 1.—RESPONSIBILITIES AND PENALTIES.

1741.

All officers, agents, or other persons receiving public moneys shall render distinct accounts of the application thereof, according to the appropriation under which the same may have been advanced to them. (Sec. 3623, R. S.)

Distinct ac-
counts required.

1742.

(1) No payment to a public creditor shall be evidenced by a receipt (except when receipt is required either by law or contract) unless such payment is made in cash, i. e., currency. Therefore no receipt for a payment made by a disbursing officer's check shall be required or taken. In no case shall receipt for a payment be taken in duplicate, etc., but by single receipt only.

Receipts for
payments by
check not re-
quired, etc.

(2) In all cases where receipts are taken the exchange of currency and the receipt therefor shall be simultaneous. Practices requiring receipt in advance of actual payment are prohibited.

1743.

Expenses of
commissions and
inquiries.

No accounting or disbursing officer of the Government shall allow or pay any account or charge whatever growing out of, or in any way connected with, any commission or inquiry, except courts-martial or courts of inquiry in the military or naval service of the United States, until special appropriations shall have been made by law to pay such accounts and charges. (Sec. 3681, R. S.)

1744.

Person in ar-
rears.

(1) No money shall be paid to any person for his compensation who is in arrears to the United States, until he has accounted for and paid into the Treasury all sums for which he may be liable. (Sec. 1766, R. S., and arts. 1802 and 1803.)

(2) Money accruing from commuted rations and from the commutation for quarters may be paid regardless of the person's indebtedness.

1745.

Loans to offi-
cers by officers
of the Supply
Corps.

It shall not be lawful for any officer of the Supply Corps to advance or loan, under any pretense whatever, to any officer in the naval service any sum of money, public or private, or any credit, or any article or commodity whatever. (Sec. 1389, R. S., and arts. 1802 and 1803.)

1746.

No payments
to be made un-
less approved by
proper authority.

No money which may be placed in charge of an officer of the Supply Corps by order of or authority from his commanding or superior officer, or of the Treasury or Navy Departments, shall be used or paid without the sanction or approval of either his immediate commanding officer, the commander in chief of the fleet, the commander of the squadron, division, or station to which he belongs, the Auditor for the Navy Department, the Comptroller of the Treasury, or the Secretary of the Navy.

1747.

Commanding
officer to be in-
formed of all
money received
or paid.

When an officer of the Supply Corps has received, or has been authorized or directed to pay over any public money without the previous knowledge or sanction of his immediate commanding officer, it shall be the duty of the former to report to him forthwith the amount received or paid and the authority under which he acted.

1748.

Objection to
order for illegal
or unauthorized
payments.

When ordered by his commanding officer to make an expenditure of money or stores which an officer of the Supply Corps believes to be illegal or contrary to regulations, the latter shall state in writing

the grounds on which he objects to obeying the order, and request that the order be reiterated in writing. On the receipt of such order the expenditure shall be made.

1749.

(1) Disbursement of public moneys, or disposal of public stores, made by a disbursing officer pursuant to an order of any commanding officer of the Navy, shall be allowed by the proper accounting officer of the Treasury in settlement of the accounts of the officer upon satisfactory evidence of the making of such order, and of the payment of money or disposal of stores in conformity with it; and the commanding officer by whose order such disbursement or disposal was made shall be held accountable for the same. (Sec. 235, R. S.)

(2) The foregoing, however, does not authorize an advance of public money by an officer of the Supply Corps to the commanding officer or to any other person by his order. The disbursement presupposes an indebtedness, and whether the objects for which the indebtedness accrued were sanctioned or not by law or regulation, an officer of the Supply Corps would be entitled to a credit for payment therefor, when made by order of the commanding officer; but the disbursement must be for some service or article furnished in accordance with law.

(3) The commanding officer will be held accountable by the Navy Department for every expenditure of funds or property made by his authority; but in order to charge a commanding officer with pecuniary responsibility for a payment made by his order under paragraph 1 of this article, it is necessary that there should be a compliance with article 1748, for in the absence of such written order from the commanding officer, after a statement of objections has been duly made, the officer of the Supply Corps and not the commanding officer will be held responsible.

1750.

(1) Although an officer may be charged on the books of the Treasury with the amount of requisitions made in his favor, yet he is not held accountable for money until it shall have come to his hands.

(2) In each transfer of funds the receiving officer must state on the receipt given that he holds himself accountable to the United States for the sum received. The officer making the transfer shall state whether the funds transferred were in cash, i. e., currency, or by check. If by check, the date, number, and depository on whom drawn must be stated.

(3) When transfers have been made to, or funds received from, more than one officer, the amounts so transferred or received from each officer shall be stated separately.

1751.

Custodian of public money failing to safely keep, without loaning, etc.

Every officer or other person charged by any act of Congress with the safekeeping of the public moneys, who shall loan, use, or convert to his own use, or shall deposit in any bank or exchange for other funds, except as specially allowed by law, any portion of the public moneys intrusted to him for safekeeping, shall be guilty of embezzlement of the money so loaned, used, converted, deposited, or exchanged, and shall be fined in a sum equal to the amount of money so embezzled and imprisoned not more than 10 years. (Sec. 89, act of Mar. 4, 1909.)

1752.

Failure of officer to render accounts, etc.

Every officer or agent of the United States who, having received public money which he is not authorized to retain as salary, pay, or emolument, fails to render his accounts for the same as provided by law shall be deemed guilty of embezzlement, and shall be fined in a sum equal to the amount of the money embezzled and imprisoned not more than 10 years. (Sec. 90, act of Mar. 4, 1909.)

1753.

Penalty for embezzlement, false returns, etc.

Every officer of the United States, civil, military, or naval, and every sutler, soldier, marine, or other person, who takes or causes to be taken into a State declared to be in insurrection, or to any other point to be thence taken into such State, or who transports or sells, or otherwise disposes of therein, any goods, wares, or merchandise whatsoever, except in pursuance of license and authority of the President, as provided in this title, or who makes any false statement or representation upon which license and authority is granted for such transportation, sale, or other disposition, or who, under any license or authority obtained, willfully and knowingly transports, sells, or otherwise disposes of any other goods, wares, or merchandise than such as are in good faith so licensed and authorized, or who willfully and knowingly transports, sells, or disposes of the same, or any portion thereof, in violation of the terms of such license or authority, or of any rule or regulation prescribed by the Secretary of the Treasury concerning the same, or who is guilty of any act of embezzlement, of willful misappropriation of public or private money or property, of keeping false accounts, or of willfully making any false returns, shall be deemed guilty of a misdemeanor and shall be fined not

more than \$5,000 and imprisoned in the penitentiary not more than three years. Violations of this section shall be cognizable before any court, civil or military, competent to try the same. (Sec. 5306, R. S.)

1754.

No exchange of funds shall be made by any disbursing officer or agent of the Government, of any grade or denomination whatsoever or connected with any branch of the public service, other than an exchange for gold, silver, United States notes, and national bank notes; and every such disbursing officer, when the means for his disbursements are furnished to him in gold, silver, United States notes, or national bank notes, shall make his payments in the moneys so furnished; or when they are furnished to him in drafts, shall cause those drafts to be presented at their place of payment and properly paid according to law, and shall make his payments in the money so received for the drafts furnished, unless in either case he can exchange the means in his hands for gold and silver at par; and it shall be the duty of the head of the proper department immediately to suspend from duty any disbursing officer or agent who violates the provisions of this section, and forthwith to report the name of the officer or agent to the President, with the fact of the violation and all the circumstances accompanying the same, and within the knowledge of the Secretary, to the end that such officer or agent may be promptly removed from office, or restored to his trust and the performance of his duties, as the President may deem just and proper. (Sec. 3651, R. S.)

Exchange of
funds restricted.

1755.

No officer of the United States shall, either directly or indirectly, sell or dispose of to any person for a premium any Treasury note, draft, warrant, or other public security not his private property, or sell or dispose of the avails or proceeds of such note, draft, warrant, or security in his hands for disbursement, without making return of such premium, and accounting therefor by charging the same in his accounts to the credit of the United States; and any officer violating this section shall be forthwith dismissed from office. (Sec. 3652, R. S.)

Premium on
sales of public
moneys to be ac-
counted for.

1756.

If any officer charged with the disbursement of the public moneys accepts, receives, or transmits to the Treasury Department, to be allowed in his favor, any receipt or voucher from a creditor of the United States, without having paid to such creditor, in such funds as the officer received for disbursement or in such

Evidence of
conversion.

funds as he may be authorized by law to take in exchange, the full amount specified in such receipt or voucher, every such act is an act of conversion by such officer to his own use of the amount specified in such receipt or voucher. (Sec. 5496, R. S.)

SECTION 2.—DEPOSITS AND CHECKS.

1757.

Funds to be deposited by disbursing officers.

(1) It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement to deposit the same with the Treasurer or some one of the assistant treasurers of the United States and to draw for the same only as it may be required for payments to be made by him in pursuance of law, and draw for the same only in favor of the persons to whom payment is made; and all transfers from the Treasurer of the United States to a disbursing officer shall be by draft or warrant on the Treasury or an assistant treasurer of the United States. In places, however, where there is no treasurer or assistant treasurer the Secretary of the Treasury may, when he deems it essential to the public interest, specially authorize in writing the deposit of such public money in any other public depository, or in writing authorize the same to be kept in any other manner, and under such rules and regulations as he may deem most safe and effectual to facilitate the payments to public creditors. (Sec. 3620, R. S.)

Statement of such deposits to be rendered.

(2) In no case are certificates of such deposits required to be filed with accounts rendered by Government officers to the accounting officers of the Treasury. In making credit in their accounts, however, for deposits made, officers shall state specifically the date of the deposit and the designation and location of the depository, as well as the source from which the money was derived.

1758.

Failure to deposit as required.

Whoever, having money of the United States in his possession or under his control, shall fail to deposit it with the Treasurer, or some assistant treasurer, or some public depository of the United States, when required so to do by the Secretary of the Treasury, or the head of any other proper department, or by the accounting officers of the Treasury; shall be deemed guilty of embezzlement thereof, and shall be fined in a sum equal to the amount of money embezzled and imprisoned not more than ten years. (Sec. 91, act of Mar. 4, 1909.)

1759.

Moneys to be deposited without deduction.

(1) The gross amount of all moneys received, from whatever source, for the use of the United States, except as otherwise provided in the next section, shall be paid by the officer or agent

receiving the same into the Treasury at as early a day as practicable, without any abatement or deduction on account of salary, fees, costs, charges, expenses, or claim of any description whatever. (Sec. 3617, R. S.)

(2) Every officer or agent who neglects or refuses to comply with the provisions of section 3617, Revised Statutes, shall be subject to be removed from office and to forfeit to the United States any share or part of the money withheld to which he might otherwise be entitled. (Sec. 3619, R. S.)

Penalty for withholding money.

1760.

Whoever, being a disbursing officer of the United States, or a person acting as such, shall in any manner convert to his own use, or loan with or without interest, or deposit in any place or in any manner, except as authorized by law, any public money intrusted to him; or shall, for any purpose not prescribed by law, withdraw from the Treasurer or any assistant treasurer, or any authorized depository, or transfer, or apply any portion of the public money intrusted to him, shall be deemed guilty of an embezzlement of the money so converted, loaned, deposited, withdrawn, transferred, or applied, and shall be fined not more than the amount embezzled or imprisoned not more than ten years, or both. (Sec. 87, act of Mar. 4, 1909.)

Disbursing officer unlawfully depositing, converting, loaning, or transferring public money.

1761.

The supply officer of every ship in commission for sea service shall keep on deposit with the Treasurer of the United States a sufficient amount of Government funds to enable officers and men to remit money for the support of their families or for their own savings.

Supply officers of ships to keep deposits at Treasury.

1762.

Supply officers of ships destined for foreign ports shall, before sailing from the United States, deposit all public funds in their possession to the credit of the United States, except such money as can be advantageously used within a reasonable time, and such funds as may be deposited with the Treasurer of the United States to enable officers and men to make remittances.

Supply officers afloat to deposit funds on hand before sailing for foreign station.

1763.

Officers of the Supply Corps at shore stations having disbursing accounts shall keep their deposits with the Treasurer of the United States.

Places of deposit by disbursing officers of shore stations.

Officers of the Supply Corps to deposit balances when relieved from duty.

(1) Officers of the Supply Corps, except when attached to ships or to foreign stations, on being relieved from duty involving pecuniary responsibility, shall immediately deposit in the Treasury of the United States, or other designated depository, the total balance of public funds in their hands, and forward a duplicate of the certificate of deposit to the Auditor for the Navy Department without delay. Under no circumstances shall they transfer such balance, or any part of it, to their successors, or carry it to future accounts of their own, unless authorized to do so by the department.

Balances of purchasing officers.

(2) In cases where purchasing officers have received funds for payment of particular bills, which remain unpaid at the time of their relief, the funds so received shall be transferred to their successors; all other funds in their possession shall be deposited to the credit of the Treasurer of the United States.

Officers of the Supply Corps abroad transfer funds to successors.

(3) When attached to ships or to stations abroad, officers of the Supply Corps on being relieved shall, unless otherwise directed in their orders, transfer to their successors all public funds due the United States, including balances on deposit in the several depositories, except such amount as may be necessary to meet payments on account of pay to themselves, clerks, or yeomen; transportation to the United States, if not otherwise provided; and freight or express charges on accounts and returns. If any part of such funds reserved from transfer remains unexpended at the time final returns are forwarded to the Auditor for the Navy Department, such sum shall be immediately deposited to the credit of the United States.

Checks covering balances on deposit.

(4) Checks to cover balances of funds on deposit shall be for the amount shown as still on deposit and unobligated by the analysis of balances on the final account current, the amount to be taken up by the receiving officer as funds received by check, and shown, in the analysis of balances, as in transit, until notice is received from the depository that the amount is placed to his official credit.

Officer of the Supply Corps relieved to transfer blank checks.

(5) Whenever an officer of the Supply Corps is relieved from duty involving the disbursement of money, he shall immediately transfer all Government blank checks to his successor or shall return them to the Treasurer of the United States or to other original source of issue, unless ordered to other duty requiring the use of the same checks. When transferred to his successor, the latter's receipt, showing in detail the numbered checks so transferred, shall be taken and forwarded to original source of issue. An officer, prior to making such transfer, will cancel his symbol number from all blank checks so transferred.

1765.

The following regulations made by the Secretary of the Treasury, in pursuance of sections 306 to 310 of the Revised Statutes, shall be observed by all officers:

(1) Any Treasury draft or any check drawn by a public dis-
Drafts out-
 standing three
 or more years.
 bursing officer still in service, which shall be presented for pay-
 ment before it shall have been issued three full fiscal years, will
 be paid in the usual manner by the officer or bank on which it is
 drawn, and from funds to the credit of the drawer. Thus, any
 such draft or check issued on or after July 1, 1909, will be paid as
 above stated until June 30, 1913, and the same rule will apply for
 subsequent years.

(2) Any such draft or check which has been issued for a longer
 period than three full fiscal years will be paid only by the settle-
 ment of an account in the Treasury Department, as provided in
 section 308, Revised Statutes, and for this purpose the draft or
 check will be transmitted to the Secretary of the Treasury for the
 necessary action.

(3) At the close of each fiscal year, the Treasurer, the several
 assistant treasurers, and the national-bank depositories will render
 to the Secretary of the Treasury, as required by section 310, a list
 of all disbursing officers' accounts still unclosed which have re-
 mained unchanged on the books of their respective offices or
 banks, either by debit or credit, more than three fiscal years, giv-
 ing in each case the name and official designation of the officer,
 the date when the account with him was opened, the date of last
 debit and last credit, and the balance remaining to his credit.

(4) Whenever any disbursing officer of the United States shall
 cease to act in that capacity, he will at once inform the Secretary
 of the Treasury whether he has any public funds to his credit in
 any office or bank, and, if so, what checks, if any, he has drawn
 against the same which are still outstanding and unpaid. Until
 satisfactory information of this character shall have been fur-
 nished, the whole amount of such moneys will be held to meet the
 payment of his checks properly payable therefrom.
Information
 to be sent to
 Secretary of the
 Treasury.

(5) In case of the death, resignation, or removal of a public dis-
 bursing officer, any check previously drawn by him and not pre-
 sented for payment within four months of its date will not be paid
 until its correctness shall have been attested by the Secretary or
 Assistant Secretary of the Treasury.
Death, resig-
 nation, or re-
 moval.

(6) If the object or purpose for which any check of a public
 disbursing officer is drawn is not stated thereon, as required by
 the following article, or if any reason exists for suspecting fraud,
 the office or bank on which such check is drawn will refuse its
 payment.
Payment of
 checks may be
 refused.

1766.

Checks on official deposits must state object for which drawn. (1) Any disbursing officer or agent drawing checks on moneys deposited to his official credit must state on the face or back of each check the object or purpose to which the avails are to be applied, except upon checks issued in payment of individual pensions, the special form of such checks indicating sufficiently the character of the disbursement.

(2) Such statement may be made in brief form, but must clearly indicate the object of the expenditure, as, for instance, "pay," "pay roll," "public bill No. _____," "for _____," "remittance," "exchange for cash," etc.

Checks not to be returned.

(3) Checks will not be returned to the drawer after their payment, but the depository with whom the account is kept shall furnish the officer with a monthly statement of his deposit account.

(4) Deposits to the credit of the Treasurer of the United States on account of repayment of disbursing funds must be made with the officer or bank in which such funds are on deposit to the credit of the disbursing officer.

No allowances made for expenses.

(5) No allowance will be made to any disbursing officer for expenses charged for collecting money on checks, except the unavoidable payment of express charges for money brought from a distant point. Such charges may be paid on public bills under appropriation "Pay, miscellaneous."

Death, etc., of disbursing officer.

(6) In case of death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid from the funds to his credit, unless such checks have been drawn more than four months before their presentation or reasons exist for suspecting fraud.

Official signature verified.

(7) Every disbursing officer, when opening his first account, before issuing any checks, will furnish the depository on whom the checks are drawn with his official signature, duly verified by some officer whose signature is known to the depository.

1767.

Purposes for which funds may be used.

(1) Officers of the Supply Corps shall not use the funds intrusted to them in cashing private checks, coupons, certificates, or vouchers.

Purposes for which checks may be drawn.

(2) They shall issue no checks against their official deposits except, in pursuance of law and regulation, as follows:

- (a) For money for payment of navy yard and station rolls.
- (b) For payment of ships' pay rolls.
- (c) For payment of advances to officers and enlisted men.
- (d) For payment of allotments.
- (e) For payment of traveling expenses.

(f) For payment of authorized vouchers, stating nature of purchase or service.

(g) For transfer of funds from one officer of the Supply Corps to another.

(h) For remittances by officers and enlisted men on account of pay.

(3) Checks shall be drawn only in favor of the party to whom the money is due from the United States, except in case of duly authorized allotments, and checks issued to officers and men on ships and on foreign stations for their convenience in remitting, in which cases checks may be drawn directly to order of persons by whom they are received from an officer of the Supply Corps. Checks drawn by officers of the Supply Corps to supply themselves with funds for making cash payments must be drawn to their own order and endorsed to the bank or person furnishing the funds

In favor of whom.

1768.

The following regulations in regard to checks lost, stolen, or destroyed are established by the Secretary of the Treasury, in compliance with sections 3646 and 3647 of the Revised Statutes:

Original checks lost, stolen, or destroyed.

(a) Immediately upon the loss of a check, the owner, to better protect his interest, should, in writing, notify the officer or bank on which it was drawn of the fact of such loss, stating the name of the officer or agent by whom it was drawn, describing the check, giving, if possible, its date, number, and amount, and requesting that payment of the same be stopped.

Notification to officer or bank on which drawn.

(b) In order to procure the issue of a duplicate check, the party in interest must furnish the officer or agent who issued the original check with an affidavit, giving the name and residence of the applicant in full, describing the check and its endorsements, showing his interest therein, detailing the circumstances attending its loss, and what action, if any, he has taken to stop payment thereon. The affidavit must be made and signed before an officer authorized to administer oaths generally, and he must certify that he administered the oath.

Affidavit to be furnished.

(c) He must also furnish to the same officer or agent a bond executed on the proper form and according to these instructions, which will be furnished to any officer or agent applying therefor.

Bond to be furnished.

(d) The affidavit and the bond, when executed, are to be endorsed by the officer or agent as having been submitted to him and as being the proof and security upon which he has acted. After the expiration of thirty days from the time the original check was issued, the officer or agent will issue a duplicate, which must be an exact transcript of the original, especial care being taken that the number and date correspond with those of the original.

Endorsements.

Duplicate issued.

Affidavit, bond, and duplicate check forwarded. (e) The affidavit, bond, and duplicate check he will forward without delay to the Secretary of the Treasury, who upon their receipt will advise the office or bank on which the check was drawn that an application for a duplicate is pending, and the office or bank will immediately inform the Secretary whether a request has been made to stop payment of the original, and whether such original has been presented or paid, and, if not paid, a caveat will be entered and payment thereupon will be stopped.

(f) If the information obtained is satisfactory to the Secretary of the Treasury and he approves of the issue of the duplicate and of the accompanying bond, he will certify such approval in writing on the papers as well as on the duplicate check.

Payment of check.

(g) Any duplicate check issued in pursuance of these instructions, bearing such approval of the Secretary of the Treasury, may, if properly indorsed, be paid, subject to the same rules and regulations as apply to the payment of original checks, but no duplicate shall be paid if the original shall already have been paid.

Lost check issued by officer or agent deceased.

(h) In case of the loss of a check issued by a United States disbursing officer or agent who is dead or no longer in the service of the United States, the affidavit and bond required to be furnished by the owner of said check to the officer or agent in the service of the United States, prior to the issue of a duplicate check, should be forwarded to the Secretary of the Treasury, who will refer them to the proper accounting officer for examination and the statement of an account in favor of the owner of said check.

(i) Whenever such an account shall have been stated and an officer or agent charged with the amount of said lost check, the accounting officer will notify the Secretary of the Treasury, in order that the amount of the check, if remaining to the credit of the officer or agent in any United States depository, may be repaid into the Treasury and carried to his credit and to the credit of the proper appropriation.

SECTION 3.—REQUISITIONS FOR MONEY.

1769.

Requisitions for money made on Secretary.

(1) All requisitions for public funds pertaining to the Naval Establishment shall be made upon the Secretary of the Navy through the Bureau of Supplies and Accounts.

(2) Unless specifically authorized by the department, transfers of public funds between officers in the United States, except when made by fleet, squadron, or division paymasters on duly approved requisitions, are prohibited.

1770.

All money drawn by officers of the Supply Corps should be required and taken up by them under the head of "General account of advances." All moneys drawn for ships to be under one head.

1771.

(1) When an officer of the Supply Corps presents a requisition for money for the approval of his commanding officer, he shall furnish therewith a statement of the amount of public money then in his possession and on deposit to his credit with each of the several depositories. Such requisitions require the approval of the senior officer present. Statement of funds on hand to accompany requisition.

(2) When requesting supplies of money, the commanding officer shall be careful to limit every approved requisition therefor, whether in the United States or in a foreign port, to the amount that will be actually required before another supply can be advantageously obtained, as shown by closely calculated estimates.

1772.

(1) When money is needed for ships out of the United States, officers shall procure it by requisition upon the fleet, squadron, or division paymaster, if in presence of the flagship or conveniently accessible thereto. Funds for ships on foreign stations.

(2) When not in presence of the flagship, supply officers of ships may transfer money to each other for disbursement, upon requisitions and receipts in the usual form, with the approval of the senior officer present.

1773.

Purchasing officers shall be furnished with funds upon requisitions prepared in the Bureau of Supplies and Accounts, due notification of the drawing of which shall be sent to the purchasing officer. Funds for purchasing officers.

1774.

Disbursing officers of navy yards will be furnished with funds for the payment of labor rolls upon requisitions prepared in the Bureau of Supplies and Accounts, due notification of the drawing of which shall be sent to such officers. Funds for disbursing officers of shore stations.

1775.

Officers are strictly enjoined to limit their requisitions on the department to such amounts as are absolutely necessary and shall state on the face thereof the necessity for any unusually large amounts. Requisitions must be limited.

SECTION 4.—BILLS OF EXCHANGE.

1776.

Authority to draw bills of exchange. (1) All officers of the Supply Corps attached to seagoing ships are authorized, in cases of absolute necessity, to draw bills of exchange to supply themselves with funds; but no such officer shall draw bills when in the presence of the fleet, squadron, or division paymaster.

Blanks furnished by Bureau of Supplies and Accounts. (2) Fleet, squadron, and division paymasters and officers of the Supply Corps ordered to a seagoing ship on the Pacific Station, or on the Asiatic or other foreign station, or to a ship under orders to proceed to foreign waters, shall apply to the Bureau of Supplies and Accounts for a supply of blank sets of bills, letters of advice, and accounts of sale.

Accountability for blank bills of exchange. (3) The bills shall be kept in the supply officer's exclusive possession, and all remaining at the end of the cruise shall be returned immediately to the Bureau of Supplies and Accounts with a letter stating the exact number of blank sets. If relieved during the cruise, he shall take a receipt from his successor and make a similar report to the Bureau of Supplies and Accounts.

Specimen signatures to be forwarded. (4) After reporting for duty as specified in paragraph 2, specimens of the official signatures of the commanding officer and supply officer, on S. and A. Form 194 or a separate blank sheet, will be forwarded to the Paymaster General of the Navy for authentication and transmittal to the foreign financial agents. In the case of fleet, squadron, or division paymasters, specimens of the official signatures of the fleet, squadron, or division commanders will be similarly forwarded.

1777.

Negotiation of bills of exchange. In the absence of the commander in chief, if, in the opinion of the senior officer present, a delay would be detrimental, the division paymaster, if there be one, or the supply officer of the ship, or the senior officer present, shall draw and negotiate bills of exchange in conformity with the following instructions:

(a) Bills must invariably be made payable to the order of the commander in chief or squadron or division commander, if the vessel is a flagship, or of the commanding officer of the ship if not a flagship, and his indorsement on the bills is taken as his approval of the supply officer's act in drawing them.

(b) When a supply officer needs funds for which he will have to draw exchange, he shall inform the indorsing officer of the fact, upon the form prescribed.

(c) If the sale of exchange is authorized, the supply officer shall make diligent inquiry of bankers, merchants, and others as to the best obtainable rates, kind of money, and time and place of pay-

ment, and shall then, with the approval of the indorsing officer, negotiate the same.

(d) Bills shall be drawn either upon the foreign financial agents of the Navy Department or upon the Secretary of the Navy, preferably on the latter when the rates of exchange are equal, never at less than three days' sight when drawn upon the Secretary of the Navy, and at sight or at such time after sight as may be most advantageous to the Government when drawn upon the foreign financial agents. In comparing the rates of exchange, the commission of one-half of 1 per cent paid to the foreign financial agents must be taken into consideration. To make up the whole sum required, as many different sets may be drawn as may be most easily negotiated or as the purchaser or purchasers may request for their accommodation.

(e) Before leaving a port the supply officer shall fully inform himself of the probable course of exchange and facilities for drawing in the places he expects to visit, and also as to the money usually current there, so that he may know when and where to draw most favorably and avoid, as far as possible, taking away from a port, either at home or abroad, coin which elsewhere can only be used at a disadvantage.

(f) Immediately after negotiating any bill of exchange the supply officer shall transmit to the Secretary of the Navy letters of advice, of which the original (so marked) shall be forwarded through the proper channels by the earliest opportunity, and the duplicate (also marked) similarly forwarded by the next succeeding mail.

(g) Whenever bills are drawn upon the foreign agents, letters of advice to them shall also be made in duplicate for each set, of which the original is to accompany the bills, and the duplicate to be sent direct by the earliest opportunity.

(h) For each series of bills, an account of sale and letter of advice shall be forwarded to the Auditor for the Navy Department as soon as the bills are negotiated. A duplicate of the account of sale shall be forwarded to the Navy Department for the Bureau of Supplies and Accounts, and a copy shall be forwarded to the commander in chief for the files of the fleet, squadron, or division paymaster.

(i) Unless otherwise especially directed, all bills of exchange shall be drawn under "General account of advances."

(j) All money received by negotiating bills of exchange, except such as must be applied to the payment of public bills then due, shall be deposited on board ship by the supply officer without delay, and that officer shall make a report of the amount to the officer of the deck and to the commanding officer.

(k) When the ship under his command is attached to a fleet, squadron, or division, the commanding officer shall not authorize

bills of exchange to be negotiated without having previously obtained permission from the commander in chief or the squadron or division commander, except in cases of emergency.

(1) When the ship under his command is attached to a fleet, squadron, or division, but is separated from the commander in chief or squadron or division commander, the commanding officer shall forward to that officer, whenever a bill of exchange is negotiated, an additional copy of the letter of advice required by these regulations to be sent to the Secretary of the Navy.

1778.

Accounting for
proceeds of bills
of exchange.

The following instructions as to the proper mode of accounting for and paying out the proceeds of bills of exchange shall be strictly observed by all officers of the Supply Corps of the Navy:

(a) When bills are made payable in United States money, or are sold for such, otherwise than at par, the entries in the "account sales" shall be so made as to show not only the net amount actually received by the supply officer, but also the face value and the premium or discount charged thereon. Examples: (1) "Proceeds of bill No. 10, for \$10,000, United States coin, at 5 per cent premium; \$10,500." (2) "Proceeds of bill No. 12, for \$10,000, United States coin, at 3 per cent discount=\$9,700."

(b) When bills are drawn or the proceeds thereof are received in foreign money, the entries in the "account sales" shall show the amount and kind of money drawn for, and the amount and kind of money received, both at its local current value as to the money drawn for, and its legal value in United States money. Example: "Proceeds of bill No. 20, for £1,000-0s.-0d., sterling, received in francs at fr. 24.85 per £=24,850 francs, at 19 $\frac{3}{4}$ cts.= \$4,796.05."

(c) In accounting for the proceeds of bills of exchange in their accounts current, officers shall credit the United States with the legal United States gold equivalent of the face value of the bills, and credit or debit the United States with the premium or loss on exchange, as the case may be.

(d) All foreign money received shall be charged to and paid out by officers of the Supply Corps at the legal valuation fixed by the Secretary of the Treasury, and published on the first day of each quarter.

SECTION 5.—DEPOSITS BY ENLISTED MEN.

1779.

Deposits with
supply officers.

When so requested, the supply officer of a ship shall, under proper restrictions as to time and place to be prescribed by the commanding officer, receive money from members of the crew for

safe-keeping, issuing memorandum receipts therefor, and he shall take every precaution for its safe-keeping.

1780.

All funds placed with the supply officer by enlisted men as security for their return from absence on leave and forfeited by desertion, and all money refunded by minors or others discharged from the service, shall be credited to their respective accounts on the pay roll, and taken up by the supply officer on his account current under "General account of advances." Deposits reverting to United States.

1781.

(1) Enlisted men of the Navy, serving afloat or ashore, and enlisted men of the Marine Corps serving afloat, may, on the first day of each month, and that day only, with the approval of the commanding officer, deposit with the officer upon whose books their accounts are borne, any portion of the savings accruing from their pay and savings from other sources on board ship, in sums not less than five dollars, the same to remain so deposited until final payment on discharge or when an enlisted man is furloughed in accordance with the act of August 29, 1916. Deposits by crew.

(2) No enlisted man shall be compelled to deposit any part of his savings, but when sums shall be due them they may make application to the commanding officer, not oftener than once in every month, to have such sums as they desire, not less than five dollars and for no fractional part of a dollar, charged against their pay account and credited to their deposit account; and this request shall be granted in all cases, unless there shall appear reasons for not doing so, in which case the facts shall be reported to the Navy Department. To effect this transfer, special money requisitions marked "For deposit" shall be prepared. The officer carrying the accounts shall check against them, in the checkage column of the pay roll, the amount deposited, writing the word "Deposit" in red ink over the entries. (Arts. 1870 to 1875.) Deposits not compulsory.

(3) When a deposit is made in cash, and not by checkage on the pay roll, the depositor shall certify the entry made in the record book of his deposit account by signing his name in the place provided. Deposits in cash.

(4) For any sum not less than five dollars, deposited for the period of six months or longer, depositors, on final discharge or upon furlough in accordance with the act of August 29, 1916, shall be paid interest at the rate of four per cent per annum. Interest.

(5) All money so deposited shall be accounted for in the same manner as other public funds and shall pass to the credit of the "Pay of the Navy, Deposit Fund," or "Pay, Marine Corps, Deposit Fund," and shall not be forfeited by sentence of court-martial or deck court, but shall be forfeited by desertion, and shall not Deposits, how accounted for.

be paid until final payment on discharge or upon furlough in accordance with the act of August 29, 1916, or to the heirs or representatives of a deceased depositor, and it shall be exempt from liability for such depositor's debts. The Government shall be liable for the amount deposited to the person so depositing the

Payment on same.
discharge.

(6) Upon final discharge or upon furlough in accordance with the act of August 29, 1916, the officer having the account of depositors shall make payment in full, with interest, of all sums deposited during enlistment, in the manner prescribed by Art. 1870.

(7) Should a deposit book be lost, the officer having the owner's account shall so inform the Auditor for the Navy Department, stating all the circumstances connected with such loss, and requesting that he be furnished with a statement showing the amount standing to the man's credit as having been deposited. Upon the receipt of such statement the officer shall immediately issue a new deposit book, giving it the same number as the original, to which he shall attach the statement received from the auditor. When a man is to be discharged or to be placed on furlough in accordance with the act of August 29, 1916, and his deposit book can not be found, the officer shall not credit any deposit or interest to the man's account, but shall furnish him with a statement setting forth all the facts in connection with the loss of the deposit book, together with a certificate that "no credit of deposits or interest" has been made on his rolls, and shall instruct the man to forward said statement to the Auditor for the Navy Department and to make claim upon that officer for any balance remaining due.

Deposits by
marines on
shore.

(8) Deposits by enlisted men of the Marine Corps serving on shore shall be made as provided in instructions issued in manuals.

SECTION 6.—MONEY ISSUED TO OFFICERS AND ENLISTED MEN.

1782.

Payments to
crew.

The supply officer shall issue money to enlisted men and marines only in such sums and at such times as shall be directed in writing by the commanding officer.

1783.

Supply officer
to be present at
issues.

Except when prevented by an exigency of the service, to be determined by the commanding officer, the supply officer shall be present and personally superintend all issues of money.

1784.

Money lists.

(1) Money lists, in duplicate, with the men's names arranged consecutively in the order of their pay numbers, shall be prepared by the supply officer on the 3d and 18th of each month. The list

prepared on the 3d of the month shall show the amount (nearest dollar) which was due and payable to each man at the end of the preceding month; similarly, the list prepared on the 18th shall show the amount due and payable on the 15th of the month. The original of this money list shall be submitted to the commanding officer for approval, after which a copy shall be posted on the ship's bulletin board.

(2) Under no circumstances shall any person connected with the supply department prepare a special money requisition.

1785.

(1) All payments in cash, i. e., currency, to enlisted men and marines shall be receipted for upon pay rolls or individual receipts on the prescribed form, filled out in ink, signed by the man to whom payment is made, and bearing an officer's signature as witness to the genuineness of that of the man. No officer shall witness a receipt unless it be actually signed in his presence and he be personally acquainted with the signer. All individual pay receipts when paid shall be stamped "Paid," with the actual date of the payment. Receipts for payments.

(2) No receipt shall be required or taken for payments made by check, on account of pay; but a description of each check so issued shall be entered in the proper account on the roll. No receipts for payments by check.

(3) In no case shall money be paid to any other than the person against whose account the same is charged.

1786.

(1) The laws in most cases provide simply for the payment of an annual sum to officers; but both public and private convenience require, and custom has fully established, the practice of paying officers once a month, and this is now to be regarded as the authorized rule of the service. Payments to officers.

(2) Officers traveling abroad or residing in remote parts of the country for their own pleasure or convenience, where the ordinary methods of payments can not apply, must themselves bear the delay, inconvenience, and expense which may be caused thereby. In every case where payment is authorized to be made to any other than the payee direct, the officer must evidence to the supply officer carrying his accounts the fact of his right to pay by his signature made on the date to which payment is desired.

SECTION 7.—PAY AND BOUNTIES, NAVY.

The information as to pay and allowances prescribed by or in pursuance of law for officers and enlisted men of the Navy and

Marine Corps, will be embodied in the Manual of the Supply Corps and the Manual of the Paymaster Department, Marine Corps, respectively, and the service will be governed accordingly.

1787.

Extra pay or emoluments forbidden.

No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation, in any form whatever, for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation. (Sec. 1765, R. S.)

1788.

Persons acting as supply officer abroad.

Any person performing the duties of supply officer in a ship at sea by appointment of the senior officer present in case of vacancy, as provided in article 1229, shall be entitled to receive the pay of the officer whom he relieves while so acting.

1789.

Sea pay.

(1) Officers are entitled to sea pay while attached to and serving on board any ship in commission under the control of the Navy Department, the Coast Survey, or the Bureau of Fisheries.

Sea service.

(2) Credit for sea service does not necessarily depend upon the right to draw sea pay.

1790.

Officers, appointed from civil life.

All officers, including naval chaplains and warrant officers, appointed to the Navy from civil life on and after March 4, 1913, shall be credited with service from date of appointment only; those appointed prior to that date are credited on date of appointment, for computing their pay, with five years' service.

1791.

Leave pay.

(1) All commissioned officers of the Navy other than those whose pay is fixed by section 1556, R. S., when on duty or waiting orders shall be allowed, at the discretion of the Secretary of the Navy, 30 days' leave of absence without change of pay or allowance in any one year, or 60 days, provided that the same be taken once in two years, or three months if taken once only in three years, or four months if taken once only in four years. If the absence does not cover the entire period allowed, the balance thereof shall be placed to the officer's credit as belonging

to the last year or years of the four considered, and may be made available for future leave. For all absence in excess of that provided for above, leave pay shall be allowed. (Act of July 29, 1876.)

1792.

(1) When an officer of the Navy has been 30 years in the service he may, upon his own application, in the discretion of the President, be retired from active service and placed upon the retired list with three-fourths of the highest pay of his grade. (Act of May 13, 1908.)

Retired pay.
Pay of retired officers.

(2) Any officer of the Navy serving as chief of bureau in the Navy Department, and subsequently retired, shall be retired with the rank, pay, and allowances authorized by law for the retirement of such bureau chief. (Act of May 13, 1908.)

1793.

An officer of the Navy wholly retired is entitled to not more than one year's pay of his grade, and his name shall be omitted from the Navy Register.

An officer wholly retired.

1794.

(1) Officers shall keep their pay accounts with the disbursing officer of the station nearest their point of duty. In special cases where this is found to be impracticable, as that of officers in a travel status, a separate entry will be made on the pay roll summary showing amount of accrued pay and allowances during the period covered.

Accounts of officers.

(2) When an officer is granted leave of absence, placed on furlough, or directed to await orders, his account shall be transferred to the disbursing officer of such shore station as he may prefer.

1795.

An officer whose orders involve a change in the rate of his pay shall present them to the officer having his accounts for the preparation of such copies of the orders and indorsements as he may require. The officer shall certify the copies and also the time he left or arrived at his station or domicile.

Orders involving a change of rate of pay.

1796.

If an officer fails to pass the examination preliminary to promotion and passes upon a subsequent one, or if he fails to attend when ordered or permitted to be thus examined, for any cause other than physical disability, and afterwards, on examination, is found qualified and promoted, his pay for the higher grade shall begin on the date of his new commission.

Officers failing to pass examination for promotion at proper time.

1797.

Officers dismissed or resigning shall be paid including the date they receive official notice of dismissal or acceptance of resigna-

Officers leaving the service.

tion unless another date is specified as the one from which it shall take effect. The proper officer of the Supply Corps shall be notified by the officer under whom the dismissed or resigning officer is serving of such final date.

1798.

Seamen transferred to a ship in distress.

A seaman transferred to a merchant ship in distress and paid thereon is not entitled to be paid by the United States for the time so engaged; but his commanding officer shall stipulate that such seaman's wages shall equal his pay in the Navy, and the amount agreed upon shall be entered upon the articles.

1799.

Men absent without leave to forfeit pay.

Petty officers or enlisted men absent from their stations or duty without leave, or after their leave has expired, shall forfeit all pay accruing during such unauthorized absence. The supply officer shall be notified daily of checkages of pay and rations to be made for such reason, the ration account of absentees being checked in the month during which absence occurs.

1800.

Marine detachment shore duty.

When a marine detachment is ordered on shore duty requiring the services of a marine pay officer, the accounts of such officers and enlisted persons of the Navy as accompany and are attached to said detachment shall be regularly transferred to and carried by the marine pay officer, and they shall be paid in the same manner as the officers and men of the Marine Corps with whom they are serving.

1801.

Vouchers for checkage of loss of pay.

(1) The checkage of a loss of pay against a person's account in accordance with regulation or the sentence of a court-martial or deck court shall be made only upon the written order of his commanding officer to the supply officer, which order shall be filed with the accounts.

(2) Upon the approval by the commanding officer of a sentence involving loss of pay the supply officer shall be notified immediately in writing in order that the amount of pay to be forfeited may be noted on the account of the person concerned. In case the reviewing authority remits the loss, the entry on the pay roll shall be removed. The responsibility for any overpayment resulting from the failure of such commanding officer to so notify the supply officer shall rest upon the former.

(3) Should any person upon whose account such note appears be transferred before his sentence has been approved by the Sec-

retary of the Navy, the supply officer making the transfer shall note the facts on the transfer accounts.

(4) Should the discharge of any person upon whose account such a note appears be ordered, the supply officer shall make the checkage before discharge.

(5) To insure the carrying out of the provisions of the preceding paragraphs of this article, every officer ordering a court-martial or deck court shall immediately notify the supply officer carrying the accounts of the person to be tried, and such supply officer shall make a note on the transfer accounts of such person, in the event of transfer before any checkage of pay that may be awarded has been made, to the effect that such trial has been ordered, but that final action in regard to possible checkage of pay has not been taken.

SECTION 8.—ADVANCES.

1802.

The President of the United States may direct such advances as he may deem necessary and proper to such persons in the naval service as may be employed on distant stations where the discharge of the pay and emoluments to which they are entitled can not be regularly effected. (Sec. 1563, R. S.)

Authority for
advance of pay.

1803.

(1) All officers of the Navy and Marine Corps, when ordered to or from duty at sea on the Atlantic and Pacific stations, shall be entitled to an advance of not over one month's pay, provided they are not in debt to the Government for an advance previously paid them. All such officers ordered to or from duty at sea or on shore on a foreign station or in Alaska shall be entitled to an advance of not over two months' pay.

Advances to
officers ordered
to foreign duty.

(2) Any officer of the Navy or Marine Corps presenting his orders to any disbursing officer of the Navy (but preferably to the officer carrying his accounts), or a marine officer presenting such orders to a paymaster of his own corps, within 30 days after the date of his receipt of the orders, shall be paid this advance, in a single payment, and not in a series of partial payments.

By whom paid.

(3) The specific approval of the department is required in all cases where the advance is not drawn within a period of 30 days after the date of the receipt of the orders, which will be granted only after a detailed statement of the necessity for such advance and a full explanation of the failure to draw the advance within the period specified.

Department's
approval, when
necessary.

(4) Officers transferred from one ship to another, both ships being in commission for sea service, are not thereby entitled to such advance.

Transfer from
one ship to an-
other.

Advances
checked immediately.

(5) Advance pay shall be checked against the accounts of the officer receiving the same immediately, and such officer will not be allowed to draw any pay until the amount advanced has been liquidated.

Duty of officer
receiving an advance.

(6) Every officer who, after being ordered to duty, receives an advance of pay shall immediately give notice thereof to the officer taking up his accounts, and no officer shall knowingly receive pay which should be checked against such advance.

1804.

(1) Unless emergency conditions make it impossible to do so, no enlisted men will be without being accompanied by their transfer pay accounts. Commanding officers are particularly enjoined to see that timely notice is given to supply officers, wherever possible, of any contemplated transfers. No men will be sent to *foreign* duty without their transfer pay accounts except under the most urgent emergency conditions; and, in all such cases and whenever men are transferred without their pay accounts, it will be understood that their accounts will be forwarded at the first possible moment after their transfer.

Pay of men
without transfer
pay accounts.

(2) Whenever enlisted men are received on board a ship or at a station without their pay accounts they may at the end of two weeks, if their accounts have not then been received, be taken up for pay commencing with the fifteenth day after reporting on board such ship or at such station and will thereafter be given 50 per cent of the pay of their rating. If, after 10 weeks from date of reporting, their transfer pay accounts have not then been received they may, thereafter, be put in receipt of the full pay of their rating less any allotment or other deductions which should be made. The pay which accrued during the first two weeks after reporting and the 50 per cent withheld during the succeeding two months will not be paid until receipt and adjustment of *regular* transfer pay accounts.

(3) In order that authentic and reliable information may be at hand for determining the rate of pay of enlisted men under such conditions, there will be inserted in all enlistment records an additional sheet, which will be kept corrected up to date, showing the rate of pay of the men concerned and any allotment, insurance, or other monthly deductions which are to be made.

(4) Commanding officers will issue orders to supply officers or disbursing officers to make payments under authority of this order whenever enlisted men under their command are received under the foregoing conditions.

(5) In the event that it becomes necessary to transfer a man before the receipt of his regular transfer pay accounts and who has been taken up for pay under the foregoing conditions, he will

be given a "memorandum transfer pay account," which will show the inclusive dates for which he has been paid and the total amount paid to him. In addition to this the commanding officer will require a note to be placed on the extra sheet attached to his enlistment record showing the total amount of money paid to such enlisted man prior to the receipt of his regular transfer pay account. No men who have been taken up for pay previous to receipt of their transfer pay accounts will again be transferred until this note is placed in their enlistment record showing total payments which have been made.

SECTION 9.—ALLOTMENTS.

1805.

(1) Each person on the active and retired lists of the Navy, Marine Corps, and Nurse Corps (female), shall, with the approval of his commanding officer, be allowed to allot such portion of his pay for the support of his family or other relatives or for his own savings, as he may desire. Allotments shall not be registered for a period of less than three months. Approval of the commanding officer is not necessary in the case of allotments of officers or of retired enlisted men.

Allotments.

(2) Allotments shall be made out by the officer carrying the accounts, and after approval shall be promptly forwarded by him, as herein required, in order to insure payment when due. At shore stations of the Marine Corps outside the United States allotments shall be made out in duplicate by the commanding officer of marines, and after approval shall be promptly forwarded by him to the paymaster charged with the settlement of the accounts. In the case of marines attached to a ship, allotments shall be made out in duplicate and forwarded to the paymaster of the corps, headquarters United States Marine Corps, Washington, D. C., who will forward the original to the Navy Allotment Officer and retain the duplicate.

(3) An allotment shall be executed singly except in the case of marines. When granted by an officer, after being signed by him, it shall be registered by the officer carrying his accounts. When granted by an enlisted person, after being signed by him, it shall be witnessed and registered by the officer carrying his accounts and approved by the commanding officer, except where an allotment is registered by an officer separated from the enlisted person whose account he carries, in which case the witnessing of such by the registering officer shall not be required, but it shall be witnessed by the commanding officer and forwarded by him to the officer carrying the accounts to be registered. The officer carrying the accounts shall be responsible for its deduction from the grantor's

**How made,
registered, and
paid.**

pay and shall forward the copy to the Navy Allotment Officer, Washington, D. C. An allotment shall be made payable on the last day of the month and for a stated term. The date of first payment must be sufficiently remote to allow notice to reach the Navy disbursing officer on or before the 10th of the month in which first payment is to be made, except allotments registered in payment for premiums covering Government insurance, which allotments may be registered and forwarded to the Navy allotment officer at any time during the month for which they are payable. In special cases it may be registered with the Navy allotment officer.

(4) In writing the grantor's name, the surname must be stated first, followed by full Christian name, e. g., Smith, John Edgar, and the grantor in signing should sign name in full. Grantor's pay number is not to be entered on allotment granted form. In designating the allottee the first name in full and middle initial, if any, must be stated, but all titles should be omitted. Whenever an allotment is made payable to a bank or similar institution the grantor must fill out the prescribed identification form in duplicate, on which the name of the ship must invariably appear. The original of this form must be forwarded by the registering officer direct to the allottee and the duplicate to the Navy Allotment Officer with the allotment granted. Allotments granted must always be accompanied by a letter of transmittal stating the number forwarded, this letter to be returned with an indorsement acknowledging their receipt.

Causes for
stopping allot-
ments.

(5) The death, discharge, resignation, or desertion of a person who has an allotment running, shall be cause for stopping the same, and the supply officer of the ship to which the person was attached shall notify the Navy Allotment Officer at the first opportunity, stating the amount checked by himself and the last month for which checked, except in the case of marines transferred to a shore station within the continental limits of the United States, when the supply officer of the ship will transfer the allotment to the marine paymaster of that station for stoppage by the latter. The supply officer will be held liable for amounts paid by the Navy Allotment Officer in the absence of due notice. But this shall not relieve the Navy Allotment Officer from responsibility for losses resulting from overpayments due to want of diligence on his part, either in the making of immediate acknowledgment of supply officers' notices or from lack of cooperation in effecting the proper checkages against grantor's account. When an allotment is stopped the supply officer shall charge the allotment for as many months in advance as will probably be required for information to reach the Navy Allotment Officer. Forfeiture of pay by sentence of a general or summary court-martial or deck court shall also be cause for stopping an allotment when the payment of

such allotment, in addition to the forfeiture, would place the grantor in debt to the Government. The allotment in such case may be renewed immediately sufficient pay has become due him to cover the amount of the first payment.

(6) Notices to discontinue allotments for any cause other than expiration shall be sent in duplicate (S. & A. Form 12), one allotment only on each notice. Upon receipt of such notices the allotment officer will make acknowledgment of that fact by immediately returning the carbon copy to the sending officer. These notices must reach the Navy Allotment Officer (Navy Department) not later than the 15th of the month following the last month charged on the rolls of the supply officer carrying the account. Where, due to insufficient time, the Government's interests would not be protected by a mailed notice, notice should be sent by telegraph or cable and confirmed by mail. Notices sent by telegraph or cable for the benefit of the grantor of the allotment must be at his expense.

Notice of stop-
page.

1806.

No person shall be permitted to make an allotment unless there is due him the amount of the first payment, or unless such amount will probably be due on the date set for the first payment.

Allotments for
enlisted men.

1807.

(1) An allotment which has been discontinued, at the request of the person making it, before the expiration of the term for which it is granted, shall not be renewed within that term except by permission of the Navy Department on satisfactory reasons being given for such discontinuance and renewal. However, if the grantor of a voluntary allotment (S. & A. Form 6) wishes to discontinue the same by reason of the necessity of paying a compulsory allotment or insurance premium under the act of October 6, 1917, a new allotment for a smaller amount may be registered immediately, without the special authority of the Navy Department.

Renewal of
discontinued al-
lotments.

(2) In no case shall an allotment be allowed a returned deserter until his account shall have been received from the "Deserters' roll."

(3) Correspondence on the subject of allotments that have been granted must be with the Navy allotment officer, Washington, D. C.

SECTION 10.—TRAVEL.

1808.

(1) In lieu of traveling expenses and all allowances whatsoever connected therewith, including transportation of baggage, officers of the Navy, traveling from point to point within the United

Mileage.

States, under orders, shall hereafter receive mileage at the rate of 8 cents per mile, distance to be computed by the shortest usually traveled route; but in cases where orders are given for travel to be performed repeatedly between two or more places in the same vicinity, the Secretary of the Navy may, at his discretion, direct that actual and necessary expenses only be allowed. Actual expenses only shall be paid for travel under orders outside of the limits of the United States in North America. (Act June 7, 1900.)

(2) Officers performing travel under orders which entitled them to the receipt of mileage will indorse upon the original of the orders the dates of the beginning and completion of the travel performed before presenting their orders for the payment of mileage.

1809.

Repeated travel
between same
points.

To facilitate action by the department, officers on inspection, recruiting, or other duty that necessitates repeated travel between the same points shall keep an accurate account of their actual expenses and also the number of miles traveled by the most direct route, and submit both to the department with their claims for reimbursement or mileage.

1810.

Travel of ma-
rine officers.

(1) Officers of the Marine Corps traveling under orders without troops shall be allowed mileage at the rate of 8 cents per mile (distance to be computed by the shortest usually traveled route) for travel performed within the United States and actual necessary expenses for travel performed without the United States.

(2) For all sea travel (except when regularly attached to vessels of the Navy for duty) actual expenses only shall be paid to such officers when traveling on duty under competent orders, with troops, and the amount so paid shall not include any shore expenses at port of embarkation or debarkation; but for the purpose of determining allowances hereunder travel in the Philippine Archipelago, the Hawaiian Archipelago, the home waters of the United States, and between the United States and Alaska shall not be regarded as sea travel. For all land travel with troops (including the sea travel to be regarded as land travel under the above exceptions) such officers shall receive transportation in lieu of mileage or traveling expenses.

(3) In cases where orders are given for travel to be performed repeatedly between two or more places in such vicinity as at the discretion of the Secretary of the Navy is appropriate, he may direct that actual and necessary expenses only be allowed. (Art. 1815 (5).)

(4) Mileage of marine officers may be paid by the paymaster or an assistant paymaster of the corps upon receipt of proper vouchers accompanied by original orders issued or approved by the Secretary of the Navy or the Major General Commandant of the Marine Corps.

1811.

(1) Mileage of officers of the Navy, for travel in the United States, shall be paid by any disbursing officer of the Navy upon presentation to him of original orders issued or approved by the Navy Department. Mileage of officers of the Naval Reserve Force, when assigned to duty with the Navy and for travel in the United States, shall be paid by any disbursing officer of the Navy upon presentation to him of original orders issued or approved by the commandant of the naval district.

Payment of
mileage.

(2) Officers of the Navy traveling abroad under orders shall travel by the most direct route, the occasion and necessity for such order to be certified by the officer issuing the same, and shall receive in lieu of mileage only their actual and reasonable expenses, certified over their own signatures and approved by the Secretary of the Navy.

Allowance for
travel abroad.

(3) As reimbursement to travelers can only be made in such amounts as the Government would have paid had the transportation been officially requested, the transportation requests shall be used whenever practicable for officers (entitled to receive actual traveling expenses only), enlisted men of the Navy, Naval Reserve, and Naval Militia, and all civilians traveling on official business of the Navy Department.

(4) Such inspection officers, recruiting officers, etc., as are not located conveniently to a transportation issuing officer will request, from the Bureau of Navigation, a supply of blank transportation requests and authority to use same.

(5) Mileage or scrip books will be secured under transportation requests and used only when a book is entirely used on one journey, i. e., when the cost of railroad transportation is in excess of scrip ticket or the distance traveled is in excess of 1,000 miles (as from New Orleans, La., to Washington, D. C., or Norfolk, Va., to Pensacola, Fla., and return). This condition is limited to the Southeastern Passenger Association territory.

(6) Transportation requests will not be signed in blank.

1812.

(1) No officer of the Navy or Marine Corps shall be paid mileage except for travel actually performed at his own expense and in obedience to orders.

Allowances
only for travel
actually per-
formed.

(2) No allowance shall be made for traveling expenses within the United States unless the same be incurred under orders origi-

Orders must
have approval of
Secretary.

nally issued or subsequently approved by the Navy Department. All allowances made for this purpose must also be approved by the Secretary of the Navy.

(3) No allowance shall be made for traveling expenses without the United States unless the same shall be incurred on the order of the Secretary of the Navy, or of the commander in chief of a fleet or station, or upon orders approved by either of the above. (Art. 1815.)

Terminal points to be designated in orders.

(4) Orders of officers involving travel must designate the place from which and the point or points to which the travel is to be performed.

1813.

Travel expenses not allowed.

(1) No person in the naval service shall be paid mileage for travel performed by Government conveyance.

(2) An order merely permitting an officer to appear before an examining board or a court of inquiry, or detaching him from a ship abroad and granting him permission to return home, does not entitle him to traveling expenses or mileage.

Unauthorized change of residence.

(3) An officer who changes his official residence without permission of the Navy Department shall not, if ordered to duty, be entitled to mileage in excess of that from his former place of residence as recorded at the department.

(4) No expenses for travel to attend the funeral of a naval officer who dies in the United States shall be allowed.

1814.

Certificate required as voucher.

(1) An officer shall certify to such copies of his orders as may be required as vouchers by the officer carrying the accounts; also that he actually performed the travel in obedience to such orders, at his own expense, and without transportation in a Government conveyance. In drawing mileage to his home he shall certify upon his orders his residence, which must correspond to his usual residence, as recorded in the Bureau of Navigation or headquarters Marine Corps.

Calculation of distances for mileage.

(2) Bills for mileage shall show the process by which the whole distance was calculated, giving the distance from point to point and stating how obtained, if not from the official tables of distances published by the War Department.

(3) When a doubt exists as to the distance traveled, the certificate of the officer, stating the route by which he traveled, with the distance thereon, and that it was the shortest usual route, shall be received as evidence.

1815.

Traveling expenses, other than mileage.

(1) Claims for traveling expenses, incurred under orders which do not entitle claimant to mileage, shall be itemized and in duplicate and accompanied by original orders authorizing travel and a

certified copy thereof, with all indorsements. All such claims shall be accompanied, when practicable, by receipted bills, and, when this is not practicable a certificate to that effect shall be shown on the claim. When vouchers ordinarily procurable, such as hotel bills, Pullman receipts, etc., are not submitted with the officer's claim, he shall attach an explanation of his omission in this respect.

(2) Claims shall be confined absolutely to necessary expenses actually incurred. Automobile and carriage hire, when the necessity therefor is clearly shown, and incidental expenses incurred on account of travel shown to be reasonable and necessary, will be allowed. When expenses for telephone and telegraph are incurred, a certificate shall show that such messages were of an official nature, and copies of telegrams sent shall be furnished. Charges for laundry or mineral waters, or for fees on Government vessels will not be allowed. The necessity for any delay en route shall be clearly shown, and in all cases a certificate that the amounts claimed have been actually expended shall appear on the claim.

Claim in general.

(3) Officers in the United States shall submit their claims to the Bureau of Supplies and Accounts direct.

Officers in United States.

(4) Officers on foreign stations, whose accounts are kept by officers of the Supply Corps, may submit their claims to such officers who shall, after verification, make reimbursements to claimants upon public bills, indorsing amounts paid upon the original orders and filing the claim, together with a certified copy of the original orders, as vouchers. In event of a question arising as to the propriety of any item on a claim, the officer to whom the claim is presented shall forward it to the Bureau of Supplies and Accounts. The cost of transportation of public property of the United States, in charge of an officer traveling abroad, shall not be included in the same voucher or bill as that of his personal expenses.

Officers on foreign stations.

(5) Officers on inspection duty assigned to a particular district shall be allowed actual expenses in lieu of mileage for all repeated travel between headquarters and points within the inspection district, it being considered by the department that all points within inspection districts are in the same vicinity.

Officers on inspection duty.

(6) All officers who have additional duties assigned them, requiring repeated travel from their regular station to other points, shall be allowed actual expenses in lieu of mileage, unless mileage is specifically authorized in their orders, the department considering that places are in the same vicinity when repeated travel is authorized.

Additional duties.

(7) In cases of travel by civilian employees, a midday meal will not be allowed, except when they are absent from their stations from 11 a. m. to 1.30 p. m., and an evening meal will not be allowed

Travel by civilian employees.

unless return to station or domicile be later than 6.30 p. m. Hours of departure and arrival to and from station or domicile must be invariably stated on claim.

Night travel
by water.

(8) In cases of night travel by water, when staterooms can not be procured at the prices prescribed in this order, a certificate to that effect shall be furnished to cover payment of larger amount.

Disputed claim.

(9) In the event of question arising as to any claim, such claim shall be forwarded by the Bureau of Supplies and Accounts to the Auditor for the Navy Department for settlement.

(10) The provisions of this article apply also to officers of corresponding rank of the Marine Corps in so far as allowances are concerned.

To whom ap-
plicable.

(11) Paragraph 7 of this article applies to officers as well as civilian employees; in exceptional cases reimbursement for cost of meals may be allowed officers where hours of arrival or departure are slightly different from those specified above. A full explanation of the exceptional circumstances must be given on the claim in each instance, and the meals must necessarily be taken during absence from place of domicile or headquarters.

(12) In settlement of claims in reimbursement of traveling expenses under (a) and (b) which follow, three meals and a lodging at the same place will be considered a full day, entitling claimant to an allowance in amount not exceeding the rate per day specified in the proper schedule without regard to the amount which may be paid for the various meals or for lodging. In determining the number of days the count will be made from the initial expense for meal or lodging incurred at any point.

(13) Charges for meals must be itemized on claims to show where taken; i. e., city or town, or en route on train.

(14) While traveling on duty away from his post of duty no officer or civilian employee shall be allowed or paid any sum for subsistence (which includes board, lodging, tips at hotels and tips at meals) in excess of expenses actually incurred, nor in excess of \$5 per day.

(15) No claim shall be allowed for expenses which, considering the circumstances, appear unreasonable or unnecessary, or in any respects exceed the following allowances:

Officers of the Navy.

(a) TRAVEL WITHIN CONTINENTAL LIMITS OF THE UNITED STATES.

Actual cost of transportation, including Pullman fare, when not in excess of Government rates per transportation request.

Stateroom for night, water travel, where stateroom is extra-----	\$2.00
Subsistence, covering meals, lodging, bath, and tips at meals and hotel, not to exceed, per day-----	5.00

Tips at hotel (including tips at meals) :	
Per day ¹ -----	. 50
Per week at same hotel ¹ -----	2. 50
Meals on train or boat :	
Breakfast ¹ -----	1. 25
Midday meal ¹ -----	1. 25
Dinner ¹ -----	2. 00
Single meals not on train or boat, when absent from station less than a day :	
Breakfast-----	1. 25
Midday meal, no tip allowed-----	. 50
Dinner-----	1. 25
Tips at meals, each ¹ -----	. 15
Tips to porters (exclusive of meal tips) on train or boat :	
Per day-----	. 50
Trips less than five hours-----	. 25
Transfer, handling, and checking baggage-----	1. 25
Excess baggage allowed by Regulations and charged for at regular rates.	
Street-car fare.	
Expressage and storage of official books, papers, or instruments.	

(b) TRAVEL OUTSIDE CONTINENTAL LIMITS OF THE UNITED STATES.

Hotel bill, including lodging, subsistence, bath, tips at meals and at hotel, per day-----	\$5. 00
Single meals-----	1. 25
Tips at hotels (includes tips at meals) :	
Per day-----	. 75
Per week at one hotel-----	3. 50
Fees for sea travel—	
On Atlantic—	
Six days or less, per day-----	1. 50
Seven to ten days, total-----	10. 00
Eleven to fifteen days, or longer, per day-----	1. 00
On Pacific—	
Per day-----	1. 00
Not to exceed a total of-----	20. 00
West Indies, Cuba, Porto Rico, Panama, etc., per day-----	1. 00
From Asiatic Station to United States via Suez, total-----	25. 00
Steamer chair, trips of two days or longer on each line-----	1. 00
Transfer of baggage-----	1. 25
Actual cost of transportation when not furnished by the Government.	
Mess bill on Government vessel.	
For sea travel, separate staterooms for flag officers, going to or returning from command.	

1816.

(1) Officers of the Navy and Marine Corps, serving at remote stations, which may be reached by Army transports, who may elect and be authorized to return to the United States by other than the shortest usually traveled route, will be reimbursed the cost

Officer electing route of travel from remote station.

¹ Provided limit of \$5 per day for "subsistence" is not exceeded.

that would have been incurred if travel had been performed via Army transport, and mileage for that portion of the journey in the United States, provided such cost does not exceed traveling expenses and mileage by the route actually traveled.

2. Reimbursement will not be allowed under any circumstances for what it would have cost to have returned direct via commercial vessel, even though an Army transport would not have been available at the time of the officer's detachment who elected another route for returning home.

3. Claims for allowance of expenses for travel of this nature will include a statement of the actual expenses incurred via the route traveled, substantiated by vouchers, but not including the expense on account of delay for the officer's leave or for his own convenience.

4. In the settlement of such claims the department will allow the following:

(a) Baggage transfer (one transfer of baggage from their stations).

(b) Subsistence (to be approximated, equalling the cost via Army transport).

(c) Adjustment of mileage (allowing the mileage which would have been necessary had the journey been made via Army transport, less any payment of mileage made for travel actually performed).

1817.

Travel of Naval
Nurse Corps (fe-
male).

(1) Members of the Navy Nurse Corps (female) performing travel under orders from competent authority will be allowed expenses by the following schedule:

Cost of transportation by the shortest usually traveled route, when transportation in kind or transportation request is not furnished.

Actual cost of baggage transfer as required by necessities of the journey; receipts to be furnished; baggage limited to not more than two pieces.

Cost of one lower berth in sleeping car, seat in parlor car, or usual stateroom accommodations on boat, when extra charge is made therefor.

Cost of meals, including tips, not to exceed \$4.50 per day while en route, when meals are not included in the transportation fare paid.

Cost of meals, tips, and lodging during necessary delays en route, not to exceed \$4.50 per day.

Cost of meals and lodging, including bath, tips, and laundry work, not to exceed \$4.50 per day, while on duty designated in orders for the performance of temporary duty; but reimbursement

for such expenses will be limited to \$1 per day after the first 30 days at any one place.

Excess baggage, not to exceed 100 pounds, as per receipt.

Street car fare, or under exceptional circumstances, when street car service is not available, actual cost of cab, carriage, or taxi hire. When charge is made for cost of conveyance other than street car, full explanation of necessity therefor must be made, and approval of the Secretary of the Navy obtained therefor.

When travel covers less than a full day: Single meals not to exceed \$1.25 and tips at single meals not to exceed 15 cents.

Fees to expressmen and porters on arrival at and departure from hotels and stations not to exceed 10 cents in each case when the service is rendered in connection with the transportation of baggage; fees for checking baggage at stations and hotels not to exceed 10 cents for each piece checked; and fees to sleeping-car and parlor-car porters not to exceed 25 cents per day, or 10 cents when the car is used in daytime only.

(2) Members of the Nurse Corps, when traveling under orders, shall for sea travel be entitled to transportation and reimbursement of actual expenses as prescribed for officers in subparagraphs 4 and 5 of paragraph 1280 of the Army Regulations, which read as follows:

Actual cost of meals for the time actually and unavoidably consumed in the voyage when the same is not included in the charge for passage: *Provided*, That under such conditions the total charge for meals, including fees to dining-room stewards, does not exceed \$5 per day. Amount of rent of steamer chair, not exceeding \$1 for trips of two days or longer on each commercial steamer, and fees to cabin and other stewards not exceeding the following:

Six days or less on the Atlantic Ocean, \$1.50 a day; 7 to 10 days, not exceeding \$10; 11 to 15 days or longer, \$1 a day; total, not exceeding \$15. On the Pacific Ocean, 15 days or less, \$1 a day; total fees for 15 days or longer, not exceeding \$15. To the West Indies, Cuba, Porto Rico, Panama, and to South American ports, \$1 a day; total fees for 15 days or longer, not exceeding \$15. From the Orient to the United States, via Suez, not exceeding \$25.

When transshipping at an intermediate port, as a necessary incident to a continuous voyage, the actual cost at hotels of meals, lodgings, baths, and fees not exceeding 50 cents per day to waiters and bell boys: *Provided*, The total charge for these items does not exceed \$5 per day; transfer of self and baggage from dock to hotel and from hotel to dock, and fees to porters for handling baggage, not exceeding \$2 for each transfer. The officer will certify on the itemized statement that the account is correct and just and that the amounts charged therein were actually paid by him. Subvouchers, properly receipted, will be required for items of

board and lodging at hotels. When not practicable to obtain such subvouchers, the officer will so certify. Charges for baths, where baths are not included in the charge for lodging, will in every instance be supported by subvouchers. The payment of fees to cabin or other stewards or the rent of steamer chairs when traveling on Government transports is not authorized. (C. A. R. No. 12.)" Accounts for reimbursement for items not authorized herein will be forwarded to the Paymaster General of the Navy for his consideration and approval before payment, but in no case can the total of such expenses as are reasonably included under the heads board and lodging be lawfully reimbursed in excess of \$5 per day.

1818.

Transportation of dependents.

(1) When any commissioned officer, warrant officer, chief petty officer, or petty officer, first class, having a wife or dependent child, or children, is ordered to make a permanent change of station, the United States shall furnish transportation in kind by the shortest usually traveled route payable from funds appropriated for the transportation of the Navy to his new station for the wife and dependent child or children. (Sec. 12, act 18 May, 1920.)

Home yards.

(2) The home yard of the ship to which an officer, chief petty officer, or petty officer, first class, may be attached is his permanent station and a duly authorized change in the home yard or home port of such vessel shall be deemed a change of station. (Sec. 12, act 18 May, 1920.)

Government transport to be used if available.

(3) Transportation supplied the wife or dependent child or children of an officer, chief petty officer, or petty officer, first class, to or from stations beyond the continental limits of the United States, shall not be other than by Government transport if such transportation be available. (Sec. 12, act 18 May, 1920.)

Issue of transportation.

(4) Transportation for wives and dependent children will be issued by officers authorized to issue transportation upon presentation to them of the orders involving permanent change of station, showing by indorsement the transportation which is needed. The issuing officer will indorse on the original orders the number of the transportation request, the points between which issued, the amount of excess cost collected, if any, and the relationship of the persons to whom transportation is furnished.

Children.

(5) When children are of such ages as to be entitled to reduced rates under transportation tariffs, the transportation requests will be issued to show the number of tickets required for adults and the number for children at reduced rates. No transportation requests are necessary for children who, under transportation tariffs, are transported free of charge.

(6) Wives and dependent children of commissioned officers, warrant officers, chief petty officers, and petty officers, first class, when their transportation is authorized, are entitled to seats in a parlor car or berths in a standard sleeping car or the customary stateroom accommodations on steamers where extra charge is made for the same, on the following basis:

One lower berth :

For wife alone.

For child alone.

For wife and child under 6 years of age.

For wife and female child over 6 years of age.

For two children, same sex.

For two children, opposite sex, both under 6 years of age.

One section or separated lower and upper berths :

For wife and one child, male over 6 years of age.

For wife and two children.

For two children, opposite sex, one or both over 6 years of age.

For additional children on basis as provided above.

The term "child" refers to children who are furnished transportation at reduced rates; a separate berth will be furnished each child 12 years of age and over, regardless of sex.

If lower berth is not available, one upper berth may be furnished each individual.

When the total allowance for a family equals or exceeds the cost of a stateroom or drawing room, a stateroom or drawing-room may be furnished if desired. In case the cost exceeds the allowance a stateroom or drawing-room may be furnished upon deposit of such excess cost with the issuing officer, the fact of such deposit to be noted by the issuing officer on S. and A. Form 268.

(7) Dependents are not entitled to subsistence at the expense of the Government. Subsistence.

(8) Dependents may be furnished transportation to the new station from any point, or over a circuitous route, but any excess over the cost of transportation from the old to the new station via the shortest usually traveled route shall be paid to the officer issuing the transportation. Stop-overs also may be obtained under the same conditions. Point of commencement of travel.

(9) Excess cost will be calculated at regular commercial rates, including any tax, surcharge, or other addition which may be in force at the time the transportation is issued. Stop-overs.

(10) Where an officer, chief petty officer, or petty officer, first class, having made application for transportation for his dependents has for any reason failed to secure it and has purchased transportation from his private funds, he may submit a claim for Excess fare.

Government transportation unobtainable.

reimbursement to the Navy Disbursing Officer, Washington, D. C.
The claim should be accompanied by—

- (a) The original and two certified copies of orders with all indorsements thereon.
- (b) A certificate giving full name of wife and child or children, together with ages and sex of the latter.
- (c) Receipt from agent of transportation company showing starting point, destination, and amount paid for ticket purchased.
- (d) Receipt for amount paid for parlor car, sleeping car, or stateroom, showing between what points furnished.
- (e) A statement showing what action was taken to secure transportation in kind, and reason same was not furnished.
- (f) A certificate from the officer who, under the regulations, would have issued the transportation requests, certifying that requests were not issued, and his reasons therefor.

Details to be supplied by Bureau of Supplies and Accounts.

(11) Detailed instructions relative to the transportation of wives and dependent children of officers, chief petty officers, and petty officers, first class, will be issued to the officers issuing transportation by the Bureau of Supplies and Accounts.

Household effects.

(12) The personnel of the Navy shall have the benefit of all existing laws applying to the Army and Marine Corps for the transportation of household effects, under such rules as the Secretary of the Navy may prescribe.

SECTION 11.—QUARTERS, LIGHT, FUEL, AND SUBSISTENCE.

1819.

Officers' quarters (Navy).

(1) Public quarters at naval stations shall be permanently designated, in the order of their desirability, for occupancy by officers in the following sequence, irrespective of rank, these designations not to be changed without authority of the Navy Department:

1. Captain of the yard.
2. Engineer officer.
3. Construction officer.
4. Medical officer.
5. Supply officer.
6. Public-works officer.
7. Aid to commandant.
8. Inspection officer.

9. Senior assistant in the machinery division.
10. Senior assistant in the hull division.
11. Senior assistant to the captain of the yard.
12. Senior assistant in the inspection department.

Officers occupying quarters at navy yards on the date of the issue of these instructions shall, notwithstanding the provisions of this paragraph, continue such occupancy until the completion of their current tours of duty, unless they themselves shall otherwise request.

(2) Officers of the Navy, except midshipmen, serving "with troops" are entitled to their proper allowance of public quarters or of quarters hired by the Government for them, or commutation therefor; or, if not serving "with troops," are entitled to their proper allowance of public quarters or commutation therefor. Officers of the Marine Corps on duty "with troops," or for any service with troops, are entitled to their proper allowance of public quarters or commutation therefor.

With or without troops.

(3) Where there are no public quarters or not sufficient quarters possessed by the Government to accommodate him, an officer, except midshipmen, serving "with troops" may request that quarters providing accommodations suitable to his rank be hired by the Government and furnished him in kind, which request shall be forwarded to the department for action, through the proper channels, with recommendation as to quarters available for hire for his use.

No public quarters.

(4) An officer ordered to duty at a navy yard or station shall immediately make written application to the commanding officer for quarters.

Application.

(5) The quarters to which an officer is entitled when on duty may be continued in kind, at his proper station, during the period for which the law permits him to be absent without reduction of pay and allowances.

During absence.

(6) An officer on sick leave, not detached from his station, is entitled to public quarters at his station during the period of sick leave, not exceeding six months, provided he or his family occupy them.

On sick leave.

1820.

(1) All officers including mates but excepting midshipmen, on duty at a station where there are no public quarters for their accommodation, or where the public quarters are inadequate, or where quarters have not been hired for their use, or any such officers on special duty or on detached service on shore, are entitled to commutation for quarters at established rates.

Commutation of quarters.

No public quarters. (2) Commutation of quarters is allowed to any officer mentioned in paragraph 1, on duty where no public quarters are furnished by the United States, as follows:

(a) On duty at colleges.

(b) In the discharge of his official duties in charge of civil works, when not furnished with rooms to be occupied by him as quarters.

(c) "In arrest," and on the military duty of attending a court-martial trial (his own), and obeying the orders of the court.

(d) When awaiting orders for the convenience of the Government, for a limited period at a place (except his home) where there are no public quarters.

Officer settling accounts.

(3) An officer of the Supply Corps ordered to his home to settle accounts, while so engaged is entitled to commutation of quarters. (41 Ct. Cls., 31; Dec. 18, 1905.)

(4) An officer ordered to report by letter to a superior becomes entitled to commutation of quarters when he receives a specific order of assignment and reports in person at the station to which assigned.

Temporary absence on duty.

(5) An officer does not lose his right to quarters or commutation at his permanent station by a temporary absence on duty. While he continues to hold that right and exercises it by constructive occupation or use of any kind, he can not legally demand quarters nor commutation at any other station. Exceptions to this rule can be made only by the Secretary of the Navy.

On leave and sick leave.

(6) An officer on duty at a station where he is properly in receipt of commutation of quarters is entitled to the allowance during ordinary leave on full pay, and during sick leave. If he is relieved from duty at the station and then granted leave, his commutation ceases.

Change of station.

(7) When an officer changes station during his temporary absence on duty, he loses his right to quarters from the time he leaves his old station, and does not acquire a right at his new station until he has reported for duty thereat. He is entitled in the meantime to quarters or commutation therefor at the station where he is temporarily serving.

Commutation not allowed.

(8) Commutation of quarters is not allowed to any officer mentioned in paragraph 1 under the following circumstances:

(a) When detached from duty at one station, where he was entitled to commutation of quarters, and assigned to another, he is not entitled to such allowance from the date of detachment to the date on which he reports in person at the new station.

(b) When ordered to his home to await orders.

(c) When awaiting orders for his own convenience, or at his own request, at a place of his own choosing.

(d) When unassigned to any duty for an indefinite period, and not technically on leave of absence, but permitted to choose his own residence.

(e) On sea service under usual conditions. (Art. 1789.)

1821.

(1) Commutation of quarters accrued to date shall be included in all computations of balances due an officer on the pay roll. **Payment of commutation of quarters.**

(2) For each item on the pay rolls covering a payment of commutation of quarters there shall be certificates from the proper officer that application for and no assignment of quarters has been made.

(3) Commanding officers of yards and stations shall make the required certificates.

(4) Officers entitled to commutation of quarters who are without an immediate commanding officer shall sign this certificate, except as provided in the next paragraph.

(5) In the cases of officers on duty in Washington, not attached to the navy yard, the Chief of the Bureau of Yards and Docks shall furnish the required certificate.

(6) The number of rooms with which officers may be furnished (or the commutation therefor at the rate of twelve dollars per month for each room), as provided by law for officers of corresponding rank in the Army, is as follows: Admirals, eleven rooms; vice admirals, ten rooms; rear admirals (first nine), nine rooms; rear admirals (second nine), eight rooms; captains, seven rooms; commanders, six rooms; lieutenant commanders, five rooms; lieutenant, four rooms; lieutenants, junior grade, three rooms; ensigns and all other officers entitled by law to quarters or commutation thereof, two rooms. (Act of Mar. 2, 1907.) **Number of rooms or commutation therefor.**

(7) Commissioned warrant officers are entitled to two, three, or four rooms, or to commutation therefor, depending upon their right to the pay of an ensign, lieutenant (j. g.), or lieutenant, respectively. Warrant officers and mates are entitled to the same commutation for quarters as second lieutenants of the Marine Corps. (Acts of Mar. 3, 1899; Mar. 3, 1901; and May 13, 1908.) **Commissioned warrant officers and others.**

(8) Officers and enlisted men of the Marine Corps, when on shore duty, are entitled to quarters or commutation therefor under the rules and regulations of the Army. **Marine Corps.**

(9) Members of the Navy Nurse Corps, when not occupying Government quarters, will be allowed commutation of quarters at \$12 per room per month, not to exceed two rooms; which amount will be credited on the pay roll upon the certification of the senior officer at the hospital, or station, where members of the Navy Nurse Corps may be serving, that application for and no assignment of quarters has been made, and that Government quarters are not available. (Urgent deficiency act, June 30, 1917.) **Navy Nurse Corps.**

1822.

(1) Heat and light actually necessary for the authorized allowance of quarters for officers and enlisted men shall be furnished at the expense of the United States under such regulations as the Secretary of War may prescribe. (Army appropriation act, approved Mar. 2, 1907.)

(2) Commutation of quarters for dependents of officers on duty in the field is allowed. (Act July 11, 1919.)

1823.

Rations.

(1) With the exception of commissioned officers of the line, Medical Corps, and Supply Corps, and of chaplains and commissioned warrant officers, all officers of the Navy are entitled to one ration, or to commutation therefor at the rate in effect at the time, while doing duty on board a seagoing vessel of the Navy. Midshipmen are entitled to one ration, or to commutation therefor, at all times.

(2) Rations shall not be allowed to officers on the retired list. (Sec. 1595, R. S.)

(3) The law does not provide for the allowance of rations to commissioned officers of the Marine Corps.

(4) All enlisted men in the Navy attached to any United States vessel or station and doing duty thereon shall be allowed a ration or commutation thereof. (Sec. 1579, R. S.)

(5) The noncommissioned officers, privates, and musicians of the Marine Corps attached to ships of the Navy shall each be entitled to receive one Navy ration daily. (Sec. 1615, R. S., and act of Mar. 2, 1891.)

(6) Enlisted men on board a ship for duty or passage, but not borne upon the rolls, are supernumeraries entitled to pay, and shall be rationed with the crew upon the order of the commanding officer.

(7) The rations of enlisted men shall be commuted only upon the written order of the commanding officer.

1824.

Subsistence of
prisoners em-
barked in ships
of the Navy.

Prisoners embarked in a naval vessel shall be subsisted, and payment shall be made by the supply officer to messes for each prisoner subsisted therein at the following daily rates: Cabin, two dollars; wardroom, one dollar and fifty cents; other officers' messes, one dollar. If not in an officers' mess, one ration shall be allowed. No other charge shall be made, nor shall any person thus subsisted be required to pay any compensation to the mess in which he may live.

1825.

For the subsistence of pilots two dollars a day shall be allowed to a cabin mess, one dollar and fifty cents a day to a wardroom mess, and one dollar a day to any other officers' mess. When messed in any other than an officers' mess, or by themselves, they shall be allowed one ration each.

Subsistence of pilots.

1826.

(1) No allowance shall be made to any mess for the subsistence of officers ordered to take passage in a ship of the Navy.

Subsistence of naval or civil officers as passengers.

(2) There being no allowance for a minister or other civil officer for whom passage may be ordered in a Government ship, provision must be made and the expense defrayed by such passenger himself.

1827.

(1) The value of one ration per day shall be deducted from the account of every naval or marine officer admitted into a naval hospital during his continuance therein, which amount shall be credited to the naval hospital fund by the supply officers on whose books such persons are borne. (Sec. 4812, R. S.)

Deduction of value of ration from account of persons in hospital.

(2) In computing the number of days patients are subsisted in hospital, the day of admission shall be disregarded and the day of discharge shall be included.

1828.

Officers of the Navy on sea service with the exceptions mentioned in article 1823 (1) are entitled to their rations while temporarily doing the duty of the ship on shore.

Rations of officers temporarily on shore.

1829.

Officers and men of the Navy or Marine Corps, under orders to act on shore in cooperation with the land troops, will be rationed, upon requisition of the commanding officer, by the Subsistence Department of the Army.

Subsistence while cooperating with Army.

SECTION 12.—MISCELLANEOUS ALLOWANCES.

1830.

(1) Authority for admission to an Army and Navy general hospital may be obtained by all persons of the Navy and Marine Corps, on the active and retired lists, from the Surgeon General of the Navy on the report of a board of medical survey or, when

Army and Navy hospitals.

that is impracticable, on the certificate of a naval medical officer, clearly stating the applicant's disability. A certificate from the attending physician may be submitted to the Bureau of Medicine and Surgery for its consideration, if no other officer of the Medical Corps of the Navy be available.

(2) The hospital accommodation will be divided between patients of the military and naval services and the Marine Corps. The length of treatment in hospital will be determined by the medical officer in command thereof.

1831.

Persons sent to other than naval hospitals.

Officers and enlisted men of the Navy and Marine Corps, when on duty at a place where there is no naval hospital, may be sent to other hospitals upon the order of the commander in chief, or the senior officer present, and the expenses of such persons shall be paid from the naval hospital fund; and no other charge shall be made against their accounts than such as are made for persons under treatment at naval hospitals.

1832.

Pensions of persons in hospital.

Whenever any officer, seaman, or marine entitled to a pension is admitted to a naval hospital, his pension, while he remains there, shall be deducted from his accounts and paid to the Secretary of the Navy for the benefit of the fund from which such hospital is maintained.

1834.

Expenses incurred in making oath.

In the absence of the persons mentioned in article 115 (1), officers required to make oath in answering interrogatories concerning the fitness of officers of the Navy or Marine Corps for promotion shall do so before some other person authorized by law to administer oaths. In such case officers shall be careful to procure the necessary services at as reasonable a rate as possible, and transmit to the department a voucher stating the sum paid. If, in the opinion of the department, such sum is reasonable and proper, the necessary steps for reimbursement will be taken.

1835.

Clothing and small stores for men sentenced to loss of pay.

An enlisted man of the Navy or Marine Corps sentenced by court-martial to confinement with loss of pay shall not be deprived of such clothing and small stores as the officer commanding the ship, or other place of confinement, may deem necessary to the prisoner's health and comfort. (Art. 921.)

1836.

Persons confined in prisons in pursuance of the sentence of a naval court-martial shall, during such confinement, be allowed a reasonable sum, not to exceed \$3 per month, for necessary prison expenses, and shall, upon discharge, be furnished with suitable civilian clothing and paid a gratuity, not to exceed \$25, such allowances to be made in amounts to be fixed by and in the discretion of the Secretary of the Navy, and only in cases where the prisoners so discharged would otherwise be unprovided with suitable clothing or without funds to meet their immediate needs.

1838.

No allowance shall be made for the expenses of persons undergoing examination for appointments, except as provided by law for midshipmen.

No allowance for expenses of candidates for appointment.

1839.

The actual expenses only of enlisted men summoned as witnesses before a court-martial shall be paid, and shall be provided by the supply officer upon order of the commanding officer of the ship or station to which they belong.

Allowance for witnesses.

1840.

The rules contained in "Naval Courts and Boards" for the payment of fees and mileage to civilian witnesses before naval courts and boards shall be observed by all persons in the naval service.

Fees and mileage for civilian witnesses before naval courts and boards.

SECTION 13.—PERSONS DECEASED.

1841.

(1) The necessary and proper funeral expenses of officers and enlisted men of the Navy and Marine Corps at naval stations within the United States will be provided for by annual contracts, and elsewhere within the United States will be allowed when approved by the Bureau of Medicine and Surgery, or by such officers as may be designated by the Major General Commandant, Marine Corps, respectively. In the case of officers, such expenses will be allowed only when death occurs while in active service and shall in no instance exceed \$150. No expenses for travel to attend the funeral of an officer who dies in the United States shall be allowed. The remains of supernumeraries who die destitute in naval hospitals may be buried in the hospital cemeteries at Government expense. (Comp. Dec. July 24, 1914, S. and A., Memorandum 162, p. 3323.)

Funeral expenses within the United States.

(2) When an officer on duty dies in a foreign country the expenses of his funeral, not exceeding his sea pay for one month, shall be defrayed by the Government, and paid by the supply officer upon whose books the name of such officer was borne for pay. (Sec. 1587, R. S.)

Funeral expenses not in the United States.

(3) In the case of enlisted men of the Navy and Marine Corps who die and are buried elsewhere than within the United States, the amounts paid for funeral expenses, including preparation, encasement, and interment of remains, shall not exceed \$50 each, unless due regard for decent burial renders greater expense necessary, which fact must be certified on all copies of the public bill by the officer ordering the payment of the bill.

(4) The remains of naval dead shall be prepared for interment or for shipment to their homes under the supervision of an officer who shall determine by final inspection in each instance that the work of embalming, cleansing, shaving, and dressing have been competently performed, and that the encasement, clothing, etc., meet all the requirements of the occasion and comply with the terms of the contract.

(5) Where available clothing belonging to a deceased enlisted man is not sufficient in quantity or of proper kind or quality, or is too much worn, new clothing (outer and under) shall be obtained as may be necessary from the Supply Department and charged to the appropriation contingent, Medicine and Surgery.

(6) Especial care shall be exercised that the evidences of autopsies shall not cause unnecessary distress to parents, and that the wounds so made shall be neatly closed, and that packings and dressings employed shall be of clean and suitable material.

(7) Navy (or Army) standard caskets, when available, shall be used for transportation of remains of officers and enlisted men.

(8) The commanding officer of a naval hospital shall immediately inform the commandant of the station and the department (Bureau of Medicine and Surgery) of any death in the hospital; he shall in addition inform by telegraph the next of kin, family, or legal representative of the deceased.

(9) Transportation of remains is governed by annual appropriation and is distinct from "funeral expenses" or "expenses of interment." (Comp. Dec., Aug. 21, 1908.)

(10) For death or disability resulting from personal injury suffered or disease contracted in the line of duty, by any commissioned officer or enlisted man or by any member of the Navy Nurse Corps (female) when employed in the active service under the Navy Department, the United States shall pay compensation, as provided by the act of October 6, 1917, relative to war-risk insurance.

(11) Immediately upon official notification of the death, from wounds or disease not the result of his own misconduct, of any officer or enlisted man on the active list of the Navy and Marine Corps, the Paymaster General of the Navy shall cause to be paid to the widow, and, if no widow, to the children, and if there be no children, to any other dependent relative of such officer or enlisted man previously designated by him, an amount equal to six months' pay at the rate received by such officer or enlisted man at the date of his death.

Gratuity of six months' pay to widow or other designated beneficiary.

SECTION 14.—PENSIONS.

1842.

(1) Any disabled enlisted man who has not been discharged for misconduct shall, after 10 years' service in the Navy or Marine Corps, be entitled to a pension, if a board of survey consisting of three naval officers, one of whom shall be a medical officer, appointed by the Secretary of the Navy, shall recommend it. (Sec. 4757, R. S.)

Service pensions to disabled enlisted men.

(2) After 20 years' service any enlisted man disabled from sea service by reason of age or infirmity, who has not been discharged for misconduct, shall, if he so elect, be entitled to a pension equal to one-half the pay of his rating when last discharged, in lieu of being provided with a home in the Naval Home, Philadelphia. (Sec. 7556, R. S.)

1843.

Commanding officers on shore and afloat shall require from the proper medical officers reports of every case of death or disability occurring to persons in the naval service under their command. These reports, made in accordance with the current edition of the "Manual for the Medical Department, U. S. Navy," shall be sent to the Bureau of Medicine and Surgery as evidence of claims for pensions.

Official reports of death or disability.

1844.

When any person in the Navy or Marine Corps is accidentally injured and, on account of the absence of the medical officer, or for any other reason, the facts and circumstances are not entered in the health record, the commanding officer shall require an officer, or some other trustworthy person who witnessed the accident, to make a written report thereon to the Bureau of Medicine and Surgery, said report to show when, where, and how the accident occurred, and what the injured person was doing at the time. This report shall be as brief as practicable, and the commanding officer in his forwarding indorsement shall state his own opinion thereon, and the matter shall be referred to in the health

Report of eye-witnesses to accidents.

Bureau of Medicine and Surgery to decide if records are incomplete. In case of death, injury, or disability, where the official medical record may be incomplete, the Bureau of Medicine and Surgery shall decide whether such death, injury, or disability occurred in the line of duty.

SECTION 15.—GENERAL INSTRUCTIONS FOR PURCHASES.

1846.

The term "purchase," when used in the Navy Regulations, shall be construed as relating only to the contract or agreement for the sale and delivery of any article or for the performance of any service, but not to the payment entailed by the completion of such contract or agreement, and the duties of purchase and payment shall not be assigned to the same officer, except in the case of fleet, squadron, or division supply officers, supply officers of ships, and such officers as may be specifically designated by the Secretary of the Navy.

1847.

Supplies to be procured after advertising.

(1) All purchases and contracts for supplies or services in any of the departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or service required may be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold, or such services engaged between individuals. (Sec. 3709, R. S. See also secs. 1549 and 3714, R. S.)

Purchases in open market.

(2) The purchase of supplies and the procurement of services for all branches of the naval service may be made in open market in the manner common, among business men, without formal contract or bond, when the aggregate of the amount required does not exceed \$500, and when, in the opinion of the proper administrative officers, such limitation of amount is not designed to evade purchase under formal contract or bond, and equally and more advantageous terms can thereby be secured. (Act of Mar. 2, 1907.)

1848.

Payments in advance.

(1) In all cases of contracts for the performance of any service or the delivery of articles of any description, for the use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previously to such payment. (Sec. 3648, R. S.)

(2) The Secretary of the Navy is authorized to purchase such mileage books, commutation tickets, and other similar transportation tickets as may at his discretion seem necessary, and to furnish same to officers and others ordered to perform travel on official business; and payment for such transportation tickets upon their receipt, in accordance with commercial usage, or prior to the actual performance of the travel involved, shall not be regarded as an advance of public money within the meaning of section 3643 of the Revised Statutes. (Act of Apr. 27, 1904.)

Mileage books,
commutation
tickets, etc.

1849.

No advertisement, notice, or proposal for any executive department of the Government, or for any bureau thereof, or for any officer therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such department; and no bill for any such advertising or publication shall be paid unless there be presented with such bill a copy of such written authority. (Sec. 3828, R. S.)

Advertisements,
restrictions in
regard to.

1850.

Sections 3744-3746, Revised Statutes, provide, under penalty of fine and imprisonment, that a copy of every contract "shall be filed by the officer making and signing the contract in the returns office of the Department of the Interior, as soon after the contract is made as possible, and within 30 days, together with all bids, offers, and proposals to him made by persons to obtain the same, and with a copy of any advertisement he may have published inviting bids, offers, or proposals for the same."

Copies of con-
tracts to be for-
warded.

CHAPTER 48.

ACCOUNTS AND RETURNS.

- Sec. 1.—Art. 1860—1863. General accounts.
Sec. 2.—Art. 1864. Accounting officers' returns.
Sec. 3.—Art. 1865. Supply accounts ashore.
Sec. 4.—Art. 1866—1867. Supply accounts afloat.
Sec. 5.—Art. 1868—1877. Inspection of accounts.
Sec. 6.—Art. 1878—1882. Deserters and persons deceased.
Sec. 7.—Art. 1883—1887. Miscellaneous.

SECTION 1.—GENERAL ACCOUNTS.

1860.

(1) It shall be the duty of the Bureau of Supplies and Accounts to cause proper accounts to be kept of all the supplies pertaining to the Naval Establishment, and to report annually to Congress the money values of the supplies on hand at the various stations at the beginning of the fiscal year, the disposition thereof, and of the purchases and expenditures of supplies for the year, and the balances remaining on hand at the end thereof. (Act of Mar. 2, 1889.)

Bureau of Supplies and Accounts will keep accounts.

(2) Complying with and extending the requirements of the above act, a comprehensive, central system of accounts, covering all the financial affairs of the Naval Establishment, shall be maintained under the Bureau of Supplies and Accounts.

(3) While it is the intention that books of accounts shall not be kept in any of the bureaus of the department except the Bureau of Supplies and Accounts, nothing in this article shall be construed to prevent the keeping of a record of requisitions received and the action taken thereon by the bureau concerned, or of such records as may be necessary for the proper conduct of its business.

1861.

The accounts of the Naval Establishment shall be maintained by the Bureau of Supplies and Accounts under the following heads:

Accounts of Naval Establishment.

(a) General account: A general ledger shall be maintained with controlling and representative accounts which shall show by

totals the balance of all appropriations and funds, also assets, expenditures, liabilities, and investment and closing accounts.

(b) Cost accounts: The cost accounts shall show the expenditures for the Navy classified under cost or purpose heads (titles), i. e., first cost, additions and improvements, maintenance, and operating expenses, by ships, stations, and miscellaneous activities. Inventories shall be maintained showing the value of property at yards and stations. Records of shop expenses and other industrial accounting data shall also be maintained.

(c) Appropriation accounts: The appropriation accounts shall be maintained in ledgers which shall show at all times the condition of each appropriation; the unallotted balance, unexpended balance of allotments, encumbrances under contracts and requisitions, unaudited expenditures, unaudited reimbursements, and the balance on the books of the Treasury Department under each appropriation and fund.

(d) Fidelity accounts: Fidelity accounts for property and money shall be kept for the purpose of maintaining accountability. The property accounts will embrace a record of all receipts and expenditures of property belonging to the Navy, showing values of material under the various stores accounts on each vessel and at each yard and station. The fidelity accounts for money shall show all receipts, disbursements, and transfers of money by and to each disbursing officer, showing at all times the balance due the United States.

1862.

Titles.

(1) Expenditures under each of the appropriations of the Naval Establishment will be located and reported to the Bureau of Supplies and Accounts by titles, subtitles (i. e., ships or yards), and headings or accounts. The following is an outline list of the titles, viz:

SHIP TITLES.

Title A (No. 1).—First cost of ships (hull, machinery, and permanent fittings).

Title B (No. 2).—Ships' equipage.

Title C (No. 3).—Operating expenses.

Title D (No. 4).—Repairs to ships.

Title K (No. 5).—Changes and alterations to ships.

Title P (No. 6).—Repairs to equipage.

1863.

The following is a description of the titles, subtitles, headings, and accounts carried on the books of the Bureau of Supplies and Accounts, viz:

(1) (a) Title A includes the original cost or appraised valuation of ships. It shall include, in the case of a new ship, every expenditure that may properly be made a direct charge during its original construction, or, in the case of an old ship, its total appraised valuation.

Title A, Hull, machinery, and permanent fittings.

(b) Objects of charge under Title A which are constructed at one navy yard for vessels under construction at another, or at a private shipyard, are not subject to invoice (credit to Title A for equipment and supplies of new vessels, see arts. 1595 and 1596).

(c) All expenditures on such objects shall be made under Title A, and when ready for transfer the supply officer shall make the shipment, but shall not take them up on his books, nor shall they be taken up by the supply officer or other consignee by whom they are received. They shall be under the charge of the head of the department or division concerned, and any further work thereon by the Government in order to finish such articles or to install them on board the vessel shall be an object of charge under Title A, as though the work had been continuous.

(d) All Title A articles and materials shall, when removed from a ship and turned into store, be taken up on the supply officer's books at an appraised value.

(2) (a) Title B includes expenditures upon ships not charged under Title A, but necessary for making them manageable, and habitable and serviceable as naval vessels. All charges shall be made to this title by invoice to the ship concerned when the equipment is issued from store.

Title B, Equipment.

(3) (a) Title C shows the running expenses and cost and maintenance of ships in commission.

Title C, Cost of commission.

(b) It shall include the pay of officers and crew; value of rations consumed or commuted; value of stationery for ship's use; supplies used in ordinary maintenance by the ship's force, such as painting, carpentering, calking, etc.; bills for pilotage, towage, canal tolls, removing ashes, etc.; coal, oil, and other supplies consumed or used in steaming, heating, lighting, and cooking; ammunition used in target practice and for other purposes; and all other expenses incidental to the maintenance of the vessel in commission.

(c) Consumable supplies are classified as Title C in the Classification of Navy Stores and in the allowance books, indicating that when issued for use aboard ship they are chargeable to Title C. Such supplies when in store ashore or in store on ships having a general supply system are carried under Title X.

Note.—Material used by the ship's force for repairs such as ordinarily would be made at a navy yard will be charged to Titles D, K, or P, as the case may be. When necessary, special allotments should be requested from the bureaus having cognizance.

Title D, Repairs to ships.

(4) With the exception of maintenance charges by the ship's force, all repairs to such integral parts of a ship, or ordinarily nontransferable fixtures as were objects of direct charge to the ship under Title A, shall be charged under Title D.

Title K, Additions and improvements to ships.

(5) Title K includes all expenditures on the hull or permanent fittings for changes and alterations which are in the nature of betterments or improvements.

Title P, Repairs to ship's equipage.

(6) (a) Title P includes all repairs to ship's equipage; i. e., articles which are enumerated on Title B allowance lists, where such repairs are occasioned by use on board ship. When in use on board ship, such repairs shall be made upon request by letter prepared by the head of the ship's department concerned, and signed by the commanding officer of the vessel and approved by the commandant of the yard (or industrial manager at yards where an officer is detailed as such), without the formality of a survey.

Title B articles turned into store.

(b) When Title B articles are turned into store (ashore) they shall be taken up in the used material account. Articles fit for issue or use in their original form shall be transferred to the naval supply account at appraised value, which shall be a ready issue value, and a corresponding credit shall be given to the major annual appropriation of the bureau concerned which is current when the articles are actually taken up in the naval supply account. Articles which are recommended for repairs shall be held in the used material account until such time as the repairs can be undertaken when they will be transferred to the naval supply account at appraised value, drawn from store and repaired on a Title Z job order, under general account of advances—naval supply account. Articles not fit for issue in original form or not recommended for repairs will be held in the used material account until finally disposed of.

Title E, Navy-yard property.

(7) (a) Title E includes the original cost or appraised valuation of all property at industrial yards.

Industrial and nonindustrial yards.

(b) For accounting purposes, the information as to the classification of industrial or nonindustrial yards will be furnished by the Bureau of Supplies and Accounts.

Title B, Navy yard, naval station and naval office property (military).

(8) (a) Title R includes the original cost or appraised valuation of all property at all nonindustrial navy yards, stations, and offices.

Labor and material. Expenditures.

(b) The commandant, officer in charge, or officer in command at such stations will be responsible for seeing that a report of expenditures of labor and material is rendered to the Bureau of Supplies and Accounts monthly for each of the appropriations from which expenditures are made.

(9) Title G includes all expenditures for the general maintenance of and repairs to property at industrial navy yards, and all operating expenses of such yards which can not be located directly to building, manufacture, or repair work. Title G, general maintenance of navy-yard property.

(10) Title S includes all expenditures for the general maintenance of and repairs to property at nonindustrial navy yards, stations, and offices, and all operating expenses which can not be located to building, manufacture, or repair work. Title S, general maintenance of navy-yard property (military).

(11) Title V includes all expenditures made for the benefit of the naval service generally not assignable to any yard or ship. Accounts shall be maintained under this title as prescribed by the Bureau of Supplies and Accounts. Title V, general administration expenses.

(12) Title X includes the value of all stores, ashore and afloat, awaiting issue for use or consumption. Title X, supplies in store.

(13) Title Z represents a manufacturing account and embraces all articles manufactured by the Government for the Naval Establishment and delivered to supply officers for issue. It shall be debited with all materials used in manufacture and with all labor and indirect charges applied thereto; and it shall be credited with the ascertained cost of completed manufactures as invoiced to supply officers for issue. Material unavoidably wasted in manufacture shall be included in cost of product. Title Z, conversion account.

SECTION 2.—ACCOUNTING OFFICERS' RETURNS.

1864.

Accounting officers at industrial navy yards shall render returns as prescribed by the Bureau of Supplies and Accounts. Returns at industrial yards.

SECTION 3.—SUPPLY ACCOUNTS ASHORE.

1865.

(1) Six stores accounts shall be kept by supply officers ashore, Accounts of supply officer on shore.
viz:

- The naval supply account.
- The appropriation purchases account.
- The reserve material navy account.
- The used material account.
- The provision account.
- The clothing and small stores account.

(2) The naval supply account shall comprise all unused material paid for by general account of advances and carried for gen- Naval supply account.

eral issue as a charge to any appropriation, or as special stock to be used only for the specific object and as a charge to the specific annual or continuing appropriation for which procured. This account shall also carry consumable supplies turned in from ships and ships' equipage which have passed through the used material account, if or when in all respects fit for issue and use in their original form, and shall carry machinings and short ends of material charged to current work, if in all respects suitable for reissue in the form in which returned to store. It shall also be used as an account through which certain stores carried in the other accounts are cleared when issued.

**Appropriation
purchases ac-
count.**

(3) The appropriation purchases account shall comprise all stores embraced in classes 1, 2, 3, and 4, and all other technical ordnance material paid for from the annual and continuing ordnance appropriations and carried as stock. This account shall also include all airplanes and aeronautical material. All material stores and services procured directly under appropriations, unless excepted, will be taken up in this account. All material in this account shall be subject to general issue without charge to an appropriation except that ordnance material will not be issued except for work under the cognizance of the Bureau of Ordnance unless such material has been specifically released by that bureau. All material issued from the appropriation purchases account shall be a cost charge to the work or object.

**Reserve mate-
rial navy ac-
count.**

(4) The reserve material navy account, shall comprise materials purchased under the appropriation "Reserve material, Navy," and carried as a reserve for the purpose of fitting out vessels of the fleet and merchant auxiliaries. In time of war or national emergency issues from this account for use will be made direct without charge to any other appropriation.

**Used material
account.**

(5) The used material account shall comprise all stores condemned for sale and all used material and scrap which is fit for Government purposes, no matter what its source, except as provided in paragraph 2. All such material shall be subject to general issue without charge to an appropriation, but under no circumstances shall articles or materials of a special or expensive nature be available for issue when material of a lower quality is suitable for the work in hand. All material issued from the used material account shall be a cost charge to the work or object.

**Provisions and
clothing ac-
counts.**

(6) The provisions account shall comprise all provisions.

(7) The clothing and small stores account shall comprise all clothing and small stores.

(8) All articles and materials in the stores accounts shall be carried at a price.

SECTION 4.—SUPPLY ACCOUNTS AFLOAT.

1866.

On board all vessels on the Navy List not operating under the general supply system (arts. 1393 and 1394) directly or through a tender, equipage Title B shall be requisitioned by, invoiced to, and accounted for, by the commanding officer, officer in charge, or head of department concerned. Balance sheets for each vessel, separate for Navigation, Engineering, Construction and Repair, Ordnance, and Supplies and Accounts, shall be rendered to the Bureau of Supplies and Accounts, with vouchers, within 20 days from the expiration of each quarter. No accounting to the Bureau of Supplies and Accounts is required for consumable supplies, which will be requisitioned under, and when placed aboard, charged directly to Title C on invoices or public bills. The provisions of this paragraph apply also to equipage and supplies invoiced to the permanent organization of a receiving ship.

1867.

On board ships in which the general supply system is in operation, the supply officer shall maintain the accounts. Accounts of
general supply
officer.

SECTION 5.—INSPECTION OF ACCOUNTS.

1868.

(1) The accounts of all officers of the Supply Corps at shore stations within the continental limits of the United States, including supply officers of training, receiving, and other ships on special service, shall be inspected by the general inspector of the Supply Corps at such times as the department (Chief of Bureau of Supplies and Accounts) may direct. An inspection of the accounts of the officer in charge of the midshipmen's store at the Naval Academy shall be made quarterly by the general inspector of the Supply Corps, with such recommendations as he may deem necessary. Inspection of
accounts at
shore stations.

(2) An inspection of the accounts of supply officers of ships shall be made quarterly. In every case check books shall be examined and the cash balance on hand verified. In ships attached to a fleet or squadron, the inspection shall be made by the senior officer of the Supply Corps of the fleet or squadron at such times during the quarter as the commander in chief or squadron or division commander may direct, or by the general inspector of the Supply Corps in home ports, when directed. When a ship is separated from the commander in chief or squadron or division Of accounts of
ships in fleet or
squadron

commander for more than one quarter, the cash balance on hand shall be verified by a board of two officers in the presence of the commanding officer. The inspection of the accounts of the senior officer of the Supply Corps shall be made, when practicable, by such other officer of the Supply Corps of the fleet or squadron as the commander in chief or squadron or division commander may designate; or when no other officer of the Supply Corps is available for such duty, the cash balance on hand shall be verified as prescribed for a ship separated from the commander in chief.

(3) The cash balances of officers of the Supply Corps afloat when absent from a port of the United States for more than a quarter shall be verified as prescribed for a supply officer of a ship separated from the flagship of the commander in chief.

Of shore stations outside of United States.

(4) An inspection of the accounts of officers of the Supply Corps attached to shore stations beyond the continental limits of the United States shall be made quarterly by officers of the Supply Corps attached to the stations or visiting naval vessels. When impracticable to have such inspections made by an officer of the Supply Corps, the cash balances shall be verified by a board of two officers not of the Supply Corps.

Reports of inspection of accounts.

(5) The reports of inspection shall show the balances on hand appearing on the last quarterly account current that has been forwarded to the department; the receipts from all sources and the expenditures, as substantiated by vouchers, from the date on which the balances were taken to the date of inspection, inclusive; the cash on hand as shown by actual count; and the balances on deposit. The report shall be presented on the general inspector's report of inspection or on the quarterly account current and promptly forwarded to the department.

Inspection of accounts in the District of Columbia.

(6) All books, papers, and other matters relating to the office or accounts of disbursing officers of the executive departments and commissions, boards, and establishments of the Government in the District of Columbia shall at all times be subject to inspection and examination by the Comptroller of the Treasury and the Auditor of the Treasury authorized to settle such accounts, or by the duly authorized agents of either of said officials.

Fluctuation of silver coins.

(7) For the verification of debits or credits claimed by officers of the Supply Corps of vessels and stations on account of gains or losses on exchange due to changes in value of foreign coins, immediately upon the receipt by such officers of the quarterly notice of such changes an inventory, reported in duplicate, shall be taken of the foreign silver currency, affected by the notice in their hands on the date of receipt of such notice. This inventory shall state the amount of each kind of such currency and shall be made and certified by the officer or officers designated to verify cash balances in paragraph 2 of this article; one copy of the inventory shall be furnished the officer of the Supply Corps concerned.

1869.

(1) Any difference of pay or allowances to which an officer or enlisted man is entitled may be credited by an officer of the Supply Corps on his current rolls: *Provided*, That in cases where such credits are differences noted in the administrative analyses of pay rolls and accounts of the Marine Corps that fact be noted as the authority therefor: *And provided further*, That in all cases of credits for any period not borne on his rolls said officer or enlisted man presents a complete statement of his account signed by the officer or officers upon whose rolls he was borne during the period in question. The officer making the credit shall note over it why it is made and the period of time that it embraces and shall file as vouchers with his rolls the orders, letters, or other papers which establish the correctness of the credit. No credit will be made, however, of any pay or allowances which accrued at any time prior to the two fiscal years preceding the current fiscal year.

Credits for differences of pay, etc., auditor to be notified.

(2) All requests for credit of pay and allowances accruing during a period prior to the two fiscal years preceding the current fiscal year or other requests which for any reason an officer of the Supply Corps may decline to grant shall be made the subject of a claim on the Auditor for the Navy Department. In such case the claimant shall forward with the claim, in addition to the papers required by paragraph 1, a certificate of the officer carrying his accounts that he has not paid and will not pay the amount claimed.

Claims to be submitted to auditor.

1870.

The record of the deposits made by enlisted men shall be kept in books, one book being provided for each depositor's account. These books are part of the supply department records and shall be held by the supply officer having the pay accounts of the depositors. When a depositor is transferred the record book of his accounts shall be sent with his transfer pay account.

Records of deposits of enlisted men.

1871.

On transfer accounts of enlisted men received, commanding officers shall certify the date on which the men whose names are borne thereon actually reported in person and from which they are entitled to rations or commutation thereof.

Entry for pay and for rations.

1872.

Whenever the accounts of an enlisted person who has been sent from a cruising ship to a foreign hospital or private institution in the United States are transferred to a receiving ship they shall be accompanied by a certificate signed by the medical officer of the

Certificate of admission to or discharge from hospital.

ship, giving the date of admission to the hospital or institution and the date of discharge, if known.

1873.

Notice sent to hospital where accounts have been transferred.

Whenever an enlisted man is sent to a naval hospital and his accounts are transferred to a receiving ship, his commanding officer shall immediately inform the medical officer in command of the hospital where the accounts of the patient have been transferred.

1874.

Forwarding.

The transfer of accounts must in all cases be made through the commanding officers.

1875.

Correction of books due to errors in transfer rolls.

The supply officer shall, upon receiving written orders from the captain, make any necessary changes in his books to correct erroneous entries in the names or description of enlisted men in transfer rolls. Such order shall be filed as a voucher with the accounts.

1876.

Original entry on enlistment.

Before the name of a newly enlisted person can be entered on the books for pay the supply officer must receive a written order from the commanding officer, giving the name, date, term of enlistment, rating under which enlisted, and rate of pay.

1877.

Instructions.

(1) Sentences of deck courts or courts-martial involving loss of pay solely or in connection with other forms of punishment, when remitted subject to the conditions specified in this article, as set forth in "Naval Courts and Boards," shall be governed by the following instructions:

(2) (a) Records of deck courts and summary courts-martial, or letters promulgating action upon general courts-martial, shall immediately following publication of the sentences be referred to the officer having the pay accounts of the accused, or, in case of marines serving at shore stations, to the officer or noncommissioned officer preparing and certifying the pay rolls on which the account is borne, and in each such case of a deck court or summary court-martial such officer or noncommissioned officer shall indorse upon the record of proceedings as follows:

"Loss of pay, \$----, will be deducted in accordance with article 1877, Navy Regulations."

In forwarding the above-mentioned records or promulgating letters, each shall be accompanied by the man's current service record

and by an order signed by the commanding officer, directing the deduction of the approved loss of pay, made out on the prescribed form issued by the Bureau of Supplies and Accounts (or, in case of marines, on the prescribed form issued by headquarters, United States Marine Corps); a duplicate of which order shall be sent immediately by the commanding officer direct to the Auditor for the Navy Department, and in case of marines a further copy shall also be furnished the adjutant and inspector, United States Marine Corps.

(b) The amount deducted on account of sentences of deck courts or courts-martial, approved in accordance with this article, will be credited to the Navy Fines and Forfeitures Fund until final action is taken thereon, as provided for in the following paragraphs.

There shall be secured in the service record of each man a sheet on which shall be entered over the signature of the officer making the deduction, all amounts deducted from his pay in accordance with the provisions of this article which may occur during the enlistment.

(c) Notation shall be made on the smooth pay roll against the name of the man, showing kind of court, date of final approval, total loss of pay as approved, amount of deduction made during quarter, and balance remaining to be deducted. Separate notation for each deck court or court-martial must be made on the roll, but after the total amount has been deducted under any one sentence, no further entry on the roll for that case will be required. In case of the transfer of a man, notation must be made on both copies of the transfer pay account for each and every deck court or court-martial involving loss of pay, on which all deductions have not been made, showing kind of court or court-martial, date of approval, total loss of pay as approved, the deductions made, and the balance remaining to be deducted in order that the officer receiving the transfer pay accounts may continue deductions until the loss of pay has been liquidated, which he will do without orders from the commanding officer of the ship or station to which transfer of the man is made. In the case of transfer of marines the officer or noncommissioned officer preparing and certifying pay rolls will obtain all information regarding deductions made or pending from the notations in the service record book required to be entered therein by paragraph 2 (c) of these instructions.

(d) When an enlisted man is to be discharged from the service, the total amount which has been deducted from his pay during his enlistment, in accordance with the provisions of this article, will be credited to his account. If the man in question receives a dishonorable discharge, a bad-conduct discharge, or is discharged as undesirable, for inaptitude, or physical disability due to his own misconduct (or a marine discharged before expiration of

enlistment for causes other than those above enumerated, with character below "Good"), he will be checked the total amount of pay deducted during his enlistment pursuant to sentences of courts-martial and deck courts, which have been conditionally remitted in accordance with this article; if he receives an honorable discharge (in case of a marine if he receives on expiration of enlistment a discharge with character "Excellent" or "Very good"), no checkage because of amounts so deducted will be made against his account; if he receives any other form of discharge (in case of a marine if he receives on expiration of enlistment a discharge with character "Good," or a discharge prior to expiration of enlistment for causes other than those above enumerated, with character "Excellent" or "Very good"), his account will be checked one-half the total amount so deducted.

(e) In case the man should extend his enlistment, and the total amount involved has been fully deducted, or in case of his death or retirement prior to expiration of enlistment, the amount deducted from his pay in accordance with this article during his enlistment will, on the date that his enlistment would have expired if not so extended, or on the date of his death or retirement, be treated as though he had been discharged on that date and in accordance with the character of discharge which he would then have received.

In cases where the full amount of a sentence has not been deducted upon expiration of the four-year term, deductions in accordance with this article will be continued for such period as may be necessary under the extended enlistment and will be settled upon the termination of such extension of enlistment.

(f) If any enlisted man shall be regularly declared a deserter and shall not return to the service within a period of six months from the date of his alleged desertion, the full amount of all sentences of deck courts and courts-martial involving loss of pay which have been conditionally remitted in accordance with this article during his enlistment shall immediately be executed and the conditional forfeiture of pay thereunder shall automatically become absolute and complete.

(3) In cases where there are two or more sentences involving loss of pay which have been conditionally remitted in accordance with this article the total amount of the first sentence will be completely deducted in the usual manner, and deductions under the subsequent sentences will then be made in the order in which approved; all deductions under one sentence being completed before commencing deductions under a subsequent sentence.

(4) Commanding officers will inform enlisted men whose sentences are acted upon in accordance with this article that the amount of such sentences will be temporarily withheld, and will eventually be paid to them in full or in part, or will be entirely

forfeited, dependent upon their future conduct, as specified in paragraph 2.

(5) Nothing contained in this article will be construed to prevent convening or reviewing authorities from disapproving, unconditionally remitting, or mitigating any sentences or parts of sentences adjudged by courts-martial or deck courts as authorized by law in cases in which such action may be warranted.

SECTION 6.—DESETERS AND PERSONS DECEASED.

1878.

(1) The wages due a deserter are forfeited to the United States. Accounts of deserters.

1879.

(1) All accounts of deserters from the Navy and Marine Corps shall remain open sufficiently long to allow the deserter a period of six months from the date of desertion in which to return to the service, except as provided in paragraphs 4 and 5 of this article. At the expiration of this period his account shall be closed. Deserters' accounts.

(2) Whenever an enlisted person or marine is declared a deserter his allotment, if he has one, must be stopped, his effects sold, the amount credited to his account, and the account transferred immediately to the proper deserters' roll. If the deserter has a deposit, the deposit record book shall be forwarded with the account. In no case shall the amount of deposit be credited to the account prior to transfer.

(3) When a deserter surrenders himself, or is delivered on board any ship of the Navy, he shall be taken up for pay and subsistence from the date of his reception, and the word "Deserter" in red ink marked over his name. Such articles of clothing and small stores as may be necessary to his health and comfort shall be issued. He shall be credited with pay, but no money shall be paid to him until his transfer account from the deserters' roll is received. Expenses for his apprehension, transportation, and subsistence shall be paid on public bill and checked against his account. A notice of his return, together with a request for his account, shall be prepared conjointly by the executive and supply officers of the ship, made out on a prescribed form with all necessary information, and forwarded immediately to the Bureau of Navigation or to the Major General Commandant of the Marine Corps. Upon receipt, the part designed for the officer in charge of deserters' accounts shall be forwarded to him immediately. Return of deserter.

(4) Checkages for the expense of the deserters' apprehension, transportation, and subsistence as provided in article 1695 may in Checkages for expenses of apprehension, etc.

special cases be made upon this roll by order of the Bureau of Navigation or the Major General Commandant of the Marine Corps (art. 1880), and an itemized memorandum statement must invariably accompany the returned transfer account to avoid a double checkage. The account shall be forwarded immediately to the supply officer of the vessel upon which the deserter is received, together with a transcript of deposit and deposit book, should there be a deposit.

Deserter transferred before accounts received.

(5) When a deserter is transferred to another vessel before his accounts are received from the "Deserters' roll" the supply officer of the vessel on which he was received shall prepare a regular transfer account from his own books with the word "Deserter" in red ink marked over the name. The supply officer receiving the transfer account shall take it up on his own books with the same mark, and no money shall be paid until the account is received from the deserters' roll. If the latter account is received on board the ship from which the deserter was transferred, it shall be forwarded immediately to the supply officer of the vessel to which the deserter has been transferred.

1880.

Rewards paid for deserters, etc.

Money paid for rewards or expenses of deserters or stragglers and checked against their personal accounts is regarded as an authorized overpayment and must in all cases be shown on public bills approved by the commanding officer. When such checkages are to be made on the "Deserters' roll," the Bureau of Navigation or the Major General Commandant of the Marine Corps shall approve the public bills if practicable. (Art. 1879 (4).)

1881.

Statement of accounts of marines furnished supply officers.

In order that the supply officers may comply with instructions, commanding officers of marines ashore or afloat shall furnish them with a statement (Form N. M. C., 90) of the accounts (including clothing) of any marines whose names are borne upon their books who die or desert, or of any marine general court-martial prisoner transferred from their rolls or to another supply officer. A similar statement shall be furnished supply officers for their information in making final settlement in the case of marines to be discharged for any cause whatsoever. In the case of other men leaving their rolls by transfer to another ship or station, a copy of the report of transfer shall be furnished supply officers to enable them to transfer the deposit record books and allotments of such men, if any.

1882.

(1) The naval appropriation act approved June 30, 1914, provides, "That the Secretary of the Navy be authorized at his discretion to issue free of cost the national flag (United States national ensign No. 7) used for draping the coffin of any officer or enlisted man of the Navy or Marine Corps whose death occurs while in the service of the United States Navy or Marine Corps, upon request, to the relatives of the deceased officer or enlisted man or, upon request, to a school, patriotic order, or society to which the deceased officer or man belonged."

National flag
used for funeral.

(2) Commandants of navy yards, commanding officers of vessels, or senior officers present, and commanding officers of naval hospitals are authorized to issue these flags to accompany all bodies forwarded or delivered to the next of kin or relatives for private interment, in order that the flags 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 flag will be expended from the books by survey in the usual manner, reference to this article to be the necessary authority for such expenditure and replacement.

(3) Where no request for the flag is made, the commandant, commanding officer, senior officer present, or the commanding officer of a naval hospital will hold the flag (properly tagged with name of deceased and date of funeral) for a period of three months pending receipt of the above referenced request should it be forwarded. If at the end of three months no request is received, the flag may be returned for issue or use as the case may be. In cases of doubt as to whether the persons making the request are legally entitled to the flag, the matter should be forwarded to the Bureau of Construction and Repair for its action prior to issuing the flag.

(4) The Bureau of Supplies and Accounts will provide for the charging of the value of the flags to a subhead under Title V—"Miscellaneous," in order that the total annual charge to the appropriation for the above purpose may be known.

SECTION 7.—MISCELLANEOUS.

1883.

(1) Every officer who receives public money which he is not authorized to retain as salary, pay, or emolument shall render his accounts quarterly. Rendition of accounts.

(2) Such accounts, with necessary vouchers, etc., shall be mailed or otherwise sent to the Auditor for the Navy Department within 20 days after the period to which they relate.

(3) The Secretary of the Treasury being empowered to make orders in particular cases, relaxing the requirement of mailing or otherwise sending the accounts within the prescribed time, and to waive delinquency, in such cases only in which there is, or is likely to be, a manifest physical difficulty in complying with the requirements, officers should, when it is impossible to comply, make such explanations in the letter transmitting their accounts as will enable the accounting officers to determine as to their delinquency.

1884.

Directions for transmitting accounts and returns.

An officer shall forward his accounts and returns direct, and immediately afterward, in each case, inform the commanding officer of the ship, in writing, of the fact. Such report shall be forwarded by the commanding officer to the commander in chief for filing in the office of the fleet paymaster. A copy of the quarterly account current shall be forwarded to the commander in chief for the fleet paymaster.

1885.

Loss of accounts, duties of supply officers.

In the event of the loss of accounts occurring from the loss or capture of a ship of the Navy, the supply officer, on receiving a written order from the commanding officer, shall open other accounts with the survivors, from the date of the disaster, giving to each person the rating he held at the time the accounts were lost; and the accounts so made out shall accompany the survivors on their transfer to a ship or station, the officer carrying the accounts of which is to govern himself by these accounts in making payments or issues, until he receives further instructions from the Navy Department or the Auditor for the Navy Department.

1886.

Responsibility for payment.

An officer can not be held responsible for payments to any person who has been removed from the Navy, unless the officer making the payment has received official notification of the fact.

1887.

Purchases for torpedo and other vessels.

(1) Purchases for or issues of clothing or money to torpedo vessels and vessels not having a supply officer on board, when such vessels are not at the station to which the supply officer having their accounts is assigned, shall be made on order of the senior officer present by any officer of the Supply Corps. Issues of clothing shall be accounted for as prescribed in article 1406. Any transfer of funds between officers, necessarily involved in making payments to officers and men of vessels herein specified, is authorized.

(2) The commanding officers of such vessels shall be furnished with a memorandum record of the accounts of the crew for presentation to any officer designated, on which issues of money or clothing may be based. All entries shall be made by officers of the Supply Corps, except that the commanding officer shall be responsible for the entry of data affecting the accounts (changes in rating, absences, miscellaneous checkages, etc.) resulting from his orders or from transfers to the ship during the quarter which can not be entered at the time of occurrence by the proper officer of the Supply Corps.

Memorandum
pay rolls.

1870
The first of these is the
fact that the population
of the country has
increased very rapidly
since the year 1850.
This is due to the
fact that the country
is very fertile and
the climate is very
pleasant. The people
are very industrious
and the government
is very well managed.
The country is very
rich in natural
resources and the
people are very
well educated.

The second of these
is the fact that the
country is very
well governed. The
government is very
well managed and
the people are very
well educated. The
country is very rich
in natural resources
and the people are
very well educated.
The country is very
rich in natural
resources and the
people are very
well educated.

The third of these
is the fact that the
country is very
well governed. The
government is very
well managed and
the people are very
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in natural resources
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The country is very
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The fourth of these
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The fifth of these
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country is very rich
in natural resources
and the people are
very well educated.
The country is very
rich in natural
resources and the
people are very
well educated.

The sixth of these
is the fact that the
country is very
well governed. The
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The country is very
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resources and the
people are very
well educated.

CHAPTER 49.

SALES AND SURVEYS OF MATERIAL.

Sec. 1.—Art. 1897. Sales of vessels.

Sec. 2.—Art. 1898–1905. Sales of material.

Sec. 3.—Art. 1906–1925. Surveys of equipage and supplies.

SECTION 1.—SALES OF VESSELS.

1897.

(1) When the estimated cost for repairs to any vessel in the Navy appears disproportionate to her value to the Navy, the Board of Inspection and Survey may, in the discretion of the Secretary of the Navy, be ordered to inspect and report upon her with a view to her sale. This board may also recommend a vessel for sale after making the inspection provided for. When consid-
ered.

(2) In making its report of the inspection prescribed in the preceding paragraph the board shall report the estimated cost of repairs for the vessel in question and an estimated cost of a new ship of the same size and like material, and the report shall further state whether the repairs, having reference to their estimated cost, can be made within the statutory limit. Form of rec-
ommendation.

(3) If the board recommends the vessel for sale, it shall include in its recommendation whether the vessel shall be sold as a ship or sold as a hulk. It shall also recommend, in sufficient detail for the guidance of the Board of Survey and Estimate in preparing that board's report, what articles or parts, if any, including articles of equipage, shall be removed from her before sale and reserved for further use. Upon receipt of copies of the Board of Inspection and Survey's report wherein sale is recommended, the commandant shall appoint a board of survey and estimate for the purpose of submitting estimates for the removal of the parts of the hull, machinery plant, battery, fittings, and equipage the cost for which would be warranted having in view its probable future use. Separate reports will be submitted to

the bureaus concerned, the items to be grouped separately as follows:

(a) The removal of those items that are recommended for further naval use in their present condition or after necessary repairs.

(b) The removal of those items which it is desired to salvage. The commandant shall inform the department when the board of survey and estimates' reports have been forwarded, and shall furnish the Board of Inspection and Survey with a copy of the report.

Action on re-
port.

(4) The report of the Board of Survey and Estimate shall be forwarded to the Chief of Naval Operations through the Bureaus of Construction and Repair, Engineering, and Ordnance in the order named, which shall indorse thereon recommendations in the case, including recommendations as to what articles or parts, if any, including articles of equipage, shall be removed from her before sale and reserved for further use.

(5) Upon receipt in the department the Chief of Naval Operations shall advise the Secretary of the Navy in regard to the matter.

(6) If the Secretary decides to order the sale, the report of the board shall be indorsed to the Bureaus of Ordnance, Engineering, and Construction and Repair in the order named, with instructions as to the removal of articles and parts from her before sale; to the Chief of Naval Operations, with instructions to prepare the necessary order striking her from the Navy Register; and to the solicitor, with instructions to prepare the necessary papers for her sale.

(7) The necessary papers ordering the sale having been signed, they shall be forwarded to the Bureau of Supplies and Accounts, which shall then conduct the sale in accordance with law.

Removal of
equipage.

(8) Such articles of equipage and such other articles or parts as it may be decided to remove and reserve for further use shall be removed from the vessel before she is opened to the inspection of prospective bidders. As soon as instructions are received by the commandant of the articles and parts to be removed, he shall report to the Bureau of Supplies and Accounts, for insertion in the advertisement, the date when the vessel will be ready for inspection.

Disposition of
report.

(9) The original report of the Board of Inspection and Survey shall be filed in the files of the department after action by the solicitor.

(10) So far as they may be applicable, and when not in conflict with the provisions of this article, the provisions of the following section shall apply also to sales of vessels. A prospective purchaser who makes a personal examination of a ship offered for sale, shall be required to sign a certificate stating that he under-

stands that, if his bid is accepted the ship will be delivered in the condition shown at the time of his examination, ordinary wear and tear excepted, and with such other exceptions as may be specifically noted in the certificate.

SECTION 2.—SALES OF MATERIAL.

1898.

Inspection, condemnation, appraisal, and public sale are necessary to a valid sale of unsuitable supplies. No such article shall be sold without specific authority from the department.

Requirements
necessary to a
valid sale.

1899.

No old material of the Navy shall be sold or exchanged which can be profitably used by reworking or otherwise, in the construction or repair of vessels, their machinery, armor, armament, or equipment; but the same shall be stored and preserved for future use. And when any condemned naval supplies, stores, and materials can not be profitably used as aforesaid, the same shall be appraised and sold, either by advertising for sealed proposals for the purchase of the same, or by public auction, after advertisement of the sale for such time as in the judgment of the Secretary of the Navy the public interest may require. (Act of Aug. 5, 1882, and June 30, 1890.)

Restrictions as
to sale of old
material.

1900.

Sales of condemned supplies and material shall be conducted under the direction of the Bureau of Supplies and Accounts.

Sales under
Bureau of Sup-
plies and Ac-
counts.

1904.

On board vessels in foreign waters, when there is an accumulation of condemned stores, under Titles B and C, sufficient to cover the expenses of a sale, and it is considered to be to the best interests of the service so to dispose of them, they shall be resurveyed by a board of three officers, and may be sold, after application for and receipt from the Secretary of the Navy of the required written authority, in accordance with the provisions of section 3828, Revised Statutes, and of the acts of August 5, 1882, and June 30, 1890.

Sales of stores
abroad.

1905.

In order that the maximum sums may be realized from the sale of the effects of dead men and deserters, commanding officers may, when they consider it desirable, authorize supply officers to debit

Special money
for purchasers of
effects of desert-
ers and deceased.

on the pay rolls the accounts of the purchasers for the amounts of their bids. Prospective purchasers shall be notified at the time of sale whether pay-roll credits will be allowed them to make payments for their purchases.

SECTION 3.—SURVEYS OF EQUIPAGE AND SUPPLIES.

1906.

Preparations
for surveys.

(1) Prior to the arrival of a ship at a navy yard officers in charge of ships' departments on ships not having the general supply system and the supply officers of ships having the general supply system shall assemble, in a convenient place for survey, property in their charge which is damaged, deteriorated, obsolete, or beyond serviceable repair, and not already covered by repair letters (art. 1969, pars. 5 and 6), and shall prepare survey requests on S. & A. Forms 153 and 153a, in quadruplicate, of such articles, placing in any one request only such articles as pertain to the same appropriation. Separate requests shall be submitted for articles the replacement of which is urgent. For each item there shall be entered on these requests the place from which received, the date of receipt, distinguishing marks, such as boat and engine numbers, etc., and the invoice price of the article as taken from the ship's books, and a concise statement of the reasons for requesting its survey. Immediately upon the ship's arrival at the navy yard the commanding officer shall forward such requests to the commandant, who shall refer them to the officer designated by him to survey such articles. Repairs to equipment shall be made the subject of letter in the same form as required for Titles D and K (Art. 1971), but such requests shall be made separately from requests for repairs to articles under other titles and shall be made separately for the bureau and appropriation concerned. (Art. 1969, pars. 5 to 10, inclusive.)

Duties of sur-
veying officer.

(2) The surveying officer shall promptly inspect the articles listed, giving precedence to those on the urgent lists, and shall render reports, separate for each appropriation, covering articles which are worn out, or which are in such condition that repair is not justified.

Should the surveying officer find that certain articles included in the ship's request should be repaired by the ship's force, should be retained on board for further use without repair, or if the articles or material are unfit for their original purpose, but may be made suitable for ship's use for repair of equipment or for use as scrap metal on board if desired by the vessel, he shall so indicate on the ship's request by writing thereon "Retain," "Expend, retain for ship's use for repair purposes or as scrap," or "Repair by ship's force."

(3) Every facility shall be given the surveying officer by the commanding officer, ship's supply officer, and other officers directly concerned with the articles under survey, and a yeoman from the ship shall be detailed to assist him in the preparation of his reports. The reports shall be prepared in quadruplicate and shall be forwarded to the commandant for action, together with the original list submitted by the ship which is thus covered. In preparing the reports the surveying officer in each case shall enter beside each item from where and when it was received and its invoice value as borne on the ship's books (copying from the ship's list distinguishing marks such as boat and engine numbers), its appraised or present value, and a concise statement as to its condition at time of survey and whether responsibility for damaged or deteriorated condition should be charged against anyone. Should the surveying officer consider that the reasons given in the ship's list for replacing an article under survey are inadequate, he shall call upon the head of the department of the ship concerned or one of his assistants for amplification of the reasons. The head of the department concerned shall facilitate in every way the investigation as to responsibility. Commanding officer will cause a statement to appear in the surveying officer's report as to whether or not disciplinary action has been taken. Articles of value without invoice price shall in all cases be appraised by the surveying officer.

**Preparation
and forwarding
of reports.**

(4) If it is found that any of the items listed in the request for survey can be economically repaired by the yard force for further use, the surveying officer shall eliminate this item from the survey request and report the fact to the commandant, who will indicate to the commanding officer that a repair letter should be submitted. The manufacturing divisions shall furnish the services of experts or qualified men to assist the surveying officer in the examination of articles under survey or in the preparation of estimates for repairs when such services are requested by the surveying officer or the head of the division concerned.

Repair items.

(5) On survey reports, in addition to statement of from where and when received, the invoice price of each item, its appraised or present value, and statement as to its present condition and whether or not responsibility should be charged against anyone for such condition, the recommendation "store" shall be entered and, further, the disposition recommended for the supply officer; whether stock (general), stock with name of ship written below, yard use, issue heap, yard heap, repairs to similar articles, sell, dump, burn, or other special disposition. And in case any article recommended to store for stock, either general or for a particular ship, should require repair, entry as to this shall be made, and whether yard or contract repair, with estimates of time and cost. In all cases the surveying officer shall definitely state whether

**Articles to be
turned into store.**

or not the article condemned should be replaced, and when articles are condemned for repairs, whether they should be replaced by the repaired articles or a new one from store.

Articles not on the allowance list shall only be replaced on approved "in excess" requisitions.

Issue heap,
yard heap, dump,
etc.

(6) When a surveying officer recommends an article to the issue heap, yard heap, or dump, he shall be guided as follows: Articles of metal, unserviceable and not warranting repairs and which can not be sold in piece to advantage, shall be condemned to the issue scrap heap or the yard scrap heap according as they may or may not be useful for reworking for Government use. Those condemned for the issue scrap heap shall be appraised according to their value as metal, with kind of metal and weight stated, and those condemned for the yard heap shall be appraised as without value; and articles part of which are valueless and other parts of which may be useful for some purpose shall be appraised as to their valuable parts, except when such parts are condemned for the yard heap. Only such totally unserviceable articles as are without value and unsalable, such as broken china, tin, and wooden ware, worn-out paint brushes, etc., shall be thrown on the dump. Articles such as totally unserviceable powder and chemicals, decayed provisions, etc., the retention of which would be prejudicial to the safety and health of the community, shall not be deposited on the dump, but shall be condemned to be thrown overboard or otherwise destroyed.

Commandant's
action.

(7) Upon the receipt of the surveying officer's reports and of the original ship's request returned with them, the commandant shall have the items, as submitted by the surveying officer, checked against the ship's request and a statement attached thereto that the surveying officer's reports cover all items except as modified by paragraph 2 above, and the commandant shall take action by appropriate indorsement on each report submitted by the surveying officer. Upon approval by the commandant of the report, the original and one copy shall be returned to the officer requesting survey, with copies of the commandant's indorsement, who will carry out the instructions of the approving authority. Articles that are to be turned into store will be invoiced at their appraised value, and the original of the survey report shall be securely attached to the invoice therefor.

Commanding
officer's action.

(8) The commanding officer upon receipt of a copy of a survey report will scrutinize the survey request and shall cause repairs by the ship's force to be made as indicated on the request by the survey officer. (Art. 1906, par. 2.) The commanding officer shall have delivery made to the supply officer of the yard of the articles authorized to be turned into store and shall forward with them the necessary invoices to cover the transfer. Separate invoices shall be made for each disposition recommended of the

articles turned into store, i. e., "for general stock," "for sale," "for yard use," etc., and such invoices shall bear the number of the survey, yard where held, and date of its approval by the commandant. All articles turned into store shall be tagged to show the name of the ship, the number of the survey, and the disposition to be made of the articles. The supply officer of the yard shall be responsible for the final disposition of articles in accordance with the approved recommendations of the survey reports and shall make necessary adjustments.

(9) The commandant, after acting upon a survey report, shall immediately forward the fourth copy of the report, securely attached to the survey request, to the bureau concerned, with copies of his indorsement which were placed on the originals, using S. & A. forms provided for the purpose. Should the bureau concerned not concur in the action of the commandant on any item, appropriate instructions will be issued by the bureau.

Copies of survey reports for bureaus.

(10) In case the commandant does not approve certain of the recommendations made by the surveying officer, he shall eliminate such items from the survey reports, and these items shall be referred by a separate list to the surveying officer with appropriate remarks for reconsideration. In case the surveying officer adheres to his original recommendation, after carefully reconsidering the same in accordance with the commandant's instructions, the matter shall be referred to the bureau for final action; otherwise the excepted articles from the original report shall be treated as under resurvey, and shall receive action by the commandant in the same manner as in an original survey.

Reconsideration of items on survey reports.

(11) When a ship's boat or the machinery of a boat is under survey, it shall be reported upon separately from other items. In all cases the construction and repair registry number of the hull shall be stated in surveys pertaining to the Bureau of Construction and Repair, and in those pertaining to the Bureau of Engineering the construction and repair registry number of the hull, and the Bureau of Engineering make, type, and number of engines and boilers involved shall be stated. When power-boat machinery or boiler assigned to a hull is surveyed, the report shall state (if such be the case) that the hull is in good condition and warrants the replacement of the machinery or boiler. Otherwise a survey should be held on the hull, and the survey on the machinery or boiler should contain a statement of the recommendation contained in the survey on the hull. Whenever a power boat is turned in, the machinery and spare parts belonging thereto shall be turned in with it, unless otherwise directed by the Bureau of Engineering or in an emergency by the commandant.

Survey of ship's boats, etc.

(12) Articles of canvas or cordage may be surveyed in order to be turned over for general ship's use, when they have become unfit

for further use in their original capacity, owing to damage, wear, or accident; the surveying officer for this purpose to be appointed as provided in paragraph 1 of this article; and the surveying officer shall so indicate in the survey report by the word "Ship's use," if such condemnation is justified. In such cases, the officer requesting the survey shall expend the articles from his books as prescribed in paragraph 2, article 1910.

1907.

Culpable re-
sponsibility.

(1) Each survey shall be made a matter of most searching and exhaustive investigation by the surveying officers; in every case the responsibility shall be definitely fixed or a statement be made showing clearly why such can not be done.

(2) When the responsibility is definitely fixed upon a person in the naval service, the officer ordering the survey shall refer it to such person for statement, after which the survey and statement shall be forwarded to the department, via bureau concerned, with comment and recommendation by the officer ordering the survey.

(3) In all cases where such action is proper the officer ordering the survey, or the commanding officer of the vessel, shall take such disciplinary action as the circumstances require. In every case in which responsibility is fixed upon a person in the naval service the officer ordering the survey will enter a statement on the face of the survey to the effect that disciplinary action has or has not been taken.

(4) When the department considers that surveys indicate that proper care has not been exercised by officers in charge of equipment or stores, a statement to this effect will be entered in the record of the officer concerned.

(5) Where reports of survey indicate that the proper investigation has not been made by the officer or officers composing the board of survey and clearly show that the board has not fully appreciated its responsibility, the manner of performing the duty will be entered in the record of the officer or officers signing the report of survey and of the officer approving same. In each case the officers concerned will be notified of the department's action.

1908.

Lost or miss-
ing articles.

(1) When articles are lost or missing afloat the ship's supply officer or head of department on ships not having the general supply system shall request a survey of such articles, and when the value of any one item or the total of identical items does not exceed \$100, the commanding officer shall appoint a surveying officer, who shall be a commissioned officer of a department of the ship other than that to which the articles to be surveyed per-

tain. In small vessels where there may be no officer available for such assignment, the request shall be made upon the division commander or the senior officer present. The officer so appointed shall render in accordance with the provisions of article 1906 a full and exhaustive report relative to the loss or deficiency and shall fix definitely, when possible, the responsibility therefor. Each item shall be separately reported upon and the invoice price shall in all cases be stated. The report of the surveying officer shall be rendered in triplicate to the commanding officer, who, upon approval thereof, shall forward the original to the bureau concerned through official channels with notation by indorsement thereon as to whether or not any disciplinary action has been taken by him and return two copies to the officer requesting the survey, who shall forward one copy to the Bureau of Supplies and Accounts with his quarterly returns as a voucher for the disposition of the articles, and one copy shall be retained by him in the ship's files. When the value of any missing or lost article is in excess of \$100, the request for survey shall be forwarded to the division commander or senior officer present, who shall appoint a board of three officers, of whom one at least and as many as practicable shall be commissioned. The action on this report shall be taken by the officer ordering the survey and copies of the survey report shall follow the course as above directed for cases where the missing article surveys are ordered by the commanding officer.

(2) The method prescribed in paragraph 1 shall be pursued by any officer receiving stores by shipment in which there is a shortage according to the invoices, or when the articles received do not correspond in quantity or kind with the marks on a package, but in such cases the original and one copy of the report shall be forwarded to the bureau concerned (except when the Bureau of Supplies and Accounts is the "bureau concerned") and the original shall then be forwarded by the bureau concerned with appropriate indorsement to the Bureau of Supplies and Accounts for its action. The survey report in such cases shall be rendered by the surveying officer in quintuplicate, excepting when the Bureau of Supplies and Accounts is the bureau concerned, when the report shall be rendered in quadruplicate. When action is taken by the Bureau of Supplies and Accounts, a copy of that bureau's letter or indorsement shall be forwarded to the bureau concerned.

(3) Surveys on articles found missing in shipments shall have indorsed thereon a statement of the approving authority that a copy has been forwarded to the shipping officer.

(4) An officer receiving a shipment in which there is a shortage shall take up the invoice in full on his books, expend the missing articles according to the direction of the survey report, and note in red ink on both copies of the store invoice the invoice

Survey of
shortages in ship-
ments.

Copy of survey
report for ship-
ping officer.

Account of
shortage.

value of the articles missing, but in no case shall totals in the body of the summary be altered.

(5) In the event of loss of Naval Supply Account stores or damage, the survey shall state to what appropriations the value of the stores involved shall be charged and also the proportion that shall be charged to each.

1909.

Surveys afloat
and on foreign
station.

(1) When a ship is away from a navy yard and it becomes necessary that certain equipage be replaced before the vessel will return to a navy yard, an emergency request for survey may be submitted and the request so submitted shall state fully the actual emergency and shall, if approved by the commanding officer, be forwarded to the division commander or senior officer present, who shall appoint a commissioned officer from his command as surveying officer. The surveying officer so appointed shall render reports as prescribed in article 1906, paragraphs 1 to 4. If the article is to be condemned to be turned into store at a navy yard the disposition in no case should be other than store and the appraised value shall not be stated, otherwise the procedure to be followed will be as prescribed in article 1906, paragraphs 7 and 8, for articles to be turned into store. Upon receipt in store the articles will be taken up by the supply officer in the survey account and surveyed for final disposition as directed in article 1917. The survey officer shall certify on these reports that there is an actual emergency requiring the action recommended and that this action can not be deferred until the ship's probable arrival at a navy

Ships on foreign
station.

yard. For a ship on foreign station in the case of articles which are of such little value that their shipment to a navy yard is manifestly not warranted, instead of the recommendation "store" for such items the disposition "overboard," "sell on station," or other appropriate disposition should be given. Such surveying officer's reports shall be rendered to the division commander or senior officer present who ordered the survey. His action shall follow as closely as possible that prescribed for commandants under articles 1906 (7) and (9).

Disposition of
articles surveyed
afloat.

(2) In approving a survey report afloat the endorsement of the approving authority shall designate the navy yard where the articles recommended for store shall be turned in and the manner of shipment thereto. Articles to be disposed of on foreign stations shall be specifically so designated by the approving authority. The original of survey report and request and one copy shall then be returned to the officer requesting the survey, who will carry out the instructions of the approving authority. Articles that are to be turned into store will be invoiced at their

full value and the original of the survey report and request shall be securely attached thereto.

(3) The survey report shall be covered by the approving authority in the same manner as is prescribed for this class of report by commandants.

(4) Any article under an approved survey report afloat authorized to be turned into store or disposed of on foreign station, and of which the invoice price when new did not exceed \$50, may then be replaced at once by appropriate requisition as not in excess, provided it appears on the allowance list of the ship under the bureau by which such articles are furnished. In case the article exceeds this value, the requisition for replacement shall be forwarded to the bureau concerned, or in case the emergency does not permit the delay which would thus be involved, telegraphic authority shall be sought from the bureau concerned. The requisitions submitted pursuant to such surveys shall in all cases bear on their faces the reference number of the survey, the date of its approval, and statement showing where and by whom approved.

Replacement
of articles afloat.

1910.

(1) When articles on board ship are found to be totally un- serviceable and require, by reason of their insanitary condition, immediate disposition by being thrown overboard, burned, or buried, the officer having custody of such articles shall request a survey on them, and the commanding officer shall designate for this purpose a commissioned officer of a department of the ship other than that to which the articles to be surveyed pertain. In the case of small vessels whose complement does not permit of this action the request for survey shall be made to the division commander or senior officer present, who shall appoint the surveying officer. The surveying officer shall render a report in triplicate covering each item, with a statement as to where and when received, invoice price, present condition and appraisal value, the reason for its present condition, and whether or not any responsibility should be charged against anyone for such condition. He shall further recommend the disposition to be made as "overboard," "burn," or "bury."

Unserviceable
and insanitary
articles.

(2) Upon approval of this survey by the officer ordering the same the recommendation shall be carried out by the officer who requested the survey, who shall expend the articles from his books by expenditure vouchers and certify across the face of the report sent to the bureau concerned and of the copy forwarded to the Bureau of Supplies and Accounts with the quarterly balance sheets that he has complied with the approved recommendation.

Ship absent from yard; survey of worthless articles.

(3) When a ship is away from a navy yard totally unserviceable articles, if without value and unsalable, such as broken china, tin and wooden ware, worthless paint brushes, etc., may be treated as in the foregoing paragraph. Small articles, such as tools, spare parts, etc., the invoice price of which is less than \$5 and which are damaged beyond repair and without sale value, may also be so disposed of. In such cases the officer requesting the survey shall expend the articles from his book as prescribed in paragraph 2.

Ensigns, Jacks, etc.

(4) United States ensigns, union jacks, or commission pennants may be similarly surveyed when unserviceable for Government purposes and shall then be appraised as of no value and burned, the officer requesting the survey complying with paragraph 2.

Renewal of equipage from Title C supplies.

(5) Articles of equipage made of rope, canvas, wood, metal, etc., which are capable of being satisfactorily renewed from supplies, Title C, by the ship's force shall be so renewed without survey and continue to be borne on the books at the original price, the supplies used in the repairs being expended for use and charged to the regular ship's money allotment concerned. Upon request by letter a special allotment will be given for such repairs made by the ship's force for the amount of material used if approved by the bureau concerned.

1911.

Cognizance of bureaus.

Where in the foregoing articles the term "bureau concerned" is used it shall be understood as meaning the bureau having cognizance of the appropriation from which the cost or expense of renewal of the article is defrayed and to which the cost of repairs will be charged.

1912.

Forms for survey reports.

Survey requests shall be prepared on S. and A. forms, Nos. 153 and 153a, respectively, the survey reports on S. and A. Forms 154a and 154b, respectively, the whole report and request forwarded by S. and A. Form 154-1 (N. S. A. material) or 154-2 (material other than N. S. A. account or survey account material), or 154-3 (survey account material ashore), properly filled out and placed on top. All sheets should be typewritten whenever possible. Requests under each appropriation shall be numbered consecutively, beginning a new series with each fiscal year, and the surveying officers' reports shall always name the number and date of the ship's request.

1913.

Surveys on provisions.

(1) Commanding officers of ships shall appoint at the beginning of each quarter, to serve to the end of it, a surveying officer for provisions. To this officer the supply officer shall refer, either

orally or in writing, all such provisions as he may consider unfit for use, provided they do not exceed in value on any one occasion \$300.

(2) The surveying officer shall keep an itemized record of all his surveys, which, in case of his disability, shall be used and referred to by the officer appointed in his place. He shall make his report at the end of the quarter, or earlier if ordered.

1914.

Articles of clothing and small stores on board ship found by survey to be damaged may be appraised by the surveying officer and issued at the reduced price, in the same manner as other clothing and small stores. In such case the supply officer of the ship shall furnish the surveying officer with a list of the invoice values of the articles, and the appraised values shall be entered by the surveying officer for each item. The supply officer shall expend the revalued articles from his books at the invoice price and take them up again at the appraised value.

Clothing and small stores.

1915.

Upon the completion and signing of a survey of provisions, ship's store supplies or clothing and small stores afloat, the three copies shall be forwarded to the officer ordering the survey, who, after action thereon, shall return two copies to the officer requesting the survey and immediately forward one to the Bureau of Supplies and Accounts.

Survey reports.

1916.

When the survey of articles on shore is necessary, such surveys shall be requested and conducted in generally the same manner as prescribed for the articles of equipage aboard a ship at a navy yard, the provisions of article 1906 being followed, as far as applicable, by heads of departments or divisions of the yard or station, electricians in charge of detached radio stations, surveying officers, and commandants. Both the request for survey and the report of survey shall contain all distinguishing marks necessary to make certain the identity of the article surveyed.

Surveys of articles on shore.

1917.

When the supply officer of a navy yard has in stock any articles which for any cause are unfit for issue or which have become obsolete or which are borne on the books at an improper value or which are held in the survey account, he shall without delay submit a survey request to the commandant. If the supply officer is

Survey of stock on shore.

in doubt as to requesting a survey on an article in stock, he may first obtain expert advice in the matter in such manner as the commandant may direct. In general the survey shall be ordered, held, and acted upon in the manner prescribed for equipment aboard a ship at a navy yard, and the provisions of article 1906 shall be considered as modified to such an extent as may be necessary to adapt the provisions of that article to such cases. The supply officer will be furnished the original and a copy of the report of survey and will forward the original with his quarterly balance sheet.

1918.

Survey of ob-
solete articles on
shore.

When any old materials or articles no longer required for their original purpose have accumulated to any extent in any department of a naval station, through repairs and work on ships, the head of the department or division concerned shall submit a survey request on such articles to the commandant requesting a survey, separate requests being submitted for articles pertaining to different appropriations, the forms prescribed by article 1912 to be used. The commandant shall designate a surveying officer from the manufacturing division to which the articles pertain. An itemized descriptive list and appraisal shall be made in such cases by the surveying officer, and his report shall be rendered in quadruplicate to the commandant, with the return of the original list submitted by the head of the division. The commandant shall then take appropriate action on such report, indicating by indorsement his approval or disapproval of the surveying officer's recommendation for each item, and shall return one copy of the survey report to the head of the division who requested the survey. A copy of the report and the commandant's indorsement thereon shall be forwarded to the bureau concerned, and the original and a copy, with the commandant's indorsement, shall be forwarded to the supply officer of the yard. Upon receipt of the commandant's action the head of the department or division shall have the instructions carried out, and such material or articles as are authorized to be turned in to store for issue or to be repaired for issue or to be sold shall be invoiced to the supply officer, who shall treat them in his books in the same manner as other stores surveyed. Separate invoices shall be submitted for each disposition recommended of the articles turned in to store, and such invoices shall bear the number of the survey, the yard where held, and the date of its approval by the commandant. The invoices shall be sent to the supply officer by the accounting officer. Prior to turning them in to store the articles shall be appropriately tagged, showing the number of the survey and the disposition to be made of the articles.

1919.

(1) A survey of articles carried under Title E or R, shall be prepared on the forms prescribed by article 1912 by the accounting officer of the yard or station on the memorandum request of the head of the department or division concerned, and such survey shall be ordered, held, and acted upon in the same manner as for a survey held under the provisions of article 1917. Surveys on articles charged to other titles shall be acted upon in like manner but shall be requested by the head of the department or division concerned. For each item of a survey the surveying officer shall also state the original value, or, where this can not be ascertained, he shall enter an estimated original value therefor. After approval of the report of survey, the original thereof shall be returned by the approving authority to the accounting officer who will adjust the plant account and if necessary to carry out the instructions of the approving authority retain a copy and forward the original and a copy accompanied by invoices on which all distinguishing marks and other necessary data shall be entered, to the supply officer who will dispose of the article as recommended and approved.

Real estate
chattels and ma-
chinery.

(2) Surveys finally disposing of passenger-carrying automobiles shall be referred to the Navy Department for approval before final action is taken.

(3) Surveys on buildings or other structures destroyed or damaged by fire, water, or other cause shall be requested by the public-works officer. Reports of such surveys shall show the original or estimated original cost and the estimated loss in value. All such reports shall be referred to the accounting officer for adjustment of plant account.

Surveys on
buildings, etc.,
destroyed by fire.

1920.

Should the commandant disapprove the recommendation of a surveying officer on any items of a survey of property, material, or articles ashore, action shall be taken as prescribed in article 1906.

Disapproval of
surveys on ma-
terial or prop-
erty.

1921.

Immediately before the preparation of the schedules for a public sale at a naval station the supply officer shall request a survey of the yard scrap heap, and the scrap shall then be appraised with approximate quantity stated, and taken up in the condemned stores account, for sale. If, however, it should appear to the advantage of the Government to hold for a more favorable market or a larger accumulation, survey and appraisal may be withheld until a succeeding general or special sale.

Survey of yard
scrap heap.

1922.

Articles con-
demned for sale.

(1) The supply officer shall store and arrange in suitable lots all articles condemned for sale. Lot numbers shall be assigned separately for each machine tool and plant appliance whose first cost exceeded \$1,000. When occasion requires, the supply officer shall present to the commandant a schedule of such lots for survey by the board appointed to conduct the sale. This board is also authorized to condemn finally the property to be sold.

(a) The board of sale, in forwarding the schedules for approval by the department, shall forward therewith a separate report, stating that they have carefully examined all the articles in the schedules and recommend them for sale, and the return of the schedules approved by the department shall be considered as an approval of the board's recommendation. Prior to forwarding their report the board of sale shall submit the schedules to the head of the yard department concerned, or the industrial manager, who shall certify that none of the materials to be sold can be further advantageously used by the Navy Department, and that their sale at the appraised value is justified.

(b) Any articles previously recommended for sale, but considered by the board of sale upon this final examination as not proper articles for disposition by public sale, shall be reported in writing to the commandant, who shall direct the supply officer to request a resurvey to determine the final disposition of the articles, and such articles shall be transferred or expended from the used material account as may be necessary.

(2) Articles condemned for sale may at any time before the preparation of schedules for a general sale be withdrawn for use on approved ship's requisitions or by stub requisitions, approved by the commandant. In such cases the supply officer shall transfer the articles from the appropriation purchases account to the proper account, forwarding the commandant's order with the transfer invoice accompanying the monthly balance sheet to the Bureau of Supplies and Accounts.

1923.

Provisions,
clothing, etc.

When practicable, a commandant may assign an officer of the Supply Corps other than one attached to the supply department as permanent surveying officer to survey articles of provisions and clothing and small stores, and for the survey of such articles aboard a ship at a navy yard or station the commandant may appoint as surveying officer any officer of the Supply Corps serving under his jurisdiction.

1924.

(1) Surveys on medical stores shall be ordered by the commander in chief, squadron or division commander, or by the senior officer present. Medical stores.

(2) All nonexpendable articles that have become unfit for further use shall be surveyed and condemned before the issue of others to replace them.

(3) A survey shall be held at the Naval Medical Supply Depot on all medical supplies turned in from cruising ships placed out of commission on the Atlantic coast, and at the navy yard, Mare Island, on those from ships on the Pacific coast. Such articles as are found fit for use shall be turned in for issue.

(4) Reports of surveys on property under cognizance of the Bureau of Medicine and Surgery shall be forwarded thereto in duplicate.

(5) Whenever any property is surveyed and recommended to be sold the articles shall in all cases be appraised. The medical officer in charge shall make an inventory of the same and shall carefully preserve the property until directed to deliver it for sale. A copy of this inventory shall be forwarded to the Bureau of Medicine and Surgery as soon as the survey is approved.

(6) Articles of the medical department delivered to a supply officer for sale shall be accompanied by an invoice stating both the original and appraised values of the articles.

1925.

(1) Should it become necessary to destroy clothing or other personal effects of officers or men to prevent the spread of disease, the commandant of the station or commanding officer of the ship shall direct a survey to be held on the articles, and the report, containing a list of the articles, with an estimate of their value, approved by him, shall be transmitted to the Navy Department. The surveying officer shall base his estimate on the actual value of the articles destroyed and not on the original cost of the articles. Clothing and
personal effects
of officers and
men.

(2) No issue shall be made to persons in lieu of their effects so destroyed. They can only be reimbursed for such loss by certificate from the Treasury Department after the approval of the report of survey by the Secretary of the Navy.

The first part of the paper deals with the general theory of the subject, and the second part with the application of the theory to the case of the present case. The author shows that the theory is applicable to the case of the present case, and that the results are in accordance with the observations. The author also shows that the theory is applicable to the case of the present case, and that the results are in accordance with the observations.

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CHAPTER 50.

FUEL.

Sec. 1.—Art. 1935–1939. General information.

SECTION 1.—GENERAL INFORMATION.

1935.

Details upon the subject of fuel are covered in the Manuals of the Bureaus of Engineering and Supplies and Accounts. Details in Manuals.

1936.

Specifications.—(a) Coal: Coal for naval use shall be obtained from mines carried on the Navy approved lists. In case it is necessary to purchase coal abroad general specifications may be found in either the Bureau of Engineering Manual or Bureau of Supplies and Accounts Manual. Specifications.

(b) Fuel oil and gasoline: Specifications and detailed information regarding facilities, conditions, and methods of delivery of fuel oil and gasoline will be found in the contract bulletins for fuel oil, gas oils, and gasoline (for use ashore and afloat), published by the Bureau of Supplies and Accounts.

(c) Kerosene: Specifications for kerosene may be found in leaflet specifications issued by the Bureau of Supplies and Accounts.

1937.

Inspection.—Inspection shall be conducted in accordance with instructions issued by the Bureau of Engineering and Bureau of Supplies and Accounts. Inspection.

1938.

Safety precautions.—Safety precautions and instructions relative to the stowage, care, and handling of fuels, including coal, gasoline, kerosene, gas oils and fuel oil, as prescribed in the Bureau Manuals shall be enforced. Safety precautions.

1939.

Operation of coaling and fuel plants.

(1) The upkeep and operation of coaling and fuel plants at a navy yard shall be in charge of the supply officer; the upkeep and operation of coaling and fuel plants not at a navy yard shall be in charge of the officer in charge of the plant, or the custodian thereof, if the plant has not been placed under the commandant of a station; otherwise of the commandant.

(2) The cost of upkeep and operation of all fueling plants shall be as provided for in article 484, paragraphs 11, 12, 13, and 14.

CHAPTER 51.

REPAIRS AND ALTERATIONS TO SHIPS.

Sec. 1.—Art. 1949–1951. Definitions.

Sec. 2.—Art. 1952–1953. Docking and overhaul periods.

Sec. 3.—Art. 1954–1964. Inspection by the Board of Inspection and Survey.

Sec. 4.—Art. 1965–1985. Repairs and alterations not covered by a material inspection.

Sec. 5.—Art. 1986–1988. Weekly reports of work.

Sec. 6.—Art. 1990. Statutory limit of cost of work on vessels.

Sec. 7.—Art. 1991–1992. Repairs to cruising vessels on a foreign station or when not at a navy yard.

Sec. 8.—Art. 1993–1994. Work at navy yards and stations for coordinate branches of the Government and docking foreign Government vessels.

Sec. 9.—Art. 1995–1996. Work at navy yards and stations for private parties.

SECTION 1.—DEFINITIONS.

1949.

(1) The following definitions are employed throughout the Navy Regulations and shall be employed throughout the naval service, so far as applies to ships:

(a) The word “repairs” shall be construed to mean such work as may be necessary to restore the ship or article under consideration to serviceable condition, without any alteration in design, without the addition of any articles or parts, and without the removal of any articles or parts that are not to be replaced. Repairs are (further) subdivided into the following classes:

(1) *Urgent repairs*, which shall include all immediate repairs, necessary for cruising or military efficiency, for the prevention of deterioration, or for sanitary reasons.

(2) *Desirable repairs*, which shall include all repairs which it is desirable to have made when the services of the ship can be spared for a length of time sufficient to accomplish the work.

Repairs.

Urgent repairs.

Desirable repairs.

1951.

Alterations. The word "alterations" shall be construed to mean all work not included in the above definition of the word "repairs," including all changes in design that may be deemed advisable in making repairs; it shall also include all additions of any articles or parts and the removal of any articles or parts that are not replaced by similar ones. It shall include all changes in the character of the material of which any article or part is made. No alteration shall be made in any vessel, either by ship or navy-yard force, until specifically authorized by the bureau concerned.

SECTION 2.—DOCKING AND OVERHAUL PERIODS.

1952.

Docking and overhaul periods, work to be done during. (1) Vessels of the Navy will go to navy yards for overhaul only when work is absolutely necessary to maintain their military efficiency. Except in cases of emergency vessels will not be ordered to the yards for the commencement of work until the yard reports all plans and material ready to begin actual work.

(2) Overhaul of vessels will be accomplished at regularly assigned home yards, except when for extraordinary reasons the department finds it necessary to direct otherwise.

1953.

Docking periods. (1) Vessels of the Navy will be scheduled for regular docking periods.

(2) Docking will be accomplished at regularly assigned home yards except when for extraordinary reasons the department finds it necessary to direct otherwise.

(3) During docking periods only urgent repairs and other work beyond the capacity of the fleet which has been previously authorized and which can be completed within the docking period will be undertaken by the yards.

SECTION 3.—INSPECTION BY BOARD OF INSPECTION AND SURVEY.

1954.

Bureaus to be informed and alterations request forwarded. When the department decides that a material inspection of a ship or aircraft will be made by the Board of Inspection and Survey, the bureaus will be informed, and all requests for alterations on that vessel not yet acted on shall be forwarded to the Board of Inspection and Survey with such comments as the bureaus may care to make.

1955.

(1) When the Board of Inspection and Survey is ordered to inspect a ship under the provisions of the preceding paragraphs, such inspection shall be for the purpose of making a report in general terms of such repairs and alterations as may be needed to place the ship in an efficient military condition, having in view the age and general condition of the vessel. In submitting its report in this connection the Board of Inspection and Survey shall state in writing whether or not the vessel inspected is fit for further service or can be made so without disproportionate cost.

Nature of inspection.

(2) The board shall further include in its report a concise statement of the condition and efficiency of the vessel and whether special credit or discredit should attach to the commanding officer in connection with her condition and efficiency, and shall name such other officers as have, in the opinion of the inspecting officer or board, derived from their observations of matters under direct charge of such officer manifestly and notably contributed by their attention to duty, ability, energy, and zeal toward the excellent conditions 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.

(3) Copies of these statements will be taken by the Bureau of Navigation 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.

(4) If the board recommends the vessel for sale the requirements of Article 1897 shall govern.

(5) When the department directs, the board shall also make a military inspection of the vessel.

Military inspection.

1956.

(1) When the Board of Inspection and Survey makes the inspections provided for by paragraphs (1) and (3) of Art. 1955 its report shall be submitted in two separate parts.

Form of report.

(a) One, to be designated "Report of material inspection," shall indicate the material condition of the ship in all departments, and will contain, with comment and recommendation, lists of all considered repairs and alterations in order that such report may be a record of the condition of the vessel and a comprehensive guide for the purpose of preparing estimates.

(b) The other, to be designated the "Report of military inspection," shall contain the report of all matters pertaining to disci-

pline and of all other matters other than repairs and alterations recommended. The original of this part shall be forwarded by the board to the Chief of Naval Operations). A copy shall be forwarded to the commanding officer of the ship in question through the commander in chief, and a copy shall be filed with the records of the Board of Inspection and Survey.

1957.

Matter to be considered. The Board of Inspection and Survey shall consider all repairs, urgent and desirable; all alterations, whether primarily considered or previously authorized but as yet unaccomplished or uncompleted; and all such items of work shall be grouped and numbered in accordance with the recognized classification and bureau cognizance.

1958.

Procedure. To insure the inclusion and consideration by the Board of Inspection and Survey of the various items of repair and alteration that may have arisen subsequent to the last general overhaul of the vessel the following general procedure shall be observed:

(a) The commanding officer shall submit for the board's consideration a written statement relative to such repairs and alterations as he may consider necessary or desirable, together with copies of all previous letters on similar subjects that have been submitted and on which final action has not as yet been taken, and shall furnish any information or assistance that may be needed by the board to enable it to carry out the inspection. Alterations that have been previously submitted to the department and disapproved shall not be included, unless a reconsideration of any such item is desired, in which case a separate letter to the board shall be written. This letter shall contain a list of the items of alterations for which reconsideration is requested. The previous history, so far as known, of each item shall be given, including the dates and numbers of the correspondence in connection therewith and the action of the bureau or department thereon. For each item there shall be given the reasons which are believed to justify reconsideration.

(b) Commandants of navy yards shall submit for the board's consideration complete copies of the last weekly report of work (Form N. S. O. 27) for the vessel under inspection, showing all outstanding job orders: and the estimate of outstanding job orders shall be included in the report of estimates to be submitted by the yard (art. 1861 (1)).

(c) The board shall, in addition to its action on the requests emanating from the commanding officer of the ship, recommend such other repairs and alterations as may be deemed desirable

as a result of its own observations and of its opinions, based on the reports from similar vessels.

1959.

In submitting its report relative to repairs and alterations the board shall arrange the items in separate lists under the headings "Urgent repairs," "Desirable repairs," and "Alterations" as defined in section 1 of this chapter. Under each item of alterations recommended there shall be given a brief statement as to the nature of the work proposed and the conditions which, in the opinion of the board, justify its recommendation that the said work be done. There shall also be included, under a separate heading, a statement of such items of repairs and alterations suggested by officers of the vessel, or of other vessels, or by other officers, as in the board's opinion should not be undertaken, and of the reasons for such opinion. Under each of these latter items there shall be given a statement, in general terms, of the method which has been proposed for carrying out the work referred to, and a statement in sufficient detail to permit a full understanding of the same by the reviewing authority as to the reasons which govern the board in its recommendation that the work be not done. If any work recommended is within the capacity of the ship's force or fleet repair ships, statement to this effect shall be made. (See art. 405.)

Contents of report.

1960.

(1) Copies of the material inspection report shall be distributed as follows:

Distribution.

(a) The original, so marked, shall be sent to the department for file in the department's files.

(b) The duplicate shall be retained in the files of the Board of Inspection and Survey.

(c) One copy shall be sent to each bureau concerned for its information and file.

(d) Three copies shall be sent to the commandant of the vessel's home yard or the yard at which the vessel will overhaul.

(e) One copy shall be sent to the commanding officer of the ship inspected.

(2) If the commanding officer considers that any item of repair is unnecessary or inexpedient or can be done advantageously by the ship's force, he shall so report to the commandant in writing, and such report shall be considered in the preparation of the yard report of estimates.

Action of commanding officer on report.

(3) Immediately upon receiving a copy of the material-inspection report, the commanding officer of the vessel inspected shall

submit to the department, by letter, such comments and recommendations in regard to the various items of alterations as he may deem pertinent, based upon his experience with the ship, and upon his general knowledge and experience, or should he have no comment to submit, he shall specifically state the fact. In transmitting this letter forwarding officers shall indorse their opinions thereon. Upon receipt in the department, the letter shall be sent to the bureau concerned for information in connection with action on the report of survey.

Final disposition of copies of report.

(4) All copies of the material inspection report of the Board of Inspection and Survey shall be filed in the office to which supplied and shall not be forwarded elsewhere for recommendation or information. If the head of any office should desire to make any comment thereon, such comment shall be made by a letter referring to the report.

1961.

Estimates to be prepared.

(1) Immediately after the receipt of the report of the material inspection, the commandant of the vessel's home yard, or the yard at which she will overhaul, shall proceed with the preparation of estimates on all items of work recommended by the board. Estimates need not be submitted for items of work not recommended by the board unless specially directed by the bureau having cognizance thereof.

Approximate estimates.

(2) In cases where the preparation of detailed estimates for certain items would unduly delay the submission of the report of estimates, approximate estimates, clearly so marked, for these items, shall be submitted.

1962.

Reports of estimates, how prepared.

(1) The reports of estimates shall be itemized in accordance with the report of the Board of Inspection and Survey as nearly as may be practicable. Where an item covered in the report of the Board of Inspection and Survey is found to involve no work it shall be covered by a statement to that effect. When a head of division of the industrial department recommends the performance of work which was not recommended by the Board of Inspection and Survey, or when he recommends that work recommended by the Board of Inspection and Survey be not done, separate lists of such items shall be included in the report, and there shall be clearly set forth for each item the reason for such departure from the recommendations of the Board of Inspection and Survey.

(2) The items shall be so worded, if practicable, that if approved they may be copied verbatim in issuing job orders.

(3) For each item there shall appear:

(a) *A statement of the work which should be done.*—This shall be in the words of the report of the Board of Inspection and Survey. If this wording is indefinite, the work as proposed by the yard (accompanied by sketches if essential to a clear understanding) shall also be included, so as to clearly and definitely indicate the nature and extent of the work recommended. If a departure from the method proposed by the board be deemed necessary, a full statement of the work as proposed by the Board of Inspection and Survey and by the yard and of the difference between the two, and of the reasons for the proposed change, shall be given.

(b) *Estimate of cost, showing labor, indirect cost, material, and total cost.*—Separate items and estimates for the parts of the work pertaining to the two divisions of the industrial department shall be given.

(c) *Estimates of time to complete the work.*—This estimate shall show separately the time estimated as necessary to perform the work after the material is at hand. Note shall be made in this report of any material of large cost or special design requiring to be purchased and likely to involve considerable time to obtain and of the probable time necessary for the preparation of plans and requisitions and for obtaining delivery of such material subsequent to the submission of the requisition. The report shall conclude with a statement of the approximate quantity and cost of the materials not on hand which must be purchased in order to make the repairs and alterations recommended. The complete report of estimates under each bureau shall include a statement as to the time estimated to be necessary for the completion of the work recommended in matters under the cognizance of each other bureau in order that all bureaus may be informed as to the probable time which will be necessary to complete the work on the ship as a whole.

(4) The commandant of the yard shall be held responsible for any delays in the completion of the work of preparing estimates.

(5) As soon as the reports of estimates have been signed, the heads of the divisions of the industrial department shall make a careful revision of their schedules of materials in order that requisitions may be started on their course immediately after the order to proceed with the work arrives at the yard.

(6) In the cases covered by this article alterations and repairs are so closely related that simultaneous decision must necessarily be reached on both classes of work, and no repair work shall be begun, except by specific authority from the department, until after decision has been reached by the department in regard to both alterations and repairs; except that the commandant of the

yard at which the ship is lying shall undertake such work as may clearly be necessary for her preservation.

1963.

Forwarding
and action on re-
ports of esti-
mates.

(1) The original of the report of estimates, with such comment thereon as the commandant may deem pertinent, shall be forwarded direct to the bureau concerned, and such copies shall be made for yard use as the commandant may direct. The bureau upon receipt shall indorse thereon its recommendations and such comments as it may desire to make, and shall forward the same to the department.

(2) The commandant shall inform the department as soon as all reports of estimates based on a report of material inspection have been forwarded to the bureaus concerned.

1964.

Action by de-
partment.

When received by the department reports of estimates shall be acted upon as follows:

(a) The Chief of Naval Operations shall consider each case and have prepared the necessary papers for the Secretary's signature.

(b) Consideration shall be given to the advisability of making the alterations recommended, not only upon the ship in question, but upon all others of the class or upon any others to which the same recommendation seems applicable.

(c) In considering both alterations and extensive repairs proposed for any ship, due consideration shall be given to the question of whether or not the said ship is of sufficient military value to justify the proposed expenditure and to broad questions of general policy as affecting the advisability of altering or repairing her.

(d) The final action of the department shall be in the form of indorsements on the original papers, which indorsements shall contain instructions to the bureaus as to what work shall or shall not be undertaken, and upon the receipt of which the bureaus shall issue the necessary instructions to the navy yard or navy yards concerned.

(e) There shall be included in the department's indorsement, on each of the original papers, a summary of authorized expenditures under all appropriations, a statement of the statutory limit of cost, and the date for completion of work, if the same has been set.

(f) The papers shall be filed in the bureau concerned.

SECTION 4.—REPAIRS AND ALTERATIONS NOT COVERED BY A MATERIAL INSPECTION.

1965.

Whenever it shall come to the knowledge of the chief of any bureau, for matters under his cognizance, that any ship of the Navy requires work, the same not being of sufficient importance to justify calling a material inspection, but for which the ship should be ordered to a navy yard, he shall report such fact to the Chief of Naval Operations, with recommendations.

Recommendation to be made by bureau if ship should go to a navy yard.

1966.

(1) Routine repairs to hull, machinery, and outfit of ships not requiring the plant of ship or engine building establishments shall, as far as possible, be made by the artisans of the ship, squadron, or fleet, and the facilities of repair vessels should be utilized whenever possible.

Repairs by ship's force.

(2) A careful and systematic economy shall be observed in the purchase of material for repairs and the allowance books strictly adhered to, except in cases of emergency, which shall be reported to the department.

1967.

No alterations shall be made by the ship's force until authority therefor has been granted by the bureau concerned; all requests for such authority shall state that it is desired to do the work with the ship's force and shall be submitted in the same manner as though the work were to be performed by the yard force.

Alterations to be made only when authorized by bureau.

1968.

(1) Commanding officers shall endeavor to have all repairs possible done by the ship's force, and to this end they shall endeavor to anticipate the need for such repairs and to submit requisitions for the necessary material in time to enable the work to be started without delay when needed. No work is, however, to be undertaken by the ship's force when battleships are docked or laid up at any navy yard for repairs, except such items as are or may be performed by the crew while at sea or in a foreign port. They shall be ready at all times to forward, if called for, statements of work needed in all departments upon the vessels under their command.

Work by ship's force.

(2) Upon arrival at a navy yard commanding officers shall submit to the commandant and direct to the bureaus concerned a list

of work laid out to be accomplished by the ship's force during the visit, in order that the extent of work of this character may be known.

(3) Commandants of navy yards and shore stations shall, so far as practicable, lend to the ship's force facilities for expediting the repairs and authorized alterations.

(4) When it is anticipated that work will be done by the ship's force after arrival at a navy yard the commanding officer shall inform the commandant as far in advance of arrival at the yard as practicable what material and appliances will be required from the yard in order to permit the work to be done in this manner without delaying the vessel beyond the date set for completion or departure. Upon receipt of this information the commandant shall take steps as may be necessary to enable the material and appliances to be furnished to the ship promptly upon her arrival.

1969.

Requests for work to be submitted by commanding officers.

(1) No report, except the material inspection report by the Board of Inspection and Survey, shall be considered as a request for work, and commanding officers must therefore submit requests for all work that may be needed, including work the need for which may first become apparent through the proceedings of courts or boards, or through routine or special reports, such as synopses in engine-room logs, quarterly hull reports, target-practice reports, reports of condition of auxiliary machinery, etc.

(2) The commanding officer of a ship in commission shall submit requests for repairs and alterations when the condition of the ship under his command is such as to require work beyond the capacity of the ship's force, and such requests shall be submitted without delay when there is a probability that the ship will be sent to a navy yard. These requests shall be made out in the form hereinafter prescribed.

(3) Until a new vessel has been finally accepted by the Government all defects that are discovered, for which the contractors are responsible and which are of a sufficiently serious nature to require immediate repairs, shall at once be reported by the commanding officer to the Chief of Naval Operations. If the defects are not of a sufficiently serious nature to prevent postponement of repairs until after the final trial, they shall be brought to the attention of the final trial board by the commanding officer.

(4) Upon arrival of a vessel at a navy yard the commanding officer shall submit to the commandant, in the manner hereinafter prescribed in this article, requests for all repairs necessary at the time not previously requested, but commanding officers shall make every possible effort to submit requests for all work required before arrival at the yard.

(5) (a) Repairs to equipage or supplies except typewriters and computing machines shall be made the subject of a letter which shall contain the information required by Article 1906 (1) in so far as applicable. The request shall contain all necessary information as to responsibility and disciplinary action taken or to be taken, where such is considered necessary.

Repairs to
equipage and sup-
plies.

(b) The subject of such requests shall be given as repairs to equipage, Title B, with the name of the appropriation involved, and for each item the letter shall state the condition of the article and the cause of damage, and each request shall bear the statement that the repairs are manifestly warranted. When the repairs are clearly of a minor nature the commandant may authorize the work in advance of estimates, and shall refer the request to the division of the manufacturing department which repairs such articles. In case of doubt as to the extent of repairs and the cost in proportion to the value of the article, the request shall be referred to the division of the manufacturing department for estimates prior to other action by the commandant. Upon the commandant's authorization the division of the manufacturing department shall issue Title P job orders to cover the work and shall return the request to the commandant with estimates of time and cost.

(c) The commanding officer, after due approval by the commandant (see par. 7), of the request for repairs to equipage shall direct that the articles be promptly delivered to the appropriate divisions of the manufacturing department properly tagged, giving name of the article, name of the ship, and if obtainable the number of the job order, accompanied by a copy of the repair letter. Receipt of the articles so delivered shall be acknowledged by the manufacturing department upon the copy of the repair letter accompanying the article and such articles shall not be transferred from the ship's books. Upon completion of the repairs the manufacturing department shall notify the commanding officer of the ship, who will send for the article, giving a suitable receipt. Repairs which are urgent shall be given precedence by the yard over other equipage repair requests, and the necessary information that the repairs requested are urgent shall be stated in the letter requesting same.

(d) Separate lists shall be furnished containing items the repair of which should manifestly be accomplished by contract instead of by the navy yard. In requests for repairs to ship's boats, or the machinery thereof, the Construction and Repair registry number of hull and the Bureau of Engineering make, type, and number of engines and boilers involved shall be stated.

(6) No alterations will be made to items of equipage unless authorized by the bureau concerned.

Alterations to
equipage.

Commandant's
authority in ap-
proving.

(7) The commandant of a navy yard is authorized to approve repairs to any article of equipage provided the estimated cost of the repairs does not exceed, approximately, two-thirds of the value of the articles when new. In case of boats, repair requests shall be approved by the commandant only when the repairs to the hull proper (exclusive of repairs to portable portions invoiced as part of the hull) do not exceed 25 per cent of the current cost of a new boat of the same type (this cost to include both the cost of the hull proper and the portable portions invoiced as part of same). In cases where the repairs involved are in excess of the commandant's authority, the request for same shall be immediately forwarded to the bureau concerned for action, the commandant's recommendation being stated thereon.

Renewal of
equipage from
Title C supplies.

(8) Articles of equipage made of rope, canvas, wood, metal, etc., which are capable of being satisfactorily renewed from supplies, Title C, by the ship's force shall be so renewed without survey and continue to be borne on the books at the original price, the supplies used in the repairs being expended for use, and charged to the regular ship's money allotment concerned. Upon request by letter, a special allotment will be given for such repairs made by the ship's force for the amount of material used if approved by the bureau concerned.

Repairs which
can not be com-
pleted during
ship's visit.

(9) If the yard finds that certain articles on which repairs are warranted can not be repaired during the scheduled visit of the ship at the yard, such articles shall be repaired to be shipped to the vessel upon the completion of repairs, and they shall not be transferred from the ship's books when such action is to be taken. However, if certain items are so urgently needed that replacement from stock is necessary, the commanding officer will be advised by the commandant in order that the articles may be surveyed.

1970.

Limitation as
to time of sub-
mitting requests.

(1) No requests for alterations shall be submitted between the time of the material inspection next preceding the overhaul and the time of actual completion of such overhaul.

(2) During the stay of a vessel at a navy yard for repairs or overhaul no requests for work other than for urgent repairs shall be submitted after the work incident to the repair or overhaul has been actually undertaken and the date of completion has been announced. Such request, addressed to the commandant, will include a statement of necessity for submitting it after arrival at yard and why work could not have been anticipated in sufficient time to be acted on by the flag prior to arrival at yard. One copy being forwarded through the division or force commander and the commander in chief to the Chief of Naval Operations.

1971.

Form of letter.

(1) Each request for work shall be prepared as follows :

Each letter shall show—

- (a) The ship from which it comes.
- (b) The place from which sent and the date.
- (c) The bureau under the cognizance of which the work falls.
- (d) The class of work requested, in accordance with the classification contained in paragraph 2 and as defined in articles 1949 and 1950.
- (e) The items of work clearly and definitely stated, outlining in sufficient detail what it is desired to have accomplished; locating the defective parts or amount and nature of repairs required. If essential to a clear understanding of the request, sketches shall be submitted showing the proposed work and reference shall be made to blue-print numbers and identification marks. Requests that are general in their nature or vague and indefinite in character, or such expressions as "Do work where necessary," will not be considered as complying with the above requirements, and when items so worded appear in requests they shall be eliminated by the commandant as provided for in article 1975, paragraph 1, of this chapter.
- (f) A certificate that the work is not within the power of the ship's force to perform.
- (g) The signature of the commanding officer submitting the request.
- (h) Each letter shall show at the bottom of the last page where copies have been sent, and all copies, if not written on green paper, shall be plainly marked on the face "Copy."
- (i) Whenever practicable in submitting reports or recommendations relative to repairs, alterations, etc., each vessel will be treated in separate correspondence.

(2) Letters shall be restricted to items under the cognizance of a single bureau and to items under a single one of the following classes: "Urgent repairs," "Desirable repairs," and "Alterations." Commandants and other senior officers through whose hands the papers may pass shall consider themselves specially charged with the duty of striking out from any such letter any item not properly belonging there in the manner hereinafter provided.

(3) In order that the department and the bureau concerned may be kept fully informed at all times as to the meaning of proposed changes, particularly in their effect on weights added to

or removed from torpedo craft, each request for alterations shall be accompanied by an approximate estimate of the weights involved, and a statement indicating the effect that the alterations or repairs will have on the trim of the vessel.

(4) For repairs to typewriters and computing machines see Article 1969 (5).

1972.

Reconsideration of alterations previously recommended.

Alterations that have been previously submitted and disapproved shall not be included in the letters requesting work, as prescribed in article 1971. When a reconsideration of any such item is desired a separate letter shall be written for each item, which letter shall state fully the previous history of the case, so far as known, including the dates and numbers of the correspondence in connection therewith and the action of the bureau or department thereon. Such letter shall also state fully the reasons which are believed to justify further consideration of the matter, and shall be forwarded to the department via the division or force commander, the commander in chief of the fleet to which the vessel belongs, and the bureau concerned.

1973.

Forwarding of requests.

Requests for work shall be forwarded as follows:

(1) From vessels in commission requesting work to be done at the home yard, or at any navy yard when the vessel has definite orders to proceed to such yard, or when at a navy yard. If request is submitted after arrival at yard, or not sufficiently in advance of arrival to allow action by the force commander, it will be addressed to the commandant and include a statement of necessity for such late request and why work was not anticipated in sufficient time for action by the force commander. (One copy being forwarded through the division and force commander to the department.)

Copies and forwarding of repair letters.

(a) Letters requesting repairs, either urgent or desirable, shall be made out in triplicate. All copies shall be forwarded to the commander of the force to which the vessel belongs, through the division commander. The division commander will carefully scrutinize the request with a view to directing that all necessary repairs which can and should be made by the ship's force be so done. He will then forward request for such work as is beyond the capacity of the ship's force to the force commander, who will arrange for the performance of such necessary work as can be done by the fleet repair ships or force tenders. The force commander will then forward direct to the commandant requests for such work as he considers necessary and which should be performed at a navy yard, except in the case of items of extensive

repairs, which shall be forwarded through the commander in chief as required by article 771 (*d*). Vessels unassigned to a fleet or force will forward the original and duplicate to the commandant. When any part of a fleet is so operating that to forward papers through official channels would manifestly retard repairs, they should be acted on and, if necessary, forwarded direct by the senior force officer present, copies being sent to the force commander.

(*b*) Letters requesting alterations shall be made out in triplicate. The original and duplicate will be forwarded through the division and force commanders, and those officers will indicate the necessity or desirability for such alterations and will indicate what work, if any, could and should be performed by the ship's force or the fleet repair ships or force tenders, and also if they should be approved for all other vessels of the same class. Force commanders shall forward requests direct to the department and bureau concerned except in the case of items of extensive alterations, which shall be forwarded through the commander in chief, as required by article 771 (*d*); they shall also furnish the commander in chief with copies of all requests forwarded direct, including the action taken by them in connection therewith. Vessels unassigned to a fleet or force will forward the original and duplicate to the department and bureau concerned.

Copies and forwarding of alteration letters.

(*c*) The original of letters from ships requesting repairs or alterations will be written with a good purple copying ribbon, so as to enable the navy yard receiving the letter to make by the hektograph, or some similar process, the number of copies required for yard use. If preferred, purple copying carbon paper may be used by ships when requesting repairs or alterations, one or more of these copying carbon copies to be sent to the navy yard; from these carbon copies the yard will be able to make by the hektograph or some similar process the number of copies required for yard use.

Purple copying ribbon to be used.

(2) From vessels in commission requesting work which can not be deferred until the next regular visit to a navy yard, or which requires the vessel to be ordered to a navy yard at an early date, or which it is desired to have done at some place other than at a navy yard:

Work which can not be deferred.

(*a*) The commanding officer in such cases shall write a letter to the department, forwarding it through the flag officer afloat (if any) and the bureau concerned, stating the work or condition which requires the vessel to go to a navy yard or elsewhere, the time by which in his opinion it should be done, and the place, if any, at which it is desirable to have the work undertaken, giving reasons therefor. The flag officer and bureau shall indorse thereon opinions as to the necessity for sending the vessel to a

navy yard or elsewhere. In an emergency the department shall be informed by cable, telegraph, or radio, in addition to the report forwarded by mail.

(b) In case of a serious casualty, such as grounding, collision, explosion, etc., a special board shall be ordered by the senior officer present to report the nature and extent of the accident and damage, the cause, the probable time necessary for repairs, and the probable cost thereof; but shall not consider the question of blame attaching to any person or persons whatever, such questions being covered by an appropriate board of investigation or court of inquiry, as provided for in the regulations. The report shall embrace every detail necessary to a complete understanding of the work involved. If an accident or derangement occurs to the machinery of the ship, the board shall be composed of three commissioned officers, at least two of whom have had experience in the performance of engineering duties on shipboard, and if such officers be not available, chief machinists or machinists may be substituted. The report shall be forwarded to the department at the first opportunity.

(c) If the department issues orders to proceed to a navy yard for work, the commanding officer of the vessel shall then submit letters covering all work necessary, as provided in Art. 1971, provided requests have not been previously submitted through the flag they shall include a statement of the necessity for such late submittal and why the work was not anticipated in sufficient time for action by the flag. If the work is ordered done at some place other than a navy yard, special instructions will be issued by the department through the bureau concerned. In the case of vessels that must necessarily have work carried out at some place other than at a navy yard, letters requesting work will be made out in duplicate and forwarded to the bureau concerned as provided for in paragraph 1 (a) of this article.

District craft,
receiving ships,
and vessels out
of commission at
a navy yard.

(3) District craft, receiving ships (not assigned to a fleet or force), and vessels out of commission at navy yards:

(a) Letters covering repairs, either urgent or desirable, shall be prepared as the commandant may direct. Action on urgent repair letters will be taken as provided in article 1975 (5a).

(b) The original of letters covering desirable repairs, complete with estimates and recommendations, shall be forwarded to the bureau concerned. Letters requesting alterations shall be forwarded in duplicate, with estimates and recommendations, to the bureau concerned.

1974.

Indorsements
by seniors on re-
quests for repairs
and alterations.

(1) When correspondence relative to work on a vessel is forwarded through a senior officer afloat, he shall endorse on the original thereof his recommendations in the individual cases, and

in the case of requests for alterations, recommendations as to the other ships under his command to which the same alterations should apply.

(2) Commandants shall submit similar reports relative to ships out of commission at the yards which they command.

(3) When correspondence relative to work on a vessel is forwarded direct to the commandant or bureau, the senior or flag officer afloat receiving a copy only, he shall, if he desires, submit comment on such request by a letter to the bureau concerned.

1975.

(1) If it be found by the commandant or other senior officer through whose hands the papers may pass, or by a head of a division of the industrial department, that any item has been incorrectly classified under a heading covered by article 1971, paragraph 2, he shall state in the comment relative to such item that it has been so incorrectly classified, and the commandant shall strike it out from the letter in which it has been incorrectly placed and shall then act on the letter as though such item had not been included therein. When this is done, the commandant shall send a memorandum to the commanding officer informing him of the action taken in regard to that particular item and directing that such item be resubmitted in proper form in accordance with these regulations. Similar actions shall be taken in regard to any item submitted under the wrong bureau. Commandants and heads of divisions are forbidden to make report on an item wrongfully included in any request for work until such item has been properly submitted in due form.

Preliminary
action of com-
mandant.

(2) Upon the receipt of such requests in the commandant's office they shall be forwarded to the central offices of the industrial department; the original shall be forwarded to that head of division to whom the commandant may have assigned the greater part of the work to be done. At the same time the duplicate shall be forwarded to the head of the other division for his information, in order that he may be prepared to act promptly on the original when he receives it.

Forwarded to
industrial de-
partment.

(3) The heads of the divisions shall submit reports, recommendations, and estimates on the work embodied in endorsements on the original of the request, so that when such original finally reaches the commandant the papers shall be complete and ready for action. In the case of letters requesting urgent repairs, the commandant may authorize work without an endorsement of estimate cost and time. Where an item of work under the cognizance of one division of the yard involves incidental work under the cognizance of the other division or work under the cognizance of another bureau, heads of divisions shall be careful to include

Heads of divi-
sions to submit
reports.

in their endorsements estimates for such incidental work, together with a statement as to the appropriation to which the same is chargeable in the event that the same is chargeable to an appropriation under the control of a bureau other than that having primary cognizance of the work. Should this procedure involve undue delay, items involving such delay shall be excepted in the endorsement and early separate report on them shall be submitted by letter, with reference therein to the previous correspondence.

Inspection officer.

(4) In order to avoid the delay incident to forwarding correspondence through the inspection officer of the yard, the commandant shall take such steps as may be necessary to insure that that officer has access to such correspondence as it may be desirable for him to see, including file copies of requests for work and recommendations thereon by heads of divisions or departments. Should the inspection officer deem it desirable to submit comment relative to any item he shall embody the same in a letter addressed to the commandant and based on the correspondence in file.

Final action of commandant.

(5) When the commandant finally receives the requests for work called for by this article, endorsed with estimates of time and cost by the heads of the divisions of the industrial department, he shall act upon them as follows:

Urgent repairs.

(a) Urgent repairs shall be immediately acted upon by the commandant and work started on such items as he considers necessary, provided the same can be done within the statutory limit of cost, without exceeding the allotment of funds, and by the date set for the completion of work on the vessel, and provided further that not more than three thousand dollars shall be authorized for any one item of work. When requests for urgent repairs are received from vessels whose condition is such as makes it doubtful whether they are worth the expenditures necessary to make complete repairs, the commandant, before authorizing any work, shall immediately notify the department of the amount of work desired by such vessel, and request an inspection of the vessel by the Board of Inspection and Survey. No work will be undertaken without specific authority of the department.

(b) Requests for urgent repairs, not authorized by the commandant, shall be forwarded with estimates of time, cost, and recommendations to the bureau concerned for final action.

(c) Requests for desirable repairs shall be forwarded with estimates of time, cost, and recommendations to the bureau concerned.

Date of completion.

(6) If no date has been set for the completion of work on a vessel, the commandant shall telegraph the department, upon her arrival, requesting such date; and if urgent repairs are needed he shall state in the telegram the approximate time required.

(7) If a date has been previously set and necessary work is found that will take longer than this date, he shall so inform the department, by telegraph, at the earliest possible moment and await instructions.

(8) If the completion of urgent repairs would necessitate expenditure beyond the regular allotment of funds, the commandant shall notify the department thereof by telegraph, and, pending instructions, shall not increase his force to such an extent that the monthly allotment would thereby be exceeded.

Over expenditures in completing urgent repairs.

(9) When the department has set a date when a vessel at a navy yard must be ready for sea, subsequent requests for work that will not interfere with scheduled movements shall be acted on by the commandant or be forwarded by him direct to the bureau concerned for action, as provided in paragraph 5 of this article. If such additional work would interfere with the scheduled movements, the commandant shall telegraph the department in regard to the matter, mailing a written report and estimate to the bureau concerned as promptly as possible.

Requests for work after setting of date of completion.

(10) Requests for urgent repairs which have been authorized by the commandment shall be filed in the navy yard. The bureau concerned shall be advised of these authorizations by appropriate entry on the weekly report of work (Form N. S. O. 27). Should it be likely that the completion of repairs will involve an expenditure of over three thousand dollars on any one item, the commandant shall immediately submit a report on the subject in general terms to the bureau concerned, the work in the meantime being proceeded with in such a manner, if possible, that it may be suspended without increasing the ultimate cost. Should conditions make such a course desirable, this report shall be telegraphed.

When an item of repair exceeds three thousand dollars.

(11) So far as the authorization of work under the above paragraph is concerned, the commandant shall be the judge of the urgency of each item of repairs requested, and the fact that the commanding officer included any particular item in the urgent list shall not authorize the commandant to proceed with the work unless in his judgment the urgency actually exists. In cases of doubt on this point, in order to insure prompt procedure and avoid delays in the transmission of papers and the beginning of other work, the commandant shall cancel the item which he believes to be incorrectly classed as urgent. When this is done, the commandant shall send a memorandum to the commanding officer inviting attention to the fact that such item was incorrectly included in the urgent list and directing its resubmission in proper form. The same procedure shall be followed as to items incorrectly included by the commanding officer in the lists under other headings or when items of work are erroneously requested under

Commandant is judge of urgency.

the wrong bureau. Canceled items shall not be acted upon until resubmitted as prescribed in paragraph 1 of this article.

1977.

Liability statement.

Whenever any request for work, whether repairs or alterations, is forwarded from a navy yard to a bureau, in the case of a vessel undergoing a general overhaul, there shall be included in the papers a liability statement showing:

(a) Total estimated cost of all work previously authorized (all bureaus by appropriations).

(b) Total amounts previously requested but not yet authorized (all bureaus by appropriations).

(c) Total estimated cost of work therein recommended for approval.

(d) The unobligated balance from statutory limit.

1978.

Incidental work.

When authorized work under the cognizance of one bureau involves incidental work under the cognizance of another bureau of less than five hundred dollars, the commandant shall direct that such incidental work be proceeded with. Report and estimate relative thereto, including the date and number of the letter authorizing the work under the bureau having primary cognizance, shall be embodied in the next weekly report of work.

1979.

Changes of the estimates.

If, after estimates have been submitted, or work authorized, material changes in the work or further work are found to be necessary, the officer to whose knowledge the fact shall come, whether an officer of the yard or the commanding officer of the ship, shall report the same immediately to the commandant. The procedure in this case shall be the same as that specified for original items.

1980.

Precedence.

Work on ships in full commission shall be regarded as work in which the utmost diligence shall be exacted from all concerned.

1981.

Assembly of material.

Commandants of navy yards shall assemble and manufacture as soon as possible all material known to be necessary in the accomplishment of authorized work on any vessel scheduled for overhaul or repair at the yard under their command.

1982.

(1) All persons concerned in the direction of work on ships are expected to exercise a reasonable discretion, but no additions or material variations from the prescribed items shall be made without authority from the bureau concerned. Direction and responsibility of work.

(2) Heads of departments and divisions and inspectors at a navy yard shall be held directly responsible to the commandant of the yard, who will in turn be held to a rigid responsibility for the prompt and efficient execution of orders concerning repairs and for his action in authorizing repairs in advance of action by the bureau as prescribed in these instructions, as well as for the conduct of the yard under his command in such a manner as shall be most conducive to the efficiency of the fleet and to economy and efficiency in the yard.

1983.

No vessel shall be docked at a navy yard, except in emergencies when authority by telegraph or telephone can not be obtained, unless docking has been authorized by the Bureau of Construction and Repair. Docking to be authorized by bureau.

1984.

(1) Upon receipt in the bureau of requests for urgent repairs not authorized by the commandant, and of requests for desirable repairs, action shall be taken for all items of which the bureau does not disapprove. Action by bureau.

(2) If the completion of the work referred to in the above paragraph would involve delay beyond the date set by the department, or if the bureau recommends disapproval, the items in question shall be referred to the Secretary of the Navy via the Chief of Naval Operations. Items referred to Secretary of the Navy.

(3) Upon receipt in the bureau of requests for alterations, those items desirable for the comfort of the crew or for sanitary reasons, and minor alterations not affecting the general design, may be authorized by the bureau concerned, provided they do not affect the military characteristics of the ship and provided the estimated cost of any item thereof does not exceed one thousand dollars; but such authorization shall be given with the proviso that authorized work is to be proceeded with in such a manner as not to interfere with the scheduled movements of the vessel. Minor alterations.

(4) Requests for alterations affecting the military characteristics of a vessel or exceeding in cost one thousand dollars for any one item shall, if the bureau considers desirable, be referred without delay to the Secretary of the Navy via Chief of Naval Operations with recommendation, after obtaining, if necessary, estimates of time and cost and recommendations from the home navy yard. Major alterations.

- When action on an alteration is withheld. (5) Requests for alterations that have not been acted upon as provided for in paragraphs 3 and 4 shall be filed by the bureau until notice has been received from the department that the vessel is to have a material inspection by the Board of Inspection and Survey or is to be sent to a navy yard for an overhaul.
- When alteration requests referred to Board of Inspection and Survey. (6) Upon receipt of this notice the duplicate of alteration requests shall be referred to the Board of Inspection and Survey, with such comment as the bureau cares to make; or, if the vessel is not to have a material inspection, the originals shall be sent direct to the navy yard where the vessel is to overhaul for report, recommendation, and estimates by indorsement on the original.
- Alterations to special ships. (7) Nothing in the above paragraphs is to be construed to prevent a bureau at any time from authorizing or recommending that the department authorize, if the provisions of paragraph 3 do not permit bureau authorization, any alteration for a particular vessel or class of vessels that may increase her efficiency over that possible under her original design. In connection with such alterations, however, due regard should be given to the age and general condition of the vessel.
- Applicability of alterations to classes of vessels. (8) When alterations are authorized or recommended for a particular vessel consideration should be given by the bureau concerned to the applicability of the same alterations to other vessels of the class, and any action necessary in connection therewith should be taken.
- State of appropriation. (9) Whenever a bureau authorizes or makes a favorable recommendation to the department for work, it will be understood that, unless otherwise stated, the condition of the bureau appropriation, having reference to present and prospective obligations, justifies ordering such work; and, further that such authorization will not cause the statutory limit of cost of work on the vessel to be exceeded.
- Expenditures under other bureaus. (10) No authorization for any item of repairs or alterations shall be issued by any bureau which involves the incidental expenditure of more than five hundred dollars under any other bureau without the prior or simultaneous approval of such other bureau of such item of incidental work.

1985.

Plans. Each bureau shall keep in its files accurate drawings of every ship in the Navy, covering all parts under its cognizance. In order that these plans may be correct, commandants shall forward to the bureau concerned drawings embodying alterations which may have been made in design or arrangement when the drawings for these alterations have not been furnished by the bureau. Such copies of these drawings of ships shall be kept in the appropriate divisions of the industrial department at each navy yard,

as may be necessary to insure the prompt performance of any work likely to be required at that yard.

SECTION 5.—WEEKLY REPORTS OF WORK.

1986.

From the date when work is authorized on a ship the commandant shall furnish to each bureau concerned and to the commanding officer of the ship a weekly report of authorized work under titles A, D, K, and P, except that job orders under title P covering repairs to articles for general use shall be omitted. This report shall be prepared on the prescribed forms and in detail as specified by the bureaus concerned.

Weekly reports of work.

(a) Each bureau shall be furnished with a copy of that portion of the report pertaining to appropriations under its cognizance. These bureau copies for each appropriation shall be arranged alphabetically by vessels and securely fastened together.

(b) The commanding officer shall be furnished with a complete copy of the report for the vessel under his command.

(c) Weekly reports on all vessels shall be forwarded not later than the last mail on Saturdays.

1987.

(1) In addition to supplying the commanding officer with a copy of the weekly report the commandant shall promptly notify him of the department's action relative to all items of work for which the weekly report does not supply such information, especially as to items of work requested and disapproved.

Commanding officer informed of action taken.

(2) Upon the departure of a vessel from a yard other than her home yard, if directed by the bureau concerned, all outstanding job orders shall be transferred to the vessel's home yard. This transfer shall be made by forwarding with a letter of transmittal a copy of the weekly report of work and such correspondence, plans, and material as may be directed. Upon receipt of this report at the vessel's home yard job orders shall be issued in accordance with the authority and estimates given and be incorporated in the weekly reports of work subsequently submitted.

Transfer of work to home yard.

(3) The commandant shall forward weekly to the Chief of Naval Operations, to the commander in chief and commander of the force to which the vessel belongs, and direct to the Bureaus of Construction and Repair, Engineering, and Ordnance a summary of the weekly reports of progress of work on ships at the yard under his command made on the prescribed form (N. S. O. 43) and under the following conditions:

Summaries of weekly reports of work.

(a) It shall show the names of all ships—Government or other—at the yard on which work is authorized.

(b) It shall include a statement of the working days required to complete authorized work on each ship under each bureau.

(c) It shall include a statement of the probable date of completion of all work on each ship and her date of readiness for sea.

(d) It shall include notes giving any remarks on the subject which will tend to throw light on the progress of the work, on possible delays, and on the probable date of readiness of the ship for service.

(e) It shall include, separate from the above, the names of all ships at the yards awaiting the authorization of work or on which work has been suspended and the probable time to complete requested work if authorized.

(f) It shall include a similar report, on a separate sheet, giving the same information except that covered by (c), in regard to work authorized on vessels not at the yard.

(g) It shall include a statement that the statutory limit of cost will not be exceeded for each vessel covered by the report.

1988.

Cost-of-work reports.

A cost-of-work report will be prepared by the navy yards on each vessel on completion of an overhaul period or at the time of the departure of the vessel from the yard, such report to be submitted within two weeks after the completion or departure of the vessel and to include—

First. Job orders which have been completed.

Second. Job orders on which work has not been completed at the time of the vessel's departure.

These two groups of job orders will be arranged under Titles A, D, K, and P and in the sequence of job-order numbers and will include the following data:

First. The job-order number.

Second. The brief of the job order, sufficient to give a reasonably clear idea of the work covered, together with the estimated cost, when such estimate has been prepared.

Third. The cost divided into labor, indirect, material, and total, together with the totals of completed work under each title and the total for all of the completed work.

The above report will, for convenience of filing and reference, be made on a form 8 by 10½ inches, prepared by the Bureau of Supplies and Accounts.

The above report need not be submitted for vessels remaining 10 days or less at a yard. However, all work done on a vessel during this brief visit to the yard and work which was included in the uncompleted portion of the previous report will be included

in the completed portion of the next report, in order that the completed portion of this cost-of-work report of vessels may show a completed summary of all expenditures made on these vessels under the titles included.

Cost-of-work reports will be submitted for district craft and vessels in reserve or out of commission at the end of the fiscal year, except where vessels in reserve or out of commission are undergoing extensive repairs or overhaul, in which cases the work will be covered by the usual cost-of-work report to be submitted within two weeks after the date of completion. The report now required by article 1986 on Form N. S. O. 92, submitted during the last week of the vessel's stay at the yard, will not be required.

The present cost summaries covering manufacturing job orders and work under all other titles than those covered by the cost-of-work report will be reported as at present to the bureaus concerned.

Cost summaries for ship job orders will be sent to such bureaus as require them.

In the case of a vessel belonging to a branch of the Government service other than the Navy, duplicate copies of the report shall be furnished to the commanding officer, one copy being for transmittal to the department to which the vessel belongs.

A copy shall be forwarded by the commandant to the bureau which would have cognizance were the work chargeable to appropriations of the Navy.

SECTION 6.—STATUTORY LIMIT OF COST OF WORK ON VESSELS.

1990.

(1) Unless Congress has specifically authorized an expenditure for work on a vessel, the statutory limit of work that may be undertaken during an overhaul is for wooden vessels 10 per cent and for other vessels 20 per cent of the estimated cost of a new ship of the same size and like material, or \$300,000, if the above percentage exceeds that sum.

Statutory limit for work as imposed by naval appropriation act.

(2) Estimates to be considered in connection with the statutory limit on a vessel shall be the estimates of labor, indirect cost, and material for Titles D and K work under all appropriations on all items of work authorized to be undertaken during the overhaul. If the total estimated cost exceeds the statutory limit, commandants shall proceed only with urgent repairs and shall submit immediate report to the Secretary of the Navy via Chief of Naval Operations with recommendations as to items of desirable repairs and alterations that should be omitted so as to keep the cost within the statutory limit.

Work chargeable against statutory limits.

(3) Liability accounts against the statutory limit shall be maintained at a vessel's home yard, or at the yard where a vessel may

be overhauling, only for work authorized in connection with an overhaul, the dates of the beginning and ending of which will be fixed by the Chief of Naval Operations, but while the overhaul is actually in progress all expenditures for Titles D and K work, whether or not estimated on in connection with the overhaul, shall be included in the liability account. In the case of work done by the ship's force, only the cost of material shall be included. During an overhaul the commanding officer shall keep the commandant informed as to the amounts chargeable to the statutory limit on account of expenditures of such material in the ship's accounts.

(4) During an overhaul the estimated expenditures included in the liability account against the statutory limit shall be revised to agree with the actual expenditures on completed jobs, and the liability accounts shall be closed at the expiration of the overhaul as fixed by the department.

(5) When work at some yard other than the yard at which a vessel is overhauling is authorized for simultaneous performance with work of overhaul, or a contract for material is placed direct by a bureau with private parties, the commandant of the yard where the vessel is overhauling shall be promptly informed by the bureau as to the estimated cost involved, and these amounts shall be included in the liability account against the statutory limit.

Certain work not chargeable against statutory limit.

(6) For work in hand or contemplated under special ordnance appropriations, expenditures under such special appropriations shall not be considered as a charge against the statutory limit.

Amount of statutory limit to be obtained from department if necessary.

(7) Where the commandant has no information as to the amount of the statutory limit on a vessel, this should be obtained from the Secretary of the Navy. Where Congress has authorized the expenditure of a specific sum for repairs or changes on a vessel, the statutory limit will be as stated in the act.

Responsibility for not exceeding statutory limit.

(8) The responsibility for seeing that the statutory limit is not exceeded rests with the commandant of the navy yard where the vessel is being overhauled. An overhaul within the meaning of the preceding paragraph of 1990 will be that period fixed by the department during which general repairs incident to actual service or additions or changes in design to improve the military value of a ship are made at a navy yard or station on a cruising or noncruising ship.

SECTION 7.—REPAIRS TO CRUISING VESSELS ON A FOREIGN STATION OR WHEN NOT AT A NAVY YARD.

1991.

When and how authorized.

(1) So far as practicable, repairs shall not be undertaken on a foreign station, or elsewhere than at a navy yard, except such as can be done by the ship's force. Alterations shall never be undertaken without prior approval by the bureau, and such ap-

proval will only be given for the performance of the work elsewhere than at a navy yard in cases of the utmost importance.

(2) When urgent repairs to cruising vessels are necessary on a foreign station or not at a navy yard they shall be ordered by the commander in chief or senior officer present in advance of the approval of the bureau.

(3) No work shall be done under the provisions of this article in a home port unless it be absolutely necessary and unless it be impracticable to get along without it until arrival at a navy yard, and no work of any considerable magnitude shall be undertaken under these conditions without the prior approval of the bureau, except in case of urgent necessity and where telegraphic communication with the department is impracticable.

1992.

(1) The mechanics of ships of the Navy on foreign stations may repair merchant vessels of the United States in cases where a refusal to do so would cause injurious delays or great increase of expenses. They shall receive for their services such compensation as their captain may regard as fair and equitable.

Repairs on merchant vessels in foreign waters.

(2) Assistance may be rendered under similar circumstances and on similar terms, to foreign vessels by permission of the senior officer present.

SECTION 8.—WORK AT NAVY YARDS AND STATIONS FOR COORDINATE BRANCHES OF THE GOVERNMENT AND DOCKING FOREIGN GOVERNMENT VESSELS.

1993.

(1) Work for coordinate branches of the Government shall be handled as directed by the department.

Work for coordinate branches of the Government.

(2) Coordinate branches of the Government operating within the limits of a navy yard or station will be permitted the use of yard or station tools or equipment, if available, as also electric current, compressed air, etc., and the charges therefor will be as for work performed by the yard or station for the Navy Department. In all such cases the operation of the tools and equipment will be in the hands of the regular navy yard or station employees.

(3) Estimates for new construction desired by coordinate branches of the Government may either be called for by the Navy Department or requested of the yards direct by the department concerned. In either case complete estimates as soon as prepared by the yards shall be sent direct by registered mail to the Chief of the Bureau of Construction and Repair and the Chief of the Bureau of Engineering. After analysis of the estimates the Bureaus of Construction and Repair and Engineering shall

in each case submit a joint letter to the department containing their recommendation.

This letter will be forwarded to the department concerned and will be considered as the formal estimates.

Estimates will not be submitted by the yards direct to the department concerned.

Estimates should be sent by the yards to the bureaus early enough to permit their analysis and forwarding to the department before the opening of the bids.

The above applies only to estimates for new construction and not to estimates for repairs.

1994.

Docking ves-
sels of foreign
Governments.

Charges for docking vessels of foreign Governments and for work incidental thereto will be made as for vessels of the United States Government.

SECTION 9.—WORK AT NAVY YARDS AND STATIONS FOR PRIVATE PARTIES.

1995.

Navy yard work
for private
parties.

No work shall be done by the Government force at a navy yard or station for private individuals or corporations except by authority of the Secretary of the Navy upon an application specifying the nature of the work to be done, and accompanied by a certificate from the commandant that the necessary labor or appliances can not be procured in the vicinity from private contractors.

Commandants of navy yards and stations are, however, authorized to undertake, in advance of approval by the department, work for private parties in cases where the delay incident to procuring authorization or the assistance or agencies of private contractors would lead to the loss of life or the loss of valuable property. And to undertake without reference to the department work for parties doing work under contract with the Government, as provided by the terms of their contract or when such work does not exceed in cost more than \$100 for any one job.

Deposit by
parties for whom
work is done.

(2) In all cases, with the exception noted in the latter part of this paragraph, when work is authorized at a navy yard or station for private parties they shall deposit with the disbursing officer of the yard a sum sufficient to cover the estimated expenses to be incurred. The total cost shall be defrayed from such deposit. The special deposit for payment shall be made by check, payable to the order of the commandant of the yard or station, and by him indorsed to the disbursing officer of the yard. A record shall be kept in the office of the commandant of the amounts so received, with dates of receipt, and a report made monthly to the Bureau of Supplies and Accounts upon prescribed

form. When this money is received by the disbursing officer of the yard he shall immediately take up the total amount on his books under "General account of advances," accounting for it in the same manner as he does all other funds received. After the work has been completed and the amount required to be deposited in the Treasury for final settlement determined, any balance of the special deposit remaining in the hands of the disbursing officer shall be returned by check to the party making the deposit. In case of an emergency, where the commandant deems it absolutely necessary, work of this character may be commenced under a job order issued under an appropriation; but immediate steps will be taken to obtain a deposit, and upon its receipt a return to the special-deposit system shall be made.

(3) In cases where the work is done by the Government on account of contractors for new vessels, and which is covered by special reservations for the purpose, the work shall be done on job orders under the appropriations concerned and the cost deducted from the voucher in final settlement, and special deposits will not be required.

(4) All work done for private parties will be divided into five classes and charged for as follows:

(a) *Work for private parties in connection with which the estimated material charge is less than 50 per cent of the estimated labor.*—At industrial yards this class of work will be charged with the cost of direct labor, overhead expense (as defined by the accounting instructions in force), and direct material. At non-industrial yards this class of work will be charged with direct labor, direct material, and a surcharge equal to 35 per cent of the direct labor. The amount of this surcharge will be deposited in the Treasury to the credit of "Miscellaneous receipts."

(b) *Work for private parties in connection with which the estimated charge for material is more than 50 per cent of the estimated charge for direct labor.*—At industrial yards, work of this class will be charged with the cost of direct labor, direct material, overhead expense (as defined by the accounting instructions in force), and a surcharge of 20 per cent of the direct material. At nonindustrial yards, work of this class will be charged with the cost of direct labor, direct material, 20 per cent of the direct material, and 35 per cent of the direct labor. All surcharges of 20 per cent and 35 per cent made at nonindustrial yards will be deposited in the Treasury to the credit of "Miscellaneous receipts." In exceptional cases in which the Government's interest would otherwise suffer, the surcharge of 20 per cent of direct material may, with the department's specific approval in each case, be modified.

(c) *Work in connection with lifting, handling, or transportation of material by yard or station facilities or equipment.*—At indus-

trial yards, work of this class will be charged with the cost of direct labor, direct material, overhead expense (as defined by the accounting instructions in force), and a tool rate or rental as per schedule in existence at the navy yard or station concerned. At nonindustrial yards, work of this class will be charged with the cost of direct labor, direct material, a tool rate or rental as per schedule in existence at the navy yard or station concerned, and a surcharge of 35 per cent of direct labor. The amount of this surcharge will be deposited in the Treasury to the credit of "Miscellaneous receipts."

(d) *Work at the Experimental Model Basin.*—No change will be made in the existing practice for the charge on this class of work. This class of work will be charged with the cost of direct labor, direct material, and an overhead rate of 60 per cent of the direct labor.

(e) *Docking work.*—No change will be made in the existing instructions covering charges for this class of work.

(5) It is to be understood that the use of yard or station facilities for the work in question will be permitted only when available, and in all cases their operation will be by the regular navy yard or station employees. In doubtful cases the question as to which method of charging should be employed will be decided by the commandant. Private parties may likewise be permitted the use of yard electric current, compressed air, pressure water, and steam for operating apparatus of their own. Where metering is impossible a tool-hour charge will be made, based on schedule in force or arrived at by agreement. Private parties will not ordinarily be permitted the use of yard hand tools or yard hand-power tools; where, under exceptional conditions, they are permitted the use of such tools, particularly of electric or pneumatic hand-power tools, charges therefor will be made as for appliances, and tools per schedule in force, a separate charge for each tool; electric current or compressed air for hand-power tools will be charged for separately or may be combined with the tool rate of the schedule.

(6) These instructions and the rates of tool charges of the schedule in force at each navy yard and station will apply under all ordinary circumstances. Should exceptional conditions render it advisable to depart therefrom the commandant will make suitable recommendation to the department.

(7) All charges other than those posted under direct labor (as defined in paragraph (4)), indirect expense, as per accounting instructions in force, and material shall be turned into the Treasury as a miscellaneous receipt.

Schedule of
charges.

(8) Schedule of charges to private parties for use of tools and other equipment of navy yards and stations:

—Appliances and tools:

Class 1 (under \$200): 50 cents per day; minimum charge 25 cents (a).

Class 2 (\$200 to \$1,000): \$1 per day; minimum charge 25 cents (a).

Class 3 (\$1,000 to \$3,000): 30 cents per hour.

Class 4 (\$3,000 to \$8,000): 80 cents per hour.

Class 5 (\$8,000 and over): $\frac{\text{Book value}}{7,500}$ per hour (b).

Blacksmith's and coppersmith's forge, small: \$1 per day; minimum charge 25 cents.

Blacksmith's forge, large, and hammer: 30 cents per hour.

Smithery furnace, large, and hammer: 75 cents per hour.

Galvanizing plant: 75 cents per hour.

Railroad cars: \$1 per day; minimum charge, 50 cents.

Ash lighter: 50 cents per hour.

Steam launch: \$1.50 per hour.

Installing connection and meter for water, air, or electric current: \$5.

Electric current per kilowatt hour: fixed charges to be determined annually for fiscal year by Bureau of Yards and Docks as approved by the Secretary of the Navy.

Pneumatic power per 1,000 cubic feet: fixed charges to be determined annually for fiscal year by Bureau of Yards and Docks as approved by the Secretary of the Navy.

Water (c).

Yard tugs: 4 cents per hour per ton of displacement (d).

(a) For hand-power tools (pneumatic and electric) these charges do not include the cost of air or electric current, which will constitute an additional charge.

(b) Maximum hourly charge, \$20.

(c) To be charged as material.

(d) Minimum hourly charge, \$15.

Horses and wagons or carts, power trucks, locomotives, cranes, shear legs, hoisting engines, portable boilers, pile drivers, floating derricks, rigging gear, diving apparatus, etc., will be charged as "Appliances and tools."

Bar, plate, and angle furnaces and slabs; annealing furnaces; welding and reducing furnaces and cupolas; core ovens, etc., will be charged as "Appliances and tools," but in addition the fuel actually used will be charged as material.

Unless otherwise noted, charges for "Appliances and tools" cover fuel and power, but do not include operator.

No charge will be made for the dry-dock crane when used in connection with docking a vessel.

Time charged will include time occupied in getting up steam, warming up furnaces, and for similar preparations, as also time

necessary for securing the apparatus. A fraction of an hour will be charged as an hour in each case, and no charge of less than an hour will be made.

Charges for work done for private parties at the United States experimental model basin are not affected by the foregoing instructions.

Model basin.

1996.

Rules for docking private vessels at navy yards.

Charges for the work of docking private vessels at navy yards are not covered by preceding instructions and will follow the rules laid down in succeeding paragraphs.

(1) No private vessel will be permitted to use a Government dock except in an emergency, and when there is no private dock in the vicinity available for the purpose.

(2) Application for the use of the dock must be made to the Bureau of Construction and Repair, and will be subject to the approval of the Secretary of the Navy. It should be made through the commandant of the station when circumstances permit, and should state the purpose for which docking is required, the number of days in dock believed to be necessary, that there is no private dock available, and that the Government's rules in relation to the use of the Government docks are understood and accepted. Such statements will be confirmed by the commandant before forwarding an application, if practicable, or before work is proceeded with, if authorized.

(3) The United States will assume no responsibility for any damage or injuries to a vessel, crew, or appurtenances while entering, leaving, or in the dock, or while at the yard. All claims against the United States for or on account of any such damage or injuries, from whatsoever cause arising, must, before permission to use the dock is given and as a condition precedent thereto, be distinctly and expressly waived, in writing, by a responsible representative of the vessel.

(4) The vessel docked will be held responsible for all the damage, except reasonable wear and tear, which may be done to the dock or other Government property as the result of the docking, whether this damage be done by the vessel itself, or its employees, or by employees of contractors while doing work on it, or by employees of the Government while docking or undocking. Any excess of the deposit mentioned in paragraph 8 over and above the actual charge will be held until such damages have been liquidated in full.

(5) Such police and fire regulations as the commandant may direct will be observed during the whole time that a vessel may lie at the yard or in the dock, both by those on board and by employees of private firms permitted to work on the vessel.

(6) Vessels allowed to enter the dock must furnish tugs at their own expense, of such number and character as the commandant may consider necessary to insure proper handling in entering or leaving the dock.

(7) The schedule charges will cover the cost of placing the vessel in the dock, of maintaining it there as long as may be necessary, and of removing it from the dock. No other work on the vessel will be done by the Government without special authority from the Secretary of the Navy, except that of rigging staging for cleaners and painters, and the cleaning, painting, and minor items ordinarily incidental to docking. All such work will be charged for at actual cost (labor, material, and indirect) plus 10 per cent. If a vessel is docked with cargo on board, each ton in weight of such cargo shall be charged for at the regular tonnage rates; the charge for cargo to be in addition to the regular charges based on registered tonnage.

(8) Prior to the vessel's entering the dock there must be deposited with the disbursing officer of the yard a sum sufficient to cover the cost of docking and undocking, lay day charges, and all work done on the vessel by Government employees. This amount is to be determined by estimates of the naval constructor, approved by the commandant. Upon completion of the work, any excess of this deposit over and above the docking charges, the sum charged to cover work other than docking, and the cost of repairing any damage done to the Government property will be returned to the party depositing it. In case additional work is authorized an additional deposit to cover cost of same will be required before the work is commenced. The docking charges will be based on the gross tonnage of the vessel for steamers and on the net tonnage for sailing vessels to the nearest whole ton, and a tonnage certificate will be supplied by the vessel, the same being subject to verification by the Navy Department should the latter so desire.

(9) No vessel will be docked for less than the actual cost (labor, material, and indirect) of work to the Government, plus 10 per cent. In case the charges figured at the scheduled rates are insufficient to cover the actual cost of the work, the latter amount plus 10 per cent will be charged. Where there is more than one dock at the navy yard and the rates of docking in such docks are not uniform, the rates charged will be those for the dock actually used.

(10) Vessels will occupy such wharves at the navy yard as the commandant may direct. The date having been agreed upon for entering the dock, the owner shall be responsible for having the vessel present for docking. If the vessel is not so present, the day in question and each subsequent day may be charged against the vessel as a lay day, provided that the dock was prepared and held waiting for the vessel.

(11) In case a dock has been pumped out and blocks prepared for receipt of the vessel, which for any reason is not docked therein, the actual cost (labor, material, and indirect) of such work, plus 10 per cent, will be deducted from the deposit made with the yard disbursing officer.

(12) If on account of public necessity a private vessel upon which work has not been completed is undocked, it shall be redocked at the earliest practicable moment, and, subject to the provisions of paragraph 9 above, no charge shall be made for such undocking and redocking, or for wharfage during the period held waiting. If, however, the vessel temporarily undocked as above described shall thereafter proceed elsewhere to complete the unfinished work in dock, the amount actually expended for all work, including docking, plus 10 per cent, will be charged.

(13) The time in dock will be counted from the time the vessel's bow crosses the dock sill going in until it crosses the sill going out, or from the time the dock is pumped dry (keel blocks showing) until the time of commencing to flood, depending upon which method more nearly agrees with local practice. The docking charges will cover the first 24 hours. If work in excess of 8 hours on any day is done on the vessel subsequent to the day of docking, however, the rate charged for such day in dock may be doubled; this action to be also governed by local practice. Sundays and holidays will not be charged for as lay days unless work is done on the vessel, nor will any charge be made for lay days on which all work is prevented by bad weather. The day of undocking will be charged as a lay day, provided more than 24 hours shall have elapsed since docking. Where the use of a dock is dependent on tides, each 24 hours may be counted as between the time of high tide on one day and that of the corresponding high tide on the following day.

(14) Particulars as to the various Government docks and the rates for use of same for private vessels have been issued by the department for the guidance of the commandants of the several navy yards. The rates given are subject to change, and commandants will submit recommendation to the Bureau of Construction and Repair if any local conditions warrant such change.

(15) Vessels building for the United States Navy, or for other departments of the Government, or for foreign Governments, will, if docked at navy yards at contractor's expense, be considered as private vessels and charged for accordingly. If, however, any vessel building for the Navy Department can not be docked for the routine cleaning and painting as required by the contract under which she is building in local private docks by reason of size, the charges for docking will be the actual cost of the work as for a Government vessel.

CHAPTER 52.

CORRESPONDENCE.

Sec. 1.—Art. 2003–2049. Instructions.

Sec. 2.—Art. 2050–2053. Definitions of naval terms.

SECTION 1.—INSTRUCTIONS.

2003.

(1) Correspondence shall be minimized as much as is compatible with the public interests, both as regards the number of letters written and their length. Unnecessary
correspondence
prohibited.

(2) Officers shall endeavor to use accuracy, simplicity, and conciseness in official correspondence, confining themselves to the subject at hand without omitting essential details and arranging paragraphs of letters in logical sequence. Style of writing,
etc.

(3) Tables, diagrams, and sketches shall be used, if practicable, when they add to clearness. Tables, sketches,
etc.

2004.

Official correspondence between officers of the Navy and with officials of the public service should be courteous in tone. Correspondence shall be
courteous.

2005.

(1) There are three classes of correspondence and information:

- (1) Secret.
- (2) Confidential.
- (3) Nonconfidential.

(2) "Secret" matter is correspondence or information which should be known only to the person addressed or to other persons to whom he is specifically authorized to communicate it. In war time specifically that which relates to present or future defensive or offensive operations against an enemy. This includes all current instructions to and reports from operating forces, codes and ciphers, movement orders to vessels, all cor- Classes of cor-
respondence.

respondence which has to do with active operations against the enemy; and any current information which, if known, would assist the enemy to determine in advance the nature of offensive measures or weapons which the United States or her allies were planning to use against him.

(3) "Confidential" matter is correspondence or information which would prove of value to an enemy (or in time of peace to a foreign Government), but which does not relate to measures or weapons which the United States is preparing to use against him and is not vital to the secrecy of present or future policy.

(4) "Nonconfidential" matter is correspondence or information which relates to methods of procedure regularly followed and to other subjects a full knowledge of which could by no possibility be of use to the enemy.

(5) "Secret" matter must be opened, transmitted, and handled by an officer and shall be at all times actually or potentially in the possession of commissioned officers only; except that especially reliable, temperate, and discreet persons may be specifically intrusted by proper naval authority with the opening and handling of such matter, provided, however, that the official delegating such authority shall at all times be personally responsible for the safeguarding of "secret" matter so intrusted. It is ordered that the name, rating if any, nature and place of employment of each person authorized to open and handle "secret" matter be immediately forwarded in writing to the Director of Naval Intelligence by the official giving such authorization, and it is further ordered that the Director of Naval Intelligence be immediately notified in writing by the proper naval authority when such authorization has been revoked.

(6) "Confidential" matter shall be subject to the same regulations as "secret," with the provision that officers may delegate their personal responsibility to others whom they believe, by reasons of adequate personal investigation, to be in every respect reliable, temperate, close-mouthed, and dependable. The circulation and the handling of "confidential" matter will be in accordance with existing regulations.

(7) All "secret" and all "confidential" correspondence will be stamped as such on the first or cover sheet. It is not sufficient to type the word "secret" or "confidential," as this does not indicate conspicuously the character of the correspondence.

(8) The distinction between "secret" and "confidential" is a fine one, and as information may unexpectedly come to have a bearing which should be secret, extreme care and constant thought should be applied to maintain secrecy as extensively and thoroughly as is humanly possible. The importance and vital necessity of keeping the enemy in ignorance of plans and operations is too generally blindly and thoughtlessly disregarded.

2006.

Matters involving questions of jurisdiction, or conflict of authority, which can not be reconciled by correspondence between officers, must be referred, by officers of the Navy, to the Secretary of the Navy.

Questions of jurisdiction, etc.

2007.

Official correspondence between subordinate officers of ships or naval stations is forbidden, unless elsewhere specifically authorized herein.

Correspondence between subordinates.

2008.

(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 so submitted by themselves for decision.

Papers requiring official action.

(2) The term "forwarded" may be affixed to such papers as are complete in themselves, and which do not require an expression of opinion from the office through which they are transmitted. Such papers may be transmitted under the indorsement of an officer of the staff, by direction of the commander in chief, the commandant, or the senior officer present.

Papers requiring no official action.

2009.

When official business is conducted by telephone or orally, the substance of any communication or order that should be made a matter of record shall be reduced to writing without unnecessary delay.

Correspondence by telephone or orally.

2010.

(1) As a general rule, a letter shall be answered by a separate letter and not by indorsement. This regulation is not intended to prevent the use of stamped or written indorsements on papers or reports of which copies are not retained, or to prevent the use of indorsements on papers necessarily referred to several bureaus or offices; it is intended to prevent the practice of having an original letter returned to the writer by an indorsement containing the report or information requested, and having in the indorsement a request for the return of the papers to the office or person to which they were originally sent, as such procedure necessitates increased clerical work in copying the indorsement, and requires the papers to be mailed three times. When the original is answered by a separate letter each office has a com-

When indorsements shall be used.

plete record of the correspondence without extra work, and the papers are sent through the mails twice instead of three times.

Separate letters on separate subjects.

(2) 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 will be treated in separate correspondence.

Orders to be acknowledged.

(3) All communications, except such as require neither action nor reply, shall be acknowledged.

2011.

Communications to be referred when necessary.

Communications received by a bureau or office containing information a knowledge of which is necessary or would be useful to the department or any other bureau or office shall be promptly referred accordingly, or copies thereof shall be furnished.

2012.

Communications with other executive departments.

(1) All official correspondence of the Navy Department, its bureaus or offices, with other executive departments, except from officers serving temporarily under such departments, and excepting also correspondence in relation to accounts, pensions, or records of service, will be conducted by the Secretary of the Navy. (Art. 1226, par. 2.)

(2) All communications addressed to the United States Civil Service Commission by officers of the Navy relative to examinations, certifications, appointments, etc., in the classified service of the Navy Department, shall be forwarded through the Secretary of the Navy.

2013.

Serial numbers.

(1) Officers commanding fleets, squadrons or stations, and other officers having a regular correspondence with the Navy Department, shall number their letters.

Translations.

(2) Whenever letters or documents in foreign languages are transmitted, they shall be accompanied, if possible, by translations. Official correspondence to foreign countries shall be in the English language.

Correspondence to be typewritten.

(3) All correspondence shall be typewritten if practicable, but should a typewriter be unavailable, the communication must be legibly written without erasures or interlineations.

Typewriter ribbons.

(4) Record (noncopying) typewriter ribbons shall be used.

Carbon copies.

(5) Letters and indorsements shall not be press copied, but a sufficient number of carbon copies shall be made in lieu thereof for the files or other purposes. Each carbon copy shall show the office of origin. The name of the signing officer shall be typewritten or stamped on all copies.

(6) In preparing letters, indorsements, and reports which go through another office or other offices, the office preparing the *original* will make on thin white paper a copy for each office through which the correspondence is to pass before it reaches its final destination. This copy will be marked for the appropriate office.

2014.

(1) For official correspondence in the Navy, whether letters or indorsements, letter paper shall habitually be used. For the original, or first copy, it shall be white linen typewriter paper 8 by 10½ inches in size, weighing approximately 4½ pounds per ream of 500 sheets of that size. For file copies, a green-tinted paper of the same size and weighing about 3 pounds per ream shall be used. For additional carbon copies, thin paper other than green shall be used.

Official paper.

(2) Typewriter cap, used only in special cases, shall be 8 by 13 inches in size, but otherwise similar to letter paper.

(3) Paper for letters and indorsements shall have two holes punched in it, the center of the holes to be ½ inch from the top of the sheet and 2¾ inches apart and equidistant from the center of the sheet, in order that the sheets may be uniformly fastened together. The holes shall not exceed ⅜ inch in diameter.

2015.

(1) The forms prescribed in this article shall apply to all correspondence within the naval service, with the State naval militia organizations, and with such departments as may adopt a similar form of correspondence, but not with departments, officials, and persons that have not adopted these or similar forms.

Forms.

(2) Letters shall begin with the ship or station, place, and date, grouped and spaced as indicated in the examples in paragraph 27. The upper line of the heading shall be at least 1½ inches from the top of the page. In the case of indorsements which start on a new page or any letter or indorsement continued on a new page there shall also be left clear at least 1½ inches at the top for binding purposes.

Letterheads.

(3) The official designation of all vessels of the Navy shall be the name of the vessel preceded by the letters U. S. S. The word *flagship* shall follow the name of the vessel in the heading of a communication emanating from the office of a flag officer.

(4) Special subletterheads may be used at shore stations to designate the different offices of the station, and by officers on detached duty ashore, but shall not be used to designate the different heads of departments on board ship. (See Example B and the last two examples under C.)

Subletterheads
of offices.

(5) 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.

Origin.
"From."

(6) Following the heading and date in letters and endorsements either the official designation, or the name and rank of the writer preceded by the word "From," shall be written at the left side of the page as indicated in examples in paragraph 27.

Address.
"To."

(7) On the line below "From," and preceded by "To" at the left of the page, shall appear the official designation of the office or official addressed; following this the channel through which the communication is to pass; these offices to be designated by numerals indicating the sequence of routing.

Subject.

(8) Following the address, the subject of the correspondence, briefed, shall be written across the page, preceded by "Subject."

(9) The brief of the subject should be written in about the same form and terms as would be used in indexing the communication in filing; for example, "*Delaware*; feed pumps; recommends change in type," "Navy Yard, New York; Dry-dock No. 1; reports damage to caisson struck by tug."

(10) The subject shall not be repeated at the beginning of an indorsement, except when required by the filing system of the writer's office to identify the file copy, or when the indorsement begins on a new sheet, in which case it shall always be repeated.

References.

(11) After the subject the references to previous correspondence on the same subject, if any, shall be briefly indicated, preceded by "Reference," as shown in the form in paragraph 27.

Reference.

(12) In acknowledging, answering, or referring to official communications, the file number (letters as well as figures), and date, shall be included in the "Reference." References shall be lettered in small letters, and may be referred to in the communication as "Reference (a)," etc.

(13) When a plan that has been given a file number is referred to in the correspondence, this number should be stated in connection with such reference.

Inclosures.

(14) Following "Reference," if any, the number of inclosures shall be stated preceded by "Inclosure" at the left of the page, as indicated in the example in paragraph 27.

(15) The use of numbered inclosure slips attached to the inclosures is authorized, and in case they are used the serial number of the slip or slips should be given after the word "Inclosures." (See example B.)

(16) Where necessary the method of forwarding inclosures, whether inclosed, under separate cover, or by express, shall be indicated. The absence of "Reference" or "Inclosure" will indicate that no reference or inclosure accompanies the communication.

- (17) The file number of the letter or indorsement shall be placed in the upper left corner, about 1 inch from top and 1 inch from the left edge of the page; the abbreviation or initials of the section or division preparing the correspondence to follow on the same line as the file number. File number.
- (18) The body of letters and indorsements shall be written single spaced, with one double space between paragraphs. Each indorsement shall, where possible, be written on the same sheet as the preceding letter or indorsement, with a space of about one-half inch intervening. Body of letter.
- (19) Paragraphs in letters and indorsements, or other official papers, shall be numbered. Subparagraphs shall be lettered thus: (a), (b), etc. Paragraphs to be numbered.
- (20) The body of the letter shall begin and end without any ceremonial form or expression, such as "Sir," "I have the honor to report," "Very respectfully," etc., and shall be followed by the signature of the writer without designation of rank, title, or office. Information will be imparted, reports made, and questions asked directly, dispensing with such introductory phrases as "The bureau informs you that," "Information is requested as to," "It is directed," etc. Ceremonial forms to be omitted.
- (21) In the body of the letter U. S. Navy shall be abbreviated to U. S. N., U. S. Naval Reserve Force to U. S. N. R. F., U. S. Marine Corps to U. S. M. C., and U. S. Marine Corps Reserve to U. S. M. C. R. In the case of names of officers of the Staff Corps the designations as given in article 148 shall be abbreviated as follows: Medical Corps to M. C., Supply Corps to S. C., Medical Corps Dental Surgeons to M. C. D. S., Construction Corps to C. C., Civil Engineer Corps to C. E. C., Chaplain Corps to Ch. C., Professors of Mathematics to Math. Abbreviations.
- (22) When any article referred to in a communication is forwarded under separate cover, it shall be tagged and plainly marked in the following manner: "From Commanding Officer, U. S. S. ———, accompanying letter (or indorsement) No. —, date ———." If possible this shall appear also on the box or package carrying the inclosure. Date stamps, etc.
- (23) Stamps showing the date of receipt of papers shall be so placed as not to occupy any writing space. If stamps constituting pro forma indorsements, such as "Received and forwarded," "Referred for action," etc., are used, they will be placed on the face of pages as though written in a more formal manner, and will be numbered as indicated in example. Indorsements.
- (24) 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. In-

dorsement slips shall not be used, except on correspondence with other departments using such slips.

Indorsements
affecting pay, etc.

(25) 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.

Margin to be
left on sheets.

(26) Only one page of the sheet shall be written upon, and a margin of $\frac{3}{4}$ inch shall be left on each side and at the bottom of the sheet.

(27) The following are examples of the forms of correspondence prescribed in this article:

Example A.

No. 122-3.

U. S. NAVY YARD, PHILADELPHIA,

30 June, 1920.

From: Commandant, Navy Yard, Philadelphia.

To: Commanding Officer, U. S. S. *Southwark*.

Via: (1) Engineer Officer.

(2) Construction Officer.

Subject: U. S. S. *Southwark*—Repairs to boat crane.

References:

(a) Comdg. Off. let. #576-D, of 4/27/20.

(b) Dept. let. 2345-432, of 4/30/20.

Inclosures (herewith):

(A) Blueprint #1234 showing proposed arrangement of boat crane.

(B) Copy of previous correspondence on this subject.

The repairs to the boat crane of the U. S. S. *Southwark* are to be undertaken by the ship's force. The yard force will give such assistance as may be necessary in this connection, and you will please be governed accordingly.

A. B. _____

1st indorsement.

No. 324-8-OD.

U. S. NAVY YARD, PHILADELPHIA,

CONSTRUCTION DEPARTMENT,

1 July, 1920.

From: Construction Officer.

To: Commanding Officer, U. S. S. *Southwark*.

Via: Engineer Officer.

Subject: U. S. S. *Southwark*—Repairs to boat crane.

The commanding officer has been consulted concerning the desired repairs, and the necessary material therefor under the construction department will be furnished.

Estimated cost:

Labor	-----	\$10
Material	-----	80
Indirect	-----	40
Total	-----	130

C. D. -----

2d indorsement.

No. 411-237-PW.

U. S. NAVY YARD, PHILADELPHIA,
ENGINEERING DEPARTMENT,

5 July, 1920.

From: Engineer Officer.

To: Commanding Officer, U. S. S. *Southwark*.Subject: U. S. S. *Southwark*—Repairs to boat crane.

The construction officer and commanding officer have been consulted, and the necessary material under the engineering department for the proposed repairs will be furnished.

Estimated cost:

Labor	-----	\$8
Material	-----	60
Indirect	-----	30
Total	-----	98

E. F. -----

Example B.

1382-67-C. O.

NAVY YARD, PUGET SOUND, WASH.,
HULL DIVISION, 6 May, 1920.

From: Construction Officer.

To: Commandant.

Subject: Quick-drying paint.

References: (a) Bureau C. & R. letter 4048-A-306 of 3/14/20.

(b) Bureau C. & R. letter 4048-A-139 of 7/27/19.

(c) Bureau C. & R. letter 1808-B-912 of 2/12/20.

Inclosures: #13821 & #13822.

1. I request that the Bureau of Construction and Repair furnish formula for manufacturing slate-color, quick-drying paint mentioned in the first paragraph of reference (c).

2. Also request information as to the proper formula for boot topping on battleships. The second paragraph of reference (c) states that black, quick-drying paint is used for boot topping on vessels painted slate color. Reference (b) gives black boot topping formula for use on torpedo boats, destroyers and colliers, but states nothing about modifying previous instructions regarding boot topping for battleships, the last instructions received on

that point being in reference (c). Attention invited to inclosure #13822 showing samples of boot topping used on ships at the yard, and that mixed according to reference (c).

A—— B——.

1st indorsement.

12879-136-c

NAVY YARD, PUGET SOUND, WASH., 7 May, 1920.

From: Commandant.

To: Bureau of Construction and Repair.

Subject: Quick-drying paint.

Inclosure: #13822.

1. Approved and forwarded.

E—— F—— G——.

Example C.

[Form of letterheads and subletterheads.]

NAVY DEPARTMENT,
BUREAU OF CONSTRUCTION AND REPAIR,
WASHINGTON, D. C., 1 July, 1912.

U. S. S. CONNECTICUT,
HAMPTON ROADS, VA., 1 July, 1912.

UNITED STATES ATLANTIC FLEET,
U. S. S. CONNECTICUT, FLAGSHIP,
NAVY YARD, NEW YORK, 1 July, 1912.

U. S. S. CONNECTICUT.
(Passage, New York to Hampton Roads,
1 JULY, 1912.

NAVY YARD, NEW YORK,
CAPTAIN OF THE YARD'S OFFICE,
1 JULY, 1912.

NAVY YARD, BOSTON,
HULL DIVISION,
1 JULY, 1912.

NAVY YARD, NORFOLK,
MACHINERY DIVISION,

1 JANUARY, 1913.

2016.

(1) The sheets of a letter or report shall be arranged in regular order from bottom to top; i. e., the first sheet on the bottom, the last sheet on top. Inclosures, if any, shall be attached in regular order on bottom of the letter, all securely fastened together, the head of the fastener underneath and the ends turned over the face of the correspondence in order that the last sheet may be readily removed to place indorsements thereon. Additional sheets bearing indorsements shall be attached, each on top of the preceding one, on the face of the correspondence, so that the last indorsement shall be uppermost. Whenever an indorsement begins on a new sheet the subject shall be repeated. Each page of letters and indorsements shall be numbered in the middle of the page about one-half inch from the bottom. These numbers shall run consecutively throughout the correspondence.

Arrangement
of sheets of letter.

(2) When folding is necessary, letter paper shall be folded in three and typewriter cap in four equal folds parallel to the writing.

Folding.

2017.

For the purpose of expediting public business between offices of the department or within any command, mail shall be regarded as consisting of three classes—urgent, important, and ordinary. Urgent mail shall be given precedence over all other, and in order that it may be readily distinguished, it shall have affixed to it a red slip, 2 by 3 inches in size, with "Urgent" printed thereon. "Important" mail shall be given precedence after urgent mail and shall bear a blue slip with the word "Important" thereon. In general, ordinary mail shall be handled in the order in which received.

Classes of mail.

2018.

Printed letterheads and forms for official correspondence shall be used whenever the amount of business of an office justifies it as an economical measure, and such forms shall conform to the instructions in this chapter wherever applicable. Printed forms shall be on sheets of standard size (letter or cap) or multiple thereof when practicable.

Printed forms.

2019.

Post cards.

Bureaus and offices of the department and commandants and commanders in chief are authorized to issue post cards, of the standard dimensions prescribed by the Post Office Department, for the use of officers in making brief announcements, reports, requests, and acknowledgments, etc., on matters not requiring further action, when the use of such cards would be appropriate and would be in the interests of simplicity and economy.

2020.

Letters addressed to officials and others who have not adopted the form of correspondence described in article 2015, shall be prepared in the customary form as indicated in the following example. If indorsements become necessary in this class of correspondence, they shall be prepared in the manner prescribed in article 2015; also, references and inclosures shall be as indicated in that article.

Example D.

1379-23
F. O.

UNITED STATES ATLANTIC FLEET,
U. S. S. CONNECTICUT, FLAGSHIP,
NAVY YARD, NEW YORK, 1 July, 1912.

SIR: In reply to your letter of the 20th ultimo, I have the honor to inform you that ———.

It is requested that the necessary arrangements be made in advance ———.

Please advise me by cable ———.

Very respectfully,

Admiral,
Commander in Chief.

THE AMERICAN CONSUL,
Kingston, Jamaica.

2021.

The formula,
"By direction of
the Secretary."

(1) The general formula, "By direction of the Secretary," shall not be used upon orders or communications, except by The Judge Advocate General, the Solicitor, the chief clerk of the department, and the official charged with the correspondence relating to pensions or records of service. When it becomes necessary for others in authority, in giving an order or making a communication, to refer to the direction of the Secretary, the reference shall be to a specified authorization.

(2) The formula "By direction of the ———" may be used by aids to commandants and commanders in chief and other flag

officers afloat in forwarding correspondence which requires no action or comment on the part of the commandant or flag officer, (2024, par. 2).

2022.

In the actual absence of the chief of a bureau, the communications, orders, bills, requisitions, and papers requiring his signature shall be signed by the assistant to the chief of such bureau; or, if there be no assistant, then by the chief clerk of the bureau. Absence of chief of bureau.

2023.

All communications, orders, bills, requisitions, and papers which by law or regulations are to be signed, approved, or forwarded by an officer commanding a fleet, squadron, division, or station, the commandant of a naval station, the senior officer present, or the commanding officer of a ship, must be actually signed by such officer in his own handwriting, and in his absence by the line officer next in rank and actually in command at the time. The name of the officer shall also be typewritten or stamped. Orders, by whom and how signed.

2024.

(1) An officer signing for another in whose absence he is in command or in charge shall write or stamp the word "Acting" after his signature; in this case the title of the official from whom the communication emanates, as indicated after the word "From" at the beginning of the paper, shall not be modified; thus, in the absence of the Chief of Bureau of Navigation, the words "Bureau of Navigation" would still appear in the letter-head, and the acting chief of bureau would write "Acting" after his signature. "Acting" shall not be used by officers left in command of ships or divisions. Signatures.

(2) Officers in charge of sections of a bureau or office and who are authorized to sign mail of their section shall write or stamp the words "By direction" after their signature, and the title of the bureau or office shall appear in the prescribed place at the head of the communication.

2025.

Order forms developed at the Naval War College for force and vessel movements, in service, shall have the approval of the Chief of Naval Operations. Naval War College order forms. Operations.

2026.

(1) In general, all communications shall be addressed to those who, by regulation or law, have cognizance of the subject presented or are authorized to take action thereon. Addresses in general.

Officials addressed by title only.

(2) All official communications intended for officers holding positions with recognized titles shall be addressed to them by title and not by name, as "The Secretary of the Navy," "Bureau of Navigation," "The Commandant," "The Commander in Chief, ——— Fleet (or Squadron)," "The Commander, ——— Squadron (or Division)," "The Commanding Officer."

(3) An officer left in temporary command of a station, fleet, squadron, or division, or, in general, of any command, shall be addressed as if he were the regular commanding officer, on the principle that it is the office and not the person that is addressed. The temporary incumbent shall so transact the business that necessary copies and records shall be preserved in the files of the absent superior officer's office, using the stationery of that office when practicable.

Official mail to be opened by officer in command.

(4) When official mail is received on board any ship, or at any station, it shall be opened at once by the officer actually in command for the time being, or his designated representative, and all papers requiring prompt action shall be given immediate attention.

(5) Except from ships in commission, communications relating solely to subjects with which a bureau is intrusted shall be addressed to that bureau.

2027.

Appeals.

An official appeal from an order or decision of the Secretary of the Navy by an officer shall be addressed to the President as the common superior and be forwarded through the department, except in case of refusal or failure to forward, when it may be addressed directly. Similarly, an appeal from an order or decision of an immediate superior shall be addressed to the next highest common superior who has power to act in the matter, and shall be forwarded through the immediate superior, or, should the latter refuse or fail to forward it within a reasonable time, it may be forwarded direct with an explanation of such course.

2028.

Movements of ships, etc.

(1) All official communications from the bureaus, offices, and boards of the Navy Department, referring to the movements of ships in commission for sea service or to their condition, repair, or availability for sea service, shall be forwarded through the Chief of Naval Operations.

(2) All official communications to the Navy Department, or to its bureaus, offices, or boards, referring to the movements of ships in commission for sea service, or to their condition, repair, or availability for sea service, and all other official communications

which contain information of a character international, political, military, or otherwise possibly affecting the operations or disposition of any force under the control of an officer in command, afloat, shall be addressed to the Chief of Naval Operations or to the bureau or office concerned.

(3) The word "repair" in this article is to be interpreted to mean "the state of repair," referring to information as to the general condition of naval vessels, and not to the progress of work or direction of work of repairs for which the technical bureaus are financially and otherwise responsible.

2029.

(1) Applications for leave shall be addressed to those authorized to grant it. Leave, duty, etc.

(2) Applications for duty and requests for a modification or revocation of orders shall be addressed to the Bureau of Navigation or Major General Commandant, as may be appropriate.

(3) All communications concerning officers and men of the Marine Corps who are not serving at sea shall be forwarded to and from the Major General Commandant.

(4) Copies of War Department orders and Marine Corps orders may be forwarded direct by the Major General Commandant to officers of the Marine Corps serving at sea, provided that a sufficient number of Marine Corps orders shall likewise be forwarded by the Major General Commandant to the commander in chief of a fleet for the files of his office and for distribution to divisional commanders and commanding officers of vessels of the fleet.

2030.

(1) All official communications from the Navy Department or other superior authority, dealing with any matter of ship's duty, shall be addressed to the commanding officer. He shall call upon the heads of departments concerned, if necessary, to prepare or assist in preparing for his signature, a suitable reply or indorsement. All official letters addressed to subordinates on board ship shall be forwarded through the commanding officer. Communications relating to ship's duty and subordinate officers.

(2) Commanding officers shall conduct and sign all correspondence with the Navy Department, their commander in chief, or other superior authority, relating to the efficiency or requirements of their commands. Correspondence of commanding officers.

2031.

Reports from the executive and other subordinate officers, or from any other person, made to the commanding officer of a ship, Reports of subordinates after battle.

after a battle or any important service, shall be forwarded to the Navy Department, and the commanding officer shall retain copies.

2032.

Official communications to be sent direct when practicable.

(1) All official communications to the Navy Department or any of its bureaus or offices shall be addressed directly to the bureau or office which by law or regulations, has cognizance over the subject matter.

(2) The Navy Department consists of the several bureaus, boards, corps, divisions, and offices established by or in pursuance of law under the Secretary of the Navy as indicated in chapter 6. In order that all correspondence transmitted for departmental attention shall be received in the proper place for prompt action it shall be addressed directly to the bureau, board, or office which by law, regulations, orders, or custom handles the matters involved. The word "custom" in this connection shall not be construed to conflict with any law, regulation, or general order of the Navy Department, and such custom even if of long standing, when so conflicting, shall be discontinued.

(3) The practice of addressing communications to "The Navy Department" or to "The Navy Department (——)" is prohibited. The following are cited as authorized addresses:

The Secretary of the Navy.

The Assistant Secretary of the Navy.

The Chief of Naval Operations.

The President of the General Board.

The Chief of the Bureau of ——.

The Major General Commandant, Marine Corps.

The Judge Advocate General.

The Solicitor.

The Chief Clerk of the Department.

(4) Papers addressed erroneously to and reaching any bureau or office under the jurisdiction of the Navy Department, which, under the provisions of this article, should have been properly addressed to some other bureau or office, shall be turned over at once to the proper bureau or office, without action thereon, except that in the case of such a communication being received from an officer of the Navy or Marine Corps, he shall have his attention called to the erroneous address and procedure.

(5) The following signatures will be used by offices of the Navy Department for dispatches to stations, ships, etc., of the Naval Establishment:

OFFICE.	SIGNATURE.
Secretary of the Navy.....	Secnav.
Assistant Secretary of the Navy.....	Astnav.
Chief of Naval Operations.....	Opnav.

OFFICE.	SIGNATURE.
Bureau of Navigation.....	Bunav.
Bureau of Medicine and Surgery.....	Bumed.
Judge Advocate General.....	Jadvocate.
Headquarters Marine Corps.....	Marcorps.
Bureau Yards and Docks.....	Bndocks.
Bureau of Ordnance.....	Buord.
Bureau Construction and Repair.....	Bucon.
Bureau Steam Engineering.....	Buseng.
Bureau Supplies and Accounts.....	Sanda.
Office Naval Intelligence.....	Navintel.
Board Inspection and Survey.....	Inspection.
Division Naval Militia Affairs.....	Namilitia.
Hydrographic Office.....	Hydro.
Chief Clerk.....	Chief Clerk.
Solicitor.....	Solicitor.
Navy Disbursing Office.....	Navdisof.

2033.

(1) No written communication shall be received as official which is not forwarded through the prescribed channels, and with the endorsements of the officers through whom forwarded. Not official if improperly sent.

(2) Every person in the Navy making an official communication of any kind to any superior authority, other than his immediate commanding officer (except as provided for in article 2044, par. 2), shall send the same unsealed to his commanding officer, to be by him remarked upon and forwarded. Official channels.

(3) Officers shall not sign nor forward informal communications, or such as are not prepared in accordance with these regulations. Informalities.

2034.

All reports covering matters of interest to other executive departments, including all reports on diplomatic subjects, shall be forwarded to the department in triplicate, one copy being for transmission to the executive department concerned. Matters of interest to other departments.

2035.

Flag officers and others on foreign service shall forward to the Navy Department by different conveyances, duplicates, and, if necessary, triplicates of all important letters, stating at the top of each copy, in red ink, when and by what conveyance the original was sent. Duplicates of important papers to be sent.

2037.

Fleet correspondence.

In a fleet force commanders shall communicate directly with the commander in chief in all matters that pertain to administration, except that nothing herein shall be held to conflict with the duties of the senior officer present.

2038.

In a fleet or force division commanders shall communicate directly with the force commander in all matters that pertain to administration, except in the case of destroyers and submarines when the division commanders shall communicate with the force commander through the flotilla commander. Nothing herein shall be held to conflict with the duties of the senior officer present. Communications which concern only particular vessels which are not of interest to, and which do not require action by, flotilla or division commanders, such as papers dealing with individual enlisted men, etc., shall be forwarded by the force commander direct to the vessel concerned and, if necessary, shall be similarly returned.

2039.

Orders regarding courts by signal.

(1) Changes in the composition of, or instructions to, general courts-martial and courts of inquiry may be made by signal, but the signal shall be followed by a written confirmation.

Routine reports.

(2) All routine reports intended for the Navy Department which do not require action or comment by the commander in chief, and are not necessary for his information, shall be forwarded direct by the commanding officer, excepting such as the commander in chief or the division commander may desire to have forwarded through his office.

Letters of advice when unnecessary.

(3) No letter of advice or transmittal shall accompany returns, requisitions, vouchers, and reports on prescribed forms which are complete in themselves when properly authenticated, and which do not require special explanation.

Certain papers to go to the chief of staff.

(4) All periodical returns and requisitions (except financial and property returns required of supply officers and requisitions for supplies from ships within the limits of the United States and except such as a commander in chief may direct division commanders to act upon and forward direct) and all papers requiring the action of the commander in chief shall be forwarded to the chief of staff. The latter shall, if necessary, refer them to the officers of the fleet staff concerned, who shall return them, with such remarks as are deemed appropriate, to the chief of staff for transmission by him to the commander in chief for disposition.

(5) When ships of a fleet are separated from the commander in chief, all periodical returns and, if information would otherwise be delayed, all reports shall be sent directly to the department through the senior officer present. Copies of such reports shall be sent to the commander in chief through the force commander. Ships separated from commander in chief.

(6) Commanding officers of ships shall inform the commander in chief through the force commander whenever, owing to urgency and to his remoteness, correspondence which would ordinarily pass through him is transmitted direct.

(7) Reports of inspection of vessels by division commanders shall be forwarded to the commander in chief through the force commander with a copy for his files. Reports of inspection.

(8) Each duplicate report sent to the commander in chief shall bear at head of first page, "Copy for commander in chief," and shall bear an indorsement signed by the commanding officer, or division commander, stating the date upon which the original was forwarded to its proper destination and the port from which it was sent. Duplicates to be indorsed.

2040.

(1) Copies of important orders and instructions issued by a commander in chief or other commanding officer afloat, and all his official correspondence of public interest, shall be sent to the Navy Department. Orders from commanders in chief.

(2) Whenever it becomes necessary for the commander in chief, the commandant of a station, the senior officer present, or the commanding officer of a ship on detached service, to issue an order involving travel, or an order transferring an officer from one ship or duty to another, two copies of such order shall be forwarded immediately to the Bureau of Navigation by the officer issuing it. Copies are desired only when the order emanates outside of the department. The bureau does not desire copies of orders issued by the above-mentioned officers in connection with the carrying out of dispatch orders to officers issued by the department. (Arts. 87 and 107.) Copies of orders to officers to be sent to Bureau of Navigation.

2041.

When a ship not attached to a fleet is alone, the commanding officer shall communicate directly with the department; if not alone, through the senior officer present. Vessel acting singly.

2042.

(1) When ships are at a navy yard, correspondence in regard to all matters connected with the yard shall be direct with the Ships at navy yard.

commandant thereof; and correspondence with the Navy Department, on matters connected with the yard, shall be through the commandant, unless otherwise specified.

Ships of a fleet or squadron at navy yard.

(2) When a ship attached to a fleet or squadron is at a navy yard all required fleet reports shall be made directly to the commander in chief; and all correspondence with the Navy Department, in matters not connected with the navy yard, shall be through him, except when, owing to his absence, it would occasion undue delay, in which case such correspondence shall be through the senior officer of the fleet present. (Art. 2039, par. 6.)

Letters concerning repairs.

(3) Letters from ships in commission at a navy yard asking for repairs shall be sent to the commandant, as provided in article 1973 (1). All other communications, reports, etc., from ships in commission at a navy yard shall be forwarded direct, except when otherwise required by these regulations. (Art. 862.)

2043.

Correspondence between commandants and bureaus.

Commandants of naval stations shall correspond directly with the bureaus and offices of the Navy Department concerning the work of their commands, except as otherwise provided in these regulations.

2044.

Navy yard correspondence.

(1) All communications from the department, its bureaus or offices, relating to matters under the cognizance of a commandant or of which he should have knowledge shall be addressed to him, except as provided in paragraph 2 of this article and in article 2043, and shall be acted upon by indorsement or otherwise as he shall direct. Such letters as require it shall be forwarded to the yard departments, divisions, and inspectors concerned, in the order indicated by the commandant, who shall also fix the office in which the correspondence shall be finally lodged. In case a letter which is referred to one or more offices is found to concern another office it shall be the duty of the head of the office to which it is referred to bring it officially to the attention of such other office.

Letters requiring no action by the commandant.

(2) Routine letters emanating from or intended for bureaus or yard departments, divisions, or inspectors, also letters of a purely technical character which require no consideration or action by the commandant, shall be addressed to the official concerned and sent direct to him. In cases where the work or articles under the cognizance of bureaus other than the one from which the communication emanates are concerned, a duplicate of the letter shall be sent direct to the departments, divisions, or inspectors concerned. All other letters concerning yard departments or divisions shall be addressed to the commandant, who shall, in case he

does not himself decide upon the matter, forward them to the official concerned. Heads of the yard departments, divisions, or inspectors may, however, appeal to the Navy Department from a decision of the commandant.

(3) When new work is duly authorized, a shipment or fresh business directed, or a requisition duly approved, the head of the department interested on board a ship in commission or the navy yard officials concerned may communicate direct with all bureaus, officers, persons, or firms involved in the matter, in order to expedite the transaction of public affairs. Important messages sent by telephone shall be confirmed in writing.

In case of new work, head of department to communicate direct with bureaus, etc.

(4) It shall be the duty of every bureau and officer to refer promptly to the commandant, or to the commanding officer of a ship in commission, any communication coming into his hands of which such bureau or officer thinks the commandant or commanding officer should be cognizant and which, by inadvertence or otherwise, has not passed through the proper office, although it should have so passed.

Communications to be referred to the commandant of which he should be cognizant.

(5) Indorsed bureau and other official letters, even if coming through a commandant, shall, unless otherwise ordered, be returned by the head of department or division concerned direct to the bureau or to the official in interest, in cases where the indorsements is purely routine.

Bureau letters, when returned direct.

(6) Papers which are forwarded to a commandant from points outside the yard, and which are by him forwarded to heads of departments or divisions, inspectors, or commanding officers to be simply "noted," or "copied and compiled with," and "returned" to their source, shall be returned direct, unless the commandant otherwise orders, or unless some request, comment, suggestion, or recommendation is added requiring action by the commandant.

Papers to be "noted," etc., if returned direct.

(7) Recommendations as to new matters, requests for authority or those of any other nature, which are not of the consequence of authority already given, and all papers not permitted by the department (in the Navy Regulations, general orders, or otherwise) to be sent direct, shall pass through the commandant's office.

Papers which must pass through commandant's office.

(8) In communications between the Navy Department and a receiving ship, or ships in commission, notices concerning the transfer of men, changes of rating, authority to ship men, requests for filling vacancies in crews or in marine detachments, and all reports and returns relating to such men which require no action by the commandant, shall be forwarded direct and not through the commandant's office.

Other papers to be forwarded direct.

(9) The correspondence of the receiving ship, except as indicated in paragraph 8, marine barracks, and naval hospital shall be conducted as if they were yard departments.

Receiving ships, barracks, and hospitals.

(10) Papers containing views or recommendations of heads of departments or divisions, inspectors, or commanding officers which

Papers containing varying views.

are at variance shall not be forwarded by such officers to the bureaus concerned except through the commandant. In cases of this nature the commandant should decide the matter, if possible.

(11) In communications between the Major General Commandant of the Marine Corps and marine brigades at navy yards or naval stations, notices concerning the transfer of men, changes in rank, authority to enlist men, requests for filling vacancies or for details, and all reports and returns relating to such men which require no action by the commandant of the yard or station, shall be forwarded direct, and not through the commandant's office. (Art. 2029.)

2045.

Despatches in general.

(1) The instructions contained in this chapter covering written communications, as far as applicable, shall be extended to official despatches, subject to such accountability as the department or bureaus may prescribe. The term "despatch" shall be considered as embracing cablegram, telegram, radiogram, telephone message, and signal, and the method of its routing will be determined by the communication officer responsible for its prompt delivery.

(2) Despatches shall not be used when communication by mail will answer the purpose.

(3) Despatches strictly personal or for the convenience or in the interest of the sender shall not be transmitted at Government expense.

(4) All despatches shall be confirmed immediately by mailing a carbon copy marked "Confirmation of despatch sent (hour) a. m. (p. m.) on (day)." When deemed advisable, a letter giving additional information in regard to the matter should accompany the confirmation. When a telegram, cablegram, or radiogram is sent in code the confirmation copy shall be a copy of the coded message as sent and not a copy of the translation. When telegrams, cablegrams, and radiograms that have been sent in code are quoted in correspondence or orders, a paraphrase, and not an exact translation, will be given.

2047.

Files.

(1) All officers shall file and preserve all official documents received and copies of all official letters and indorsements sent.

Permanent records of correspondence.

(2) Suitable files containing copies of all orders given and official letters written, and the original of all letters received on public service in all offices on board naval vessels and at shore stations shall be kept and preserved. Commanding officers may take copies of orders or letters sent or received. The system of filing shall be such as to safeguard all official papers and to render them readily accessible for reference. A flat-filing system shall be used when practicable.

(3) Accumulations in the files of vessels of the Navy of papers that in the judgment of the commander in chief of the fleet are not needed or useful in the transaction of current business and have no permanent value or historical interest may be disposed of by the commander in chief of the fleet by sale, after advertisement for proposals as waste papers if practicable, or, if not practicable, then otherwise, as may appear best for the interests of the Government, the commander in chief of the fleet to make report thereon to the Secretary of the Navy; provided always that no papers less than two years old from the date of the last indorsement thereon and no correspondence, or the related papers, with officers or representatives of a foreign Government, shall be destroyed or disposed of by such commander in chief of the fleet.

Destruction of old files.

2048.

(1) When a vessel is placed out of commission all papers (except those of a confidential nature) to be forwarded to the Chief of Naval Operations shall be packed in suitable boxes, properly marked as to contents and destination, turned over to the supply officer of the naval station or navy yard, and by that official forwarded to the Chief of Naval Operations by public conveyance or by freight.

Files of ship placed out of commission.

(2) Confidential papers and publications (except code and signal publications) shall be forwarded by registered mail by the commanding officer to the Navy Department, bureau, or office concerned before the ship is placed out of commission, unless otherwise directed by the department. In every case a separate letter enumerating the numbers and contents of the registered packages shall be forwarded by registered mail. Code and signal publications shall be turned in to the issuing officer or district communication superintendent or to the commandant of the station at which the ship goes out of commission. A copy of the list of code and signal publications to be turned in should be forwarded to the Director of Naval Communications as early as practicable in order that the list may be checked against the department's record and any discrepancies corrected before the ship is placed out of commission.

Confidential papers.

(3) The official records of all boards and temporary or discontinued offices shall, when completed, be forwarded to the Navy Department.

Completed records to be sent to department.

(4) In all cases in which confidential letters are sent through the mails, the letters shall be placed in an inner envelope, plainly marked "confidential." This envelope shall be inclosed in another envelope bearing the address only, and under no circumstances shall the outer envelope be marked "confidential." Confidential letters shall always be registered.

Reports of dangers to navigation.

In order that the Hydrographic Office may be in a position at all times to promptly apprise the ships of the Navy and Merchant Marine regarding dangers to navigation, commandants and commanding officers having information regarding a dangerous obstruction to navigation shall forward such information without delay direct to the Hydrographic Office, unless the officer concerned has reason to believe that the matter has been previously reported. When reporting a temporary deficiency in aids to navigation, they shall send a copy of the report direct to the nearest lighthouse inspector concerned.

SECTION 2.—DEFINITIONS OF NAVAL TERMS.

2050.

The following definitions of certain naval terms shall be observed in official correspondence:

- Naval base.** (a) A naval base is, generically, a center from which men-of-war can operate and be maintained, and may be of a permanent or temporary character, depending upon whether its constructed naval accommodations are of a fixed or transient nature.
- (b) Naval bases are divided geographically into two classes, home bases and outlying bases, and these are themselves divided by their facilities into main bases, subsidiary bases, and bases for particular types of naval craft. (Destroyer bases, submarine bases, aviation bases, etc.)
- Home base.** (c) A main home base is one within the continental territory of the country, from which the fleet can operate at all times and which is designed to maintain the fleet in all respects both in peace and war.
- Outlying base.** (d) A main outlying base is one without the continental limits of the country, having as many of the attributes of a main home base as practicable, and designed to be a strong point of support for the fleet and from which it can be maintained for limited periods in war.
- Subsidiary base.** (e) A subsidiary base (home or outlying) is one that contains some of the fixed elements of a main base and which, while not capable of supporting and maintaining the whole fleet, may so care for portions of it.
- Base for torpedo craft or airplanes.** (f) A destroyer, submarine, aviation, or other base for particular types of naval craft is one from which the type in question can operate and be maintained. It may or may not form part of a main or subsidiary base.
- (g) An outlying base of a temporary character used in war for the fleet or portions of it is termed an advanced base.

(h) The characters, composition, and strength of naval bases will depend upon the necessities of service, at all times.

(i) A naval station is the location of a particular form of naval activity, and may or may not form part of a naval base. **Naval station.**

(j) A naval depot is the location where naval personnel or matériel is stored and delivered, and may or may not form part of a naval base. **Naval depot.**

2051.

Strategy applies to the distribution of naval forces, their armament and supplies in preparation for war or in the prosecution of war. It includes logistics. It refers to naval movements and dispositions made before contact with the enemy's forces. **Strategy.**

2052.

Tactics applies to all naval movements and operations made after contact with the enemy's forces. The term "contact" is here employed in a broad sense, meaning such proximity to the enemy as affects fleet formation and renders a battle imminent. **Tactics.**

2053.

Naval policy.—Everything that includes the fixed condition of preparation for war; that is, the strength, character, and composition of the Navy fortification of ports and bases, etc. (This will be based upon our political relations and the probability of war with different powers. It will also be influenced by the conclusions of a comprehensive study of the political relations between other powers throughout the world and their influence upon coalitions and alliances.) **Policy.**

CHAPTER 53.

MAIL AND NAVY MAIL CLERKS.

Sec. 1.—Art. 2063–2065. Appointments and duties of Navy mail clerks and assistant Navy mail clerks.

Sec. 2.—Art. 2066–2067. Handling of closed mails under provisions of Postal Convention.

Sec. 3.—Art. 2068–2070 Miscellaneous.

SECTION 1.—APPOINTMENTS AND DUTIES OF NAVY MAIL CLERKS AND ASSISTANT NAVY MAIL CLERKS.

2063.

(1) Navy mail clerks and assistant Navy mail clerks are authorized under the provisions of an act of Congress, approved May 27, 1908, which, as amended by the act of August 24, 1912, reads as follows:

Authorization
of mail clerks.

“Enlisted men of the United States Navy or Marine Corps may, upon selection by the Secretary of the Navy, be designated by the Post Office Department as ‘Navy mail clerks’ and ‘assistant Navy mail clerks,’ who shall be authorized to receive and open all pouches and sacks of mail addressed to naval vessels, to make proper delivery of such mail, to receive matter for transmission in the mails, to receipt for registered matter (keeping an accurate record thereof), to keep and have for sale an adequate supply of postage stamps, to make up and dispatch mails, and other postal duties as may be authorized by the Postmaster General, all in accordance with such rules and regulations as may be prescribed by the commanding officer of the vessel or of the squadron to which the vessel is attached. Each mail clerk and assistant mail clerk shall take the oath of office prescribed for employees of the Postal Service and shall give bond to the United States in such penal sum as the Postmaster General may deem sufficient for the faithful performance of his duties as such clerk, and shall be amenable in all respects to naval discipline, except that, as to their duties as such clerks, the commanding officers of the vessels upon which they are stationed shall require them to be governed by the postal laws and regulations of the United States.

"Whenever necessity arises therefor any assistant mail clerk may be required by the commanding officer of the vessel upon which he is stationed or of the squadron to which said vessel is attached to perform the duties of mail clerk. They shall receive as compensation for such services from the Navy Department, in addition to that paid them of the grade to which they are assigned, such sum, in the case of mail clerks not to exceed \$500 per annum and in that of assistant mail clerks not to exceed \$300 per annum, as may be determined and allowed by the Navy Department."

"*Provided*, That the provisions of the act of May twenty-seventh, nineteen hundred and eight, as amended by the act of August twenty-fourth, nineteen hundred and twelve, are hereby extended to authorize the designation of enlisted men of the Navy or Marine Corps as Navy mail clerks and assistant Navy mail clerks with expeditionary forces on shore." (Act Mar. 4, 1917.)

"That the provisions of the act of May twenty-seventh, nineteen hundred and eight, as amended by the act of August twenty-fourth, nineteen hundred and twelve, and as amended by the act of March fourth, nineteen hundred and seventeen, are hereby extended to authorize the designation of enlisted men of the Navy or Marine Corps as Navy mail clerks and assistant Navy mail clerks for duty at stations and shore establishments under the jurisdiction of the Navy Department where the services of such mail clerks and assistant mail clerks are necessary." (Act of July 1, 1918.)

Allowance of
mail clerks and
assistant mail
clerks.

(2) The allowance of Navy mail clerks and assistant Navy mail clerks shall be as prescribed by the Bureau of Navigation. Details as to their selection shall be handled by the Bureau of Navigation.

Instructions by
Post Office De-
partment.

(3) Instructions and regulations governing Navy mail clerks and assistant Navy mail clerks and blank forms of bonds will be issued by the Post Office Department and transmitted through the Navy Department to commanders in chief, commanders of squadrons and divisions, and commanding officers of vessels. Upon notification by the Post Office Department that he has been duly designated each Navy mail clerk and assistant Navy mail clerk shall, as soon as practicable, sign a separate blank bond in the presence of two witnesses, who shall certify to the signature. The bond shall then be forwarded to a surety company for completion and transmission to the department for approval by the Secretary of the Navy. Any company authorized under the act of August 13, 1894, as amended by the act of March 23, 1910, to do business in United States matters will be acceptable to the Post Office Department as a surety on the bond in question.

Oath.

(4) Before entering upon their postal duties Navy mail clerks and assistant Navy mail clerks shall take and subscribe before a magistrate or a commissioned officer of the Navy or Marine Corps and transmit to the department the following oath, required by section 1757 of the Revised Statutes and the act of March 5, 1874:

"I (name of appointee), having been appointed (designate office or employment), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and 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. I do further solemnly swear (or affirm) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control; and I also further swear (or affirm) that I will support the Constitution of the United States. So help me God." (P. L. R. 1913, sec. 153.)

(5) The compensation of Navy mail clerks and assistant Navy mail clerks for services as such shall begin on the effective date named in the letter of designation from the Post Office Department and shall close on the date of the termination of such services. No compensation for Navy mail clerks or assistant Navy mail clerks, however, shall be paid until after oath and bond have been properly executed and forwarded. Compensation for Navy mail clerks and assistant Navy mail clerks shall be paid out of the appropriation "Pay of the Navy." The commanding officers of organizations having Navy mail clerks and assistant Navy mail clerks may direct the termination of such services at any time, reporting the fact to the Bureau of Navigation, which will inform the Post Office Department.

(6) An assistant Navy mail clerk shall assist the Navy mail clerk in the performance of his duties as such clerk; and whenever the necessity arises therefor an assistant Navy mail clerk may be designated by the commanding officer of the vessel or unit to which he is attached or of the fleet, squadron, or division to which the vessel is attached to perform the duties of Navy mail clerk.

2064.

(1) Enlisted men of the Navy or Marine Corps may, upon selection by the Secretary of the Navy, be designated by the Post Office Department as Navy mail clerks and assistant Navy mail clerks,

Mail clerks,
duties, etc.

whose duty it shall be to receive and open all pouches and sacks of mail; to make proper delivery of such mail; to receive matter for transmission in the mails; to receipt for registered matter (keeping an accurate record thereof); to keep and have for sale an adequate supply of postage stamps; to make up and dispatch mails, and other postal duties as may be authorized by the Postmaster General, all in accordance with such rules and regulations as may be prescribed by their commanding officer. The supply officer of a vessel or naval unit to which a Navy mail clerk or an assistant Navy mail clerk is attached will audit the accounts of such Navy mail clerk or assistant Navy mail clerk once each month and submit report to the commanding officer.

Oath and bond.

(2) Each Navy mail clerk and assistant Navy mail clerk shall take the prescribed oath of office and shall give bond to the United States in such penal sum as the Postmaster General may deem sufficient for the faithful performance of his duties as such clerk, and shall be amenable in all respects to naval discipline, except that, as to their duties as such clerks, their commanding officers shall require them to be governed by the postal laws and regulations of the United States.

Services and compensation, terminated.

(3) The services and compensation of Navy mail clerks and assistant Navy mail clerks, as such, shall terminate at the discretion of their commanding officers.

Ships and stations having no mail clerks.

(4) In the case of organizations to which mail clerks are not detailed or serving as such the mail shall be handled as follows:

(a) The commanding officer of the ship or shore station may, in his discretion, appoint some trustworthy person to perform the duty of mail orderly, to whom he shall give authority to receive the mail from the post office and to sign receipts for all registered letters except such as the sender has indorsed "Deliver only to addressee." Mail addressed to a shore station shall be distributed in accordance with such regulations as the commanding officer may make.

(b) Mail for the ship's company shall be distributed in a manner prescribed by the commanding officer. Lock boxes shall be conveniently placed in which mail for the post office may be deposited. They shall be kept locked, and the keys, when not in use by the mail orderly, shall be kept in the executive officer's office.

U. S. stamps.

(c) Arrangements shall be made for facilitating the purchase of postage stamps by the crew, and when preparing for service in waters where United States stamps can not be procured a sufficient supply shall be obtained to last, if possible, during the proposed cruise, in order that the dispatch of mail in closed bags may be expeditcd.

(d) The instructions for the receipt and dispatch of closed mails shall be carefully observed, especially in regard to registered

articles, and all mail received for persons no longer attached to the vessel shall be properly and promptly forwarded. Registered articles which require forwarding shall be re-registered if practicable.

(e) A book shall be kept as a part of the permanent records of the ship, in which all registered matter received or sent to the post office shall be entered. Registered articles delivered shall be signed for by the persons receiving them. Those sent to the post office shall be signed for by the mail orderly, who shall, on his return to the ship, deliver the registry receipts to the senders, who shall acknowledge the same in the record book. This book and all other papers relative to the receipt and dispatch of registered matter shall be carefully preserved and turned in to the Post Office Department when the vessel goes out of commission. Registered mail.

(f) When sealed mail bags are dispatched in foreign waters to home post office, a strong (preferably canvas) label shall be attached to them, on which shall be inscribed the address.

(g) In order that it may be known what should be received at the office of destination in a dispatch from a United States naval vessel, a letter bill (Form 4072-E) shall be inclosed with each mail dispatched from a United States naval vessel, whether the dispatch is made up of one or more sacks, or pouches, and whether the mail is prepared by a Navy mail clerk or a mail orderly. Each letter bill shall show by the entries the name of the naval vessel, the date of dispatch, number of (outside) sacks or pouches, and the aggregate of the registered articles and jackets to be accounted for at the post office to which the letter bill is addressed. A letter bill serves as an invoice of the sacks, pouches, and registered articles sent in a dispatch and must be invariably used to prevent loss or misunderstanding. Mail orderlies who are without a stock of letter bills (Form No. 4072-E) shall make requisition on the New York post office for the number needed on the basis of one bill for each dispatch.

(h) The required prepayment of all messages to their destination shall be made to the duly authorized mail clerk of the ship, or in his absence, to some person designated by the commanding officer. All accounting of the office of the Director Naval Communications will be with the mail clerk or person designated, who shall follow the instructions relating to accounting issued by that office.

2065.

Navy mail clerks and assistant Navy mail clerks shall make immediate delivery of all special-delivery letters received on board in the regular mails. Special-delivery mail.

SECTION 2.—HANDLING OF CLOSED MAILS UNDER PROVISIONS OF
POSTAL CONVENTION.

2066.

Postal conven-
tion.

The handling of closed mails to and from vessels of the Navy is governed by the following articles in the Universal Postal Convention (arts. 25 and 26) :

“25. Closed mails may be exchanged between any country and the commanders of its naval vessels abroad; and between naval commanders of the same country stationed abroad. These mails must consist exclusively of articles addressed to or sent by the officers and crews of the vessels which send or receive the mails, and the rates and conditions applicable to the articles are determined by the postal authorities of the country to which the vessels belong. The address of such mails should be in form as follows :

From the office of_____

For { The (nationality) naval squadron (name) at_____

 or

 { The (nationality) vessel (name) at_____

From { The (nationality) naval squadron (name) at_____

 or

 { The (nationality) vessel (name) at_____

For the post office at_____

Or

From { The (nationality) naval squadron (name) at_____

 or

 { The (nationality) vessel (name) at_____

For { The (nationality) naval squadron (name) at_____

 or

 { The (nationality) vessel (name) at_____

“26. If the naval vessels are not at the place of destination when the mails addressed to them arrive there, the mails are kept at the post office until claimed by the addressee or forwarded to another place. The forwarding may be requested either by the post office of origin or by the commander of the naval squadron or ship addressed, or finally by a consul of the same nationality.

“Such of the mails as bear the indorsement ‘In care of the consul of ——,’ must be delivered to the consul referred to. At the request of the consul they may be received back into the postal service and be forwarded to the place of origin or to some other destination.

“Mails for naval vessels sent outside of the regular mails must be delivered to the vessels addressed, if called for en route. No

mail for a naval vessel is considered as having reached its destination until it has been delivered to the ship addressed."

2067.

Vessels of the Navy at foreign ports shall transmit their mails (closed bags) to the United States through the post offices of the ports of call whenever practicable. Such practice not only effects a positive economy, but also generally insures a more effective handling of the mails. Mail bags from naval vessels may be placed directly on board steamers sailing for the United States only when such procedure is unavoidable in order to advance the delivery of the mails. In adopting this procedure commanding officers shall bear in mind that it subjects the Post Office Department to increased cost in transporting mails, and the practice shall therefore not be resorted to unnecessarily.

Closed bags.

SECTION 3.—MISCELLANEOUS.

2068.

In the transmission within the United States of official mail matter free of postage the following rules shall be observed: Use of penalty stamp.

(a) Officers of the Navy and Marine Corps may send official mail matter between themselves, or to any of the executive departments, by using the penalty envelopes.

(b) Official mail matter may be transmitted under cover of the penalty envelopes by officers of the Government to private individuals.

(c) Any department or office entitled to use them may inclose the penalty envelope with return address to any person from or through whom official information is desired, the same to be used only to cover such official information.

(d) The name of the department or proper designation of the office or officer shall appear in the upper left-hand corner of the address face of the envelope, and thereunder the words "Official business"; in the upper right-hand corner shall appear the penalty clause reading "Penalty for private use, \$300." These indorsements may be printed, stamped, or written.

2069.

(1) Official mail matter addressed to foreign countries must be prepaid with postage stamps at the ordinary rates. Foreign postage.

(2) Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be dispatched in the same manner to certain countries as specified in the Postal Laws and Regulations.

2070.

Transaction of
money-order
business on board
ship.

(1) Domestic money-order business only will be transacted and provision will be made for both the issue and payment of money orders.

(2) The bond of each Navy mail clerk or assistant authorized to transact money-order business will be \$5,000.

(3) To provide for the prompt payment of money orders drawn on the branch offices located on vessels of war when sufficient surplus money-order funds are not available for this purpose, the supply officer on board the vessel will cash the orders and hold them until the Navy mail clerk or assistant is in receipt of sufficient money-order funds to reimburse him.

(4) Remittances of money-order funds will be made daily if in excess of \$50, except when it is impossible to forward mail each day. In such cases the funds are to be deposited daily with the supply officer of the vessel (or in his absence with the pay clerk), who will give the mail clerk a receipt therefor, and when the first mail is dispatched will give the Navy mail clerk or assistant a check for the whole amount, which is to be promptly remitted to the New York office.

(5) It is left to the discretion of the commanding officers of ships as to how large a sum of postal funds the Navy mail clerk should be allowed to accumulate. This sum, however, should not exceed \$200. All funds above the amount designated by the commanding officer shall be deposited with the supply officer of the ship for safe-keeping, to be available for withdrawal as occasion may demand.

(6) Postal and money-order funds shall be kept separate from and independent of each other. The records of each shall be regularly inspected by the supply officer each month immediately after pay day, and at least once between these regular monthly inspections, on an irregular or "surprise" date, the inspection to include a verification of the cash balance and a complete audit of all vouchers.

(7) The report of inspection, covering the period from date of last inspection to date of report, is to be forwarded through the commanding officer to the Postmaster, New York, N. Y., on Form No. 3271, furnished by the Post Office Department.

(8) Mail clerks and assistants will keep money-order records posted daily and have them at all times readily accessible for inspection by the supply officer of the vessel or duly authorized officers of the Post Office Department.

CHAPTER 54.

REPORTS.

Sec. 1.

REPORTS FROM ALL OFFICERS IN COMMAND ON SHORE.

Ferm.	Subject.	To—	When.	Copies.
N-Nav 528 N-Nav 521	Request for motion pictures. Beneficiary slip	U. S. Navy Motion-Picture Exchange. Bureau of Navigation.	As necessary. When beneficiary or change in beneficiary is desig- nated. When enlistments are made	
N-Nav 351, 351A, or 351B, and N- Nav 15, NSA 227	Shipping articles and consent of parents when neces- sary. Agreement to extend enlistment. Report of surrender of deserter.	do. do. do.	When occurring. do. do.	
N-Nav 64 Form 15.	Report of officers reported detached or orders received. Inventory of and receipt for furniture.	Bureau of Yards and Docks. do.	do. do.	
N-Nav 54 N-Nav 21	Report of change of occupants of quarters. Report of rejections of applicants for enlistment. Transcript of record	Bureau of Navigation. do.	do. do.	
N-Nav 7 N-Nav 6 and 7	Verification of descriptive list. Honorable discharge and verification of description list.	do. do.	When necessary. Upon reinstatement with- in 4 months of discharge.	Original N-Nav 6 to be indorsed by supply officer as to payment of gratuity.
N-Nav 2	Identification record.	do.	When enlistments are made or men discharged for misconduct or by sen- tence of court-martial. When men are discharged, die, or desert.	Upon receipt
N-Nav 1, 352, 353. N-Nav 529	Enlistment or enrollment record. Receipt of motion pictures.	Bureau of Navigation. U. S. Navy Motion-Picture Exchange.		

REPORTS FROM ALL OFFICERS IN COMMAND ON SHORE—Continued.

Form.	Subject.	To—	When.	Copies.
N-Nav 530. No form or letter required. Letter.	Report of transfer or return of motion pictures. Ship or station paper.	U. S. Navy Motion-Picture Exchange. Bureau of Navigation.	Upon receipt. When published.	
N..... C&S 8/2 C&S 5/2.	Important hydrographic information concerning navigation of ships, dangerous obstructions to navigation, etc. Report of death. Destruction of secret and confidential code and signal publication. Transfer of secret and confidential code and signal publications.	Hydrographic Office. Bureau of Medicine and Surgery. Director of naval communications (C. and S.). do.	When occurring. Sent only in case of death. When occurring. do.	1 copy to Navigation. Not made by issuing officers. Do.
3e Rev. Ord. N-Eng 92.	Ordnance store cards. Machine tools.	Bureau of Ordnance. Bureau of Engineering.	At the time, showing each change made. Whenever changes or additions are made in machine tools or tools are surveyed.	1.
NSO 102.	Individual report of change in status of classified employees.	Appointment Division, Office of Secretary of Navy. Bureau concerned.	Submitted immediately after change in status of each employee. When occurring.	
S & A 153, 153a, 154, 154a, 154b. Do. Do. Y & D 14. S & A 153, 153a, 154, 154a, 154b. N-Nav 1,332, 353.	Report of board of survey on missing articles. Report of survey and appraisal of articles in store. Report of survey of machinery plant, chattels, etc. Report of survey of furniture. Survey on buildings, docks, wharves, etc. Service record or enrollment record.	do. do. Bureau of Yards and Docks. do. do. do.	do. do. do. do. do. do.	3.
N-Nav 8. Letter.	Changes of enlisted personnel resulting from men received, transferred, deserted, died, surrendered, converted, or changes in rating or from any other cause. Report of men held in detention (from station at which prisoners are held only).	Vessel or station to which man is transferred. Bureau of Navigation.	Daily or as transfer is made. Daily or when changes occur.	
N-Nav 531. N-Nav 25. Letter.	Report of pictures exhibited. Report of vacancies.	do. U. S. Navy Motion-Picture Exchange. Bureau of Navigation.	Weekly. Semi-monthly, 15th and last day of month. Monthly.	3.
N-Nav 533. N-Nav 37.	Monthly inventory of aerological instruments. Roster of officers.	Major stations to Bureau of Navigation, minor stations to commandant, naval districts. Naval Observatory. Bureau of Navigation (in duplicate).	Monthly on last day of month. Monthly on first day of month.	

N-Nav 9 C & S 42-42a	Monthly report of enlistments. Copies and signal publications issued, destroyed, and on hand (made by issuing officers only).	Bureau of Navigation Director of Naval Communications (C. I.).	Monthly
NSO 99.	Report of travel orders	Appointment Division, Office of the Secretary of the Navy.	do.
NSO 100.	Report of travel orders (modifications, renewals, reporting in, air cancellations).	do.	do.
NSO 69.	Monthly report of expenditures for pay of classified employees.	do.	do.
NSO 98. Letter.	Monthly report of force.	Bureau of Navigation.	Quarterly
N-Nav 332.	Statement of allotment under appropriation "Recreation for enlisted men".	Supply officer (in triplicate).	do.
N-Nav 5, 5a. C&S 5/2.	Quarterly report of motion pictures exhibited.		
NSO 81.	Mustering roll. Code and signal secret and confidential publications on hand.	Bureau of Navigation. Director of Naval Communications.	do. do.
NSO 37.	Report of force under foreman.	Appointment Division, Office of the Secretary of the Navy.	do.
N-Nav 8. N-Ord 159.	Report of efficiency of classified employees. Efficiency list of classified employees.	do. do.	Semiannually
N-Ord 39, 40, rev. 41, 41b, 42, 42a, 51, 51b, 70 rev.	Report of efficiency of foremen, quartermen, etc. Report of enlisted men at station.	Bureau of Navigation.	do.
N-Ord 157. N-Ord 38a, rev. 38c.	All confidential ordnance publications which have been issued, showing titles and register numbers.	Bureau of Ordnance.	Annually (Mar. 31).
N-Ord 3c rev. Letter.	List of guns, mounts, small arms, ammunition, fire-control instruments, and ordnance equipment.	Bureau of Ordnance and to officer receiving articles transferred.	Annually July 1, and when changes occur.
N-Nav 4. S&A 268.	List of ammunition expended during fiscal year. List of ordnance material replaced. Ordnance store cards.	Bureau of Ordnance do.	Annually (July 1) do.
N-Nav 26. N-Nav 403.	Ordnance material received and sent. Report of material in store reserved for use in the establishment of naval bases.	Bureau of Ordnance Chief of Naval Operations.	Annually Jan. 1; monthly, when changes occur.
See forms. Do.	Report of enrollment. Transportation issued.	Commandant naval district. Bureau of Navigation (direct).	Annually (Jan. 1)
	Transportation request. Meal ticket.	Transportation company. Transportation company or com- pany supply for subsistence.	Weekly Semi-monthly, 15th, and last day of month, or as completed.
	Report on operation of shore station. Report of small-arms practice.	Chief of Naval Operations do.	On date of securing ticket. On date of securing sub- sistence. Annually. Annually, not later than 10 days after the end of small-arms year (June 30).

U. S. Navy Motion-
Picture
Exchange;
supply officers' files.

Sec. 2. REPORTS FROM COMMANDANTS OR INDUSTRIAL MANAGERS, NAVY YARDS AND NAVAL STATIONS.

(In addition to those listed under "All officers in command on shore.")

Form.	Subject.	To—	When.	Copies.
Letter.....	Report of departures of ships on completion or non-completion of authorized work.	Chief of Naval Operations.....	When occurring.....	
Dispatch.....	Report of arrival or departure of United States naval vessel and foreign man-of-war.	Secretary of the Navy.....do.....	1.
Letter.....	Report of chemical analysis of fuel oil, gas oil, gasoline, kerosene, etc.	Bureau of Engineering.....do.....	1.
By dispatch.....	Docking and undocking.	Bureau of Construction and Repair.....do.....	1.
N-Eng 85.....	Report of propellers.	Bureau of Engineering.....	When vessels dry-docked.....	1 each.
NSO 43.....	Summary of weekly reports of work to vessels at the yard.	C. N. O., C. in C., commander of force, and bureau concerned.	Weekly.....	1 each.
NSO.....	Report of work.	Bureau of Construction and Repair.....do.....	
NCR 124.....	Estimate of funds for work.do.....	Monthly.....	
NCR 124a.....	Estimates of funds in detail.do.....do.....	
NCR 129, sheet 1.....	Anchors in store.do.....do.....	
NCR 129, sheet 2.....	Chain cable in store.do.....do.....	
NCR 129, sheet 3.....	Chain cable appendages.do.....do.....	
NCR 61.....	Estimate of value of vessel building.do.....do.....	
Letter.....	Progress of vessels building.do.....do.....	
Letter.....	Request for allotment of funds for labor and material.	Bureau of Engineering.....do.....	
NSE 74.....	Report of expenditures for radio shore stations.do.....	Quarterly.....	2.
N-Eng 1.....	Report on condition of machinery of yard craft and ships out of commission.do.....do.....	1.
Letter.....	Résumé and review of all district radio material activities under their supervision.do.....do.....	Original and 2 copies.
NCR 14.....	Power boats.	Bureau of Construction and Repair.....do.....	
NCR 15.....	Pulling boats.do.....do.....	
NCR 65.....	Weights of vessels.do.....do.....	
Blue print.....	Booklet shop plans.do.....	Annually (June 30).....	2.
Letter.....	Data for annual report.do.....do.....	2.
NCR 122.....	Cost of boats built.do.....do.....	
Blue print.....	Machine tools and shop equipment.	Bureau of Engineering and Construction and Repair.....	Annually (June 30).....	1 each.
Letter.....	Recommendations covering maintenance allotments for shore radio stations for the fiscal year.	Bureau of Engineering.....	Annually on or before Mar. 15.....	Original and 2 copies.
Do.....	Recommendations covering alterations; new construction, research work, etc., desired undertaken at radio stations during the fiscal year.do.....do.....	Do.
N-Ord 158.....	Report of personnel performing ordnance work.....	Bureau of Ordnance.....	Monthly.....	
Letter.....	Progress report on installation of fire control equipment.do.....do.....	
	<i>Engineer officer.</i>			
Letter.....	Report of changes in power-boat machinery not in custody of the supply officer.	Bureau of Engineering.....	As occurring.....	1.

NSO 27, 27a rev. Letter.....	Weekly report of work on each ship on which work is authorized. Report of power-boat machinery on hand not in custody of supply officer. <i>Supply officer and accounting officer.</i>	CNO, bureau concerned, and commanding officer. Bureau of Engineering.....	Weekly..... Semiannually via commandant or industrial manager, June 30 and Dec. 31.	1 each. 1.
S&A 260. N-Eng 307 Do. 3. NSA 564. Various forms.....	Job cost summary..... Change of material sheet..... Changes in power-boat machinery and boilers in store. Changes in special engineering material in store. Report of receipt of material in store. Carbon copy of public bills paid relating to bureau's appropriations. Movement of compressed gas cylinders.....	Bureau of Engineering..... do. do. do. do. do. do.	When occurring..... As occurring..... do. do. do. When occurring.....	1. 1. 2. 2. 1. 1.
S&A 264. Letter.....	Cost of work report..... Request for allotment of funds for NSA issues to ships and miscellaneous. Statement of charges of NSA. Report of expenditures (carbon copy of report relating to bureau's APPM).	Bureau of Engineering and Supplies and Accounts. Bureau concerned..... Bureau of Engineering..... do. do.	Weekly when changes occur. 2 weeks subsequent to completion or overhaul of ship. Monthly..... do. do.	1 to each bureau. 1 each. 1. 1. 1.
S&A 126. S&A 280-250.....	Cost of building United States ships (machinery). Stock of storage batteries on hand. Spare parts S/M motors. Inventory of power-boat machinery and boilers in store. <i>Public works' officer.</i>	do. do. do. do. do. do. do.	do. do. do. do. Quarterly..... Annually (June 30).....	1. 1. 1. 1. 2. 2.
Y&D 79. Y&D 90. Y&D 109. Y&D 88. Y&D 1. Y&D 86. Y&D 87. Y&D 96. Y&D 124. Y&D 31. Y&D 31A. Letter.....	Report of power plant and electrical equipment..... Report on power plant boilers..... Report of change of occupants of quarters..... Authority for expenditure..... Report of expenditures under annual appropriations. Report of progress of work by contract. Progress of work, yard fore..... Report of electric trucks..... Report on gasoline automobiles..... Report of expenditures and operations..... Annual estimates for public works projects..... Inspection of public works and public utilities..... <i>All shore stations having torpedo storage, overhaul, or test facilities.</i>	Bureau of Yards and Doeks..... do. do. do. do. do. do. do. do. do. do. do. do.	When occurring..... When installed..... When occurring..... do. Monthly..... do. do. Quarterly..... do. do. Annually..... do. do.	1. 1. 1. 3. 1. 2. 2. 1. 1. 3. 1. 1.
N-Ord 161.....	Data on facilities.....	Bureau of Ordnance, C in C, torpedo stations on that coast.....	Annually (July 1).....	4; 2 to C in C of Sta. I, to Bureau of Ordnance, and 1 to torpedo station on that coast. Do.
N-Ord 161a or b.....	Availability of torpedoes.....	do..... do.....	Monthly.....	Do.

REPORTS FROM COMMANDANTS OF NAVAL DISTRICTS.

Sec. 3.

(In addition to those listed under "All officers in command on shore.")

Form.	Subject.	To—	When.	Copies.
N-Nav 25A	Distribution of personnel in naval districts.	Bureau of Navigation.	Monthly	
N-Nav 508	Report of personnel (U. S. N. R. F.).	do.	do.	
Letter	Report of number of officers and men (U. S. N. R. F.) on active duty for training.	do.	do.	
S&A 35a-2	Notice of confirmation in rating.	Navy Allotment Office.	When occurring.	2.
S&A 42	Pay card Naval Reserve Force.	do.	do.	
S&A 42a	Account card Naval Reserve Force.	do.	do.	
	<i>District communication superintendent.</i>			
Letter	Activities radio compass stations.	Coast communication superintendent.	do.	
N-Nav 31	Naval communication personnel in district.	do.	do.	
N-Nav 37	Report of officers on duty within the district and their specified duties.	Bureau of Navigation.	do.	
Letter	Summary of quarterly inspection of radio stations.	Coast communication superintendent.	Quarterly.	
Do.	Current status of district annual communication report.	do.	do.	
Do.	District annual communication report.	do.	Annually (July 1).	

Reports on the vessels on the Navy register assigned as district craft are to be prepared and submitted to the bureaus concerned as required by the regulations for other naval vessels.

Quarterly reports on small boats assigned to district craft are to be submitted as directed by the bureaus concerned.

Quarterly reports on district craft are to be submitted to the bureaus concerned in accordance with the directions of each bureau.

All in yearends, departures, and arrivals from one district, to another, even if only of a temporary nature, are to be reported to the Office of Naval Operations. The official numbers and types designation as reference to district craft.

Sec. 4. REPORTS FROM COMMANDING OFFICER, OR OFFICER IN CHARGE, RADIO STATIONS.

(In addition to those listed under "All officers in command on shore.")

NSE 200, 200a, 233, 234.	Abstract of commercial traffic.	Director of Naval Communications (C. T.).	Monthly	
N-Eng 267	Quarterly log of shore radio stations.	Bureau of Engineering.	Quarterly	1 to maintenance yard.
Letter	Quarterly material inspection reports of all shore radio stations.	do.	During or at the end of each quarter.	1 to D. C. S.
Do.	Covering maintenance of and improvements to their stations for the fiscal year.	Maintenance yards or stations.	Annually on or before Mar. 15	Original and 2 copies.
N-Eng 25a	Description of radio installations at shore radio stations.	Bureau of Engineering via station's maintenance yard.	Annually (Jan. 1).	1 copy to D. C. S. and 1 for D. R. M. O.
Letter	Quarterly résumé and review of all radio material activities in connection with the trans-Pacific high-power circuit.	Bureau of Engineering.	Quarterly.	

Sec. 5. REPORTS FROM COMMANDING OFFICERS, NAVAL AIR STATIONS, AND MARINE FLYING FIELDS.

(In addition to those listed under "All officers in command on shore.")

N-Eng 309.	Purity of hydrogen.	Bureau of Engineering.	Weekly; made out daily.	1.
N-Eng 309-A.	NaOH and FeS used; hydrogen produced.	do.	do.	1.
N-Eng 309-B.	Hydrogen generated and used.	do.	Weekly.	1.
N-Eng 309-C.	Serial numbers of cylinders.	do.	When shipped or received.	1.
N-Eng 309-D.	Time, chemicals used, and amount hydrogen produced.	do.	Weekly; made out daily.	1.
N-Eng 309-E.	Status of empty and filled cylinders.	do.	Weekly.	1.
N-Eng 309-F.	For reporting the receipt or shipment of aeronautical material.	Bureau of Engineering and Operations	Upon receipt of shipment of material.	1.
N-Ord 52.	Service record of torpedo.	Officer receiving torpedo.	When torpedo is transferred.	1 to Bureau of Ordnance and 1 with torpedo.
N-Ord 105.	Torpedo examination sheet.	Officer receiving torpedo and Bureau of Ordnance.	do.	
N-Ord 85a, 85b, 85d, or 85e, 85f.	Torpedo adjustment data; cause of erratic run of torpedo.	Bureau of Ordnance via official channels.	After an erratic run of a torpedo.	
N-Nav 518.	Pilot balloon ascension report.	Bureau of Navigation.	Weekly.	
213.	Airship envelope return.	Bureau of Construction and Repair.	do.	
Op-Air 102.	Aircraft log book.	do.	When aircraft is stricken from list, log book is turned in to Bureau of Construction and Repair.	
NCR 103.	Report of naval aircraft under construction.	do.	Weekly.	Bureau of Engineering, Chief of Naval Operations and Bureau of Engineering.
Letter.	Weekly letter from inspectors at manufacturing plant.	do.	do.	Chief of Naval Operations.
Prescribed form.	Weekly progress report of construction.	Bureau of Yards and Docks.	do.	1.
N-Eng 254-d.	For keeping complete history of aeronautical engines.	Bureau of Engineering.	When engine is stricken from list.	
Letter.	Communication flights.	Coast communication superintendent (via district commandants).	Monthly.	
Do.	Pigeon flight reports.	do.	do.	
Do.	Maintenance and operation of pigeon lofts.	do.	do.	
Do.	Inventory of chemicals and gas produced.	do.	do.	
N-Eng 254-c rev. 1-29.	For reporting operating time, number of replacements, and overhauls of each aeronautical engine.	Bureau of Engineering.	do.	1.
N-Eng 381.	For reporting total numbers of hours flying time and flights for aircraft.	do.	do.	1.
Prescribed form.	Heavier-than-air material report.	Chief of Naval Operations.	First day of each month.	Construction and Repair, Engineering, Ordnance, and commandant of naval district concerned.
N-Nav 509.	Report of officer.	Bureau of Navigation.	Monthly.	

REPORTS FROM COMMANDING OFFICERS, NAVAL AIR STATIONS, AND MARINE FLYING FIELDS—Continued.

(In addition to those listed under "All officers in command on shore.")

Form.	Subject.	To—	When.	Copies.
Prescribed form.	Lighter-than-air material report.....	Chief of Naval Operations.....	First day of each month.....	Bureau of Construction and Repair, Engineering, Ordnance, Navigation, and commandant of naval district concerned.
N-Nav 481, 482, 483.	Station log.....	Bureau of Navigation.....	Monthly.....	
N-Nav 520.....	Monthly summary of aerological observations.....	Bureau of Navigation (in duplicate).....	do.....	
N-Nav 519.....	Daily aerological report and journal.....	do.....	do.....	
Prescribed form.	Quarterly construction report.....	Bureau of Yards and Docks.....	Quarterly.....	Navy Department (Operations).
N-Ord 141, 141a, 142, 143, 144, 145, 146, 147, 148, 149, 150.	List of aviation ordnance on hand.....	Bureau of Ordnance.....	Quarterly, or when changes occur.....	
NCR 177.....	For keeping station record of aeronautical engines received, shipped, and stricken. Trouble report.....	Bureau of Engineering.....	Semiannually, Jan. 1 and July 1. Sent whenever aircraft is damaged or worn out.	1 card per engine. Bureau of Construction and Repair, Engineering, and any other bureau concerned.
	Airship erection and disassembly report.....	do.....	Sent at completion of erection or deflation of any airship.	Bureau and commandants concerned.

Sec. 6. REPORTS FROM COMMANDANTS OF NAVAL TRAINING STATIONS.

(In addition to those listed under "All officers in command on shore.")

Letter.....	Report of men discharged on account of physical disability, under age, etc.	Bureau of Navigation.....	Weekly.....	
N-Nav 342.....	(a) Men under instruction in trade schools.....	do.....	do.....	
	(b) Men under recruit training at training stations.....	do.....	do.....	

Sec. 7. REPORTS FROM COMMANDING OFFICERS OF HOSPITALS AND HOSPITAL SHIPS.

Special form.....			When necessary.....	2.
S. & A. 173.....	Misconduct report (admission or discharge).....	Commanding officer or supply officer carrying accounts. Officer in charge Naval Supply Station, Hampton Roads, Va.do.....	1.
S. & A. 129a.....	Request for books and blanks S. and A. forms.....	Supply officer, through commandant.do.....	Number as required
S. & A. 66.....	Stub requisition.....	Bureau of Medicine and Surgery.	When necessary, when hospitals are placed out of commission.	1.
Special book.....	Request for transfer of labor (hospitals only).do.....do.....	All filled or partially filled books.
	Bill book and commissary ledger (hospitals only).....do.....do.....	Do.
	Journal of Medical Department.....do.....do.....	Do.
	Ambulance book (hospitals only).....do.....do.....	Do.
	Burial record (hospitals only).....do.....do.....	Do.
	Summary of requisitions shipped (supply depots only).do.....	When necessary.....	1.
Letter.....	Retention or admission of supernumeraries (hospitals only).	Bureau of Medicine and Surgery, through commandant.do.....	1.
	Information slip (Nurse Corps) prepared by nurse only.do.....do.....	1.
Special form.....	Admission and discharge of officer as patient (hospitals only).	Commandant.do.....	1.
Letter.....	Transfer of patients to and from other than naval hospitals.	Bureau of Medicine and Surgery, through commandant.do.....	1.
	Report of epidemics.....do.....do.....	1.
NMS 6 and 7a.....	Public bill (on shore) special exigency.	Bureau of Medicine and Surgery.do.....	Necessary number.
NMS 5 and 5a.....	Public bill (on shore).	Purchasing officer.do.....	Do.
M&S 4 and 4a.....	Requisition for supplies.	Bureau of Medicine and Surgery through commandant.do.....	4.
	Requisition for services or supplies (on shore)do.....do.....	Necessary number.
M&S 1 and 1a.....	Examination report, Hospital Corps.do.....do.....	2.
Special form.....	Efficiency report, Hospital Corps.do.....do.....	1.
Nav 238.....	Ration notice discharge (hospitals only).	Supply officer, through commandant.do.....	1.
M&ST.....	Ration notice admission (hospitals only).do.....do.....	1.
M&SS.....	Request for blank forms.	Naval Medical Supply Depot.do.....	1.
M&SO.....	Report of deaths.....	Bureau of Medicine and Surgery, and in case of an officer an additional copy to Bureau of Navigation through commandant.	When necessary.....	2, and in case of an officer, 3.
M&SN.....	do.....do.....	1.
	Report of medical survey.....	Bureau of Medicine and Surgery through commandant.	When necessary by board of medical officers.	3.
M&SM.....	Request for medical survey.....	Commandant.	When necessary.....	1.
M&SI.....	Health record (officers).....	Bureau of Medicine and Surgery through commandant.	When necessary; upon termination of active service.	1.
	Health record (enlisted men).....do.....	When necessary; upon termination of enlistment; and when promoted to warrant officer.	1.
M&SH.....			When necessary.....	1.
M&SC.....	Hospital ticket.....	Medical officer, naval hospital through commandant.	When necessary.....	1.

REPORTS FROM COMMANDING OFFICERS OF HOSPITALS AND HOSPITAL SHIPS—Continued.

Form.	Subject.	To—	When.	Copies.
M&SF (rough). Special book.....	Abstract of patients. Register of patients (hospitals only).	Retain for file. Bureau of Medicine and Surgery.	When necessary, when hospital is placed out of commission. When necessary.	1 for each case. All filled or partially filled books.
M&SD and Da.....	Transfer of medical stores.	Bureau of Medicine and Surgery, receiving officer, and transferring officer, through commandant.	When necessary.	3.
M&SCa.....	Survey on medical property.	Bureau of Medicine and Surgery through commandant.do.....	2.
M&SC Special form.....	Survey on medical property (supply depots only).	Bureau of Medicine and Surgery.do.....	2.
S&A 84.....	Morning report of sick (stations and yards only). Pay roll (hospitals only).	Commanding officer.	Daily, each morning. On the 8th, 15th, 23d, and last day of each month.	1. 2.
M&S 1.....	Report of patients on sick list, bed capacity, and accommodations for duty personnel (hospitals only).	Disbursing officer and Bureau of Medicine and Surgery through commandant.	Weekly, week ending Saturday.	2.
Special form.....	Personal memorandum for the Surgeon General (hospitals and training stations only).	Bureau of Medicine and Surgery.do.....	1.
S&A 144.....	Estimate of funds (hospitals only).	Disbursing officer, through commandant.do.....	1.
S&A 184a.....	Recapitulation of pay roll (hospitals only).	Disbursing officer and Bureau of Medicine and Surgery through commandant.	Monthly, not later than the 3d of each month.	2.
S&A 184.....	Summary of payroll (hospitals only).	Disbursing officer and Bureau of Medicine and Surgery through commandant.do.....	3.
Special form.....	Monthly return of nurses (hospitals only).	Bureau of Medicine and Surgery through commandant.do.....	1.
Letter.....	Sanitary report (stations and yards only).	Commandant.	Quarterly, quarters ending Mar. 31, June 30, Sept. 30, and Dec. 31.	1.
M&SV.....	Quarterly return of medical stores (supply depots only).	Bureau of Medicine and Surgery.	Monthly, at end of each month, and when out of commission.	2.
M&SK.....	Statistical report.do.....do.....	1.
M&SF.....	Abstract of patients.do.....	Quarterly, quarters ending Mar. 31, June 30, Sept. 30, and Dec. 31.	1.
M&SSSpecial form	Efficiency report, nurse corps (hospitals only).do.....	Quarterly, quarters ending Mar. 31, June 30, Sept. 30, and Dec. 31.	1.
88051.....	Hospital Corps subsistence (hospitals only).do.....do.....	2.
B and B dental.....	Requisition and priced invoice for stores listed on supply table from hospitals and shore stations.	To nearest naval medical supply depot. If in excess of allowance to bureau of Medicine and Surgery, with explanatory letter.	Semiannually; hospitals, Mar. 1 and Sept. 10; shore stations, Apr. 1 and Oct. 1.	4.
Special form for examining boards, Medical Corps.	Merit roll of candidates for admission or promotion in Medical Corps.	Bureau of Medicine and Surgery.	Semiannually, Jan. 1 and July 1.	1.

Special form.....	List of headstones for unmarked graves in naval cemeteries (hospitals only).do.....	Annually, July 1.....	2.
Do.....	Statement of cost of maintenance (hospitals only).do.....do.....	2.
Letter.....	Sanitary report.....	Bureau of Medicine and Surgery through commandant.	Annually, Jan. 1, and when out of commission.	1.
M&SP.....	Report of operations.....	Bureau of Medicine and Surgery.....do.....	1.
M&SH.....	Medical history (officers).....	Bureau of Medicine and Surgery, except in case of midshipmen, when they will be retained until termination of service, through commandant.	Annually, July 1.....	All loose sheets containing medical history.
M&SD and Da.....	Inventory of property.....	Bureau of Medicine and Surgery.....do.....	1.

Sec. 8. REPORT FROM GOVERNOR OF NAVAL HOME.

Naval Home form	Beneficiaries.....	Bureau of Navigation (direct).....	Monthly.....	
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Sec. 9. REPORTS FROM ACCOUNTING OFFICERS.

Form.	Name of form.	Original sent to—	How often sent.	Copies.
	<i>By accounting officers (industrial).</i>			
S&A 43.....	Report of ships' requisitions approved for purchase of items not in store.	S. and A.....	Monthly.....	None.
S&A 70.....	Monthly transfer statement, N. S. A. credit.do.....do.....	1 to S. and A.
S&A 71.....	Invoices (receipt and expenditure)do.....do.....	As required.
S&A 119b.....	Abstract of material summarized.do.....do.....	None.
S&A 125.....	Statement of charges.	Bureau concerneddo.....	1 to S. and A.
S&A 130.....	Monthly report of primary accounting papers.	S. and A.....do.....	None.
S&A 134.....	Statement of provisions, clothing, and small stores condemned to be sold.do.....do.....	Do.
S&A 141.....	Clothing and small stores balance sheet.do.....do.....	Do.
S&A 157b.....	Balance sheet, title X, accounting stores.do.....do.....	Do.
S&A 147.....	Abstract of receipts (or expenditure) vouchers.do.....do.....	Do.
S&A 162.....	Summary of memorandum invoices of articles manufactured.do.....do.....	Do.
S&A 176a.....	Summary of store invoices, card (titles P. and C.)	S. and A.....do.....	1 to S. and A.
S&A 178.....	Summary of stub requisitions (separate for each account).do.....do.....	None.
S&A 222.....	Transfer statement, other than N. S. A. credits.do.....do.....	1 to S. and A.

REPORTS FROM ACCOUNTING OFFICERS—Continued.

Form.	Name of form.	Original sent to—	How often sent.	Copies.
S & A 261..... S & A 280.....	<i>By accounting officers (industrial)—Continued.</i> Journal voucher (with copies of S. and A. Form 88). Monthly report of expenditures.....	S. and A. do.....	Monthly. do.....	None. 1 copy to commandant and industrial manager, partial copies to bureaus and other Government departments and yards department concerned. 1 to each bureau concerned. Do. 1 to each bureau and yard concerned. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau concerned. Do. 1 to each bureau and yard concerned. Do. Do. Do. Do.
S & A 280b.....	Summary of expenditures, by appropriations and titles.	do.....	do.....	1 to each bureau and yard concerned. Do. Do. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau concerned. Do. 1 to each bureau and yard concerned. Do. Do. Do. Do.
S & A 285a-1..... S & A 285c.....	Paint manufacturing plant, cost summary. Monthly cost summary, iron, steel, and brass foundries.	do..... do.....	do..... do.....	1 to each bureau and yard concerned. Do. Do. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau concerned. Do. 1 to each bureau and yard concerned. Do. Do. Do. Do.
S & A 285e..... S & A 286h..... S & A 286i..... S & A 286j..... S & A 287a..... S & A 297..... S & A 298.....	Clothing factory monthly cost summary. Foundry monthly cost summary. Foundry monthly cost summary. Foundry monthly material summary. Galvanizing plant cost summary. Gas manufacturing plant cost summary. Summary of general expense.	do..... do..... do..... do..... do..... do..... do.....	do..... do..... do..... do..... do..... do..... do.....	1 to each bureau and yard concerned. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau concerned. Do. 1 to each bureau and yard concerned. Do. Do. Do. Do.
S & A 298a..... S & A 298b.....	Report of operations. Detailed statement of general expense.	do..... do.....	do..... do.....	1 to each bureau and yard concerned. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau and yard concerned. Do. Do. Do. Do.
S & A 298b-030..... S & A 298b-031..... S & A 298b-032..... S. & A. 298b-033.....	Cost of generating steam. Cost of heat. Cost of generating electricity. Cost of hydraulic power.	do..... do..... do..... do.....	do..... do..... do..... do.....	1 to each bureau and yard concerned. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau and yard concerned. Do. Do. Do. Do.
S & A 298b-034.....	Cost of pneumatic power.	do.....	do.....	1 to each bureau and yard department concerned. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau and yard department concerned. Do. Do. Do. Do.
S & A 299..... S & A 299a.....	Summary of shop expense. Trial balance of general ledger.	do..... do.....	do..... do.....	1 copy to each yard department concerned. 1 to each bureau and yard department concerned. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau and yard department concerned. Do. Do. Do. Do.
S & A 299b-1.....	Detailed statement of shop expense.	do.....	do.....	1 to each bureau and yard department concerned. Do. Do. Do. Do. Do. Do. Do. 1 to each bureau and yard department concerned. Do. Do. Do. Do.
S. & A. 299b-2..... S. & A. 299c..... S. & A. 176.....	Detailed statement of shop expense, foundry group. Summary of direct shop expense. Summary of store invoices, title X (with invoice). Recapitulation of rope-walk operations (Boston).	do..... do..... Navy Property Accounting Officer. S. and A.....	do..... do..... do..... Quarterly	1 to S. and A. Do. Do. Do. Do. Do. Do. Do. 1 to S. and A. Do. Do. Do. Do.

S&A 212.....	Abstract of heat and light furnished to officers.....	do.....	do.....	Do.
S&A 286.....	Summary of plant inventory.....	do.....	Annually (July 1).....	Do.
S&A 286c.....	Annual report of plant additions and maintenance.....	do.....	do.....	1 to yard department concerned.
<i>By commanding officers and heads of departments (nonindustrial).</i>				
S&A 150.....	Report of expenditures.....	do.....	Monthly.....	Each head of department.
S&A 150b.....	Summary of expenditures by appropriations and titles.....	do.....	do.....	Do.
S&A 162.....	Summary of memorandum invoices of articles manufactured.....	do.....	do.....	Do.
S&A 166.....	Summary of work under title Z.....	do.....	do.....	Do.
S&A 167.....	Summary of work in progress under title R (accompanied by Form 18 for all completed work). Monthly cost of work.....	do.....	do.....	Do.
S&A 206-S.....	Cover for supplies and accounts Form 150.....	do.....	do.....	Do.
S&A 150a.....	Survey report, N. S. A. material.....	Bureau concerned.....	When occurring.....	Head of department and bureau concerned.
S&A 154-1.....	Survey report, other than N. S. A. material.....	do.....	do.....	Do.

REPORTS FROM SUPPLY OFFICER ASHORE.

Sec. 10.

<i>By supply officer (industrial yard).</i>				
S&A 116.....	Report of naval fuel depot personnel.....	S. and A.....	Monthly.....	None.
S&A 113.....	Fuel report.....	do.....	do.....	Do.
S&A 294.....	Voucher for electric current, water, and heat, officers (where no checkages or cash collections are made). Telegraphic report of fuel supplies on hand and expended preceding month.....	do.....	do.....	2 to S. and A.
S&A 14.....	Invoice and excess stock report.....	do.....	Semi-monthly.....	None.
S&A 117-1.....	Report of naval fuel depot.....	do.....	Quarterly.....	1 to S. and A.
S&A 115.....	Fuel report.....	do.....	do.....	None.
S&A 117-2.....	Report of naval fuel depot.....	do.....	Annually.....	Do.
<i>By supply officer (nonindustrial).</i>				
S&A 70.....	Monthly transfer statement, N. S. A. material.....	do.....	Monthly.....	1 to S. and A.
S&A 71.....	Invoice (receipt and expenditure).....	do.....	do.....	Copies as required.
S&A 82.....	Invoice of usage surveyed and recommended to be turned into store.....	do.....	do.....	1 to S. and A.
S&A 116.....	Report naval fuel depot personnel.....	do.....	do.....	None.
S&A 119b.....	Abstract of material summarized.....	Bureau concerned.....	do.....	Do.
S&A 126.....	Statement of charges.....	Bureau concerned.....	do.....	1 to S. and A.
S&A 127.....	Store invoice (with monthly returns), titles B and C.....	S. and A.....	do.....	Copies as required.

REPORTS FROM SUPPLY OFFICER ASHORE—Continued.

Form.	Name of form.	Original sent to—	How often sent.	Copies.
	<i>By supply officer (nonindustrial)—Continued.</i>			
S&A 134	Statement of provisions, clothing, and small stores condemned to be sold.	S. and A.	Monthly	None.
S&A 140	Balance sheet, title X, provisions	do.	do.	Do.
S&A 141	Clothing and small stores balance sheet.	do.	do.	Do.
S&A 147	Abstract of receipts (and expenditure) vouchers.	do.	do.	Do.
S&A 157a	Class balance sheet.	do.	do.	Do.
S&A 157b	Balance sheet, title X, account stores.	do.	do.	Do.
S&A 162	Summary of memorandum invoices of articles manufactured.	do.	do.	Do.
S&A 178	Summary of stub requisitions (separate for each account).	do.	do.	Do.
S&A 220	Request for shipment (with monthly returns).	do.	do.	Copies as required.
S&A 222	Transfer statement involving adjustment of appropriations.	do.	do.	1 to S. and A.
S&A 253	Request for appropriation reimbursement.	do.	do.	None.
S&A 254	Voucher for electric current, water, etc.	do.	do.	Copies as required.
S&A 176	Summary of store invoices, title X.	S. and A.	do.	1 to S. and A.
S&A 176a	Summary of store invoices, titles B and C.	Navy Property Accounting Officer.	do.	None.
S&A	Telegraphic report of fuel supplies on hand and expended preceding month.	do.	do.	Confirmed.
S&A 212	Abstract of heat and light furnished to officers.	do.	do.	1 to S. and A.
S&A 14	Inactive and excess stock report.	do.	Semimonthly	Do.
S&A 115	Fuel report.	do.	Monthly and quarterly	None.
S&A 117-1	Report of naval fuel depot.	do.	Quarterly	Do.
S&A Letter	Report of material in store reserved for use in the establishment of naval bases.	Secretary of Navy (Operations) for General Board and Ordnance.	do.	2 copies.
S&A 117-2	Report of naval fuel depot.	S. and A.	Annually	None.
S&A 248	Navy yard, contract (over \$500 and over 5 days).	Auditor.	When occurring	1 to S. and A.
S&A 249	Supplementary agreement, navy yard, no bond.	do.	do.	Do.
S&A 250	Supplementary agreement, navy yard, with bond.	do.	do.	Do.
	<i>By commissary officer.</i>			
S&A 119	Account current (with substantiating vouchers).	Auditor.	Quarterly	1 to S. and A. (also monthly account current to S. and A.)
S&A 71	Invoice (receipt and expenditure).	S. and A.	do.	None.
S&A 142	Commissary store balance sheet.	do.	do.	Do.
S&A 143	Certified inventory.	do.	do.	Do.
S&A 147	Abstract of receipt (or expenditure) vouchers.	do.	do.	Do.

REPORTS FROM SUPPLY OFFICER (REGARDING NAVIGATIONAL INSTRUMENTS), NAVY YARDS, BASES, AND SUPPLY STATIONS.

Form.	Subject.	To—	When.	Copies.
N-Nav. 164.	Naval Observatory ship's chronometer card.....	Naval Observatory.....	When chronometers are received or transferred.	
N-Nav. 163.	Report of navigational instruments in stock (other than compass and compass fittings).	do.....	Monthly.....	
NNO. No. 43.	Report of compasses and compass material in stock on the last day of each month.	do.....	do.....	
Letter.....	Report of chronometers in stock received and transferred.	do.....	Quarterly.....	
	Inventory of gyro-compass material in stock.....	do.....	do.....	

REPORTS FROM NAVY PURCHASING OFFICE.

Form.	Subject.	To—	When.	Copies.
S&A 85.	Public bills.....	Auditor.....	Quarterly.....	2 to S. and A. from day to day.
S&A 119.	Account current.....	do.....	do.....	2 to S. and A. (A. C. is also rendered monthly to S. and A.)
S&A 119a.	Abstract of appropriations chargeable.....	S. and A.....	do.....	Separate sheet for each heading on A. C.
S&A 96.	List of vouchers paid (in duplicate).	do.....	From day to day.....	1 to S. and A.
S&A 124.	Advertisement voucher.....	Auditor.....	Quarterly.....	2 to S. and A. as paid.
S&A 248.	Navy-yard contract.....	do.....	do.....	1 to S. & A. when prepared.
S&A 249.	Supplementary agreement, navy yard (without bond).	do.....	do.....	Do.
S&A 250.	Supplementary agreement, navy yard (with bond).	do.....	do.....	Do.
S&A 258.	Statement of excess in cost.....	S. and A.....	When occurring.....	None.

REPORTS FROM DISBURSING OFFICER (ASHORE).

Form.	Subject.	To—	When.	Copies.
S&A 96.	List of vouchers paid.....	S. and A.....	When occurring.....	2.
Letter.....	Deposits of funds, showing source of receipt, amounts deposited, certificate of deposit, etc.	Auditor.....	do.....	do.....
Do.....	Account of sale.....	do.....	do.....	do.....
Do.....	Account of sale and list of purchasers and amount realized from each.	S. and A.....	do.....	do.....
S&A 49.	Abstract of deposits.....	Auditor.....	Monthly.....	Monthly and upon detachment.
S&A 22.	Report of special deposits.....	S. and A.....	do.....	do.....

REPORTS FROM DISBURSING OFFICER (ASHORE)—Continued.

Form.	Subject.	To—	When.	Copies.
S & A 119.....	Account current.....	S. and A.	Monthly and upon detach- ment.	1 to S. and A.
S & A 119a.....	Abstract of appropriations chargeable.	do.	do.	Do.
S & A 60.....	Money requisition on the Paymaster General.	do.	Monthly or as required.	1 to C. and R.
NCR 60.....	Cost of building United States ship.	do.	Monthly	1 to Bureau of Engi- neering.
NSI 102.....	do.	do.	do.	do.
S & A 1.....	Pay roll (personnel) and supporting vouchers.....	Auditor.	Quarterly and upon de- tachment.	As may be required at yard.
S & A 13.....	Analysis of pay by ranks and ratings.....	S. and A.	do.	Do.
S & A 23.....	Sale of condemned supplies, deposits by bidders.....	Auditor.	do.	1 to S. and A.
S & A 23a.....	Sale of condemned supplies, invoices.....	do.	do.	Do.
S & A 24.....	Summary statement of special deposits.....	do.	do.	1 to S. and A.
S & A 25.....	Summary statement of sales of condemned materials.....	do.	do.	Do.
S & A 50.....	Statement of deposits and interest.....	do.	do.	2 to S. and A. and 1 to each bureau con- cerned.
S & A 77.....	Public bill (manufacturing contracts) preliminary.....	do.	do.	Do.
S & A 77b.....	Public bill (manufacturing contracts) monthly.....	do.	do.	2 to S. and A. and 1 to each bureau con- cerned.
S & A 81.....	Yard labor roll, piece work (smooth).....	do.	do.	Do.
S & A 85.....	Public bill (supplies and services).....	do.	do.	2 to S. and A. and 1 to each bureau con- cerned.
S & A 85-1.....	Statement of settlement, N. S. A. material.....	do.	do.	Do.
S & A 86-a.....	Yard labor rolls.....	do.	do.	2 to S. and A. and 1 to each bureau con- cerned.
S & A 88.....	Public bill (new construction).....	do.	do.	Do.
S & A 89.....	Public bill (repair to vessels).....	do.	do.	2 to S. and A. and 1 to each bureau con- cerned.
S & A 95.....	Public bill (advanced pay).....	do.	do.	Do.
S & A 98.....	Public bill, mileage.....	do.	do.	1 to S. and A.
S & A 99.....	Account civil, witness not in Government employ.....	do.	do.	Do.
S & A 100.....	Account civil, witness in Government employ.....	do.	do.	Do.
S & A 101.....	Account current.....	do.	do.	Do.
S & A 119.....	Abstract of appropriations chargeable.....	do.	do.	2 to S. and A.
S & A 109.....	Statement of unclaimed wages.....	do.	do.	Do.
S & A 184.....	Labor roll summary.....	do.	do.	Do.
S & A 254.....	Voucher for electric current, water and heat (where checkages or cash collections are made).	do.	do.	1 to S. and A. monthly. Copy to auditor.
S & A 258.....	Statement of excess in cost.....	do.	do.	Do.
S & A 61.....	Pay roll summary.....	S. and A.	do.	1 to S. and A.
Letter.....	Statement of unclaimed wages paid during quarter succeeding that in which wages were earned.	Auditor.	Quarterly	Do.
NCR 54.....	Public bill (for payment on new vessels).....	do.	do.	2 to S. and A.

Sec. 14. REPORTS FROM OFFICERS IN CHARGE, RECRUITING STATION.

Prescribed form.....	Leases.....	Bureau of Navigation.....	When occurring.....	Solicitor, recruiting officer, Department of Interior, auditor, and landlord.
N-Nav 512.....	Notice of changes in personnel.....do.....do.....	
N-Nav 114.....	Requisition for funds.....	Bureau of Navigation for transmittal to S. and A.	As necessary	
Letter.....	Copies of all printed matter for Joint Committee on Printing.	Secretary of the Navy via Bureau of Navigation.	As issued (when necessary).	
Do.....	Copies of journals, magazines, and periodicals printed by recruiting officers for Joint Committee on Printing.do.....do.....	
Telegram.....	Report of enlistments.....	Bureau of Navigation.....	Daily.....	
N-Nav 4.....do.....do.....do.....	
N-Nav 275.....	Report of fitness of enlisted men on recruiting duty.....	Bureau of Navigation for transmittal to S. and A.	Monthly	
S&A 119, 119a, 85.....	Disbursing returns.....	Bureau of Navigation.....	Monthly and upon detachment.	
Letter.....	Amount expended at end of month not covered on N. S. A. 268.....do.....	Monthly	
Do.....	Samples of all printed matter, with notation as to number of copies and cost, for Joint Committee on Printing.....do.....	Monthly, when necessary.	
Do.....	Status of allotment under "Transportation and recruiting, Navy".....do.....	Monthly	
Do.....	Supplies from Navy Yard, with cost.....do.....do.....	
Joint Committee on Printing No. 3.....	Government periodicals report.....do.....	Quarterly, when necessary	
S&A 119, 119a, 85.....	Disbursing returns.....	Bureau of Navigation for transmittal to Auditor for Navy Department.	Quarterly and upon detachment.	S&A 119 and 119a to S. and A.
Letter.....	Report of expenses of motor vehicles.....	Bureau of Navigation.....	Quarterly, when necessary.	
Do.....	Report of additional machinery acquired or disposed of (mimeograph, typewriter, printing press).....do.....do.....	
Joint Committee on Printing No. 1.....	Printing plant report, J. P. N. O. 1 (all printing and binding done at Government plant).....do.....do.....	
Joint Committee on Printing No. 2.....	Contract printing report.....do.....do.....	
Letter.....	Report of motor vehicles.....do.....do.....	
S&A 85.....	Public bill.....	Auditor.....	Semiannually.....	1 to S. and A. monthly.
S&A 119a.....	Abstract of appropriations chargeable.....do.....	Quarterly.....	S. and A.
S&A 119.....	Account current.....do.....do.....	Do.
S&A 119.....do.....	S. and A.....	Monthly.....	None
S&A 268.....	Schedule of transportation, etc.....do.....	Semiannually.....	1 to Navigation.
Letter.....	Report of expenditures, "Maintenance, Yards and Docks".....	Bureau of Yards and Docks.....	Monthly.....	

Sec. 15.

**REPORTS FROM OFFICER IN CHARGE OR CUSTODIAN (WHERE NO SUPPLY OFFICER IS ATTACHED TO ACTIVITY),
NAVAL FUEL DEPOTS.**

Form.	Subject.	To—	When.	Copies.
116.....	Report naval fuel depot personnel.	S. and A.	Monthly.....	
115.....	Fuel report.	do.	Monthly or quarterly.....	
117.....	Report of coal loading.	do.	When occurring.....	
117-1.....	Quarterly report naval fuel depot (fuel).	do.	Quarterly.....	
117-2.....	Annual report naval fuel depot (fuel).	do.	Annually.....	
Letter.....	Report of chemical analysis of fuel oil, gas oil, gasoline, kerosene, etc.	Bureau of Engineering.	When occurring.....	1.

Sec. 16.

REPORTS FROM ALL OFFICERS.

N-Nav 443.....	Report of fitness of officers.....	Bureau of Navigation.....	Sept. 30, Mar. 31, or upon detachment of officer or commanding officer.	
N-Nav 317.....	Record of address and name of next of kin.....	do.	When officer enters service.	1 to supply officer carrying officers' accounts.
N-Nav 96.....	Acceptance of commission—oath of office.....	do.	When commissioned and when specifically required by BuNav.	When occurring.....
N-Nav Sp. slip (4), 296.....	Dates of receipt orders, travel, and reporting in obedience thereto.	Bureau of Navigation via immediate senior.	do.	Officer carrying account.
N-Nav 296.....	Report of leave of absence, by immediate senior of officer granted leave.	Bureau of Navigation.....	do.	1 copy to enlisted personnel and 1 to service records.
N-Nav 521.....	Naval officers and enlisted men.....	do.	When occurring.....	Do.
Do.....	Marine officers and enlisted men.....	do.	When occurring.....	Do.
N-Nav Sp. slip (1), 222.....	Nurses.....	Marine Corps Headquarters.	Upon entry in service or when change is desired.	
N-Nav 222.....	Acknowledging receipt of orders.....	Bureau of Medicine and Surgery.	do.	
N-Nav 236.....	Change of official home address.....	Bureau of Navigation via immediate senior.	When occurring.....	
Do.....	Officer's compensation slip: Naval officer.....	Bureau of Navigation.....	When change is desired.....	
Do.....	Marine officer.....	do.	When change is desired.....	
N-Nav 253.....	(Supplements NO Nav 521.) Report of physical examination.....	Marine Corps Headquarters.	Upon entry in service or when change is desired.	
Do.....	From individual officers who have signed receipts for copies.....	Bureau of Medicine and Surgery.....	do.	
N-Ord 159.....	All confidential ordnance publications which have been issued to such officer, showing titles and register numbers.....	Bureau of Ordnance.....	Annually (Jan. 1).....	

Sec. 17.

REPORTS FROM ALL FLAG AND COMMANDING OFFICERS AFLOAT.

Letter.....	Report of any important service or other matter of interest.	Navy Department (Operations) through force commander if in his presence, or if on detached service direct. In latter case force commander shall be furnished a copy.	When occurring.....
See forms.....	Report of target practice. Copies of important unexecuted orders. Barge or other boats transferred. Destruction of secret and confidential code and signal publications (except issuing officers). Important hydrographic information concerning navigation of ship, dangerous obstructions to navigation, etc.	do..... do..... Bureau of Construction and Repair..... Director of Naval Communications (C. T.). Hydrographic Office.....	do..... When relieved abroad..... When occurring..... do..... do.....
C&S 5/2.....	Transfer of secret and confidential code and signal publications (except issuing officers).	Director of Naval Communications (C. T.).	do.....
C&S 42, 42a.....	Code and signal publications issued, destroyed, and on hand (issuing officers).	Director of Naval Communications (C. and S.).	Monthly.....
N-Nav 72.....	Communication record.	Bureau of Navigation.....	do.....
NSE 200, 200a, 233, 234.....	Abstract of commercial traffic.	Director of Naval Communications (C. T.).	do.....
C&S 5/2.....	Code and signal secret and confidential publications on hand.	Director of Naval Communications (C. and S.).	Quarterly.....
N-Nav 443.....	Officers reports of fitness.	Bureau of Navigation.....	Semiannually.....
NHO 6983.....	List of confidential charts and other confidential publications of Hydrographic Office.	Hydrographic Office.....	Semiannually and when relieved of command.
N-Ord 159.....	All confidential ordnance publications which have been issued, showing titles and register numbers.	Bureau of Ordnance.....	Annually, Jan. 1, and when relieved of command.
K ₂	Report of casualties.	1 to Bureau of Medicine and Surgery.....	When occurring.....
S&A 21.....	Account current.	Auditor.....	Quarterly.....
S&A 21a.....	Schedule of disbursements.	do.....	do.....
S&A 51.....	Public bills.	do.....	do.....

Nearest lighthouse inspector in case of temporary deficiency in aids to navigation.

2.
1 to S. & A. and 1 to bureau concerned.

Sec. 18.

REPORTS FROM SENIOR OFFICER PRESENT AFLOAT.

The senior officer present of a force attached to a fleet shall submit to his commander in chief the following reports. Should the subject of the report be one of which the department should be advised without the delay incidental to transmission through the commander in chief, a duplicate shall be forwarded to the department and the commander in chief advised thereof.

- (1) When occurring, collision, grounding, or other casualty.
- (2) When occurring, report of any important service.

REPORTS FROM ALL FLAG OFFICERS AFLOAT.

Sec. 19.

Form.	Subject.	To—	When.	Copies.
N-Nav 70, 71, 490, 491.	Report of inspection of ships.....	Navy Department (Operations).....	When occurring.....	
N-Nav 37.....	Officers on staff..... Name and register number of gunnery and engineering publications in confidential library. <i>Prepared by Staff Force or Division Gunnery Officer.</i>	Bureau of Navigation..... Navy Department (Operations).....	Monthly..... Annually, Jan. 1, and when relieved of command.	
Letter.....	Report of condition of the ordnance of the unit..... <i>Prepared by Staff Paymaster.</i>	Bureau of Ordnance.....	Annually, July 1.....	
Do.....	Report of inspection of accounts and of supply officer. <i>Prepared by Staff Engineer.</i>	Bureau of Supplies and Accounts.....	Quarterly and when directed.	
Do.....	Condition of steam machinery and boilers.....	Chief of Naval Operations.....	Semiannually, June 30 and Dec. 31.	1 to Navy Department (Operations), 1 retained by CinC.

Sec. 20.

REPORTS FROM COMMANDER IN CHIEF.

Letter.....	Original records of official correspondence.....	Navy Department (Operations).....	When detached without relief. Monthly.....	
Do.....	Condition of readiness of each force of the fleet with reference to the "condition of readiness for war" in effect (confidential). Report outlining the radio and sound material activities of the fleets during the preceding fiscal year, and recommendations for the ensuing fiscal year. Report of command (see art. 699). <i>Prepared by Fleet Surgeon or Medical Officer.</i>	Chief of Naval Operations..... Secretary of the Navy.....do.....do.....	Annually, Apr. 1..... Annually, July 1.....	1 to DNC and 1 to Bureau of Engineering.
Do.....	Transfer of patients to and from civil hospitals.....	Bureau of Medicine and Surgery.....	When occurring.....	1.
Do.....	General sanitary report of fleet.....do.....	Annually.....	1.

REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS.

Sec. 21.

(In addition to those listed from "All flag and commanding officers.")

Letter.....	Report of full power, endurance, and smoke-prevention runs.	Navy Department (Operations).....	When occurring.....
Letter.....	Losses of anchors or chains.	Bureau of Construction and Repair.....do.....
Letter.....	Report of docking, when docked elsewhere than at navy yard.	Bureau of Construction and Repair, through S. O. P.do.....
Do.....	Report of work to be undertaken by the ship's force during a visit to a navy yard for overhaul.	Bureau concerned and commandant of industrial manager.	As occurring upon arrival at navy yard.
N-Eng 29.....	Changes in power-boat machinery, giving type and number of the engine or make and type of the boiler, or both, as may be applicable with Bureau of Construction and Repair registry number of the hull.	Bureau of Engineering.....	Do.
Do.....	Radio compass deviation curve, after each calibration of radio compasses.do.....	After each calibration of radio compass.
Chart constructed, with original data and computations.	Radio compass deviation curve, after each calibration of radio compass.	Bureau of Engineering, via maintenance yard station.do.....
Chart showing traverse angle and sounding taken.	Surveys of shoals, harbors, or dangers to navigation discovered or inaccurately charted.	Hydrographic Office.....	When occurring.....
No form or letter required.	Investigation when in vicinity of suspected dangers, of indication of shoal water, or dangers not charted.do.....do.....
Letter.....	Ship or station paper.	Bureau of Navigation.....	When published.....
N-Nav 330.....	Report of passengers carried and authority.do.....	When occurring.....
N-Nav 599.....	Report of transfer or return of motion pictures.	United States Navy Motion-Picture Exchange.	Upon transfer.....
N-Nav 328.....	Receipt of motion pictures.do.....	Upon receipt.....
N-Nav 151.....	Request for motion pictures.do.....	As necessary.....
NNO 4.....	Compass record book.	Naval Observatory.....	On going out of commission.
NNO 1, 2, and 3.....	Chromometer records.do.....	When book is filled or ship goes out of commission.
N-Nav 40, 152.....do.....	Naval Observatory, sent with chronometer.	When chronometer is transferred.
Do.....	Compass reports for all compasses installed, with all correctors removed and after compensation.	Bureau of Navigation.....	At first opportunity after commission, when crossing magnetic equator, and as soon after target practice as practicable.
	Compass reports for all compasses, with all correctors removed and after compensation.do.....	When extensive alterations have taken place in vicinity of magnetic compasses causing changes in magnetic surroundings.

REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS.

(In addition to those listed from "All flag and commanding officers.")

Form.	Subject.	To—	When.	Copies.
N-Nav 525.....	Changes in gyro compass personnel.....	Bureau of Navigation.....	When occurring.....	
N-Nav 521.....	Beneficiary slip.....	do.....	When beneficiary or change in beneficiary is designated.	
N-Nav 351, 351A, or 351B, and 15, N-Nav 323.....	Shipping articles and consent of parents when necessary.	do.....	When enlistments are made.	
N.S.A. 227.....	Agreement to extend enlistment.....	do.....	When occurring.....	
N-Nav 64.....	Report of surrender or delivery of deserter.....	do.....	do.....	
N-Nav 54.....	Report of officers reported, detached or orders received.....	do.....	do.....	
N-Nav 21.....	Report of rejections of applicants for enlistment.....	do.....	do.....	
	Transcript of record.....	do.....	A accompanying recommendations for advancement to chief petty officer, or permanent appointment as chief petty officer, or appointment as warrant officer, or when reservist is transferred to inactive duty.	
N-Nav 7.....	Descriptive list.....	do.....	When necessary.....	Original N-Nav 6 to be indorsed by supply officer as to payment of gratuity.
N-Nav 6 and 7.....	Honorable discharge and verification of descriptive list.....	do.....	Upon enlistment within 4 months of discharge.	
N-Nav 2.....	Identification record.....	do.....		
N-Nav 1, 352, 353.	Service or enrollment record.....	do.....	When enlistments are made or men discharged for misconduct by sentence of court-martial.	
Weather Bureau forms.	Meteorological reports (see art. 1023 (2)).	Government Observer, Washington, D. C., or San Francisco, Calif.	When men are discharged, die, or desert.	
N-Nav 8.....	Changes of enlisted personnel resulting from men received, transferred, deserted, died, surrendered, or delivered, or changes in rating, or from any other cause.	Bureau of Navigation.....	Daily at sea under certain conditions.	
N-Nav 1, 352, 353.	Service record or enrollment record.....		Daily, or when changes occur.	
N-Nav 531.....	Report of pictures exhibited.....	Vessel or station to which man is transferred.	Daily, or when transfer is made.	
N-Nav 25.....	Report of vacancies.....	United States Navy Motion-Picture Exchange.	Weekly when exhibited.....	
N-Nav 528.....	Men detailed to gyro compass duty.....	Bureau of Navigation.....	Semi-monthly (15th and last day of month).	
		do.....	Monthly.....	

Surface craft, N-Nav 22, 19, 43, and 46 (N-Nav 410 if specially authorized); submarines N-Nav 25, 319, N-Nav 37, N-Nav 9, Form H, N-Eng 33.	Smooth deck log.....do.....	do.....	do.....	Monthly, on first. Monthly.....do.....	In duplicate.
Roster of officers. Report of enlistments. Record of engineering performances (except submarines). Report of electric plant.	do.....do..... Department (Operations). Bureau of Engineering.	do.....do..... Bureau of Engineering.	do.....do.....	Quarterly, by all vessels in commission except torpedo craft and auxiliaries who submit same annually on July 1. do.....do.....	1. 1.
Engine-room log (not submitted by S/M and yard craft). Quarterly reports on sound apparatus, including condition and use made of sound apparatus during the quarter. Quarterly report of motion pictures exhibited.	do.....do..... Supply officer (in triplicate).	do.....do..... Bureau of Navigation.	do.....do.....	Quarterly, when crew is relieved during commission; upon commissioning. Quarterly.....	1 to home yard of ship. United States Navy Motion-Picture Exchange; supply officers' files.
Condition of gyro-compass set and its action during quarter. Musters roll.	do.....do.....	do.....do.....	do.....do.....	Quarterly, when crew is relieved during commission; upon commissioning. Quarterly.....	In case of destroyers, Eagle boats and mine sweepers, copy to destroyer stores officer.
Statement of allotments under appropriation "Recreation for enlisted men."	do.....do.....	do.....do.....	do.....do.....	Quarterly.....	1 to division commander, squadron commander, and CinC; 1 to home yard or station of ship or aircraft.
Inventory of all gyro-compass equipment on board. Description of radio installations on ships or aircraft.	do.....do..... Bureau of Engineering, via official channels of fleet, if attached to fleet; otherwise direct to Bureau of Engineering.	do.....do.....	do.....do.....	Semiannually. Annually (July 1).....	1
Annual report of engineering performances.	Department (Operations) via official channels. Bureau of Engineering.....	do.....do.....	do.....do.....	Annually (June 30).....	1 to each bureau concerned.
Complete data of the electrical equipment. Report that annual inventory has been completed. Surveys for missing and unfit-for-use articles prepared for submission, and custody receipts brought up to date. Performance curves.	S. and A.....do.....	do.....do.....	do.....do.....	Annually (July 1). Annually (June 30).....	1. 1 to each bureau concerned.
Letter.....	do.....do.....	do.....do.....	do.....do.....	do.....do.....	1.
N-Nav 168, 169, 173, 174, N-Nav 5, 5a.	do.....do.....	do.....do.....	do.....do.....	do.....do.....	
Letter.....	do.....do.....	do.....do.....	do.....do.....	do.....do.....	
N-Nav 25-B.	do.....do.....	do.....do.....	do.....do.....	do.....do.....	
Letter.....	do.....do.....	do.....do.....	do.....do.....	do.....do.....	
N-Eng 260.	do.....do.....	do.....do.....	do.....do.....	do.....do.....	
Letter.....	do.....do.....	do.....do.....	do.....do.....	do.....do.....	
N-Eng 19.	do.....do.....	do.....do.....	do.....do.....	do.....do.....	

REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS—Continued.

(In addition to those listed from "All flag and commanding officers.")

Form.	Subject.	To—	When.	Copies.
N-Eng 71.....	Description of sound installations on ships.....	Bureau of Engineering, via official channels of fleet, if attached to fleet; otherwise direct to Bureau of Engineering.	Annually (Jan. 1).....	1 to division commander, squadron commander, and CinC, and to home yards or stations of ships.
N-Nav 162.....	Inventory of compasses and instruments.....	Bureau of Navigation.....	At first opportunity after commissioning and annually on June 30. Annually (June 30). Annually (Mar. 31).....	
N-Nav 159..... N-Nav 8.....	Deviation tables of all compasses. Report of enlisted men on board. <i>Prepared by medical officer afloat.</i>	Bureau of Navigation..... do.....		
M&S, B, and B dental.	Requisition and priced invoice for stores listed on supply table, for cruising ships.	Direct nearest naval medical supply depot. If in excess of allowance to Bureau of Medicine and Surgery, with explanatory letter. Bureau of Medicine and Surgery.....	When necessary.....	4.
Special book.....	Journal of the Medical Department.....	Bureau of Medicine and Surgery.....	When necessary; upon ships being placed out of commission. When necessary.....	All filled or partially filled. 2. 4.
Letter.....	Report of epidemics.....	Bureau of Medicine and Surgery and fleet surgeon, CinC. do.....	do.....	4.
Do.....	Transfer of patients to and from other than naval hospitals. Special requisition for supplies.....	Nearest naval medical supply depot. If in excess of allowance, for articles not on supply table, to the Bureau of Medicine and Surgery, with an explanatory letter. Bureau of Medicine and Surgery.....	do.....	2. 4.
M&S, 4 and 4a...	Examination report, Hospital Corps, United States Navy. Recruiting statistics.....	do.....	When necessary; cruising ships annually, Jan. 1; receiving ships for the quarters ending Mar. 31, June 30, Sept. 30 and Dec. 31. do.....	2. 1.
Special form.....	Request for blank forms.....	Nearest medical supply depot.....	When necessary.....	1.
M&S X.....	Report of death.....	Bureau of Medicine and Surgery and, in case of an officer, to Bureau of Navigation. Bureau of Medicine and Surgery and fleet surgeon, through senior officer present.	do.....	1. 2 (1 additional, if officer).
M&S O..... M&S N.....	Report of medical survey.....		When necessary by board of medical officers.	4.

M&S L.....	Request for medical survey.....	Senior officer present.....	When necessary.....	1.
M&S H.....	Health record (officer).....	Bureau of Medicine and Surgery.....	Upon termination of active service.....	2.
M&S H.....	Health record (enlisted men).....do.....	Upon termination of enlistment and when promoted to warrant officer.....	1.
M&S G.....	Hospital ticket.....	Medical officer, naval hospital.....	When necessary.....	1.
M&S F cards.....	Abstract of patients.....	Bureau of Medicine and Surgery.....	When necessary upon disposition of case.....	In duplicate for each case.
M&S D-Da.....	Transfer of medical stores.....	Bureau of Medicine and Surgery (receiving officer and transferring officer), through fleet surgeon.....	When necessary.....	3.
M&S Ca.....	Survey on medical property.....	Bureau of Medicine and Surgery and fleet surgeon.....do.....	2.
M&S K.....	Statistical report.....do.....	At the end of each month and when out of commission.....	2.
M&S F.....	Abstract of patients.....	Direct to nearest naval medical supply depot. (In excess of advance to Bureau of Medicine and Surgery, through ChC.)	Semiannually, ships in service and receiving ships, May 1 and Nov. 1.	2.
M&S B and B Dental.....	Requisition and priced invoice for stores listed on supply table.....	Bureau of Medicine and Surgery and ChC.do.....	4.
Letter.....	Sanitary report.....	Bureau of Medicine and Surgery	Annually Jan. 1 and when out of commission.....	1.
M&S P.....	Report of operations.....	Bureau of Medicine and Surgerydo.....	1.
M&S H.....	Medical history (officers).....do.....	Annually (Jan. 1).....	All loose sheets containing medical history.
M&S D and Da.....	Inventory of property.....	Bureau of Medicine and Surgery through fleet surgeon.....	Annually, July 1.....	1.
N-Ord 39, 40 rev., 41, 42, 43, 51a, 51b, 70 rev.....	<i>Prepared by gunnery officer afloat.</i> List of guns, mounts, small arms, ammunition, fire-control instruments, and ordnance equipment.....	Bureau of Ordnance and to officer receiving articles transferred.....	Annually, July 1, when changes occur, when going in or out of commission.....	2 to Bureau of Ordnance: 1 to officer receiving articles transferred. Do.
N-Ord 69.....	List of torpedoes, mounts, torpedo air compressors, and air plants.....do.....	Submitted only by vessels carrying torpedoes. Annually, July 1, when changes occur and when going out of commission.....	Do.
N-Ord 50 rev.....	List of wrecking mines and outfit.....do.....	Annually, July 1, when changes occur and when going out of commission.....	Do.
N-Ord 70a rev.....	List of ammunition expended during fiscal year.....	Bureau of Ordnance.....	Submitted only by vessels carrying them. Submitted only by vessels going out of commission. Annually, July 1, when going out of commission.....	2 to Ordnance.
N-Ord 157.....	List of ordnance material replaced.....do.....	Annually, July 1.....	
N-Ord 67 rev., 67a.....	Report of test of smokeless powder.....	Bureau of Ordnance (vessels on Asia-Pacific station submit reports to naval ammunition depot, Olongapo.)	Monthly, quarterly, semi-annually, and special.....	

REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS—Continued.

(In addition to those listed from "All flag and commanding officers.")

Form.	Subject.	To—	When.	Copies.
N-Ord 52.....	<i>Prepared by gunnery officer afloat—Continued.</i> Service record of torpedo.....	Officer receiving torpedo.....	When torpedo is transferred, when going out of commission. Submitted only by vessels carrying torpedoes.	
N-Ord 85a, 85b, 85d or 85e, 85f.	Torpedo adjustment data; cause of erratic run of torpedo.	Bureau of Ordnance via official channels.	After an erratum of torpedo.	1 to Ordnance; 1 with torpedo.
N-Ord 105.....	Torpedo examination sheet.....	Bureau of Ordnance and officer receiving torpedo.	When torpedo is transferred.	
	<i>Prepared by supply officer—disbursing returns.</i>			
S&A 1.....	Pay roll (personnel) with substantiating vouchers.	Auditor.....	Quarterly	
S&A 7.....	Pay-roll index.....	.do.	.do.	
S&A 13.....	Analysis of pay by ranks and ratings.	Bureau of Supplies and Accounts.	.do.	2 to S. and A.
S&A 21.....	Account current.....	Auditor.....	.do.	Do.
S&A 21a.....	Schedule of disbursements.	.do.	.do.	
S&A 49.....	Abstract of deposits.	.do.	.do.	1 to S. & A. and other bureaus concerned.
S&A 51.....	Public bills.....	.do.	.do.	1 to S. and A.
S&A 61.....	Pay-roll summary.....	Bureau of Supplies and Accounts.	.do.	
S&A 80.....	Quarterly statement of mess outfits.	Auditor.....	.do.	Do.
S&A 233.....	Public bills, rations commuted.	.do.	.do.	
S&A 246.....	Pay-roll recapitulation.....	.do.	.do.	
S&A 246a.....	Pay-roll dissection sheet, sundry credits.	.do.	.do.	
S&A 246b.....	Pay-roll dissection sheet, sundry checkages.	.do.	.do.	
S&A 432.....	Pay roll (marines).....	.do.	.do.	
	Copy of ship's complement.	.do.	.do.	
S&A 268.....	Schedule of transportation requests, etc.	Navy Disbursing Officer, Navy Dept.	Semimonthly.	1 to Bureau of Navigation.
S&A 6.....	Allotments granted.....	Navy allotment.....	When occurring.	
S&A 12.....	Allotments discontinued.....	.do.	.do.	
S&A 17.....	Letter of advice (bill of exchange).	Navy Department.	.do.	1 to S. and A.
S&A 18.....	Account of sale of bill of exchange.	Auditor.....	.do.	
S&A 35a-3.....	Notice of continuation in rating.	Navy Allotment Office (original and 2 copies).	.do.	
S&A 42.....	Pay card, Naval Reserve Force.	.do.	.do.	2 to S. and A.
S&A 42a.....	Account card, Naval Reserve Force.	.do.	.do.	Do.
S&A 329.....	Statement of account of deceased persons.	Auditor.....	.do.	1 to S. and A.
Letter.....	Report of funds deposited to credit of United States.	.do.	.do.	Do.
Do.....	Account of sale of condemned stores.	.do.	.do.	
Do.....	List of officers.....	Bureau of Navigation.	On going out of commission.	
Do.....	Report of balances.....	Auditor.....	June 30.	Do.

<i>Prepared by vessels not carrying supply officers.</i>				
S&A 45.....	Monthly ration record.....	S. and A.	Monthly	
S&A 115.....	Fuel report, cargo.....	do.	do.	
S&A 51a.....	Public bill copy.....	do.	Quarterly	1 to S. and A. with Form 58.
S&A 58.....	Balance-sheet equipage (each ship's department).....	do.	do.	
S&A 71.....	Invoice (receipts and expenditures) not covered by summary.....	do.	do.	
S&A 27.....	Monthly ration memorandum.....	do.	do.	
S&A 143.....	Itemized inventory of provisions on hand at end of each month.....	do.	do.	
S&A 147.....	Abstract of receipt (or expenditure) vouchers.....	do.	do.	
S&A 153.....	Request for survey (with Form 58 or 45, as appropriate).....	do.	do.	
S&A 154-2.....	Report of survey, other than N. S. A. (with Form 58).....	do.	do.	
S&A 176.....	Summary of store invoice (with Form 58).....	do.	do.	
S&A 222.....	Transfer statement involving adjustment of appropriations.....	do.	do.	
S&A 20.....	Report of expenditures from N. S. A.....	do.	do.	Each bureau concerned.
<i>Prepared by supply officer—general supply returns.</i>				
S&A 20.....	Report of expenditures from N. S. A.....	do.	do.	Do.
S&A 58.....	Balance sheet, equipage (each ship's department).....	do.	do.	
S&A 69.....	Quarterly transfer statement N. S. A. credits.....	do.	do.	1 to S&A.
S&A 115.....	Fuel report, bunker.....	do.	do.	
S&A 71.....	Invoices (receipt and expenditures).....	do.	do.	As required.
S&A 80.....	Quarterly statement of mess outfits.....	do.	do.	
S&A 147.....	Abstract of receipt (or expenditure) vouchers.....	do.	do.	
S&A 154-1, 154-2.....	Reports of survey.....	do.	do.	1 to bureau concerned.
S&A 157b.....	Balance sheet, title X..... account stores.....	do.	do.	1 to S&A.
S&A 222.....	Transfer statement involving adjustment of appropriations.....	do.	do.	Each bureau concerned.
S&A 315.....	Report of work afloat.....	do.	do.	
S&A 140.....	Balance sheet of provisions (cargo) with supporting vouchers.....	do.	do.	
Letter.....	Reports of typewriters, computing machines, cash registers, band instruments, etc., in use.....	do.	do.	Annually Mar. 1 and when ship is placed out of commission.
Do.....	Articles of athletic outfit transferred.....	do.	do.	When ship goes out of commission.
Do.....	Receipt from supply officer of yard for books and records of general supply system.....	do.	do.	do.
<i>Prepared by supply officer—provision returns.</i>				
S&A 27.....	Monthly ration memorandum.....	do.	Quarterly	
S&A 29.....	Provisions sold to messes.....	do.	do.	
S&A 30a.....	Requisition and invoice of provisions and clothing.....	do.	do.	
S&A 36.....	Provision return.....	do.	do.	
S&A 36a.....	Statement of over and under issues of provisions.....	do.	do.	

REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS—Continued.

(In addition to those listed from "All flag and commanding officers.")

Form.	Subject.	To—	When.	Copies.
	<i>Prepared by supply officer—provision returns—Con.</i>			
S&A 51a.....	Public bill copy.....	S. and A.....	Quarterly.....	1 to S&A, as appropriate.
S&A 71.....	Invoice of engineer and dynamo force rations.....	do.....	do.....	
S&A 71.....	Invoice of receipts and expenditures.....	do.....	do.....	
S&A 147.....	Abstract of receipt (or expenditure) voucher.....	do.....	do.....	
S&A 154-1, 154-2.....	Survey reports.....	do.....	do.....	
Letter.....	C. O. order, issues to marine supernumeraries.....	do.....	do.....	
Do.....	C. O. order issues to supernumeraries not entitled to pay.....	do.....	do.....	
Do.....	C. O. order issues to officers.....	do.....	do.....	1 to S&A.
	<i>Prepared by supply officer—clothing and small stores returns.</i>			
S&A 37.....	Balance sheet.....	do.....	do.....	Do.
S&A 51a.....	Public bill copy.....	do.....	do.....	
S&A 71.....	Invoices (of receipts and expenditures).....	do.....	do.....	
S&A 143a.....	Issues and inventory.....	do.....	do.....	Original or copy to S. & A., as appropriate.
S&A 154-1, 154-2.....	Survey reports.....	do.....	do.....	
S&A 222.....	Transfer statement (inscribed "P. & C.," accompanied by invoices).....	do.....	do.....	1 to S. & A.
	<i>Prepared by supply officer—ship's store returns.</i>			
S&A 51a.....	Public bill copy.....	do.....	do.....	Original or copy to S. & A., as appropriate.
S&A 71.....	Invoices (of receipts and expenditures).....	do.....	do.....	
S&A 55.....	Statement of ship's store profits.....	do.....	do.....	
S&A 143.....	Certified inventory.....	do.....	do.....	
S&A 222.....	Transfer statement (accompanied by original and 1 copy of invoices).....	do.....	do.....	1 to S. & A.
S&A 234.....	Balance sheet.....	do.....	do.....	

Sec. 22.

REPORTS FROM COMMANDING OFFICER OF SHIPS CARRYING AIRCRAFT.

(In addition to those listed under all commanding officers of ships and ordnance reports as required from commanding officer of Naval Air Station.)

N-Eng 254-d.....	For keeping complete history of aeronautical engines..	Bureau of Engineering.....	When engine is stricken from list.	1.
N-Eng 360.....	For reporting the receipt or shipment of aeronautical material.	Bureau of Engineering and Naval Operations.....	Upon receipt or shipment of material.	1 each engine, etc.
N-Eng 369.....	Purity of hydrogen.....	Bureau of Engineering.....	Weekly (made out daily)..	1.
N-Eng 369-a.....	NaOH and FeS ₂ used; hydrogen produced.....	do.....	do.....	1.
N-Eng 369-b.....	Hydrogen generated and used.....	do.....	Weekly	1.
N-Eng 369-c.....	Serial numbers of cylinders.....	do.....	When shipped or received.	1.
N-Eng 369-d.....	Time, chemicals used, and amount hydrogen produced.....	do.....	Weekly (made out daily)..	1.
N-Eng 369-f.....	Status of empty and filled cylinders.....	do.....	Weekly	1.
N-Nav 533.....	Monthly inventory of aerological instruments.....	Naval Observatory.....	Monthly on last day of month.	1.
Letter.....	Inventory of chemicals and gas produced.....	Bureau of Engineering.....	Monthly	1 each engine.
N-Eng 254-c.....	For reporting operating time, number of replacements, and overhauls of each aeronautical engine.....	do.....	do.....	1.
N-Eng 381.....	For reporting total number of hours flying time and flights for aircraft.....	do.....	do.....	1
N-Eng 18.....	For keeping station record of aeronautical engines received, shipped, and stricken.....	do.....	Semiannually, Jan. 1 and July 1.	1 card per engine.

Sec. 23.

REPORTS FROM COMMANDING OFFICERS OF SUBMARINES.

(In addition to those listed under commanding officer of all ships.)

N-Eng 347.....	Monthly summary performance of propelling machinery.	Bureau of Engineering.....	Monthly.....	1 to CinC.
N.....	Report of semiannual test period, submarines.....	Department (Operations).....	Semiannually.....	1.
N-Eng 344.....	Report on electric plant data for submarines.....	Bureau of Engineering.....	Annually (July 1).....	2
Ord 69a rev.....	List of torpedoes, mounts, torpedo air compressors, and air plants (if submarine is attached to base or tender this report will be submitted by the base or tender).	Bureau of Ordnance and officer receiving articles transferred.	Annually, July 1, when changes occur, and when going out of commission.	to Bureau of Ordnance, 1 to officer receiving articles transferred.

Sec. 24.

REPORTS FROM COMMANDING OFFICERS OF SUBCHASERS AND OTHER SMALL SHIPS.

(In addition to those listed under commanding officer of all ships.)

N-Eng 269.....	Description of radio installations on small ships such as subchasers.	Bureau of Engineering via official channels of fleet, if attached to fleet, otherwise direct to Bureau of Engineering.	Annually (Jan. 1).....	1 to division commander, squadron commander, and CinC; 1 to home yard or station of ship or aircraft.
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Sec. 25. REPORTS FROM ALL TENDERS HAVING TORPEDO STORAGE, OVERHAUL, OR TEST FACILITIES.

(In addition to those listed under commanding officers of all ships.)

Form.	Subject.	To—	When.	Copies.
Ord 161.....	Data on facilities.....	Bureau of Ordnance, CinC, torpedo station on that coast.	Annually (July 1).....	4; 2 to CinC, 1 to Bureau of Ordnance, and 1 to torpedo station on that coast.
Ord 161 a or b.....	Availability of torpedoes.....do.....	Monthly.....	Do.

Sec. 26. REPORTS FROM COMMANDING OFFICER, RECEIVING SHIPS, RECEIVING BARRACKS.

(In addition to those listed under commanding officers of all ships.)

N-Nav 61.....	Report of men available.....	Bureau of Navigation.....	Daily.....	1
Special form.....	Personnel memorandum for the Surgeon General (receiving ships only).	Bureau of Medicine and Surgery.....	Weekly, week ending Saturday.	
N-Nav 25.....	Report of vacancies in crews assembling for ships fitting out.	Bureau of Navigation.....	Weekly.....	1 to commandant of naval district.
N-Nav 9.....	Report of enlistments.....do.....	Monthly.....	

Sec. 27.

REPORTS FROM COMMANDING OFFICER, MARINE DETACHMENT AFLOAT, VIA COMMANDING OFFICER.

NMC 312.....	Report of transfers.....	Major General Commandant and supply officer.....	When occurring.....	
Do.....	Report of discharges.....	Major General Commandant.....do.....	
NMC 5.....	Copy of reward offered.....	Major General Commandant and quartermaster of the corps.....do.....	
NMC 512.....	Memorandum of summary court-martial.....	Major General Commandant.....do.....	
NMC 517.....do.....	Auditor.....do.....	
NMC 512.....	Memorandum of deck court.....	Major General Commandant.....do.....	
NMC 517.....do.....	Auditor.....do.....	
NMC 90.....	Statement of account as closed for discharge or retirement.	Commanding officer for supply officer.....do.....	
Do.....	Pay accounts of men who die or desert and of general court-martial prisoners transferred.	Commanding officer of ship for supply officer.....do.....	
NMC 541 rev.....	Individual report of record practice.....	Major General Commandant.....do.....	

NMC 341.....	Report of strength and distribution.....do.....	10th, 20th, and last day of month.....
NMC 526.....	Professional and conduct record of marines.....	Commanding officer for Major General Commandant.....	Monthly.....
NMC 467.....	Report of drills and instructions.....	Forwarded in accordance with instructions on form.....do.....
NMC 107, 107a.....	Muster roll.....	Major General Commandant.....do.....
NMC 682.....	Statement of charges for clothing and small stores.....	Paymaster of the corps to accompany third copy of pay roll.....do.....
NMC 436.....	Report of deposits by enlisted men.....	Paymaster of the corps through supply officer of the ship.....do.....
NMC 660.....	Report of allotments registered for marines by officers of the Supply Corps.....do.....do.....
NMC 432.....	Third copy of pay roll of enlisted men of the Marine Corps.....	Paymaster of the corps through the commanding officer and supply officer of ship and Supplies and Accounts.....do.....
Do.....	Pay roll of enlisted men accompanied by necessary vouchers.....	Commanding officer of ship for supply officer.....do.....
NMC 387.....	Gunnery and small-arms report.....	Major General Commandant.....do.....
NMC 20.....	Balance sheet, money value of property remaining on hand.....	Quartermaster of the corps.....	Quarterly.....
Ord 39, 40 rev., 70 rev. Form "List of officers and men who fired during the year."	Return of ordnance and ordnance equipment and stores, the property of the Bureau of Ordnance. Report of target practice held under Small Arms Firing Regulations, United States Navy, 1916.	Commanding officer for gunnery officer. Major General Commandant.....	Annually July 1, and when changes occur. Annually.....

2.

1 for clothing only and 1 for all other property carried on the Marine Corps property return except fuel and storage.

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Handwritten notes on the left side of the page, including a list of names and dates.

Name	Date	Amount	Remarks
John Smith	Jan 1	100	Paid for...
Mary Jones	Feb 15	50	Received from...
James Brown	Mar 10	200	Paid for...
Sarah White	Apr 5	75	Received from...
Robert Green	May 20	150	Paid for...

CHAPTER 55.

RULES FOR PREVENTING COLLISIONS.

- Sec. 1.—General instructions.
- Sec. 2.—International and inland rules.
- Sec. 3.—Limits of inland waters of the United States.
- Sec. 4.—Pilot rules for certain inland waters of the Atlantic and Pacific coasts and of the coast of the Gulf of Mexico.
- Sec. 5.—Pilot rules for the rivers whose waters flow into the Gulf of Mexico and their tributaries and the Red River of the North.
- Sec. 6.—Pilot rules for the Great Lakes and their connecting and tributary waters.
- Sec. 7.—Certain additional rules applicable to one or more of the preceding sections.
- Sec. 8.—Special rules for motor boats.

SECTION 1.—GENERAL INSTRUCTIONS.

The provisions of law and of the rules and regulations established by the Department of Commerce pursuant to law, as set forth in this chapter, shall be strictly carried out by all officers and others in the naval service.

Officers and others in the naval service shall diligently observe the rules for preventing collisions, as given in this chapter, and shall immediately report to the Navy Department any infractions thereof which may come to their notice, giving in detail in such report all the data obtainable in connection therewith, including the names of all witnesses, times, places, and the names and nationalities of the vessels violating them.

Special attention is invited to the definition common to both international and inland rules, that "The words 'steam vessel' shall include any vessel propelled by machinery," and to the provisions of section 8 of this chapter giving special rules for motor boats, in which a motor boat is defined as "every vessel propelled by machinery and not more than 65 feet in length except tugboats and tow boats propelled by steam." This section does not amend the international rules, but does affect the inland rules and the rules for the Great Lakes and western rivers. Power-driven craft

of the Navy affected by the provisions of this section shall comply strictly with such provisions.

The inland rules given in section 2 of this chapter apply to and shall be observed by "seagoing" vessels, and do not excuse other vessels from compliance with the special rules contained in section 4.

The international and inland rules given in sections 2 and 4 of this chapter do not apply to the Great Lakes and western rivers, which are covered by the provisions of sections 5 and 6.

In section 3 of this chapter are given the lines of demarcation within which the inland rules given in sections 2 and 4 are applicable, and also the lines of demarcation of inland waters of the United States within which the rules for the western rivers apply in place of the ordinary inland rules. The rules for the Great Lakes apply in every place to the westward of Montreal.

In section 7 of this chapter are given certain inland rules which are applicable within the waters covered by sections 4, 5, and 6. In some cases there are certain minor differences in the application of the provisions of this section to the different waters covered thereby, but such minor differences are indicated in the text in each instance.

SECTION 2.—INTERNATIONAL AND INLAND RULES.

[This section is reproduced from Department Circular No. 230, second edition, Bureau of Navigation, Department of Commerce, 8 June, 1917.]

In the left-hand column in this section are given the international rules. In the right-hand column are given the rules for the navigation of rivers, harbors, and inland waters of the United States for seagoing vessels. Attention is called to the remarks in the preceding section, and to the provisions of the succeeding sections in regard to the special rules for certain inland waters.

INTERNATIONAL RULES.

I.—ENACTING CLAUSE, SCOPE, AND PENALTY.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following regulations for preventing collisions at sea shall be followed by all public and private vessels of the United States upon the high seas and in all waters connected

INLAND RULES.

I. ENACTING CLAUSE, SCOPE, AND PENALTY.

Whereas the provisions of chapter eight hundred and two of the laws of eighteen hundred and ninety, and the amendments thereto, adopting regulations for preventing collisions at sea [i. e., international rules of left-hand column], apply to all waters of the United

International rules—Continued.

therewith, navigable by seagoing vessels.

ART. 30. Nothing in these rules shall interfere with the operation of a special rule, duly made by local authority, relative to the navigation of any harbor, river, or inland waters.

Inland rules—Continued.

States connected with the high seas navigable by seagoing vessels, except so far as the navigation of any harbor, river, or inland waters is regulated by special rules duly made by local authority; and

Whereas it is desirable that the regulations relating to the navigation of all harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, shall be stated in one act: Therefore,

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following regulations for preventing collisions shall be followed by all vessels navigating all harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, and are hereby declared special rules duly made by local authority.

SEC. 3. *That every pilot, engineer, mate, or master of any steam vessel, and every master or mate of any barge or canal boat, who neglects or refuses to observe the provisions of this act, or the regulations established in pursuance of the preceding section [see section 2, page 4], shall be liable to a penalty of fifty dollars, and for all damages sustained by any passenger in his person or baggage by such neglect or refusal: Provided, That noth-*

International rules—Continued.

When the vessel is under way, the vessel shall be considered a sailing vessel, and every vessel under steam, whether under sail or not, is to be considered a steam vessel.

The words "steam vessel" shall include any vessel propelled by machinery.

A vessel is "under way," within the meaning of these rules, when she is not at anchor, or made fast to the shore, or aground.

PRELIMINARY DEFINITIONS.

In the following rules every steam vessel which is under sail and not under steam is to be considered a sailing vessel, and every vessel under steam, whether under sail or not, is to be considered a steam vessel.

The words "steam vessel" shall include any vessel propelled by machinery.

A vessel is "under way," within the meaning of these rules, when she is not at anchor, or made fast to the shore, or aground.

II.—LIGHTS, AND SO FORTH.

The word "visible" in these rules, when applied to lights, shall mean visible on a dark night with a clear atmosphere.

ARTICLE 1. The rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed lights shall be exhibited.

Inland rules—Continued.

ing herein shall relieve any vessel, owner, or corporation from any liability incurred by reason of such neglect or refusal.

SEC. 4. That every vessel that shall be navigated without complying with the provisions of this act shall be liable to a penalty of two hundred dollars, one-half to go to the informer, for which sum the vessel so navigated shall be liable and may be seized and proceeded against by action in any district court of the United States having jurisdiction of the offense.

PRELIMINARY DEFINITIONS.

In the following rules every steam vessel which is under sail and not under steam is to be considered a sailing vessel, and every vessel under steam, whether under sail or not, is to be considered a steam vessel.

The words "steam vessel" shall include any vessel propelled by machinery.

A vessel is "under way," within the meaning of these rules, when she is not at anchor, or made fast to the shore, or aground.

II.—LIGHTS, AND SO FORTH.

The word "visible" in these rules, when applied to lights, shall mean visible on a dark night with a clear atmosphere.

ARTICLE 1. The rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed lights shall be exhibited.

International rules—Continued.

STEAM VESSELS—MASTHEAD LIGHT.

ART. 2. A steam vessel when under way shall carry—

(a) On or in front of the foremast, or if a vessel without a foremast, then in the fore part of the vessel, at a height above the hull of not less than twenty feet, and if the breadth of the vessel exceeds twenty feet, then at a height above the hull not less than such breadth, so, however, that the light need not be carried at a greater height above the hull than forty feet, a bright white light, so constructed as to show an unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the vessel, namely, from right ahead to two points abaft the beam on either side, and of such a character as to be visible at a distance of at least five miles.

STEAM VESSELS—SIDE LIGHTS.

(b) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least two miles.

(c) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible at a distance of at least two miles.

Inland rules—Continued.

STEAM VESSELS—MASTHEAD LIGHT.

ART. 2. A steam vessel when under way shall carry—

(a) On or in the front of the foremast, or if a vessel without a foremast, then in the fore part of the vessel, a bright white light so constructed as to show an unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the vessel, namely, from right ahead to two points abaft the beam on either side, and of such a character as to be visible at a distance of at least five miles.

STEAM VESSELS—SIDE LIGHTS.

(b) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least two miles.

(c) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible at a distance of at least two miles.

International rules—Continued.

(d) The said green and red side lights shall be fitted with inboard screens projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.

STEAM VESSELS—RANGE LIGHTS.

(e) A steam vessel when under way may carry an additional white light similar in construction to the light mentioned in subdivision (a). These two lights shall be so placed in line with the keel that one shall be at least fifteen feet higher than the other, and in such a position with reference to each other that the lower light shall be forward of the upper one. The vertical distance between these lights shall be less than the horizontal distance.

STEAM VESSELS WHEN TOWING.

ART. 3. A steam vessel when towing another vessel shall, in addition to her side lights, carry two bright white lights in a vertical line one over the

Inland rules—Continued.

(d) *The said green and red side lights shall be fitted with inboard screens projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.*

STEAM VESSELS—RANGE LIGHTS.

(e) *A seagoing steam vessel when under way may carry an additional white light similar in construction to the light mentioned in subdivision (a). These two lights shall be so placed in line with the keel that one shall be at least fifteen feet higher than the other, and in such a position with reference to each other that the lower light shall be forward of the upper one. The vertical distance between these lights shall be less than the horizontal distance.*

(f) *All steam vessels (except seagoing vessels and ferryboats), shall carry in addition to green and red lights required by article two (b), (c), and screens as required by article two (d), a central range of two white lights; the after light being carried at an elevation at least fifteen feet above the light at the head of the vessel. The headlight shall be so constructed as to show an unbroken light through twenty points of the compass, namely, from right ahead to two points abaft the beam on either side of the vessel, and the after light so as to show all around the horizon.*

STEAM VESSELS WHEN TOWING.

ART. 3. *A steam vessel when towing another vessel shall, in addition to her side lights, carry two bright white lights in a vertical line one over the*

International rules—Continued.

other, not less than six feet apart, and when towing more than one vessel shall carry an additional bright white light six feet above or below such lights, if the length of the tow measuring from the stern of the towing vessel to the stern of the last vessel towed exceeds six hundred feet. Each of these lights shall be of the same construction and character, and shall be carried in the same position as the white light mentioned in article two (a), excepting the additional light, which may be carried at a height of not less than fourteen feet above the hull.

Such steam vessel may carry a small white light abaft the funnel or aftermast for the vessel towed to steer by, but such light shall not be visible forward of the beam.

SPECIAL LIGHTS.

ART. 4. (a) A vessel which from any accident is not under command shall carry at the same height as a white light mentioned in article two (a), where they can best be seen, and if a steam vessel in lieu of that light two red lights, in a vertical line one over the other, not less than six feet apart, and of such a character as to be visible all around the horizon at a distance of at least two miles; and shall by day carry in a vertical line one over the other, not less than six feet apart, where they can best be seen, two black balls or shapes, each two feet in diameter.

(b) A vessel employed in laying or in picking up a telegraph cable shall carry in the same position as the white light mentioned in article two (a), and if a steam vessel in lieu of that light three lights in a vertical line one over the other not less than six feet apart.

Inland rules—Continued.

other, not less than three feet apart, and when towing more than one vessel shall carry an additional bright white light three feet above or below such lights, if the length of the tow measuring from the stern of the towing vessel to the stern of the last vessel towed exceeds six hundred feet. Each of these lights shall be of the same construction and character, and shall be carried in the same position as the white light mentioned in article two (a) or the after range light mentioned in article two (f).

Such steam vessel may carry a small white light abaft the funnel or aftermast for the vessel towed to steer by, but such light shall not be visible forward of the beam.

International rules—Continued.

The highest and lowest of these lights shall be red, and the middle light shall be white, and they shall be of such a character as to be visible all around the horizon, at a distance of at least two miles. By day she shall carry in a vertical line, one over the other, not less than six feet apart, where they can best be seen, three shapes not less than two feet in diameter, of which the highest and lowest shall be globular shape and red in color, and the middle one diamond in shape and white.

(c) The vessels referred to in this article, when not making way through the water, shall not carry the side lights, but when making way shall carry them.

(d) The lights and shapes required to be shown by this article are to be taken by other vessels as signals that the vessel showing them is not under command and can not therefore get out of the way.

These signals are not signals of vessels in distress and requiring assistance. Such signals are contained in article thirty-one.

LIGHTS FOR SAILING VESSELS AND VESSELS IN TOW.

ART. 5. A sailing vessel under way and any vessel being towed shall carry the same lights as are prescribed by article two for a steam vessel under way, with the exception of the white lights mentioned therein, which they shall never carry.

Inland rules—Continued.

LIGHTS FOR SAILING VESSELS AND VESSELS IN TOW.

ART. 5. A sailing vessel under way or being towed shall carry the same lights as are prescribed by article two for a steam vessel under way, with the exception of the white lights mentioned therein, which they shall never carry.

LIGHTS FOR FERRYBOATS, BARGES, AND CANAL BOATS IN TOW.

SEC. 2. That the supervising inspectors of steam vessels and the Supervising Inspector General shall establish

such rules to be observed by steam vessels in passing each other and as to the lights to be carried by ferryboats and by barges and canal boats when in tow of steam vessels, not inconsistent with the provisions of this act, as they from time to time may deem necessary for safety, which rules, when approved by the Secretary of Commerce, are hereby declared special rules duly made by local authority, as provided for in article thirty of chapter eight hundred and two of the laws of eighteen hundred and ninety. Two printed copies of such rules shall be furnished to such ferryboats and steam vessels, which rules shall be kept posted up in conspicuous places in such vessels.

LIGHTS FOR SMALL VESSELS.

ART. 6. Whenever, as in the case of small vessels under way during bad weather, the green and red side lights can not be fixed, these lights shall be kept at hand, lighted and ready for use; and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side; nor, if practicable, more than two points abaft the beam on their respective sides. To make the use of these portable lights more certain and easy, the lanterns containing them shall each be painted outside with the color of the light they respectively contain, and shall be provided with proper screens.

LIGHTS FOR SMALL VESSELS.

ART. 6. *Whenever, as in the case of vessels of less than ten gross tons under way during bad weather, the green and red side lights can not be fixed, these lights shall be kept at hand, lighted and ready for use; and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable, more than two points abaft the beam on their respective sides. To make the use of these portable lights more certain and easy, the lanterns containing them shall each be painted outside with the color of the light they respectively contain, and shall be provided with proper screens.*

*International rules—Continued.*LIGHTS FOR SMALL STEAM AND SAIL
VESSELS AND OPEN BOATS.

ART. 7. Steam vessels of less than forty, and vessels under oars or sails of less than twenty tons gross tonnage, respectively, and rowing boats, when under way, shall not be required to carry the lights mentioned in article two (a), (b), and (c), but if they do not carry them they shall be provided with the following lights:

First. Steam vessels of less than forty tons shall carry—

(a) In the fore part of the vessel, or on or in front of the funnel, where it can best be seen, and at a height above the gunwale of not less than nine feet, a bright white light constructed and fixed as prescribed in article two (a), and of such a character as to be visible at a distance of at least two miles.

(b) Green and red side lights constructed and fixed as prescribed in article two (b) and (c), and of such a character as to be visible at a distance of at least one mile, or a combined lantern showing a green light and a red light from right ahead to two points abaft the beam on their respective sides. Such lanterns shall be carried not less than three feet below the white light.

Second. Small steamboats, such as are carried by seagoing vessels, may carry the white light at a less height than nine feet above the gunwale, but it shall be carried above the combined lantern mentioned in subdivision one (b).

Third. Vessels under oars or sails of less than twenty tons shall have ready at hand a lantern with a green glass on one side and a red glass on the other, which, on the approach of or to other vessels, shall be exhibited in

Inland rules—Continued.

ART. 7. *Rowing boats, whether under oars or sail, shall have ready at hand a lantern showing a white light, which shall be temporarily exhibited in sufficient time to prevent collision.*

International rules—Continued.

sufficient time to prevent collision, so that the green light shall not be seen on the port side nor the red light on the starboard side.

Fourth. Rowing boats, whether under oars or sail, shall have ready at hand a lantern showing a white light which shall be temporarily exhibited in sufficient time to prevent collision.

The vessels referred to in this article shall not be obliged to carry the lights prescribed by article four (a) and article eleven, last paragraph.

LIGHTS FOR PILOT VESSELS.

ART. 8. Pilot vessels when engaged on their station on pilotage duty shall not show the lights required for other vessels, but shall carry a white light at the masthead, visible all around the horizon, and shall also exhibit a flare-up light or flare-up lights at short intervals, which shall never exceed fifteen minutes.

On the near approach of or to other vessels they shall have their side lights lighted, ready for use, and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side nor the red light on the starboard side.

A pilot vessel of such a class as to be obliged to go alongside of a vessel to put a pilot on board may show the white light instead of carrying it at the masthead, and may, instead of the colored lights above mentioned, have at hand, ready for use, a lantern with green glass on the one side and red glass on the other, to be used as prescribed above.

Pilot vessels, when not engaged on their station on pilotage duty, shall

Inland rules—Continued.

LIGHTS FOR PILOT VESSELS.

ART. 8. *Pilot vessels when engaged on their stations on pilotage duty shall not show the lights required for other vessels, but shall carry a white light at the masthead, visible all around the horizon, and shall also exhibit a flare-up light or flare-up lights at short intervals, which shall never exceed fifteen minutes.*

On the near approach of or to other vessels they shall have their side lights lighted, ready for use, and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side nor the red light on the starboard side.

A pilot vessel of such a class as to be obliged to go alongside of a vessel to put a pilot on board may show the white light instead of carrying it at the masthead, and may, instead of the colored lights above mentioned, have at hand, ready for use, a lantern with a green glass on the one side and a red glass on the other, to be used as prescribed above.

Pilot vessels, when not engaged on their station on pilotage duty, shall

International rules—Continued.

carry lights similar to those of other vessels of their tonnage.

A steam pilot vessel, when engaged on her station on pilotage duty and in waters of the United States, and not at anchor, shall, in addition to the lights required for all pilot boats, carry at a distance of eight feet below her white masthead light a red light, visible all around the horizon and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least two miles, and also the colored side lights required to be carried by vessels when under way.

When engaged on her station on pilotage duty and in waters of the United States, and at anchor, she shall carry in addition to the lights required for all pilot boats the red light above mentioned, but not the colored side lights. When not engaged on her station on pilotage duty, she shall carry the same lights as other steam vessels.

LIGHTS, ETC., OF FISHING VESSELS.

ART. 9. Fishing vessels and fishing boats, when under way and when not required by this article to carry or show the lights hereinafter specified, shall carry or show the lights prescribed for vessels of their tonnage under way.

(a) Open boats, by which is to be understood boats not protected from the entry of sea water by means of a continuous deck, when engaged in any fishing at night, with outlying tackle extending not more than one hundred and fifty feet horizontally from the boat into the seaway, shall carry one all-round white light.

Open boats, when fishing at night, with outlying tackle extending more

Inland rules—Continued.

carry lights similar to those of other vessels of their tonnage.

A steam pilot vessel, when engaged on her station on pilotage duty and in waters of the United States, and not at anchor, shall, in addition to the lights required for all pilot boats, carry at a distance of eight feet below her white masthead light a red light, visible all around the horizon and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least two miles, and also the colored side lights required to be carried by vessels when under way.

When engaged on her station on pilotage duty and in waters of the United States, and at anchor, she shall carry in addition to the lights required for all pilot boats the red light above mentioned, but not the colored side lights. When not engaged on her station on pilotage duty, she shall carry the same lights as other steam vessels.

LIGHTS, ETC., OF FISHING VESSELS.

ART. 9. (a) Fishing vessels of less than ten gross tons, when under way and when not having their nets, trawls, dredges, or lines in the water shall not be obliged to carry the colored side lights; but every such vessel shall, in lieu thereof, have ready at hand a lantern with a green glass on one side and a red glass on the other side, and on approaching to or being approached by another vessel such lantern shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side nor the red light on the starboard side.

(b) All fishing vessels and fishing boats of ten gross tons or upward, when under way and when not having

International rules—Continued.

than one hundred and fifty feet horizontally from the boat into the seaway, shall carry one all-round white light, and in addition, on approaching or being approached by other vessels, shall show a second white light at least three feet below the first light and at a horizontal distance of at least five feet away from it in the direction in which the outlying tackle is attached.

(b) Vessels and boats, except open boats as defined in subdivision (a), when fishing with drift nets, shall, so long as the nets are wholly or partly in the water, carry two white lights where they can best be seen. Such lights shall be placed so that the vertical distance between them shall be not less than six feet and not more than fifteen feet, and so that the horizontal distance between them, measured in a line with the keel, shall be not less than five feet and not more than ten feet. The lower of these two lights shall be in the direction of the nets, and both of them shall be of such a character as to show all around the horizon, and to be visible at a distance of not less than three miles.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea sailing fishing vessels of less than twenty tons gross tonnage shall not be obliged to carry the lower of these two lights. Should they, however, not carry it, they shall show in the same position (in the direction of the net or gear) a white light, visible at a distance of not less than one sea mile, on the approach of or to other vessels.

(c) Vessels and boats, except open boats as defined in subdivision (a), when line fishing with their lines out and attached to or hauling their lines,

Inland rules—Continued.

their nets, trawls, dredges, or lines in the water, shall carry and show the same lights as other vessels under way.

(c) All vessels, when trawling, dredging, or fishing with any kind of drag nets or lines, shall exhibit, from some part of the vessel where they can be best seen, two lights. One of these lights shall be red and the other shall be white. The red light shall be above the white light, and shall be at a vertical distance from it of not less than six feet and not more than twelve feet; and the horizontal distance between them, if any, shall not be more than ten feet. These two lights shall be of such a character and contained in lanterns of such construction as to be visible all round the horizon, the white light a distance of not less than three miles and the red light of not less than two miles.

LIGHTS FOR RAFTS OR OTHER CRAFT NOT PROVIDED FOR.

(d) Rafts, or other water craft not herein provided for, navigating by hand power, horse power, or by the current of the river, shall carry one or more good white lights, which shall be placed in such manner as shall be prescribed by the Board of Supervising Inspectors of Steam Vessels.

International rules—Continued.

and when not at anchor or stationary within the meaning of subdivision (h), shall carry the same lights as vessels fishing with drift nets. When shooting lines or fishing with towing lines they shall carry the lights prescribed for a steam or sailing vessel under way, respectively.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea sailing fishing vessels of less than twenty tons gross tonnage shall not be obliged to carry the lower of these two lights. Should they, however, not carry it, they shall show in the same position (in the direction of the lines) a white light, visible at a distance of not less than one sea mile on the approach of or to other vessels.

(d) Vessels when engaged in trawling, by which is meant the dragging of an apparatus along the bottom of the sea—

First. If steam vessels, shall carry in the same position as the white light mentioned in article two (a) a tri-colored lantern so constructed and fixed as to show a white light from right ahead to two points on each bow, and a green light and a red light over an arc of the horizon from two points on each bow to two points abaft the beam on the starboard and port sides, respectively; and not less than six nor more than twelve feet below the tri-colored lantern a white light in a lantern, so constructed as to show a clear, uniform, and unbroken light all around the horizon.

Second. If sailing vessels, shall carry a white light in a lantern, so constructed as to show a clear, uniform, and unbroken light all around the horizon, and shall also, on the

Inland rules—Continued.

International rules—Continued.

obstruction, she shall in daytime haul down the day signal required by subdivision (k); at night show the light or lights prescribed for a vessel at anchor; and during fog, mist, falling snow, or heavy rainstorms make the signal prescribed for a vessel at anchor. (See subdivision (d) and the last paragraph of article fifteen.)

(i) In fog, mist, falling snow, or heavy rainstorms drift-net vessels attached to their nets, and vessels when trawling, dredging, or fishing with any kind of drag net, and vessels line fishing with their lines out, shall, if of twenty tons gross tonnage or upward, respectively, at intervals of not more than one minute make a blast; if steam vessels, with the whistle or siren, and if sailing vessels, with the foghorn, each blast to be followed by ringing the bell. Fishing vessels and boats of less than twenty tons gross tonnage shall not be obliged to give the above-mentioned signals; but if they do not, they shall make some other efficient sound signal at intervals of not more than one minute.

(k) All vessels or boats fishing with nets or lines or trawls, when under way, shall in daytime indicate their occupation to an approaching vessel by displaying a basket or other efficient signal where it can best be seen. If vessels or boats at anchor have their gear out, they shall, on the approach of other vessels, show the same signal on the side on which those vessels can pass.

The vessels required by this article to carry or show the lights hereinbefore specified shall not be obliged to carry the lights prescribed by article four (a) and the last paragraph of article eleven.

Inland rules—Continued.

International rules—Continued.

LIGHTS FOR AN OVERTAKEN VESSEL.

ART. 10. A vessel which is being overtaken by another shall show from her stern to such last-mentioned vessel a white light or a flare-up light.

The white light required to be shown by this article may be fixed and carried in a lantern, but in such case the lantern shall be so constructed, fitted, and screened that it shall throw an unbroken light over an arc of the horizon of twelve points of the compass, namely, for six points from right aft on each side of the vessel, so as to be visible at a distance of at least one mile. Such light shall be carried as nearly as practicable on the same level as the side lights.

ANCHOR LIGHTS.

ART. 11. A vessel under one hundred and fifty feet in length when at anchor shall carry forward, where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light, in a lantern so constructed as to show a clear, uniform, and unbroken light visible all around the horizon at a distance of at least one mile.

A vessel of one hundred and fifty feet or upwards in length when at anchor shall carry in the forward part of the vessel, at a height of not less than twenty and not exceeding forty feet above the hull, one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than fifteen feet lower than the forward light, another such light.

The length of a vessel shall be deemed to be the length appearing in her certificate of registry.

A vessel aground in or near a fairway shall carry the above light or

Inland rules—Continued.

LIGHTS FOR AN OVERTAKEN VESSEL.

ART. 10. *A vessel which is being overtaken by another, except a steam vessel with an after range light showing all around the horizon, shall show from her stern to such last-mentioned vessel a white light or a flare-up light.*

ANCHOR LIGHTS.

ART. 11. *A vessel under one hundred and fifty feet in length when at anchor shall carry forward, where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light, in a lantern so constructed as to show a clear, uniform, and unbroken light visible all around the horizon at a distance of at least one mile.*

A vessel of one hundred and fifty feet or upwards in length when at anchor shall carry in the forward part of the vessel, at a height of not less than twenty and not exceeding forty feet above the hull, one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than fifteen feet lower than the forward light, another such light.

The length of a vessel shall be deemed to be the length appearing in her certificate of registry.

International rules—Continued.

lights and the two red lights prescribed by article four (a).

SPECIAL SIGNALS.

ART. 12. Every vessel may, if necessary in order to attract attention, in addition to the lights which she is by these rules required to carry, show a flare-up light or use any detonating signal that can not be mistaken for a distress signal.

NAVAL LIGHTS AND RECOGNITION SIGNALS.

ART. 13. Nothing in these rules shall interfere with the operation of any special rules made by the Government of any nation with respect to additional station and signal lights for two or more ships of war or for vessels sailing under convoy, or with the exhibition of recognition signals adopted by shipowners, which have been authorized by their respective Governments, and duly registered and published.

STEAM VESSEL UNDER SAIL BY DAY.

ART. 14. A steam vessel proceeding under sail only, but having her funnel up, shall carry in daytime, forward, where it can best be seen, one black ball or shape two feet in diameter.

III. SOUND SIGNALS FOR FOG, AND SO FORTH.

PRELIMINARY.

ART. 15. All signals prescribed by this article for vessels under way shall be given:

First. By "steam vessels" on the whistle or siren.

Inland rules—Continued.

SPECIAL SIGNALS.

ART. 12. *Every vessel may, if necessary, in order to attract attention, in addition to the lights which she is by these rules required to carry, show a flare-up light or use any detonating signal that can not be mistaken for a distress signal.*

NAVAL LIGHTS AND RECOGNITION SIGNALS.

ART. 13. *Nothing in these rules shall interfere with the operation of any special rules made by the Government of any nation with respect to additional station and signal lights for two or more ships of war or for vessels sailing under convoy, or with the exhibition of recognition signals adopted by shipowners, which have been authorized by their respective Governments, and duly registered and published.*

STEAM VESSEL UNDER SAIL BY DAY.

ART. 14. *A steam vessel proceeding under sail only, but having her funnel up, may carry in daytime, forward, where it can best be seen, one black ball or shape two feet in diameter.*

III. SOUND SIGNALS FOR FOG, AND SO FORTH.

PRELIMINARY.

ART. 15. *All signals prescribed by this article for vessels under way shall be given:*

1. By "steam vessels" on the whistle or siren.

International rules—Continued.

Second. By "sailing vessels" and "vessels towed" on the fog horn.

The words "prolonged blast" used in this article shall mean a blast of from four to six seconds' duration.

A steam vessel shall be provided with an efficient whistle or siren, sounded by steam or by some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog horn, to be sounded by mechanical means, and also with an efficient bell. In all cases where the rules require a bell to be used a drum may be substituted on board Turkish vessels, or a gong where such articles are used on board small seagoing vessels. A sailing vessel of twenty tons gross tonnage or upward shall be provided with a similar fog horn and bell.

In a fog, mist, falling snow, or heavy rain storms, whether by day or night, the signals described in this article shall be used as follows, namely :

STEAM VESSEL UNDER WAY.

(a) A steam vessel having way upon her shall sound, at intervals of not more than two minutes, a prolonged blast.

(b) A steam vessel under way, but stopped, and having no way upon her, shall sound, at intervals of not more than two minutes, two prolonged blasts, with an interval of about one second between.

SAIL VESSEL UNDER WAY.

(c) A sailing vessel under way shall sound, at intervals of not more than one minute, when on the starboard tack, one blast; when on the port tack,

Inland rules—Continued.

2. By "sailing vessels" and "vessels towed" on the fog horn.

The words "prolonged blast" used in this article shall mean a blast of from four to six seconds' duration.

A steam vessel shall be provided with an efficient whistle or siren, sounded by steam or by some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog horn; also with an efficient bell. A sailing vessel of twenty tons gross tonnage or upward shall be provided with a similar fog horn and bell.

In fog, mist, falling snow, or heavy rain storms, whether by day or night, the signals described in this article shall be used as follows, namely :

STEAM VESSEL UNDER WAY.

(a) A steam vessel under way shall sound, at intervals, of not more than one minute, a prolonged blast.

SAIL VESSEL UNDER WAY.

(c) A sailing vessel under way shall sound, at intervals of not more than one minute, when on the starboard tack, one blast; when on the port tack,

International rules—Continued.

two blasts in succession, and when with the wind abaft the beam, three blasts in succession.

VESSELS AT ANCHOR OR NOT UNDER WAY.

(d) A vessel when at anchor shall, at intervals of not more than one minute, ring the bell rapidly for about five seconds.

VESSELS TOWING OR TOWED.

(e) A vessel when towing, a vessel employed in laying or in picking up a telegraph cable, and a vessel under way, which is unable to get out of the way of an approaching vessel through being not under command, or unable to maneuver as required by the rules, shall, instead of the signals prescribed in subdivisions (a) and (c) of this article, at intervals of not more than two minutes, sound three blasts in succession, namely: One prolonged blast followed by two short blasts. A vessel towed may give this signal and she shall not give any other.

SMALL SAILING VESSELS AND BOATS.

Sailing vessels and boats of less than twenty tons gross tonnage shall not be obliged to give the above-mentioned signals, but, if they do not, they shall make some other efficient sound signal at intervals of not more than one minute.

SPEED IN FOG.

ART. 16. Every vessel shall, in a fog, mist, falling snow, or heavy rain storms, go at a moderate speed, having

Inland rules—Continued.

two blasts in succession, and when with the wind abaft the beam, three blasts in succession.

VESSELS AT ANCHOR OR NOT UNDER WAY.

(d) A vessel when at anchor shall, at intervals of not more than one minute, ring the bell rapidly for about five seconds.

VESSELS TOWING OR TOWED.

(e) A steam vessel when towing, shall, instead of the signals prescribed in subdivision (a) of this article, at intervals of not more than one minute, sound three blasts in succession, namely, one prolonged blast followed by two short blasts. A vessel towed may give this signal and she shall not give any other.

RAFTS, OR OTHER CRAFT NOT PROVIDED FOR.

(f) All rafts or other water craft, not herein provided for, navigating by hand power, horse power, or by the current of the river, shall sound a blast of the fog horn, or equivalent signal, at intervals of not more than one minute.

SPEED IN FOG.

ART. 16. Every vessel shall, in a fog, mist, falling snow, or heavy rain storms, go at a moderate speed, having

International rules—Continued.

careful regard to the existing circumstances and conditions.

A steam vessel hearing, apparently forward of her beam, the fog signal of a vessel the position of which is not ascertained shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

IV.—STEERING AND SAILING RULES.

PRELIMINARY.

Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

SAILING VESSELS.

ART. 17. When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other, as follows, namely:

(a) A vessel which is running free shall keep out of the way of a vessel which is closehauled.

(b) A vessel which is closehauled on the port tack shall keep out of the way of a vessel which is closehauled on the starboard tack.

(c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(d) When both are running free, with the wind on the same side, the vessel which is to the windward shall keep out of the way of the vessel which is to the leeward.

Inland rules—Continued.

careful regard to the existing circumstances and conditions.

A steam vessel hearing, apparently forward of her beam, the fog signal of a vessel the position of which is not ascertained shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

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Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

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ART. 17. When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other, as follows, namely:

(a) A vessel which is running free shall keep out of the way of a vessel which is closehauled.

(b) A vessel which is closehauled on the port tack shall keep out of the way of a vessel which is closehauled on the starboard tack.

(c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(d) When both are running free, with the wind on the same side, the vessel which is to the windward shall keep out of the way of the vessel which is to the leeward.

International rules—Continued.

(e) A vessel which has the wind aft shall keep out of the way of the other vessel.

STEAM VESSELS.

ART. 18. When two steam vessels are meeting end on, or nearly end on, so as to involve risk of collision, each shall alter her course to starboard, so that each may pass on the port side of the other.

This article only applies to cases where vessels are meeting end on, or nearly end on, in such a manner as to involve risk of collision, and does not apply to two vessels which must, if both keep on their respective courses, pass clear of each other.

The only cases to which it does apply are when each of the two vessels is end on, or nearly end on, to the other; in other words, to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own; and by night, to cases in which each vessel is in such a position as to see both the side lights of the other.

Inland rules—Continued.

(e) A vessel which has the wind aft shall keep out of the way of the other vessel.

STEAM VESSELS.

ART. 18. RULE I. When steam vessels are approaching each other head and head, that is, end on, or nearly so, it shall be the duty of each to pass on the port side of the other; and either vessel shall give, as a signal of her intention, one short and distinct blast of her whistle, which the other vessel shall answer promptly by a similar blast of her whistle, and thereupon such vessels shall pass on the port side of each other. But if the courses of such vessels are so far on the starboard of each other as not to be considered as meeting head and head, either vessel shall immediately give two short and distinct blasts of her whistle, which the other vessel shall answer promptly by two similar blasts of her whistle, and they shall pass on the starboard side of each other.

The foregoing only applies to cases where vessels are meeting end on, or nearly end on, in such a manner as to involve risk of collision; in other words, to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own, and by night to cases in which each vessel is in such a position as to see both the side lights of the other.

International rules—Continued.

It does not apply by day to cases in which a vessel sees another ahead crossing her own course; or by night to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light, or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

Inland rules—Continued.

It does not apply by day to cases in which a vessel sees another ahead crossing her own course, or by night to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

RULE III. *If, when steam vessels are approaching each other, either vessel fails to understand the course or intention of the other, from any cause, the vessel so in doubt shall immediately signify the same by giving several short and rapid blasts, not less than four, of the steam whistle.*

RULE V. *Whenever a steam vessel is nearing a short bend or curve in the channel, where, from the height of the banks or other cause, a steam vessel approaching from the opposite direction can not be seen for a distance of half a mile, such steam vessel, when she shall have arrived within half a mile of such curve or bend, shall give a signal by one long blast of the steam whistle, which signal shall be answered by a similar blast given by any approaching steam vessel that may be within hearing. Should such signal be so answered by a steam vessel upon the farther side of such bend, then the usual signals for meeting and passing shall immediately be given and answered; but if the first alarm signal of such vessel be not answered, she is to consider the channel clear and govern herself accordingly.*

When steam vessels are moved from their docks or berths, and other boats are liable to pass from any direction

toward them, they shall give the same signal as in the case of vessels meeting at a bend, but immediately after clearing the berths so as to be fully in sight, they shall be governed by the steering and sailing rules.

RULE VIII. When steam vessels are running in the same direction, and the vessel which is astern shall desire to pass on the right or starboard hand of the vessel ahead, she shall give one short blast of the steam whistle as a signal of such desire; and if the vessel ahead answers with one blast, she shall put her helm to port; or if she shall desire to pass on the left or port side of the vessel ahead, she shall give two short blasts of the steam whistle as a signal of such desire; and if the vessel ahead answers with two blasts, shall put her helm to starboard; or if the vessel ahead does not think it safe for the vessel astern to attempt to pass at that point, she shall immediately signify the same by giving several short and rapid blasts of the steam whistle, not less than four, and under no circumstances shall the vessel astern attempt to pass the vessel ahead until such time as they have reached a point where it can be safely done, when said vessel ahead shall signify her willingness by blowing the proper signals. The vessel ahead shall in no case attempt to cross the bow or crowd upon the course of the passing vessel.

RULE IX. The whistle signals provided in the rules under this article for steam vessels meeting, passing, or overtaking are never to be used except when steamers are in sight of each other and the course and position of each can be determined in the daytime by a sight of the vessel itself or by night by seeing its signal lights. In fog, mist, falling snow, or heavy

*International rules—Continued.**Inland rules—Continued.*

rain storms, when vessels can not see each other, fog signals only must be given.

SUPPLEMENTARY REGULATIONS.

SEC. 2. *That the supervising inspectors of steam vessels and the Supervising Inspector General shall establish such rules to be observed by steam vessels in passing each other and as to the lights to be carried by ferryboats and by barges and canal boats when in tow of steam vessels, not inconsistent with the provisions of this act, as they from time to time may deem necessary for safety, which rules when approved by the Secretary of Commerce, are hereby declared special rules duly made by local authority, as provided for in article thirty of chapter eight hundred and two of the laws of eighteen hundred and ninety. Two printed copies of such rules shall be furnished to such ferryboats and steam vessels, which rules shall be kept posted up in conspicuous places in such vessels.*

TWO STEAM VESSELS CROSSING.

ART. 19. *When two steam vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.*

STEAM VESSEL SHALL KEEP OUT OF THE WAY OF SAILING VESSEL.

ART. 20. *When a steam vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, the steam vessel shall keep out of the way of the sailing vessel.*

TWO STEAM VESSELS CROSSING.

ART. 19. *When two steam vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.*

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ART. 20. *When a steam vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, the steam vessel shall keep out of the way of the sailing vessel.*

International rules—Continued.

COURSE AND SPEED.

ART. 21. Where, by any of these rules, one of two vessels is to keep out of the way the other shall keep her course and speed.

Note.—When, in consequence of thick weather or other causes, such vessel finds herself so close that collision can not be avoided by the action of the giving-way vessel alone, she also shall take such action as will best aid to avert collision. [See articles 27 and 29.]

CROSSING AHEAD.

ART. 22. Every vessel which is directed by these rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.

STEAM VESSEL SHALL SLACKEN SPEED OR STOP.

ART. 23. Every steam vessel which is directed by these rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

OVERTAKING VESSELS.

ART. 24. Notwithstanding anything contained in these rules every vessel, overtaking any other, shall keep out of the way of the overtaken vessel.

Every vessel coming up with another vessel from any direction more than two points abaft her beam, that is, in such a position, with reference to the vessel which she is overtaking that at night she would be unable to see either of that vessel's side lights, shall

Inland rules—Continued.

COURSE AND SPEED.

ART. 21. *Where, by any of these rules, one of the two vessels is to keep out of the way, the other shall keep her course and speed.*

[See articles 27 and 29.]

CROSSING AHEAD.

ART. 22. *Every vessel which is directed by these rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.*

STEAM VESSEL SHALL SLACKEN SPEED OR STOP.

ART. 23. *Every steam vessel which is directed by these rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.*

OVERTAKING VESSELS.

ART. 24. *Notwithstanding anything contained in these rules every vessel, overtaking any other, shall keep out of the way of the overtaken vessel.*

Every vessel coming up with another vessel from any direction more than two points abaft her beam, that is, in such a position, with reference to the vessel which she is overtaking that at night she would be unable to see either of that vessel's side lights, shall

International rules—Continued.

be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel can not always know with certainty whether she is forward of or abaft this direction from the other vessel, she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

NARROW CHANNELS.

ART. 25. In narrow channels every steam vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

RIGHT OF WAY OF FISHING VESSELS.

ART. 26. Sailing vessels under way shall keep out of the way of sailing vessels or boats fishing with nets or lines or trawls. This rule shall not give to any vessel or boat engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels or boats.

GENERAL PRUDENTIAL RULE.

ART. 27. In obeying and construing these rules due regard shall be had to all dangers of navigation and collision, and to any special circumstances which may render a departure from the above rules necessary in order to avoid immediate danger.

Inland rules—Continued.

be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel can not always know with certainty whether she is forward of or abaft this direction from the other vessel, she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

NARROW CHANNELS.

ART. 25. In narrow channels every steam vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

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ART. 26. Sailing vessels under way shall keep out of the way of sailing vessels or boats fishing with nets or lines or trawls. This rule shall not give to any vessel or boat engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels or boats.

GENERAL PRUDENTIAL RULE.

ART. 27. In obeying and construing these rules due regard shall be had to all dangers of navigation and collision, and to any special circumstances which may render a departure from the above rules necessary in order to avoid immediate danger.

International rules—Continued.

SOUND SIGNALS FOR PASSING STEAMERS.

ART. 28. The words "short blast" used in this article shall mean a blast of about one second's duration.

When vessels are in sight of one another, a steam vessel under way, in taking any course authorized or required by these rules, shall indicate that course by the following signals on her whistle or siren, namely:

One short blast to mean, "I am directing my course to starboard."

Two short blasts to mean, "I am directing my course to port."

Three short blasts to mean, "My engines are going at full speed astern."

PRECAUTION.

ART. 29. Nothing in these rules shall exonerate any vessel, or the owner or master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

ART. 30. [See page 354 R.]

Inland rules—Continued.

SOUND SIGNALS FOR PASSING STEAMERS.

[See article 18.]

ART. 28. *When vessels are in sight of one another a steam vessel under way whose engines are going at full speed astern shall indicate that fact by three short blasts on the whistle.*

PRECAUTION.

ART. 29. *Nothing in these rules shall exonerate any vessel, or the owner or master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.*

LIGHTS ON UNITED STATES NAVAL VESSELS AND REVENUE CUTTERS.

ART. 30. *The exhibition of any light on board of a vessel of war of the United States or a revenue cutter may be suspended whenever, in the opinion of the Secretary of the Navy, the commander in chief of a squadron, or the commander of a vessel acting singly, the special character of the service may require it.*

International rules—Continued.

DISTRESS SIGNALS.

ART. 31. When a vessel is in distress and requires assistance from other vessels or from the shore the following shall be the signals to be used or displayed by her, either together or separately, namely:

In the daytime—

First. A gun or other explosive signal fired at intervals of about a minute.

Second. The international code signal of distress indicated by N C.

Third. The distance signal, consisting of a square flag, having either above or below it a ball or anything resembling a ball.

Fourth. A continuous sounding with any fog-signal apparatus.

At night—

First. A gun or other explosive signal fired at intervals of about a minute.

Second. Flames on the vessel (as from a burning tar barrel, oil barrel, and so forth).

Third. Rockets or shells throwing stars of any color or description, fired one at a time, at short intervals.

Fourth. A continuous sounding with any fog-signal apparatus.

Inland rules—Continued.

DISTRESS SIGNALS.

ART. 31. *When a vessel is in distress and requires assistance from other vessels or from the shore the following shall be the signals to be used or displayed by her, either together or separately, namely:*

In the daytime—

A continuous sounding with any fog-signal apparatus, or firing a gun.

At night—

First. Flames on the vessel as from a burning tar barrel, oil barrel, and so forth.

Second. A continuous sounding with any fog-signal apparatus, or firing a gun.

SECTION 3.—LIMITS OF INLAND WATERS OF THE UNITED STATES.

[This section is reproduced from Department of Commerce Form No. 804, edition of 14 Aug., 1917.]

BOUNDARY LINES OF THE HIGH SEAS.

The following lines dividing the high seas from rivers, harbors, and inland waters are hereby designated and defined pursuant to

section 2 of the act of Congress of February 19, 1895. Waters inshore of the lines here laid down are "inland waters," and upon them the inland rules and pilot rules made in pursuance thereof apply. Upon the high seas, viz, waters outside of the lines here laid down, the international rules apply. The following lines shall be effective on and after March 1, 1913:

Inland waters on the Atlantic, Pacific, and Gulf coasts of the United States where the Inland Rules of the Board are to be followed; and inland waters of the United States bordering on the Gulf of Mexico where the Inland Rules of the Road or Pilot Rules for Western Rivers are to be followed.

(All bearings are in degrees true and points magnetic; distances in nautical miles, and are given approximately.)

CUTLER (LITTLE RIVER) HARBOR, ME.—A line drawn from Long Point 226° (SW. by W. $\frac{3}{4}$ W.) to Little River Head.

LITTLE MACHIAS BAY, MACHIAS BAY, ENGLISHMAN BAY, CHANDLER BAY, MOOSABEC REACH, PLEASANT BAY, NARRAGUAGUS BAY, AND PIGEON HILL BAY, ME.—A line drawn from Little River Head 232° (WSW. $\frac{3}{8}$ W.) to the outer side of Old Man; thence 234° (WSW. $\frac{1}{2}$ W.) to the outer side of Double Shot Islands; thence 244° (W. $\frac{5}{8}$ S.) to Libby Islands Lighthouse; thence 231 $\frac{1}{2}$ ° (WSW. $\frac{1}{4}$ W.) to Moose Peak Lighthouse; thence 232 $\frac{1}{2}$ ° (WSW. $\frac{3}{8}$ W.) to Little Pond Head; from Pond Point, Great Wass Island, 239° (W. by S.) to outer side of Crumple Island; thence 249° (W. $\frac{1}{4}$ S.) to Petit Manan Lighthouse.

ALL HARBORS ON THE COAST OF MAINE, NEW HAMPSHIRE, AND MASSACHUSETTS BETWEEN PETIT MANAN LIGHTHOUSE, ME., AND CAPE ANN LIGHTHOUSES, MASS.—A line drawn from Petit Manan Lighthouse 205 $\frac{1}{2}$ ° (SW. $\frac{1}{4}$ S.), 26 $\frac{1}{2}$ miles, to Mount Desert Lighthouse; thence 250 $\frac{1}{2}$ ° (W. $\frac{1}{2}$ S.), about 33 miles, to Matinicus Rock Lighthouses; thence 267 $\frac{1}{2}$ ° (WNW. $\frac{3}{4}$ W.), 20 miles, to Monhegan Island Lighthouse; thence 260° (W. $\frac{5}{8}$ N.), 19 $\frac{1}{2}$ miles, to Seguin Lighthouse; thence 233° (WSW. $\frac{1}{8}$ W.) 18 $\frac{1}{2}$ miles, to Portland Light Vessel; thence 214 $\frac{1}{2}$ ° (SW. $\frac{3}{8}$ W.), 29 $\frac{1}{2}$ miles, to Boon Island Lighthouse; thence 210° (SW.), 11 miles, to Anderson Ledge Spindle, off Isles of Shoals Lighthouse; thence 176 $\frac{1}{4}$ ° (S. by W.), 19 $\frac{1}{2}$ miles, to Cape Ann Lighthouses, Mass.

BOSTON HARBOR.—From Eastern Point Lighthouse 215° (SW. $\frac{3}{8}$ W.), 15 $\frac{1}{2}$ miles, to The Graves Lighthouse; thence 139 $\frac{1}{4}$ ° (SSE. $\frac{3}{8}$ E.), 7 $\frac{1}{2}$ miles, to Minots Ledge Lighthouse.

ALL HARBORS IN CAPE COD BAY, MASS.—A line drawn from Plymouth (Gurnet) Lighthouses 77 $\frac{1}{2}$ ° (E. $\frac{1}{3}$ S.), 16 $\frac{1}{4}$ miles, to Race Point Lighthouse.

NANTUCKET SOUND, VINEYARD SOUND, BUZZARDS BAY, NARRAGANSETT BAY, BLOCK ISLAND SOUND, AND EASTERLY ENTRANCE TO LONG

ISLAND SOUND.—A line drawn from Chatham Lighthouses, Mass., 146° (S. by E. $\frac{3}{4}$ E.), $4\frac{3}{8}$ miles, to Pollock Rip Slue Light Vessel; thence 142° (SSE. $\frac{1}{2}$ E.), $12\frac{3}{4}$ miles, to Great Round Shoal Entrance Gas and Whistling Buoy (PS); thence 229° (SW. by W. $\frac{5}{8}$ W.), $14\frac{1}{2}$ miles, to Sankaty Head Lighthouse; from Smith Point, Nantucket Island, 261° (W. $\frac{3}{8}$ N.), 27 miles, to No Mans Land Gas and Whistling Buoy, 2; thence 359° (N. by E. $\frac{1}{8}$ E.), $8\frac{1}{2}$ miles, to Gay Head Lighthouse; thence 250° (W. $\frac{5}{8}$ S.), $34\frac{1}{2}$ miles, to Block Island Southeast Lighthouse; thence $250\frac{1}{2}^{\circ}$ (W. $\frac{5}{8}$ S.), $14\frac{1}{4}$ miles, to Montauk Point Lighthouse, on the easterly end of Long Island, N. Y.

NEW YORK HARBOR.—A line drawn from Rockaway Point Coast Guard Station $159\frac{1}{2}^{\circ}$ (S. by E.), $6\frac{1}{4}$ miles, to Ambrose Channel Light Vessel; thence $238\frac{1}{2}^{\circ}$ (WSW. $\frac{1}{8}$ W.), $8\frac{1}{4}$ miles, to Navesink (southerly) Lighthouse.

PHILADELPHIA HARBOR AND DELAWARE BAY.—A line drawn from Cape May Lighthouse 200° (SSW. $\frac{1}{2}$ W.), $8\frac{1}{2}$ miles, to Overfalls Light Vessel; thence $246\frac{1}{4}^{\circ}$ (WSW. $\frac{1}{2}$ W.), $3\frac{1}{2}$ miles, to Cape Henlopen Lighthouse.

BALTIMORE HARBOR AND CHESAPEAKE BAY.—A line drawn from Cape Charles Lighthouse $179\frac{1}{2}^{\circ}$ (S. $\frac{1}{2}$ W.), $10\frac{1}{2}$ miles, to Cape Henry Gas and Whistling Buoy, 2; thence 257° (W. $\frac{5}{8}$ S.), 5 miles, to Cape Henry Lighthouse.

CHARLESTON HARBOR.—A line drawn from Ferris Wheel, on Isle of Palms, 154° (SSE. $\frac{1}{4}$ E.), 7 miles, to Charleston Light Vessel; thence 259° (W. $\frac{7}{8}$ S.), through Charleston Whistling Buoy, 6 C, $7\frac{1}{2}$ miles, until Charleston Lighthouse bears 350° (N. $\frac{7}{8}$ W.); thence 270° (W.), $2\frac{1}{2}$ miles, to the beach of Folly Island.

SAVANNAH HARBOR AND CALIBOGUE SOUND.—A line drawn from Braddock Point, Hilton Head Island, $150\frac{1}{2}^{\circ}$ (SSE. $\frac{5}{8}$ E.), $9\frac{3}{4}$ miles, to Tybee Gas and Whistling Buoy, T (PS); thence 270° (W.), to the beach of Tybee Island.

ST. SIMON SOUND (BRUNSWICK HARBOR) AND ST. ANDREW SOUND.—From hotel on beach of St. Simon Island $1\frac{1}{8}$ mile 60° (NE. by E. $\frac{1}{4}$ E.) from St. Simon Lighthouse, 130° (SE. $\frac{1}{2}$ E.), $6\frac{1}{2}$ miles, to St. Simon Gas and Whistling Buoy (PS); thence 194° (S. by W. $\frac{1}{2}$ W.), $8\frac{3}{4}$ miles, to St. Andrew Sound Bar Buoy (PS); thence 270° (W.), $4\frac{3}{4}$ miles, to the shore of Little Cumberland Island.

ST. JOHNS RIVER, FLA.—A straight line from the outer end of the northerly jetty to the outer end of the southerly jetty.

FLORIDA REEFS AND KEYS.—A line drawn from the easterly end of the northerly jetty, at the entrance to the dredged channel $\frac{1}{2}$ mile northerly of Norris Cut, 94° (E. $\frac{1}{4}$ S.), $1\frac{5}{8}$ miles, to Florida Reefs North End Whistling Buoy, W (HS); thence 178° (S. $\frac{1}{4}$ E.), 8 miles, to Biscayne Bay Sea Bell Buoy, 1; thence 182° (S. $\frac{1}{2}$ W.), $2\frac{3}{8}$ miles, to Fowey Rocks Lighthouse; thence 188° (S. $\frac{5}{8}$ W.),

6 $\frac{1}{2}$ miles, to Triumph Reef Beacon, O; thence 193° (S. by W.), 4 $\frac{1}{2}$ miles, to Ajax Reef Beacon, M; thence 194° (S. by W. $\frac{1}{2}$ W.), 2 miles, to Pacific Reef Beacon, L; thence 196 $\frac{1}{2}$ ° (S. by W. $\frac{3}{4}$ W.), 5 miles, to Turtle Harbor Sea Buoy, 2; thence 210° (SSW. $\frac{1}{2}$ W.), 4 $\frac{7}{8}$ miles, to Carysfort Reef Lighthouse; thence 209 $\frac{1}{2}$ ° (SSW $\frac{1}{2}$ W.), 5 $\frac{3}{4}$ miles, to Elbow Reef Beacon, J; thence 217 $\frac{1}{2}$ ° (SW. $\frac{3}{4}$ S.), 9 $\frac{3}{4}$ miles, to Molasses Reef Gas Buoy, 2 M; thence 235 $\frac{1}{2}$ ° (SW. $\frac{3}{4}$ W.), 6 miles, to Conch Reef Beacon, E; thence 234 $\frac{1}{2}$ ° (SW. $\frac{3}{4}$ W.), through Crocker Reef Beacon, D, 10 $\frac{3}{8}$ miles, to Alligator Reef Lighthouse; thence 234° (SW. $\frac{5}{8}$ W.), 10 $\frac{7}{8}$ miles, to Tennessee Reef Buoy, 4; thence 251° (WSW. $\frac{1}{2}$ W.), 10 $\frac{1}{2}$ miles, to Coffins Patches Beacon, C; thence 247° (SW. by W. $\frac{3}{4}$ W.), 8 $\frac{3}{4}$ miles, to Sombrero Key Lighthouse; thence 253 $\frac{1}{2}$ ° (WSW. $\frac{3}{8}$ W.), 16 $\frac{3}{4}$ miles, to Looe Key Beacon, 6; thence 257 $\frac{1}{2}$ ° (WSW. $\frac{3}{4}$ W.), 6 $\frac{3}{8}$ miles, to American Shoal Lighthouse; thence 253 $\frac{1}{2}$ ° (WSW. $\frac{3}{8}$ W.), 2 $\frac{7}{8}$ miles, to Maryland Shoal Beacon, S; thence 259° (WSW. $\frac{7}{8}$ W.), 5 $\frac{1}{4}$ miles, to Eastern Sambo Beacon, A; thence 253° (WSW. $\frac{1}{4}$ W.), 2 $\frac{1}{4}$ miles, to Western Sambo Beacon, R; thence 257° (WSW. $\frac{5}{8}$ W.), through Western Sambo Buoy, 2, 5 $\frac{1}{4}$ miles, to Key West Entrance Gas Buoy (PS); thence 262° (W. $\frac{7}{8}$ S.), 4 $\frac{1}{4}$ miles, to Sand Key Lighthouse; thence 261° (W. by S.), 2 $\frac{3}{4}$ miles, to Western Dry Rocks Beacon, 2; thence 268° (W. $\frac{3}{8}$ S.), 3 $\frac{1}{2}$ miles, through Satan Shoal Buoy (HS) to Vestal Shoal Buoy, 1; thence 274 $\frac{1}{2}$ ° (W. $\frac{1}{8}$ N.) 5 $\frac{1}{4}$ miles, to Coal Bin Rock Buoy, CB (HS); thence 324 $\frac{1}{2}$ ° (NW. $\frac{5}{8}$ N.), 7 $\frac{1}{4}$ miles, to Marquesas Keys left tangent; from northwesterly point Marquesas Keys 59° (NE. by E.), 4 $\frac{3}{8}$ miles, to Bar Buoy, 1, Boca Grande Channel; thence 83° (E. $\frac{7}{8}$ N.), 9 $\frac{1}{4}$ miles, to Northwest Channel Entrance Bell Buoy, 1, Northwest Channel into Key West; thence 68° (NE. by E. $\frac{7}{8}$ E.), 23 $\frac{1}{2}$ miles, to northerly side of Content Keys; thence 49° (NE. $\frac{1}{4}$ E.), 29 miles, to East Cape, Cape Sable.

CHARLOTTE HARBOR AND PUNTA GORDA, FLA.—Eastward of Charlotte Harbor Entrance Gas and Bell Buoy (PS), off Boca Grande, and in Charlotte Harbor, in Pine Island Sound and Matlacha Pass. Pilot Rules for Western Rivers apply in Peace and Miakka Rivers north of a 250° and 70° (WSW. and ENE.) line through Mangrove Point Light; and in Caloosahatchee River northward of the steamboat wharf at Punta Rasa.

TAMPA BAY AND TRIBUTARIES, FLA.—From the southerly end of Long Key 245° (SW. by W. $\frac{5}{8}$ W.) 9 miles, to Tampa Bay Gas and Whistling Buoy (PS); thence 129° (SE. $\frac{3}{4}$ E.) 6 $\frac{1}{2}$ miles, to Bar Bell Buoy (PS), at the entrance to Southwest Channel; thence 103° (E. by S.), 2 $\frac{3}{4}$ miles, to the house on the north end of Anna Maria Key. Pilot Rules for Western Rivers apply in Manatee River inside Manatee River Entrance Buoy, 2; in Hillsboro Bay and River inside Hillsboro Bay Light, 2.

ST. GEORGE SOUND, APALACHICOLA BAY, CARRABELLE AND APALACHICOLA RIVERS, AND ST. VINCENT SOUND, FLA.—North of a line from Lighthouse Point 246° (SW. by W. $\frac{5}{8}$ W.), $13\frac{1}{2}$ miles, to southeasterly side of Dog Island; to northward of East Pass Bell Buoy, 1, at the entrance to East Pass, and inside West Pass Bell Buoy (PS) at the seaward entrance to West Pass. Pilot Rules for Western Rivers apply in Carrabelle River inside the entrance to the dredged channel; in Apalachicola River northward of Apalachicola Dredged Channel Entrance Buoy, 2.

PENSACOLA HARBOR.—From Caucus Cut Entrance Gas and Whistling Buoy, 1A, 3° (N. $\frac{1}{8}$ W.), tangent to easterly side of Fort Pickens, to the shore of Santa Rosa Island, and from the buoy northward in the buoyed channel through Caucus Shoal.

MOBILE HARBOR AND BAY.—From Mobile Entrance Gas and Whistling Buoy (PS) 40° (NE. $\frac{7}{8}$ N.) to shore of Mobile Point, and from the buoy 320° (NW.) to the shore of Dauphin Island. Pilot Rules for Western Rivers apply in Mobile River above Choctaw Point.

SOUNDS, LAKES, AND HARBORS ON THE COASTS OF ALABAMA, MISSISSIPPI, AND LOUISIANA, BETWEEN MOBILE BAY ENTRANCE AND THE DELTA OF THE MISSISSIPPI RIVER.—From Sand Island Lighthouse 259° (WSW. $\frac{5}{8}$ W.), $43\frac{1}{2}$ miles to Chandeleur Lighthouse; westward of Chandeleur and Errol Islands, and west of a line drawn from the southwesterly point of Errol Island 182° (S. $\frac{1}{4}$ E.), 23 miles, to Pass a Loutre Lighthouse. Pilot Rules for Western Rivers apply in Pascagoula River, and in the dredged cut at the entrance to the river, above Pascagoula River Entrance Light, A, marking the entrance to the dredged cut.

NEW ORLEANS HARBOR AND THE DELTA OF THE MISSISSIPPI RIVER.—Inshore of a line drawn from the outermost mud lump showing above low water at the entrance to Pass a Loutre to a similar lump off the entrance to Northeast Pass; thence to a similar lump off the entrance to Southeast Pass; thence to the outermost aid to navigation off the entrance to South Pass; thence to the outermost aid to navigation off the entrance to Southwest Pass; thence northerly, about $19\frac{1}{2}$ miles, to the westerly point of the entrance to Bay Jaque.

SABINE PASS, TEX.—Pilot Rules for Western Rivers apply to Sabine Pass northward of Sabine Pass Gas and Whistling Buoy (PS), and in Sabine Lake and its tributaries. Outside of this buoy the International Rules apply.

GALVESTON HARBOR.—A line drawn from Galveston North Jetty Light 129° (SE. by E. $\frac{1}{4}$ E.), 2 miles, to Galveston Bar Gas and Whistling Buoy (PS); thence 276° (W. $\frac{1}{8}$ S.), $2\frac{1}{2}$ miles, to Galveston (S.) Jetty Lighthouse.

BRAZOS RIVER, TEX.—Pilot Rules for Western Rivers apply in the entrance and river inside of Brazos River Entrance Gas and Whistling Buoy (PS). International Rules apply outside the buoy.

SAN DIEGO HARBOR.—A line drawn from southerly tower of Coronado Hotel 208° (S. by W.), 5 miles, to Outside Bar Whistling Buoy, SD (PS); thence 345° (NNW. $\frac{3}{4}$ W.), $3\frac{5}{8}$ miles, to Point Loma Lighthouse.

SAN FRANCISCO HARBOR.—A line drawn through Mile Rocks Lighthouse 326° (NW. $\frac{5}{8}$ W.) to Bonita Point Lighthouse.

COLUMBIA RIVER ENTRANCE.—A line drawn from knuckle of Columbia River south jetty 351° (NNW. $\frac{7}{8}$ W.) to Cape Disappointment Lighthouse.

JUAN DE FUCA STRAIT, WASHINGTON AND PUGET SOUNDS.—A line drawn from New Dungeness Lighthouse $13\frac{1}{2}^{\circ}$ (N. by W.), $10\frac{3}{8}$ miles, to Hein Bank Gas and Bell Buoy (HS); thence $337\frac{1}{2}^{\circ}$ (NW. $\frac{1}{4}$ W.), $10\frac{1}{4}$ miles, to Lime Kiln Light, on west side of San Juan Island; from Bellevue Point, San Juan Island, $336\frac{1}{2}^{\circ}$ (NW. $\frac{1}{4}$ W.) to Kellett Bluff, Henry Island; thence 347° (NW. $\frac{5}{8}$ N.) to Turn Point Light; thence $71\frac{1}{2}^{\circ}$ (NE. $\frac{1}{8}$ E.), $8\frac{1}{4}$ miles, to westerly point of Skipjack Island; thence $38\frac{1}{2}^{\circ}$ (N. by E. $\frac{1}{4}$ E.), $4\frac{3}{8}$ miles, to Patos Islands Light; thence 338° (NW. $\frac{1}{8}$ W.), 12 miles, to Point Roberts Light.

GENERAL RULE.—At all buoyed entrances from seaward to bays, sounds, rivers, or other estuaries for which specific lines have not been described, Inland Rules shall apply inshore of a line approximately parallel with the general trend of the shore, drawn through the outermost buoy or other aid to navigation of any system of aids.

SECTION 4.—PILOT RULES FOR CERTAIN INLAND WATERS OF THE ATLANTIC AND PACIFIC COASTS AND OF THE COAST OF THE GULF OF MEXICO.

[This section is reproduced from Department of Commerce Form No. 804, edition of 14 Aug., 1917.]

(NOTE.—When the act approved June 7, 1897, contained in the following articles, was under consideration, the old law, known as the International Rules, was made the basis for the new act, and the different sections of the International Rules were taken up seriatim and considered in regard to their application in the proposed new law. Where it was found that any article of the International Rules would meet the necessities or requirements of the new act, such article was adopted, in some cases verbatim. Article 4 of the International Rules refers to lights and day marks carried by a vessel not under command and by vessels engaged in

laying or picking up a telegraph cable, etc., which signals it was not considered would be necessary in inland navigation, and the article in question was omitted from the act. In order to keep corresponding numbers for the articles in the new act and in the International Rules, article 4 was therefore omitted from the act, and there is no article of that number in the act of June 7, 1897.)

PILOT RULES FOR ALL HARBORS, RIVERS, AND INLAND WATERS OF THE UNITED STATES, EXCEPT THE GREAT LAKES AND THEIR CONNECTING AND TRIBUTARY WATERS AS FAR EAST AS MONTREAL AND THE RED RIVER OF THE NORTH AND RIVERS EMPTYING INTO THE GULF OF MEXICO AND THEIR TRIBUTARIES.

Laws relating to the navigation of vessels on all harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries.

AN ACT To adopt regulations for preventing collisions upon certain harbors, rivers, and inland waters of the United States.

Whereas the provisions of chapter eight hundred and two of the laws of eighteen hundred and ninety and the amendments thereto, adopting regulations for preventing collisions at sea, apply to all waters of the United States connected with the high seas navigable by seagoing vessels, except so far as the navigation of any harbor, river, or inland waters is regulated by special rules duly made by local authority; and

Whereas it is desirable that the regulations relating to the navigation of all harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, shall be stated in one act: Therefore,

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following regulations for preventing collisions shall be followed by all vessels navigating all harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, and are hereby declared special rates duly made by local authority:

PRELIMINARY.

In the following rules every steam vessel which is under sail and not under steam is to be considered a sailing vessel, and every vessel under steam, whether under sail or not, is to be considered a steam vessel.

The words "steam vessel" shall include any vessel propelled by machinery.

A vessel is "under way" within the meaning of these rules when she is not at anchor or made fast to the shore or aground.

RULES CONCERNING LIGHTS, AND SO FORTH.

The word "visible" in these rules, when applied to lights, shall mean visible on a dark night with a clear atmosphere.

ARTICLE 1. The rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed lights shall be exhibited.

ART. 2.¹ A steam vessel when under way shall carry—(a) On or in front of the foremast, or, if a vessel without a foremast, then in the fore part of the vessel, a bright white light so constructed as to show an unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the vessel, namely, from right ahead to two points abaft the beam on either side, and of such a character as to be visible at a distance of at least five miles.

(b) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least two miles.

(c) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible at a distance of at least two miles.

(d) The said green and red side lights shall be fitted with in-board screens projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.

(e) A seagoing steam vessel when under way may carry an additional white light similar in construction to the light mentioned in subdivision (a). These two lights shall be so placed in

¹Article 2 is amended by act of Congress approved June 9, 1910, effective on and after July 9, 1910, in rules for lights required to be carried by every vessel propelled by machinery and not more than 65 feet in length except tugboats and towboats propelled by steam. (See sec. 8 of this chapter.)

line with the keel that one shall be at least fifteen feet higher than the other, and in such a position with reference to each other that the lower light shall be forward of the upper one. The vertical distance between these lights shall be less than the horizontal distance.

(f) All steam vessels (except seagoing vessels and ferryboats) shall carry in addition to green and red lights required by article two (b), (c), and screens as required by article two (d), a central range of two white lights; the afterlight being carried at an elevation at least fifteen feet above the light at the head of the vessel. The headlight shall be so constructed as to show an unbroken light through twenty points of the compass, namely, from right ahead to two points abaft the beam on either side of the vessel, and the afterlight so as to show all around the horizon.

ART. 3. A steam vessel when towing another vessel shall, in addition to her side lights, carry two bright white lights in a vertical line one over the other, not less than three feet apart, and when towing more than one vessel shall carry an additional bright white light three feet above or below such lights, if the length of the tow measuring from the stern of the towing vessel to the stern of the last vessel towed exceeds six hundred feet. Each of these lights shall be of the same construction and character, and shall be carried in the same position as the white light mentioned in article two (a) or the after range light mentioned in article two (f).

Such steam vessel may carry a small white light abaft the funnel or aftermast for the vessel towed to steer by, but such light shall not be visible forward of the beam.

ART. 5. A sailing vessel under way or being towed shall carry the same lights as are prescribed by article two for a steam vessel under way, with the exception of the white lights mentioned therein, which they shall never carry.

ART. 6. Whenever, as in the case of vessels of less than ten gross tons under way during bad weather, the green and red side-lights can not be fixed, these lights shall be kept at hand, lighted and ready, for use; and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable, more than two points abaft the beam on their respective sides. To make the use of these portable lights more certain and easy the lanterns containing them shall each be painted outside with the color of the light they respectively contain, and shall be provided with proper screens.

ART. 7. Rowing boats, whether under oars or sail, shall have ready at hand a lantern showing a white light which shall be temporarily exhibited in sufficient time to prevent collision.

ART. 8.² Pilot vessels when engaged on their station on pilotage duty shall not show the lights required for other vessels, but shall carry a white light at the masthead, visible all around the horizon, and shall also exhibit a flare-up light or flare-up lights at short intervals, which shall never exceed fifteen minutes.

On the near approach of or to other vessels they shall have their side lights lighted, ready for use, and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side nor the red light on the starboard side.

A pilot vessel of such a class as to be obliged to go alongside of a vessel to put a pilot on board may show the white light instead of carrying it at the masthead, and may, instead of the colored lights above mentioned, have at hand, ready for use, a lantern with a green glass on the one side and a red glass on the other, to be used as prescribed above.

Pilot vessels, when not engaged on their station on pilotage duty, shall carry lights similar to those of other vessels of their tonnage.

ART. 9. (a) Fishing vessels of less than ten gross tons, when under way and when not having their nets, trawls, dredges, or lines in the water, shall not be obliged to carry the colored side

² AN ACT Relating to lights on steam pilot vessels.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a steam pilot vessel, when engaged on her station on pilotage duty and in waters of the United States, and not at anchor, shall, in addition to the lights required for all pilot boats, carry at a distance of eight feet below her white masthead light a red light, visible around the horizon and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least two miles, and also the colored side lights required to be carried by vessels when under way.

When engaged on her station on pilotage duty and in waters of the United States, and at anchor, she shall carry in addition to the lights required for all pilot boats the red light above mentioned, but not the colored side lights.

When not engaged on her station on pilotage duty, she shall carry the same lights as other steam vessels.

SEC. 2. That this act shall be construed as supplementary to article eight of the act approved June seventh, eighteen hundred and ninety-seven, entitled "An act to adopt regulations for preventing collisions upon certain harbors, rivers, and inland waters of the United States," and to article eight of an act approved August nineteenth, eighteen hundred and ninety, entitled "An act to adopt regulations for preventing collisions at sea."

SEC. 3. That this act shall take effect on June thirtieth, nineteen hundred.

Approved, February 19, 1900.

lights; but every such vessel shall, in lieu thereof, have ready at hand a lantern with a green glass on one side and a red glass on the other side, and on approaching to or being approached by another vessel such lantern shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side nor the red light on the starboard side.

(b) All fishing vessels and fishing boats of ten gross tons or upward, when under way and when not having their nets, trawls, dredges, or lines in the water, shall carry and show the same lights as other vessels under way.

(c) All vessels when trawling, dredging, or fishing with any kind of dragnets or lines shall exhibit from some part of the vessel where they can be best seen, two lights. One of these lights shall be red and the other shall be white. The red light shall be above the white light and shall be at a vertical distance from it of not less than six feet and not more than twelve feet; and the horizontal distance between them, if any, shall not be more than ten feet. These two lights shall be of such a character and contained in lanterns of such construction as to be visible all round the horizon, the white light a distance of not less than three miles and the red light of not less than two miles.

(d) Rafts or other water craft not herein provided for, navigating by hand power, horse power, or by the current of the river, shall carry one or more good white lights, which shall be placed in such manner as shall be prescribed by the Board of Supervising Inspectors of Steam Vessels.

ART. 10. A vessel which is being overtaken by another, except a steam vessel with an after range light showing all around the horizon, shall show from her stern to such last-mentioned vessel a white light or a flare-up light.

ART. 11. A vessel under one hundred and fifty feet in length when at anchor shall carry forward, where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light in a lantern so constructed as to show a clear, uniform, and unbroken light visible all around the horizon at a distance of at least one mile.

A vessel of one hundred and fifty feet or upwards in length when at anchor shall carry in the forward part of the vessel at a height of not less than twenty and not exceeding forty feet above the hull, one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than fifteen feet lower than the forward light, another such light.

The length of a vessel shall be deemed to be the length appearing in her certificate of registry.

ART. 12. Every vessel may, if necessary, in order to attract attention, in addition to the lights which she is by these rules

required to carry, show a flare-up light or use any detonating signal that can not be mistaken for a distress signal.

ART. 13. Nothing in these rules shall interfere with the operation of any special rules made by the Government of any nation with respect to additional station and signal lights for two or more ships of war or for vessels sailing under convoy or with the exhibition of recognition signals adopted by shipowners, which have been authorized by their respective Governments, and duly registered and published.

ART. 14. A steam vessel proceeding under sail only, but having her funnel up, may carry in daytime, forward, where it can best be seen, one black ball or shape two feet in diameter.

SOUND SIGNALS FOR FOG, AND SO FORTH.

ART. 15. All signals prescribed by this article for vessels under way shall be given:

1. By "steam vessels" on the whistle or siren.
2. By "sailing vessels" and "vessels towed" on the fog horn.

The words "prolonged blast" used in this article shall mean a blast of from four to six seconds duration.

A steam vessel shall be provided with an efficient whistle or siren, sounded by steam or by some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog horn; also with an efficient bell. A sailing vessel of twenty tons gross tonnage or upward shall be provided with a similar fog horn and bell.

In fog, mist, falling snow, or heavy rainstorms, whether by day or night, the signals described in this article shall be used as follows, namely:

(a) A steam vessel under way shall sound, at intervals of not more than one minute, a prolonged blast.

(c) A sailing vessel under way shall sound, at intervals of not more than one minute, when on the starboard tack, one blast; when on the port tack, two blasts in succession, and when with the wind abaft the beam, three blasts in succession.

(d) A vessel when at anchor shall, at intervals of not more than one minute, ring the bell rapidly for about five seconds.

(e) A steam vessel when towing, shall, instead of the signals prescribed in subdivision (a) of this article, at intervals of not more than one minute, sound three blasts in succession, namely, one prolonged blast followed by two short blasts. A vessel towed may give this signal and she shall not give any other.

(f) All rafts or other water craft, not herein provided for, navigating by hand power, horse power, or by the current of the river, shall sound a blast of the foghorn, or equivalent signal, at intervals of not more than one minute.

SPEED OF SHIPS TO BE MODERATE IN FOG, AND SO FORTH.

ART. 16. Every vessel shall, in a fog, mist, falling snow, or heavy rainstorms, go at a moderate speed, having careful regard to the existing circumstances and conditions.

A steam vessel hearing, apparently forward of her beam, the fog signal of a vessel the position of which is not ascertained shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

STEERING AND SAILING RULES.

PRELIMINARY—RISK OF COLLISION.

Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

ART. 17. When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other as follows, namely :

(a) A vessel which is running free shall keep out of the way of a vessel which is close hauled.

(b) A vessel which is close hauled on the port tack shall keep out of the way of a vessel which is close hauled on the starboard tack.

(c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(d) When both are running free, with the wind on the same side, the vessel which is to the windward shall keep out of the way of the vessel which is to the leeward.

(e) A vessel which has the wind aft shall keep out of the way of the other vessel.

ART. 18. RULE I. When steam vessels are approaching each other head and head, that is, end on, or nearly so, it shall be the duty of each to pass on the port side of the other ; and either vessel shall give, as a signal of her intention, one short and distinct blast of her whistle, which the other vessel shall answer promptly by a similar blast of her whistle, and thereupon such vessels shall pass on the port side of each other. But if the courses of such vessels are so far on the starboard of each other as not to be considered as meeting head and head, either vessel shall immediately give two short and distinct blasts of her whistle, which the other vessel shall answer promptly by two similar blasts of her whistle, and they shall pass on the starboard side of each other.

The foregoing only applies to cases where vessels are meeting end on or nearly end on, in such a manner as to involve risk of collision; in other words, to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line with her own, and by night to cases in which each vessel is in such a position as to see both the side lights of the other.

It does not apply by day to cases in which a vessel sees another ahead crossing her own course, or by night to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

RULE III. If, when steam vessels are approaching each other, either vessel fails to understand the course or intention of the other, from any cause, the vessel so in doubt shall immediately signify the same by giving several short and rapid blasts, not less than four, of the steam whistle.

RULE V. Whenever a steam vessel is nearing a short bend or curve in the channel, where, from the height of the banks or other cause, a steam vessel approaching from the opposite direction can not be seen for a distance of half a mile, such steam vessel when she shall have arrived within half a mile of such curve or bend, shall give a signal by one long blast of the steam whistle, which signal shall be answered by a similar blast, given by any approaching steam vessel that may be within hearing. Should such signal be so answered by a steam vessel upon the farther side of such bend, then the usual signals for meeting and passing shall immediately be given and answered; but, if the first alarm signal of such vessel be not answered, she is to consider the channel clear and govern herself accordingly.

When steam vessels are moved from their docks or berths, and other boats are liable to pass from any direction toward them, they shall give the same signal as in the case of vessels meeting at a bend, but immediately after clearing the berths so as to be fully in sight they shall be governed by the steering and sailing rules.

RULE VIII. When steam vessels are running in the same direction, and the vessel which is astern shall desire to pass on the right or starboard hand of the vessel ahead, she shall give one short blast of the steam whistle, as a signal of such desire, and if the vessel ahead answers with one blast, she shall put her helm to port; or if she shall desire to pass on the left or port side of the vessel ahead, she shall give two short blasts of the steam whistle as a signal of such desire, and if the vessel ahead answers with two blasts, shall put her helm to starboard; or if the vessel

ahead does not think it safe for the vessel astern to attempt to pass at that point, she shall immediately signify the same by giving several short and rapid blasts of the steam whistle, not less than four, and under no circumstances shall the vessel astern attempt to pass the vessel ahead until such time as they have reached a point where it can be safely done, when said vessel ahead shall signify her willingness by blowing the proper signals. The vessel ahead shall in no case attempt to cross the bow or crowd upon the course of the passing vessel.

RULE IX. The whistle signals provided in the rules under this article, for steam vessels meeting, passing, or overtaking, are never to be used except when steamers are in sight of each other, and the course and position of each can be determined in the daytime by a sight of the vessel itself, or by night by seeing its signal lights. In fog, mist, falling snow or heavy rainstorms, when vessels can not so see each other, fog signals only must be given.

ART. 19. When two steam vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own star-board side shall keep out of the way of the other.

ART. 20. When a steam vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, the steam vessel shall keep out of the way of the sailing vessel.

ART. 21. Where, by any of these rules, one of the two vessels is to keep out of the way, the other shall keep her course and speed.

ART. 22. Every vessel which is directed by these rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.

ART. 23. Every steam vessel which is directed by these rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

ART. 24. Notwithstanding anything contained in these rules every vessel, overtaking any other, shall keep out of the way of the overtaken vessel.

Every vessel coming up with another vessel from any direction more than two points abaft her beam; that is, in such a position, with reference to the vessel which she is overtaking that at night she would be unable to see either of that vessel's side lights, shall be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel can not always know with certainty whether she is forward of or abaft this direction from the other vessel she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

ART. 25. In narrow channels every steam vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

ART. 26. Sailing vessels under way shall keep out of the way of sailing vessels or boats fishing with nets, or lines, or trawls. This rule shall not give to any vessel or boat engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels or boats.

ART. 27. In obeying and construing these rules due regard shall be had to all dangers of navigation and collision, and to any special circumstances which may render a departure from the above rules necessary in order to avoid immediate danger.

SOUND SIGNALS FOR VESSELS IN SIGHT OF ONE ANOTHER.

ART. 28. When vessels are in sight of one another a steam vessel under way whose engines are going at full speed astern shall indicate that fact by three short blasts on the whistle.

NO VESSEL UNDER ANY CIRCUMSTANCES TO NEGLECT PROPER PRECAUTIONS.

ART. 29. Nothing in these rules shall exonerate any vessel, or the owner or master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

ART. 30. The exhibition of any light on board of a vessel of war of the United States or a revenue cutter may be suspended whenever, in the opinion of the Secretary of the Navy, the commander in chief of a squadron, or the commander of a vessel acting singly, the special character of the service may require it.

DISTRESS SIGNALS.

ART. 31. When a vessel is in distress and requires assistance from other vessels or from the shore, the following shall be the signals to be used or displayed by her, either together or separately, namely:

IN THE DAYTIME.

A continuous sounding with any fog-signal apparatus, or firing a gun.

AT NIGHT.

First. Flames on the vessel, as from a burning tar barrel, oil barrel, and so forth.

Second. A continuous sounding with any fog-signal apparatus, or firing a gun.

SEC. 2.¹ That the supervising inspectors of steam vessels and the Supervising Inspector General shall establish such rules to be observed by steam vessels in passing each other and as to the lights to be carried by ferryboats and by barges and canal boats when in tow of steam vessels, and as to the lights and day signals to be carried by vessels, dredges of all types, and vessels working on wrecks by other obstruction to navigation or moored for submarine operations, or made fast to a sunken object which may drift with the tide or be towed, not inconsistent with the provisions of this act, as they from time to time may deem necessary for safety, which rules when approved by the Secretary of Commerce are hereby declared special rules duly made by local authority, as provided for in article thirty of chapter eight hundred and two of the laws of eighteen hundred and ninety. Two printed copies of such rules shall be furnished to such ferryboats, barges, dredges, canal boats, vessels working on wrecks, and steam vessels, which rules shall be kept posted up in conspicuous places in such vessels, barges, dredges, and boats.

SEC. 3. That every pilot, engineer, mate, or master of any steam vessel, and every master or mate of any barge or canal boat, who neglects or refuses to observe the provisions of this act, or the regulations established in pursuance of the preceding section, shall be liable to a penalty of fifty dollars, and for all damages sustained by any passenger in his person or baggage by such neglect or refusal: *Provided*, That nothing herein shall relieve any vessel, owner, or corporation from any liability incurred by reason of such neglect or refusal.

SEC. 4. That every vessel that shall be navigated without complying with the provisions of this act shall be liable to a penalty of two hundred dollars, one-half to go to the informer, for which sum the vessel so navigated shall be liable and may be seized and proceeded against by action in any district court of the United States having jurisdiction of the offense.

SEC. 5. That sections forty-two hundred and thirty-three and forty-four hundred and twelve (with the regulations made in pursuance thereof, except the rules and regulations for the government of pilots of steamers navigating the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, and except the rules for the Great Lakes and their connecting and tributary waters as far east as Montreal), and forty-four hundred and thirteen of the Revised Statutes of the United States, and chapter two hundred and two of the laws of eighteen hundred and ninety-three, and sections one and three of chapter one hundred and two of the laws of eighteen hundred and ninety-five, and sections five, twelve, and thirteen of the act approved March third, eighteen hundred and ninety-seven, entitled "An act to

¹As amended by act of Congress approved May 25, 1914.

amend the laws relating to navigation," and all amendments thereto, are hereby repealed so far as the harbors, rivers, and inland waters aforesaid (except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico, and their tributaries) are concerned.

SEC. 6. That this act shall take effect four months from the date of its approval.

Approved, June 7, 1897.

Rules and regulations for the government of pilots of vessels propelled by steam, gas, fluid, naphtha, or electric motors, and of other vessels propelled by machinery, navigating the harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal, the Red River of the North, and rivers emptying into the Gulf of Mexico and their tributaries, as amended by the Board of United States Supervising Inspectors, Steamboat-Inspection Service, on February 27, 1912, and approved by the Secretary of Commerce, under the authority of an act of Congress approved June 7, 1897, and the acts of Congress approved February 14, 1903, and March 4, 1913, establishing the Department of Commerce.

PRELIMINARY.

In the following rules the words *steam vessel* shall include any vessel propelled by machinery.

A vessel is *under way* within the meaning of these rules when she is not at anchor or made fast to the shore or aground.

Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

SIGNALS.

The whistle *signals* provided in these rules shall be sounded on an efficient whistle or siren sounded by steam or by some substitute for steam.

A *short blast* of the whistle shall mean a blast of about one second's duration.

A *prolonged blast* of the whistle shall mean a blast of from four to six seconds' duration.⁴

One short blast of the whistle signifies intention to direct course to own starboard, except when two steam vessels are approaching each other at right angles or obliquely, when it signifies intention

⁴Under the provisions of par. (a), sec. 4, of act of Congress approved June 9, 1910, "a blast of at least two seconds shall be deemed a prolonged blast within the meaning of the law," when given by vessels propelled by machinery and not more than 65 feet in length, except tugboats and towboats propelled by steam. (See sec. 8 of this chapter.)

of steam vessel which is to starboard of the other to hold course and speed.

Two short blasts of the whistle signify intention to direct course to own port.

Three short blasts of the whistle shall mean "My engines are going at full speed astern."

When vessels are in sight of one another a steam vessel under way whose engines are going at full speed astern shall indicate that fact by three short blasts on the whistle.

RULE I. If, when steam vessels are approaching each other, either vessel fails to understand the course or intention of the other, from any cause, the vessel so in doubt shall immediately signify the same by giving several short and rapid blasts, not less than four, of the steam whistle, the DANGER SIGNAL.

RULE II. Steam vessels are forbidden to use what has become technically known among pilots as "CROSS SIGNALS"; that is, answering one whistle with two, and answering two whistles with one.

RULE III. The SIGNALS FOR PASSING, by the blowing of the whistle, shall be given and answered by pilots, in compliance with these rules, not only when meeting "head and head," or nearly so, but at all times, when the steam vessels are in sight of each other, when passing or meeting at a distance within half a mile of each other, and whether passing to the starboard or port.

The whistle signals provided in the rules for steam vessels meeting, passing, or overtaking, are never to be used except when steamers are in sight of each other, and the course and position of each can be determined in the daytime by a sight of the vessel itself, or by night by seeing its signal lights. In fog, mist, falling snow or heavy rainstorms, when vessels can not so see each other, fog signals only must be given.

SITUATIONS.

RULE IV. When steam vessels are APPROACHING EACH OTHER HEAD AND HEAD, THAT IS, END ON, OR NEARLY SO, it shall be the duty of each to pass on the port side of the other; and either vessel shall give, as a signal of her intention, one short and distinct blast of her whistle, which the other vessel shall answer promptly by a similar blast of her whistle, and thereupon such vessels shall pass on the port side of each other. But if the courses of such vessels are so far on the starboard of each other as not to be considered as meeting head and head, either vessel shall immediately give two short and distinct blasts of her whistle, which the other vessel shall answer promptly by two similar blasts of her whistle, and they shall pass on the starboard side of each other.

The foregoing only applies to cases where vessels are meeting end on or nearly end on, in such a manner as to involve risk of

collision; in other words, to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own, and by night to cases in which each vessel is in such a position as to see both the side lights of the other.

It does not apply by day to cases in which a vessel sees another ahead crossing her own course, or by night to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

RULE V. Whenever a steam vessel is NEARING A SHORT BEND OR CURVE IN THE CHANNEL, where, from the height of the banks or other cause, a steam vessel approaching from the opposite direction can not be seen for a distance of half a mile, such steam vessel, when she shall have arrived within half a mile of such curve or bend, shall give a signal by one long blast of the steam whistle, which signal shall be answered by a similar blast, given by any approaching steam vessel that may be within hearing. Should such signal be so answered by a steam vessel upon the farther side of such bend, then the usual signals for meeting and passing shall immediately be given and answered; but, if the first alarm signal of such vessel be not answered, she is to consider the channel clear and govern herself accordingly.

WHEN STEAM VESSELS ARE MOVED FROM THEIR DOCKS OR BERTHS, and other boats are liable to pass from any direction toward them, they shall give the same signal as in the case of vessels meeting at a bend, but immediately after clearing the berths so as to be fully in sight they shall be governed by the steering and sailing rules.

RULE VI. WHEN STEAM VESSELS ARE RUNNING IN THE SAME DIRECTION and the vessel which is astern shall desire to pass on the right or starboard hand of the vessel ahead, she shall give one short blast of the steam whistle as a signal of such desire, and if the vessel ahead answers with one blast, she shall put her helm to port; or if she shall desire to pass on the left or port side of the vessel ahead, she shall give two short blasts of the steam whistle as a signal of such desire, and if the vessel ahead answers with two blasts, shall put her helm to starboard; or if the vessel ahead does not think it safe for the vessel astern to attempt to pass at that point, she shall immediately signify the same by giving several short and rapid blasts of the steam whistle, not less than four, and under no circumstances shall the vessel astern attempt to pass the vessel ahead until such time as they have reached a point where it can be safely done, when said vessel ahead shall signify her willingness by blowing the proper signals. The vessel ahead shall in no case attempt to cross the bow or crowd upon the course of the passing vessel.

Every vessel coming up with another vessel from any direction more than two points abaft her beam—that is, in such a position with reference to the vessel which she is overtaking that at night she would be unable to see either of that vessel's side lights, shall be deemed to be *an overtaking vessel*; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel can not always know with certainty whether she is forward of or abaft this direction from the other vessel she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

RULE VII. When two steam vessels are APPROACHING EACH OTHER AT RIGHT ANGLES OR OBLIQUELY SO AS TO INVOLVE RISK OF COLLISION, other than when one steam vessel is overtaking another, the steam vessel which has the other on her own port side shall hold her course and speed; and the steam vessel which has the other on her own starboard side shall keep out of the way of the other by directing her course to starboard so as to cross the stern of the other steam vessel, or if necessary to do so, slacken her speed or stop or reverse.

If from any cause whatever the conditions covered by this situation are such as to prevent immediate compliance with each other's signals, the misunderstanding or objection shall be at once made apparent by blowing the danger signal, and both steam vessels shall be stopped, and backed, if necessary until signals for passing with safety are made and understood.

RULE VIII. When a STEAM VESSEL AND A SAILING VESSEL are proceeding in such directions as to involve risk of collision, the steam vessel shall keep out of the way of the sailing vessel.

RULE IX. Every steam vessel which is directed by these rules to KEEP OUT OF THE WAY of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.

RULE X. IN NARROW CHANNELS every steam vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

RULE XI. In obeying and construing these rules due regard shall be had to all DANGERS OF NAVIGATION AND COLLISION, and to any SPECIAL CIRCUMSTANCES which may render a departure from the above rules necessary in order to avoid immediate danger.

SOUND SIGNALS FOR FOG, AND SO FORTH.

RULE XII. In fog, mist, falling snow, or heavy rainstorms, whether by day or night, signals shall be given as follows:

A steam vessel under way, except when towing other vessels or being towed, shall sound, at intervals of not more than one minute, on the whistle or siren, a prolonged blast.

A steam vessel when towing other vessels shall sound, at intervals of not more than one minute, on the whistle or siren, three blasts in succession, namely, one prolonged blast followed by two short blasts.

A vessel towed may give, at intervals of not more than one minute, on the fog horn, a signal of three blasts in succession, namely, one prolonged blast followed by two short blasts, and she shall not give any other.

A vessel when at anchor shall, at intervals of not more than one minute, ring the bell rapidly for about five seconds.

SPEED TO BE MODERATE IN FOG, AND SO FORTH.

RULE XIII. Every steam vessel shall, in a fog, mist, falling snow, or heavy rainstorms, go at a *moderate speed*, having careful regard to the existing circumstances and conditions.

A steam vessel hearing, apparently forward of her beam, the fog signal of a vessel the position of which is not ascertained, shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

Rules for lights for certain classes of vessels navigating the harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries.

The following rules for lights to be carried by ferryboats, rules for lights for barges and canal boats in tow of steam vessels, rules for lights for rafts and other water craft navigating by hand power, horsepower, or by the current of the river, rule relating to use of searchlights, rule prohibiting unnecessary sounding of the steam whistle, rule prohibiting the carrying of unauthorized lights on steam vessels, and rule relating to drawbridges over navigable waters of the United States were adopted by the Board of Super-vising Inspectors, Steamboat-Inspection Service, and approved by the Secretary of Commerce.

These rules concerning lights shall be complied with in all weathers from sunset to sunrise.

RULES FOR LIGHTS TO BE CARRIED BY FERRYBOATS NAVIGATING THE HARBORS, RIVERS, AND INLAND WATERS OF THE UNITED STATES, EXCEPT THE GREAT LAKES AND THEIR CONNECTING AND TRIBUTARY WATERS AS FAR EAST AS MONTREAL AND THE RED RIVER OF THE NORTH AND RIVERS EMPTYING INTO THE GULF OF MEXICO AND THEIR TRIBUTARIES.

[Authority: Section 2, act of Congress approved June 7, 1897.]

Ferryboats propelled by machinery and navigating the harbors, rivers, and other inland waters of the United States, except the

Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries shall carry the range lights and the colored side lights required by law to be carried on steam vessels navigating those waters, except that *double-end ferryboats* shall carry a central range of clear, bright, white lights, showing all around the horizon, placed at equal altitudes forward and aft, also on the starboard side a green light, and on the port side a red light of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least 2 miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of 10 points of the compass, and so fixed as to throw the light from right ahead to 2 points abaft the beam on their respective sides.

The green and red lights shall be fitted with inboard screens projecting at least 3 feet forward from the lights, so as to prevent them from being seen across the bow.

Local inspectors in districts having ferryboats shall, whenever the safety of navigation may require, designate for each line of such boats a certain light, white or colored, which shall show all around the horizon, to designate and distinguish such lines from each other, which light shall be carried on a flagstaff amidship, 15 feet above the white range lights.

RULES FOR LIGHTS FOR BARGES AND CANAL BOATS IN TOW OF STEAM VESSELS AND FOR LIGHTS AND DAY SIGNALS FOR DREDGES, VESSELS WORKING ON WRECKS, ETC., NAVIGATING THE HARBORS, RIVERS, AND OTHER INLAND WATERS OF THE UNITED STATES, EXCEPT THE GREAT LAKES AND THEIR CONNECTING AND TRIBUTARY WATERS AS FAR EAST AS MONTREAL AND THE RED RIVER OF THE NORTH AND RIVERS EMPTYING INTO THE GULF OF MEXICO AND THEIR TRIBUTARIES.

[Authority: Section 2, act of Congress approved June 7, 1897.]

LIGHTS FOR BARGES AND CANAL BOATS IN TOW OF STEAM VESSELS ON CERTAIN INLAND WATERS ON THE SEABOARD, EXCEPT THE HUDSON RIVER AND ADJACENT WATERS AND LAKE CHAMPLAIN.

On the harbors, rivers, and other inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, and except on the waters of the Hudson River and its tributaries from Troy to the boundary lines of New York Harbor off Sandy Hook, as defined pursuant to section 2 of the act of Congress of February 19, 1895, the East River, and Long Island Sound (and the waters entering thereon, and to the Atlantic Ocean), to and including Narragansett Bay, R. I., and tributaries, and Lake Champlain, barges (except scows) and canal boats in tow of steam vessels shall carry lights as follows:

Barges and canal boats towing astern of steam vessels, when towing singly or what is known as tandem towing, shall each carry a green light on the starboard side and a red light on the port side and a white light on the stern, except that the last vessel of such tow shall carry two white lights on her stern, athwartship, horizontal to each other, not less than 5 feet apart, and not less than 4 feet above the deck house, and so placed as to show all around the horizon.

When two or more boats are abreast the colored lights shall be carried at the outer sides of the bows of the outside boats. Each of the outside boats in last tier of a hawser tow shall carry a white light on her stern.

The white light required to be carried on stern of a barge or canal boat carrying red and green side lights shall be carried in a lantern so constructed that it shall show an unbroken light over an arc of the horizon of 12 points of the compass, namely, for 6 points from right aft on each side of the vessel, and shall be of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least 2 miles.

Barges or canal boats towing alongside a steam vessel shall, if the deck, deck houses, or cargo of the barge or canal boat be so high above water as to obscure the side lights of the towing steamer when being towed on the starboard side of the steamer, carry a green light upon the starboard side; and when towed on the port side of the steamer a red light on the port side of the barge or canal boat; and if there is more than one barge or canal boat abreast, the colored lights shall be displayed from the outer side of the outside barges or canal boats.

The colored side lights referred to in these rules for barges and canal boats in tow shall be fitted with inboard screens so as to prevent them from being seen across the bow and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least 2 miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of 10 points of the compass, and so fixed as to throw the light from right ahead to 2 points abaft the beam on either side. The minimum size of glass globes shall not be less than 6 inches in diameter and 5 inches high in the clear.

Scows when being towed by steam vessels on the waters covered by the first paragraph of these rules shall carry a white light at each end of each scow, except that when such scows are massed in tiers two or more abreast each of the outside scows shall carry a white light on its outer bow, and the outside scows in the last tier shall each carry in addition a white light on the outer part of the stern. The white light shall be carried not less than 8 feet above the surface of the water, and shall be so placed as to show an unbroken light all around the horizon, and shall

be of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least 5 miles.

LIGHTS FOR BARGES AND CANAL BOATS IN TOW OF STEAM VESSELS ON THE HUDSON RIVER AND ADJACENT WATERS AND LAKE CHAMPLAIN.

All nondescript vessels known as scows, car floats, lighters, and vessels of similar type navigating the waters referred to in the following rules, shall carry the lights required to be carried by barges and canal boats in tow of steam vessels, as prescribed in such rules.

Barges and canal boats, when being towed by steam vessels on the waters of the Hudson River and its tributaries from Troy to the boundary lines of New York Harbor off Sandy Hook, as defined pursuant to section 2 of the act of Congress of February 19, 1895, the East River, and Long Island Sound (and the waters entering thereon, and to the Atlantic Ocean), to and including Narragansett Bay, R. I., and tributaries, and Lake Champlain, shall carry lights as follows:

Barges and canal boats being towed astern of steam vessels, when towing singly or what is known as tandem towing, shall each carry a white light on the bow and a white light on the stern, except that the last vessel of such tow shall carry two white lights on her stern, athwartship, horizontal to each other, not less than 5 feet apart and not less than 4 feet above the deck house, and so placed as to show all around the horizon: *Provided*, That seagoing barges shall not be required to make any change in their seagoing lights (red and green) on waters coming within the scope of these rules, except that the last vessel of the tow shall carry two white lights on her stern, athwartship, horizontal to each other, not less than 5 feet apart and not less than 4 feet above the deck house, and so placed as to show all around the horizon.

Barges and canal boats, when towed at a hawser two or more abreast, when in one tier shall carry a white light on the bow and a white light on the stern of each of the outside boats; when in more than one tier each of the outside boats shall carry a white light on its bow; and the outside boats in the last tier shall each carry, in addition, a white light on the outer afterpart of the stern.

Barges or canal boats towed alongside a steam vessel, if on the starboard side of said steam vessel, shall display a white light on her own starboard bow; and if on the port side of said steam vessel shall display a white light on her own port bow; and if there is more than one barge or canal boat alongside, the white lights shall be displayed from the outboard side of the outside

barge or canal boat: *Provided*, That barges known as car floats when towed alongside shall have a white light at each outboard corner of said barge.

When barges or canal boats are massed in tiers and towed at a hawser, as is usual on the Hudson River, there shall be carried on the forward port side of the port boat of each tier a white light, and on the forward starboard side of the starboard boat in each tier a white light, and on the after port side of the port boat in the stern tier a white light, and on the after starboard side of the starboard boat in the stern tier a white light.

The white bow light for barges and canal boats referred to in the preceding rules shall be carried at least 10 feet and not more than 30 feet abaft the stem or extreme forward end of the vessel. On barges and canal boats required to carry a white bow light, the white light on bow and the white light on stern shall each be so placed above the hull or deck house as to show an unbroken light all around the horizon, and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least 5 miles.

Provided, That nothing in these rules shall be construed as compelling barges or canal boats in tow of steam vessels, passing through any waters coming within the scope of these rules where lights for barges or canal boats are different from those of the waters whereon such vessels are usually employed, to change their lights from those required on the waters from which their trip begins or terminates; but should such vessels engage in local employment on waters requiring different lights from those where they are customarily employed, they shall comply with the local rules where employed.

RULES FOR LIGHTS AND DAY SIGNALS TO BE CARRIED BY VESSELS, DREDGES OF ALL TYPES, AND VESSELS WORKING ON WRECKS OR OTHER OBSTRUCTIONS TO NAVIGATION, OR MOORED FOR SUBMARINE OPERATIONS OR MADE FAST TO A SUNKEN OBJECT WHICH MAY DRIFT WITH THE TIDE OR BE TOWED.¹

[Authority: Sec. 2, act of Congress approved June 7, 1897, as amended by act of Congress approved May 25, 1914.]

RULE 1. RULE FOR SIGNALS TO BE DISPLAYED BY A TOWING VESSEL WHEN TOWING A SUBMERGED OR PARTLY SUBMERGED OBJECT UPON A HAWSER WHEN NO SIGNALS ARE DISPLAYED UPON THE OBJECT WHICH IS TOWED.

The vessel having the submerged object in tow shall display by day, where they can best be seen, two shapes, one above the other,

¹ Adopted by executive committee of Board of Supervising Inspectors on July 22, 1914, and approved by Secretary of Commerce on July 28, 1914. Adopted by Board of Supervising Inspectors on Jan. 20, 1915, and approved by the Secretary of Commerce on Apr. 12, 1915.

not less than 6 feet apart, the lower shape to be carried not less than 10 feet above the deck houses. The shapes shall be in the form of a double frustum of a cone, base to base, not less than 2 feet in diameter at the center nor less than 8 inches at the ends of the cones, and to be not less than 4 feet lengthwise from end to end, the upper shape to be painted in alternate horizontal stripes of black and white, 8 inches in width, and the lower shape to be painted a solid bright red.

By night the towing vessel shall display the regular side lights, but in lieu of the regular white towing lights shall display four lights in a vertical position not less than 3 feet nor more than 6 feet apart, the upper and lower of such lights to be white, and the two middle lights to be red, all of such lights to be of the same character as is now prescribed for the regular towing lights.

RULE 2. RULE FOR STEAMERS, DERRICK BOATS, LIGHTERS, OR OTHER TYPES OF VESSELS MADE FAST ALONGSIDE A WRECK, OR MOORED OVER A WRECK WHICH IS ON THE BOTTOM OR PARTLY SUBMERGED, OR WHICH MAY BE DRIFTING.

Steamers, derrick boats, lighters, or other types of vessels made fast alongside a wreck, or moored over a wreck which is on the bottom or partly submerged, or which may be drifting, shall display by day two shapes of the same character and dimensions and displayed in the same manner as required by the foregoing rule, except that both the shapes shall be painted a solid bright red, but where more than one vessel is working under the above conditions, the shapes need be displayed only from one vessel on each side of the wreck from which it can best be seen from all directions.

By night this situation shall be indicated by the display of a white light from the bow and stern of each outside vessel or lighter not less than 6 feet above the deck, and in addition thereto there shall be displayed in a position where they may best be seen from all directions two red lights carried in a vertical line not less than 3 feet nor more than 6 feet apart, and not less than 15 feet above the deck.

RULE 3. RULE FOR DREDGES WHICH ARE HELD IN STATIONARY POSITION BY MOORINGS OR SPUDS.

Dredges which are held in stationary position by moorings or spuds shall display by day two red balls not less than 2 feet in diameter and carried in a vertical line not less than 3 feet nor more than 6 feet apart, and at least 15 feet above the deck house and in such a position where they can best be seen from all directions. By night they shall display a white light at each corner, not less than 6 feet above the deck, and in addition thereto there

shall be displayed in a position where they may best be seen from all directions two red lights carried in a vertical line not less than 3 feet nor more than 6 feet apart, and not less than 15 feet above the deck. When scows are moored alongside a dredge in the foregoing situation they shall display a white light on each out-board corner, not less than 6 feet above the deck.

RULE 4. RULE FOR SELF-PROPELLING SUCTION DREDGES UNDERWAY WITH THEIR SUCTIONS ON THE BOTTOM.

Self-propelling suction dredges underway with their suction on the bottom shall display by day the same signals as are used to designate any steamer not under control; that is to say, two black balls not less than 2 feet in diameter and carried not less than 15 feet above the deck house, and where they may best be seen from all directions.

By night they shall carry, in addition to the regular running lights, two red lights of the same character as the masthead light, in the same vertical plane and underneath the masthead light, the red lights to be not less than 3 feet nor more than 6 feet apart and the upper red light to be not less than 4 feet and not more than 6 feet below the white masthead light, and on or near the stern two red lights in the same vertical plane not less than 4 feet nor more than 6 feet apart, to show through 4 points of the compass; that is, from right astern to 2 points on each quarter.

RULE 5. RULE FOR VESSELS WHICH ARE MOORED OR ANCHORED AND ENGAGED IN LAYING PIPE OR OPERATING ON SUBMARINE CONSTRUCTION OR EXCAVATION.

Vessels which are moored or anchored, and engaged in laying pipe or operating on submarine construction or excavation, shall display by day, not less than 15 feet above the deck, where they can best be seen from all directions, two balls not less than 2 feet in diameter, in a vertical line not less than 3 feet and more than 6 feet apart, the upper ball to be painted in alternate black and white vertical stripes 6 inches wide, and the lower ball to be painted a solid bright red. By night they shall display three red lights, carried in a vertical line not less than 3 feet nor more than 6 feet apart and not less than 15 feet above the deck, and in such position as may best be seen from all directions.

All the lights required by these special rules for dredges, wrecking boats, lighters, etc., shall be of such size and character as to be visible on a dark night with a clear atmosphere for a distance of at least 2 miles.

These rules shall be in full force and effect on and after September 1, 1914.

RULES FOR LIGHTS FOR RAFTS AND OTHER WATER CRAFT NAVIGATING BY HAND POWER, HORSEPOWER, OR BY THE CURRENT OF THE RIVER, ON THE HARBORS, RIVERS, AND OTHER INLAND WATERS OF THE UNITED STATES, EXCEPT THE GREAT LAKES AND THEIR CONNECTING AND TRIBUTARY WATERS AS FAR EAST AS MONTREAL AND THE RED RIVER OF THE NORTH AND RIVERS EMPTYING INTO THE GULF OF MEXICO AND THEIR TRIBUTARIES.

[Authority: Art. 9 (d), act of Congress approved June 7, 1897.]

Any vessel, except rafts and rowing boats under oars, navigating by *hand power, horsepower, or by the current of the river*, shall carry one white light forward, not less than 8 feet above the surface of the water.

Rafts propelled by hand power or by the current of the river, or which shall be anchored or moored in or near a channel or fairway, shall carry white lights, as follows:

Rafts of one crib and not more than two in length shall carry one white light. Rafts of three or more cribs in length and one crib in width shall carry one white light at each end of the raft. Rafts of more than one crib abreast shall carry one white light on each outside corner of the raft, making four lights in all.

The *white light* required by these rules for rafts and other water craft shall be carried, from sunset to sunrise, in a lantern so fixed and constructed as to show a clear, uniform, and unbroken light, visible all around the horizon, and of such intensity as to be visible on a dark night with a clear atmosphere at a distance of at least 1 mile. The lights for rafts shall be suspended from poles of such height that the lights shall not be less than 8 feet above the surface of the water.

The limits of inland waters within which the rules contained in this section apply are the same as those given in section 3 of this chapter.

SECTION 5.—PILOT RULES FOR THE RIVERS WHOSE WATERS FLOW INTO THE GULF OF MEXICO AND THEIR TRIBUTARIES AND THE RED RIVER OF THE NORTH.

[This section is reproduced from Department of Commerce Form No. 806, edition of Aug. 1, 1911; reprinted, Aug. 1, 1917.]

Sections of the Revised Statutes of the United States and acts of Congress relating to the navigation of vessels on the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries.

That sections four thousand two hundred and thirty-three and four thousand four hundred and twelve (with the regulations made in pursuance thereof, except the rules and regulations for the Act of June 7, 1897, sec. 5 (80 Stat., 103).

government of pilots of steamers navigating the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, and except the rules for the Great Lakes and their connecting and tributary waters as far east as Montreal), and four thousand four hundred and thirteen of the Revised Statutes of the United States, and chapter two hundred and two of the laws of one thousand eight hundred and ninety-three, and sections one and three of chapter one hundred and two of the laws of one thousand eight hundred and ninety-five, and sections five, twelve, and thirteen of the act approved March three, one thousand eight hundred and ninety-seven, entitled "An act to amend the laws relating to navigation," and all amendments thereto, are hereby repealed so far as the harbors, rivers, and inland waters foresaid (except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries) are concerned.

B. S., 4233, as amended by acts of Mar. 3, 1893 (27 Stat., 557), and Mar. 3, 1897, secs. 5, 12, and 18 (29 Stat., 689, 690).

SEC. 4233. The following rules for preventing collisions on the water shall be followed in the navigation of vessels of the Navy and of the mercantile marine of the United States:

STEAM AND SAIL VESSELS.

RULE 1.⁵ Every steam vessel which is under sail and not under steam shall be considered a sail vessel; and every steam vessel which is under steam whether under sail or not shall be considered a steam vessel. The words steam vessel shall include any vessel propelled by machinery.

LIGHTS.⁶

RULE 2. The lights mentioned in the following rules and no others shall be carried in all weathers between sunset and sunrise.

RULE 3. All ocean-going steamers and steamers carrying sail shall, when under way, carry—

(A) At the foremast head, a bright white light, of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least five miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of twenty points of the compass, and so fixed as to throw the light ten

⁵ As amended by the act of Congress approved Mar. 3, 1905.

⁶ Rules 3, 5, 6, and 7, under the head of "Lights," were amended by act of Congress approved June 9, 1910, effective on and after July 9, 1910, in rules for lights required to be carried by every vessel propelled by machinery and not more than 65 feet in length, except tugboats and towboats propelled by steam. (See sec. 8 of this chapter.)

points on each side of the vessel, namely, from right ahead to two points abaft the beam on either side.

(B) On the starboard side, a green light, of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of ten points of the compass, and so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side.

(C) On the port side, a red light, of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of ten points of the compass, and so fixed as to throw the light from right ahead to two points abaft the beam on the port side.

The green and red lights shall be fitted with inboard screens, projecting at least three feet forward from the lights, so as to prevent them from being seen across the bow.

RULE 4. Steam vessels, when towing other vessels, shall carry two bright white masthead lights vertically, in addition to their side lights, so as to distinguish them from other steam vessels. Each of these masthead lights shall be of the same character and construction as the masthead lights prescribed by rule three.⁷

RULE 5. All steam vessels, other than ocean-going steamers and steamers carrying sail, shall, when under way, carry on the starboard and port sides lights of the same character and construction and in the same position as are prescribed for side lights by rule three, except in the case provided in rule six.

RULE 6. River steamers navigating waters flowing into the Gulf of Mexico, and their tributaries, shall carry the following lights, namely: One red light on the outboard side of the port smoke pipe, and one green light on the outboard side of the starboard smoke pipe. Such lights shall show both forward and abeam on their respective sides.

RULE 7. All coasting steam vessels, and steam vessels other than ferryboats and vessels otherwise expressly provided for, navigating the bays, lakes, rivers, or other inland waters of the United States, except those mentioned in rule six, shall carry the red and green lights, as prescribed for ocean-going steamers; and,

⁷ Resolution adopted by the Board of Supervising Inspectors Jan. 31, 1908, and approved by the Acting Secretary of Commerce on Aug. 20, 1908, recommending lights for towboats:

"Resolved, That it is the sense of this board that where towboats navigating rivers whose waters flow into the Gulf of Mexico find it necessary to use a signal light or lights on the stern of their boats, they are advised to use, uniformly, two red lights, one above the other, 3 feet apart, the upper light not to be less than 15 feet above the roof of the upper deck, on the after part of the stern of the steamer."

in addition thereto, a central range of two white lights; the after light being carried at an elevation of at least fifteen feet above the light at the head of the vessel. The headlight shall be so constructed as to show a good light through twenty points of the compass, namely: From right ahead to two points abaft the beam on either side of the vessel; and the after light so as to show all around the horizon. The lights for ferryboats, barges and canal boats when in tow of steam vessels, shall be regulated by such rules as the Board of Supervising Inspectors of Steam Vessels shall prescribe.

Amended by
act of Mar. 3,
1893 (27 Stat.,
557).

RULE 8. Sail vessels, under way or being towed, shall carry the same lights as steam vessels under way, with the exception of the white masthead lights, which they shall never carry.

RULE 9. Whenever, as in case of small vessels during bad weather, the green and red lights can not be fixed, these lights shall be kept on deck, on their respective sides of the vessel, ready for instant exhibition, and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side, nor the red light on the starboard side. To make the use of these portable lights more certain and easy, they shall each be painted outside with the color of the light they respectively contain, and shall be provided with suitable screens.

RULE 10. All vessels, whether steam vessels or sail vessels, when at anchor in roadsteads or fairways, shall, between sunset and sunrise, exhibit where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light in a globular lantern of eight inches in diameter, and so constructed as to show a clear, uniform, and unbroken light, visible all around the horizon, and at a distance of at least one mile.

RULE 11. Sailing pilot vessels shall not carry the lights required for other sailing vessels, but shall carry a white light at the masthead, visible all around the horizon, and shall also exhibit a flare-up every fifteen minutes.

Amended by
act of Mar. 3,
1897, sec. 5 (29
Stat., 689).

Steam pilot boats shall, in addition to the masthead light and green and red side lights required for ocean steam vessel, carry a red light hung vertically from three to five feet above the foremast headlight, for the purpose of distinguishing such steam pilot boats from other steam vessels.

RULE 12. Coal boats, trading boats, produce boats, canal boats, oyster boats, fishing boats, rafts, or other water craft, navigating any bay, harbor, or river, by hand power, horse power, sail or by the current of the river, or which shall be anchored or moored in or near the channel or fairway of any bay, harbor, or river, shall carry one or more good white lights, which shall be placed in such manner as shall be prescribed by the Board of Supervising Inspectors of Steam Vessels.

RULE 13. Open boats shall not be required to carry the side lights required for other vessels, but shall, if they do not carry such lights, carry a lantern having a green slide on one side and a red slide on the other side; and, on the approach of or to other vessels, such lantern shall be exhibited in sufficient time to prevent collision, and in such a manner that the green light shall not be seen on the port side, nor the red light on the starboard side. Open boats, when at anchor or stationary, shall exhibit a bright white light. They shall not, however, be prevented from using a flare-up, in addition, if considered expedient.

RULE 14. The exhibition of any light on board of a vessel of war of the United States may be suspended whenever, in the opinion of the Secretary of the Navy, the commander in chief of a squadron, or the commander of a vessel acting singly, the special character of the service may require it. The exhibition of any light on board of a revenue cutter of the United States may be suspended whenever, in the opinion of the commander of the vessel, the special character of the service may require it.

Amended by
act of Mar. 3,
1897, sec. 12
(29 Stat., 690).

FOG SIGNALS.

RULE 15. (a) Whenever there is a fog or thick weather, whether by day or night, fog signals shall be used as follows: Steam vessels under way shall sound a steam whistle placed before the funnel, not less than eight feet from the deck, at intervals of not more than one minute. Steam vessels, when towing, shall sound three blasts of quick succession repeated at intervals of not more than one minute. (b) Sail vessels under way shall sound a fog horn at intervals of not more than one minute. (c) Steam vessels and sail vessels, when not under way, shall sound a bell at intervals of not more than two minutes.

Rule 15, except par. (D), amended by act of Mar. 3, 1897, sec. 12 (29 Stat., 690).

(D) Coal boats, trading boats, produce boats, canal boats, oyster boats, fishing boats, rafts, or other water craft, navigating any bay, harbor, or river, by hand power, horse power, sail, or by the current of the river, or anchored or moored in or near the channel or fairway of any bay, harbor, or river, and not in any port, shall sound a fog horn, or equivalent signal, which shall make a sound equal to a steam whistle, at intervals of not more than two minutes.

STEERING AND SAILING RULES.

RULE 16. Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change such risk should be deemed to exist.

Rules 16 and 17 amended by act of Mar. 3, 1897, sec. 12 (29 Stat., 690).

RULE 17. When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other, as follows, namely:

(a) A vessel which is running free shall keep out of the way of a vessel which is close-hauled.

(b) A vessel which is close-hauled on the port tack shall keep out of the way of a vessel which is close-hauled on the starboard tack.

(c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(d) When both vessels are running free, with the wind on the same side, the vessel which is to the windward shall keep out of the way of the vessel which is to the leeward.

(e) A vessel which has the wind aft shall keep out of the way of the other vessel.

RULE 18. If two vessels under steam are meeting end on, or nearly end on, so as to involve risk of collision, the helms of both shall be put to port, so that each may pass on the port side of the other.

RULE 19. If two vessels under steam are crossing so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.

RULE 20. If two vessels, one of which is a sail vessel and the other a steam vessel, are proceeding in such directions as to involve risk of collision, the steam vessel shall keep out of the way of the sail vessel.

RULE 21. Every steam vessel, when approaching another vessel, so as to involve risk of collision, shall slacken her speed, or, if necessary, stop and reverse; and every steam vessel shall, when in a fog, go at a moderate speed.

RULE 22. Every vessel overtaking any other vessel shall keep out of the way of the last-mentioned vessel.

RULE 23. Where, by rules seventeen, nineteen, twenty, and twenty-two, one of two vessels shall keep out of the way, the other shall keep her course, subject to the qualifications of rule twenty-four.

RULE 24. In construing and obeying these rules, due regard must be had to all dangers of navigation, and to any special circumstances which may exist in any particular case rendering a departure from them necessary in order to avoid immediate danger.

RULE 25. A sail vessel which is being overtaken by another vessel during the night shall show from her stern to such last-mentioned vessel a torch or a flare-up light.

RULE 26. Nothing in these rules shall exonerate any ship, or the owner, or master, or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may

Rules 25 and 26 added by act of Mar. 3, 1897, sec. 13 (29 Stat., 690).

be required by the ordinary practice of seamen or by the special circumstances of the case.

SEC. 4412. The board of supervising inspectors shall establish such regulations to be observed by all steam vessels in passing each other, as they shall from time to time deem necessary for safety; two printed copies of such regulations, signed by them, shall be furnished to each of such vessels, and shall at all times be kept posted up in conspicuous places in such vessels.

E. S. 4412.
Regulations as
to steamers pass-
ing each other.

SEC. 4413. Every pilot, engineer, mate, or master of any steam vessel who neglects or willfully refuses to observe the regulations established in pursuance of the preceding section, shall be liable to a penalty of fifty dollars, and for all damages sustained by any passenger, in his person or baggage, by such neglect or refusal.

E. S. 4413.
Penalty for
violation of reg-
ulations.

SEC. 4437. On any steamers navigating rivers only, when, from darkness, fog, or other cause, the pilot or [on] watch shall be of opinion that the navigation is unsafe, or from accident to or derangement of the machinery of the boat, the chief engineer shall be of the opinion that the further navigation of the vessel is unsafe, the vessel shall be brought to anchor, or moored as soon as it can prudently be done: *Provided*, That if the person in command shall, after being so admonished by either of such officers, elect to pursue such voyage, he may do the same; but in such case both he and the owners of such steamer shall be answerable for all damages which shall arise to the person of any passenger, or his baggage, from such causes in so pursuing the voyage, and no degree of care or diligence shall in such case be held to justify, or excuse the person in command, or the owners.

E. S. 4437.
River naviga-
tion.

* That all vessels of above fifteen tons burden, carrying freight or passengers for hire, propelled by gas, fluid, naphtha, or electric motors, shall be, and are hereby, made subject to all the provisions of section forty-four hundred and twenty-six of the Revised Statutes of the United States, relating to the inspection of hulls and boilers and requiring engineers and pilots; and all vessels so propelled, without regard to tonnage or use, shall be subject to the provisions of section forty-four hundred and twelve of the Revised Statutes of the United States, relating to the regulation of steam vessels in passing each other; and to so much of sections forty-two hundred and thirty-three and forty-two hundred and thirty-four of the Revised Statutes, relating to lights, fog signals, steering, and sailing rules, as the Board of Supervising Inspectors shall, by their regulations, deem applicable and practicable for their safe navigation.

Act of Jan. 18,
1897 (29 Stat.,
489).
Vessels pro-
pelled by gas,
electricity, etc.

* The act of Jan. 18, 1897, is amended by the following act of June 9, 1910, in the requirements for inspection and licensed officers of motor boats, and the act of June 9, 1910, provides rules for lights required to be carried by every vessel propelled by machinery and not more than 65 feet in length except tugboats and towboats propelled by steam. (See sec. 8 of this chapter.)

Rules and regulations for the government of pilots of vessels propelled by steam, gas, fluid, naphtha, or electric motors and of other vessels propelled by machinery, navigating the Red River of the North, the Mississippi River, and other rivers emptying into the Gulf of Mexico, and their tributaries, as amended by the Board of United States Supervising Inspectors, Steamboat-Inspection Service, February 18, 1911, and approved by the Secretary of Commerce, under the authority of section 4412, Revised Statutes of the United States, and of act of Congress approved January 18, 1897. These rules have been signed by the members of the Board of Supervising Inspectors, as required by section 4412, Revised Statutes.

RULES FOR VESSELS PASSING EACH OTHER.

In the following rules the words *steam vessel* and *steamer* shall include any vessel propelled by machinery.

Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

RULE I. When steamers are APPROACHING EACH OTHER FROM OPPOSITE DIRECTIONS, the signals for passing shall be one short and distinct blast of the whistle to alter course to starboard so as to pass on the port side of the other, and two short and distinct blasts of the whistle to alter course to port so as to pass on the starboard side of the other.

When two steamers are *meeting end on, or nearly end on*, so as to involve risk of collision, the helms of both shall be put to port, so that each may pass on the port side of the other.

When an ascending steamer is approaching a descending steamer, the pilot of the ascending steamer shall give the first signal for passing, which shall be promptly answered by the same signal by the pilot of the descending steamer, if safe to do so, and both shall be governed accordingly; but if the pilot of the descending steamer deems it dangerous to take the side indicated by the ascending steamer, he shall immediately signify that fact by sounding the alarm or danger signal of four or more short and rapid blasts of the whistle, and it shall be the duty of the pilot of the ascending steamer to answer by a signal of four or more short and rapid blasts of the whistle, and the engines of both steamers shall be immediately stopped, and backed if necessary, until the signals for passing are given and answered. After sounding the alarm signal by both steamers, the pilot of the descending steamer shall indicate by his whistle the side on which he desires to pass, and the pilot of the ascending steamer shall govern himself accordingly, the descending steamer being entitled to the right of way.

Where possible, the signals for passing must be made, answered, and understood before the steamers have arrived at a distance of half a mile of each other.

Provided, however, That when a steamer on the Mississippi River is about to enter the Ohio River at the same time that a steamer on the Ohio River is about to enter the Mississippi River, at Cairo Point, the steamer on the Mississippi River shall give the first signal; but in no case shall pilots on steamers attempt to pass each other until there has been a thorough understanding as to the side each steamer shall take.

RULE II. If from any cause the signals for passing are not made at the proper time, *as provided in Rule I*, or should the signals be given and not properly understood, from any cause whatever, and either steamer become imperiled thereby, the pilot on either steamer may be the first to sound the **ALARM OR DANGER SIGNAL**, which shall consist of four or more short and rapid blasts of the whistle. Whenever the danger signal is given, the engines of *both steamers shall be stopped and backed* until the headway of the steamers has been fully checked; nor shall the engines of either steamer be again started ahead until the steamers can safely pass each other. Steamers approaching each other from opposite directions are forbidden to use what has become technically known among pilots as "**CROSS SIGNALS**"—that is, answering one whistle with two, and answering two whistles with one. In all cases, and under all circumstances, a pilot receiving either of the whistle signals provided in the rules, which for any reason he deems injudicious to comply with, instead of answering it with a cross signal, shall at once observe the provisions of this rule.

RULE III. When two steamers are about to enter a **NARROW CHANNEL** at the same time, the ascending steamer shall be stopped below such channel until the descending steamer shall have passed through it; but should two steamers unavoidably meet in such channel, then it shall be the duty of the pilot of the ascending steamer to make the proper signals, and when answered, the ascending steamer shall lie as close as possible to the side of the channel the exchange of signals may have determined, as provided by Rule I, and either stop the engines or move them so as only to give the boat steerageway, and the pilot of the descending steamer shall cause his steamer to be worked slowly until he has passed the ascending steamer.

RULE IV. When two steamers are approaching a **BRIDGE SPAN OR DRAW** from opposite directions and the passing signals as provided in Rule I have been given and understood, should the pilot of the descending steamer deem it dangerous for the steamers to pass each other between the piers of such span or draw, he shall sound the alarm or danger signal, and it shall then be the duty of the pilot of the ascending steamer to answer with a similar

alarm signal, and to slow or stop his engines below such span or draw until the descending steamer shall have passed.

RULE V. When a steamer is ascending and RUNNING CLOSE ON A BAR OR SHORE, the pilot shall in no case attempt to cross the river when a descending steamer shall be so near that it would be possible for a collision to ensue therefrom.

RULE VI. When any steamer, whether ascending or descending, is NEARING A SHORT BEND OR POINT where, from any cause, a steamer approaching in an opposite direction can not be seen at a distance of 600 yards, the pilot of such steamer, when he shall have arrived within 600 yards of that bend or point, shall give a signal of one long sound of his whistle, as a notice to any steamer within hearing that may be approaching on the other side, and within half a mile, of such bend or point; and should there be any such approaching steamer within hearing of such signal, it shall be the duty of the pilot thereof to answer such signal by one long sound of his whistle, when both steamers shall be navigated with the proper precautions, as required by these rules.

RULE VII. WHEN A STEAMER IS MOVED FROM ITS DOCK OR BERTH, and other steamers are liable to approach such steamer from any direction, such steamer and any approaching steamer shall give the same signals as in case of steamers meeting at a bend; but immediately after clearing the dock or berth so as to be fully in sight, they shall be governed by the rules for passing.

RULE VIII. WHEN A STEAMER IS OVERTAKING ANOTHER STEAMER, and the overtaking steamer shall desire to pass on the right or starboard side of the steamer ahead, the overtaking steamer shall give one short blast of the whistle, and if the steamer ahead answers with one blast, the overtaking steamer may pass on the starboard side of the steamer ahead; or if the overtaking steamer shall desire to pass on the left or port side of the steamer ahead, she shall give two short blasts of the whistle, and if the steamer ahead answers with two blasts the overtaking steamer may pass on the port side of the steamer ahead; or if the steamer ahead does not think it safe for the overtaking steamer to attempt to pass at that point, she shall immediately signify the same by giving not less than four short and rapid blasts of the whistle, and under no circumstances shall the overtaking steamer attempt to pass the steamer ahead until such time as they have reached a point where it can be safely done, when the steamer ahead shall signify her willingness by blowing one blast of the whistle for the overtaking steamer to pass on the starboard side of the steamer ahead, or two blasts of the whistle for the overtaking steamer to pass on the port side of the steamer ahead.

Every steamer overtaking another shall keep out of the way of the overtaken steamer. Every steamer coming up with another steamer from any direction more than two points abaft her beam

shall be deemed to be *an overtaking steamer*, and no subsequent alteration of the bearing between the two steamers shall make the overtaking steamer a crossing steamer within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaking steamer until she is finally passed and clear. If the overtaking steamer is in doubt as to whether she is forward of or abaft this direction, she shall assume that she is an overtaking steamer and keep out of the way.

The steamer ahead shall in no case attempt to cross the bow or crowd upon the course of the overtaking steamer.

RULE IX. When two steamers are APPROACHING EACH OTHER AT RIGHT ANGLES OR OBLIQUELY SO AS TO INVOLVE RISK OF COLLISION, other than when one steamer is overtaking another, the steamer which has the other on her own port side shall hold her course and speed, and the steamer which has the other on her own starboard side shall keep out of the way of the other by directing her course to starboard so as to cross the stern of the other steamer, or, if necessary to do so, slacken her speed or stop or reverse. The steamer having the other on her own port bow shall blow one blast of her whistle as a signal of her intention to cross the bow of the other, holding her course and speed, which signal shall be promptly answered by the other steamer by one short blast of her whistle as a signal of her intention to direct her course to starboard so as to cross the stern of the other steamer or otherwise keep clear.

If from any cause whatever the conditions covered by this situation are such as to prevent immediate compliance with each other's signals, the misunderstanding or objection shall be at once made apparent by blowing the alarm signal, and both steamers shall be stopped and backed if necessary until signals for passing with safety are made and understood.

RULE X. The PASSING SIGNALS, by the blowing of the whistle, shall be given and answered by pilots in compliance with these rules when approaching each other; and, wherever possible, the signals shall be given and answered before the steamers have arrived at a distance of half a mile of each other.

RULE XI. In obeying and construing these rules due regard shall be had to all DANGERS of navigation and collision, and to any SPECIAL CIRCUMSTANCES which may render a departure from the above rules necessary in order to avoid immediate danger.

FOG SIGNALS.

RULE XII. In fog, mist, falling snow, or heavy rainstorms, whether by day or night, the signals described in this rule shall be used by steam vessels:

(a) A steam vessel *under way in fog or thick weather* shall sound, at intervals of not more than one minute, a prolonged

blast of the whistle of from four to six seconds' duration, except that *when towing* one or more vessels she shall sound three blasts of the whistle in quick succession.

(b) A steam vessel when *at anchor in fog or thick weather* shall, at intervals of not more than one minute, ring the bell rapidly for about five seconds.

(c) Steamers on rivers whose waters flow into the Gulf of Mexico, *lying to during fog or thick weather*, when the fog whistle or any sound is heard indicating the approach of another steamer shall, if lying on the right shore, or right bank, give one tap of the bell; if lying on left shore or left bank, give two taps of the bell at intervals of not more than one minute, to indicate their presence, which signals shall continue until the approaching steamer has passed. Right and left shore or bank is understood by facing downstream or with the flow of the current.

RULE XIII. Every steam vessel shall, IN THICK WEATHER, by reason of fog, mist, falling snow, heavy rainstorms, or other causes, go at MODERATE SPEED. A steam vessel hearing, apparently not more than four points from right ahead, the fog signal of another vessel shall at once reduce her speed to bare steerageway, and navigate with caution until the vessels shall have passed each other.

RULES FOR LIGHTS FOR CERTAIN CLASSES OF VESSELS ON WESTERN RIVERS.

The following rules for lights to be carried on ferryboats, lights for steamers having but one chimney, lights for barges and canal boats in tow, lights for scows in tow, and lights for rafts and other water craft, navigating the Red River of the North and rivers whose waters flow into the Gulf of Mexico were adopted by the Board of Supervising Inspectors, Steamboat-Inspection Service, and approved by the Secretary of Commerce, under the authority of section 4233, Revised Statutes of the United States (rules seven and twelve), and acts of Congress approved January 18 and June 7, 1897 (sec. 5).

These rules shall be effective on and after July 1, 1907.

LIGHTS TO BE CARRIED BY FERRYBOATS.⁹

The signal lights on ferryboats on water flowing into the Gulf of Mexico and their tributaries shall be the same as those on all other steamboats on the same waters, except that double-end ferryboats shall carry a central range of clear, bright, white lights, showing all around the horizon, placed at equal altitudes forward and aft, also on the starboard side a green light, and on the port side a red light, of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least

2 miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of ten points of the compass, and so fixed as to throw the light from right ahead to two points abaft the beam on their respective sides.

The green and red lights shall be fitted with inboard screens projecting at least 3 feet forward from the lights, so as to prevent them from being seen across the bow.

Local inspectors in districts having ferryboats shall, whenever the safety of navigation may require, designate for each line of such boats a certain light, white or colored, which shall show all around the horizon, to designate and distinguish such lines from each other, which light shall be carried on a flagstaff amidships, 15 feet above the white range lights.

LIGHTS FOR STEAMERS HAVING BUT ONE CHIMNEY.^a

All steamers having but one chimney, except ferryboats provided for in the preceding rule, navigating rivers whose waters flow into the Gulf of Mexico and their tributaries, and the Red River of the North, shall carry a green light on the starboard side and a red light on the port side, on brackets securely fastened to the outboard sides of the chimney, the lights to show both forward and abeam on their respective sides.

LIGHTS FOR BARGES AND CANAL BOATS IN TOW.

The lights for barges and canal boats when towed ahead or alongside of the steamer as is customary upon rivers whose waters flow into the Gulf of Mexico shall be as follows:

When one barge is towed by a steamer, and such barge is towed ahead, such barge shall have a green light on the starboard bow and a red light on the port bow. When such barge is towed alongside of the steamer, on the starboard side, such barge shall have a green light on the starboard bow. When such barge is towed alongside of a steamer, on the port side, such barge shall have a red light on the port bow. When two barges are towed alongside of a steamer, one on the starboard and one on the port side, the starboard barge shall carry a green light on the starboard bow and the port barge shall carry a red light on the port bow. When two or more barges are towed ahead, the green light shall be placed on the starboard bow of the starboard barge and a red light on the port bow of the port barge and at a distance of not less than 10 feet above the surface of the water.

^a See act of Congress approved June 9, 1910, effective on and after July 9, 1910, prescribing lights that shall be carried by vessels of certain classes, of not more than 65 feet in length amendatory of these rules, as given in sec. 8 of this chapter.

The colored side lights referred to in the foregoing rules must be fitted with inboard screens, so as to prevent them from being seen across the bow, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least 2 miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of 10 points of the compass, and so fixed as to throw the light from right ahead to 2 points abaft the beam on either side. The minimum size of glass globes shall not be less than 6 inches in diameter and 5 inches high in the clear.

LIGHTS FOR SCOWS IN TOW.

All scows being towed by hawser behind steam vessels shall carry a regulation white light at each end of each scow (such lights to be carried not less than 8 feet above the surface of the water, and so as to show all around the horizon), except that when scows are massed in tiers, two or more abreast, each of the outside boats shall carry a white light on its outer bow; and the outside boats in the last tier shall each carry, in addition, a white light on the outer part of the stern.

LIGHTS FOR RAFTS AND OTHER WATER CRAFT NAVIGATING THE RED RIVER OF THE NORTH AND RIVERS EMPTYING INTO THE GULF OF MEXICO AND THEIR TRIBUTARIES, PROPELLED BY HAND POWER, HORSEPOWER, OR BY THE CURRENT OF THE RIVER.

All coal boats, trading boats, produce boats, canal boats, oyster boats, fishing boats, and other water craft, except as hereinafter otherwise provided, navigating any bay, harbor, or river, *propelled by hand power, horsepower, or by the current of the river*, or which shall be anchored or moored in or near the channel or fairway of any bay, harbor, or river, shall carry one white light forward, not less than 8 feet above the surface of the water.

Rafts propelled by hand power or by the current of the river, or which shall be anchored or moored in or near a channel or fairway, shall carry white lights, as follows:

Rafts of one crib and not more than two in length shall carry one white light. Rafts of three or more cribs in length and one crib in width shall carry one white light at each end of the raft.

Rafts of more than one crib abreast shall carry one white light on each outside corner of the raft, making four lights in all.

The white light required by these rules for rafts and other water craft shall be carried, from sunset to sunrise, in a lantern so fixed and constructed as to show a clear, uniform, and unbroken light, visible all around the horizon, and of such intensity as to be visible on a dark night with a clear atmosphere at a distance of at least one mile. The lights for rafts shall be suspended from poles of such height that the light shall not be less than 8 feet above the surface of the water.

Rowing boats under oars shall have ready at hand a lantern showing a white light which shall be temporarily exhibited in sufficient time to prevent collision.

DISTRESS SIGNALS RECOMMENDED BY THE BOARD OF SUPERVISING INSPECTORS.

ARTICLE 31. (Prescribed by International Marine Conference, 1889.)

IN THE DAYTIME.

1. A gun fired at intervals of about a minute.
2. The International Code signal of distress indicated by N. C.
3. The distant signal, consisting of a square flag, having either above or below it a ball or anything resembling a ball.
4. Rockets or shells as prescribed below for use at night.
5. A continuous sounding with a steam whistle or any fog-signal apparatus.

AT NIGHT.

1. A gun fired at intervals of about a minute.
2. Flames on the vessel (as from a burning tar barrel, oil barrel, etc.).
3. Rockets or shells, bursting in the air with a loud report and throwing stars of any color or description, fired one at a time at short intervals.
4. A continuous sounding with a steam whistle or any fog-signal apparatus.

The limits of inland waters within which the rules contained in this section apply are the same as those given in section 3 of this chapter for the following waters:

Charlotte Harbor and Punta Gorda, Fla.
Tampa Bay and Tributaries, Fla.

St. George Sound, Apalachicola Bay, Carrabelle and Apalachicola Rivers, and St. Vincent Sound, Fla.

Pensacola Harbor, Fla.

Mobile Harbor and Bay.

Sounds, lakes and harbors on the coasts of Alabama, Mississippi, and Louisiana, between Mobile Bay entrance and the Delta of the Mississippi River.

New Orleans Harbor and the Delta of the Mississippi River.

Sabine Pass, Texas.

Galveston Harbor.

Brazos River, Texas.

The general rule is the same as that given at the end of section 3.

SECTION 6.—PILOT RULES FOR THE GREAT LAKES AND THEIR CONNECTING AND TRIBUTARY WATERS.

[This section is reproduced from Department of Commerce Form No. 808, Edition of May 1, 1912.]

Laws relating to the navigation of vessels on the Great Lakes and their connecting and tributary waters.

AN ACT To regulate navigation on the Great Lakes and their connecting and tributary waters.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following rules for preventing collisions shall be followed in the navigation of all public and private vessels of the United States upon the Great Lakes and their connecting and tributary waters as far east as Montreal.

STEAM AND SAIL VESSELS.

RULE 1. Every steam vessel which is under sail and not under steam, shall be considered a sail vessel; and every steam vessel which is under steam, whether under sail or not, shall be considered a steam vessel. The words steam vessel shall include any vessel propelled by machinery. A vessel is under way within the meaning of these rules when she is not at anchor or made fast to the shore or aground.

LIGHTS.

RULE 2. The lights mentioned in the following rules and no others shall be carried in all weathers from sunset to sunrise. The word visible in these rules when applied to lights shall mean visible on a dark night with a clear atmosphere.

RULE 3.¹⁰ Except in the cases hereinafter expressly provided for, a steam vessel when under way shall carry:

(a) On or in front of the foremast, or if a vessel without a foremast, then in the forepart of the vessel, at a height above the hull of not less than twenty feet, and if the beam of the vessel exceeds twenty feet then at a height above the hull not less than such beam, so, however, that such height need not exceed forty feet, a bright white light so constructed as to show an unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of

¹⁰ Rule 3 is amended by act of Congress approved June 9, 1910, effective on and after July 9, 1910, in rules for lights required to be carried by every vessel propelled by machinery and not more than 65 feet in length, except tugboats and towboats propelled by steam. (See sec. 8 of this chapter.)

the vessel, namely, from right ahead to two points abaft the beam on either side, and of such character as to be visible at a distance of at least five miles.

(b) On the starboard side, a green light so constructed as to throw an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least two miles.

(c) On the port side, a red light, so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible at a distance of at least two miles.

(d) The said green and red lights shall be fitted with inboard screens projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.

(e) A steamer of over one hundred and fifty feet register length shall also carry when an additional bright light similar in construction to that mentioned in subdivision (a) so fixed as to throw the light all around the horizon and of such character as to be visible at a distance of at least three miles. Such additional light shall be placed in line with the keel at least fifteen feet higher from the deck and more than seventy-five feet abaft the light mentioned in subdivision (a).

VESSELS TOWING.

RULE 4. A steam vessel having a tow other than a raft shall, in addition to the forward bright light mentioned in subdivision (a) of rule three, carry in a vertical line not less than six feet above or below that light a second bright light of the same construction and character and fixed and carried in the same manner as the forward bright light mentioned in said subdivision (a) of rule three. Such steamer shall also carry a small bright light abaft the funnel or aftermast for the tow to steer by, but such light shall not be visible forward of the beam.

RULE 5. A steam vessel having a raft in tow shall, instead of the forward lights mentioned in rule four, carry on or in front of the foremast, or if a vessel without a foremast then in the fore part of the vessel, at a height above the hull of not less than twenty feet, and if the beam of the vessel exceeds twenty feet, then at a height above the hull not less than two beam, so, however, that such height need not exceed forty feet, two bright lights in a horizontal line athwartships and not less than eight feet apart, each so fixed as to throw the light all around the horizon and of such character as to be visible at a distance of at least five miles. Such steamer shall also carry the small bright

steering light aft of the character and fixed as required in rule four.

RULE 6. A sailing vessel under way and any vessel being towed shall carry the side lights mentioned in rule three.

A vessel in tow shall also carry a small bright light aft, but such light shall not be visible forward of the beam.

RULE 7. The lights for tugs under thirty tons register whose principal business is harbor towing, and for boats navigating only on the River Saint Lawrence, also ferryboats, rafts, and canal boats, shall be regulated by rules which have been or may hereafter be prescribed by the Board of Supervising Inspectors of Steam Vessels.

RULE 8. Whenever, as in the case of small vessels under way during bad weather, the green and red side lights can not be fixed, these lights shall be kept at hand lighted and ready for use, and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side, nor the red light on the starboard side, nor, if practicable, more than two points abaft the beam on their respective sides. To make the use of these portable lights more certain and easy, they shall each be painted outside with the color of the light they respectively contain, and shall be provided with suitable screens.

RULE 9. A vessel under one hundred and fifty feet register length, when at anchor, shall carry forward, where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light in a lantern constructed so as to show a clear, uniform, and unbroken light, visible all around the horizon, at a distance of at least one mile.

A vessel of one hundred and fifty feet or upward in register length, when at anchor, shall carry in the forward part of the vessel, at a height of not less than twenty and not exceeding forty feet above the hull, one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than fifteen feet lower than the forward light, another such light.

RULE 10. Produce boats, canal boats, fishing boats, rafts, or other water craft navigating any bay, harbor, or river by hand power, horsepower, sail, or by the current of the river, or which shall be anchored or moored in or near the channel or fairway of any bay, harbor, or river, and not otherwise provided for in these rules, shall carry one or more good white lights, which shall be placed in such manner as shall be prescribed by the Board of Supervising Inspectors of Steam Vessels.

RULE 11. Open boats shall not be obliged to carry the side lights required for other vessels, but shall, if they do not carry such lights, carry a lantern having a green slide on one side and

a red slide on the other side; and on the approach of or to other vessels such lantern shall be exhibited in sufficient time to prevent collision, and in such a manner that the green light shall not be seen on the port side, nor the red light on the starboard side. Open boats, when at anchor or stationary, shall exhibit a bright white light. They shall not, however, be prevented from using a flare-up in addition if considered expedient.

RULE 12. Sailing vessels shall at all times, on the approach of any steamer during the nighttime, show a lighted torch upon that point or quarter to which such steamer shall be approaching.

RULE 13. The exhibition of any light on board of a vessel of war or revenue cutter of the United States may be suspended whenever, in the opinion of the Secretary of the Navy, the commander in chief of a squadron, or the commander of a vessel acting singly, the special character of the service may require it.

FOG SIGNALS.

RULE 14. A steam vessel shall be provided with an efficient whistle, sounded by steam or by some substitute for steam, placed before the funnel not less than eight feet from the deck, or in such other place as the local inspectors of steam vessels shall determine, and of such character as to be heard in ordinary weather at a distance of at least two miles, and with an efficient bell, and it is hereby made the duty of the United States local inspectors of steam vessels when inspecting the same to require each steamer to be furnished with such whistle and bell. A sailing vessel shall be provided with an efficient fog horn and with an efficient bell.

Whenever there is thick weather by reason of fog, mist, falling snow, heavy rainstorms, or other causes, whether by day or by night, fog signals shall be used as follows:

(a) A steam vessel under way, excepting only a steam vessel with raft in tow, shall sound at intervals of not more than one minute three distinct blasts of her whistle.

(b) Every vessel in tow of another vessel shall, at intervals of one minute, sound four bells on a good and efficient and properly placed bell as follows: By striking the bell twice in quick succession, followed by a little longer interval, and then again striking twice in quick succession (in the manner in which four bells is struck in indicating time).

(c) A steamer with a raft in tow shall sound at intervals of not more than one minute a screeching or Modoc whistle for from three to five seconds.

(d) A sailing vessel under way and not in tow shall sound at intervals of not more than one minute—

If on the starboard tack with wind forward of abeam, one blast of her fog horn;

If on the port tack with wind forward of the beam, two blasts of her fog horn;

If she has the wind abaft the beam on either side, three blasts of her fog horn.

(e) Any vessel at anchor and any vessel aground in or near a channel or fairway shall at intervals of not more than two minutes ring the bell rapidly for three to five seconds.

(f) Vessels of less than ten tons registered tonnage, not being steam vessels, shall not be obliged to give the above-mentioned signals, but if they do not they shall make some other efficient sound signal at intervals of not more than one minute.

(g) Produce boats, fishing boats, rafts, or other water craft navigating by hand power or by the current of the river, or anchored or moored in or near the channel or fairway and not in any port, and not otherwise provided for in these rules, shall sound a fog horn, or equivalent signal, at intervals of not more than one minute.

RULE 15. Every vessel shall, in thick weather, by reason of fog, mist, falling snow, heavy rain storms, or other causes, go at moderate speed. A steam vessel hearing, apparently not more than four points from right ahead, the fog signal of another vessel shall at once reduce her speed to bare steerageway, and navigate with caution until the vessels shall have passed each other.

STEERING AND SAILING RULES.

SAILING VESSELS.

RULE 16. When two sailing vessels are approaching one another so as to involve risk of collision one of them shall keep out of the way of the other, as follows, namely:

(a) A vessel which is running free shall keep out of the way of a vessel which is closehauled.

(b) A vessel which is closehauled on the port tack shall keep out of the way of a vessel which is closehauled on the starboard tack.

(c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(d) When they are running free, with the wind on the same side, the vessel which is to windward shall keep out of the way of the vessel which is to leeward.

STEAM VESSELS.

RULE 17. When two steam vessels are meeting end on or nearly end on so as to involve risk of collision each shall alter her course to starboard so that each shall pass on the port side of the other.

RULE 18. When two steam vessels are crossing so as to involve risk of collision the vessel which has the other on her own starboard side shall keep out of the way of the other.

RULE 19. When a steam vessel and a sailing vessel are proceeding in such directions as to involve risk of collision the steam vessel shall keep out of the way of the sailing vessel.

RULE 20. Where, by any of the rules herein prescribed, one of two vessels shall keep out of the way, the other shall keep her course and speed.

RULE 21. Every steam vessel which is directed by these rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

RULE 22. Notwithstanding anything contained in these rules every vessel overtaking any other shall keep out of the way of the overtaken vessel.

RULES 23. In all weathers every steam vessel under way in taking any course authorized or required by these rules shall indicate that course by the following signals on her whistle, to be accompanied whenever required by corresponding alteration of her helm; and every steam vessel receiving a signal from another shall promptly respond with the same signal, or as provided in Rule Twenty-six:

One blast to mean, "I am directing my course to starboard."

Two blasts to mean, "I am directing my course to port." But the giving or answering signals by a vessel required to keep her course shall not vary the duties and obligations of the respective vessels.

RULE 24. That in all narrow channels where there is a current, and in the rivers Saint Mary, Saint Clair, Detroit, Niagara, and Saint Lawrence, when two steamers are meeting, the descending steamer shall have the right of way, and shall, before the vessels shall have arrived within the distance of one-half mile of each other, give the signal necessary to indicate which side she elects to take.

RULE 25. In all channels less than five hundred feet in width no steam vessel shall pass another going in the same direction unless the steam vessel ahead be disabled or signify her willingness that the steam vessel astern shall pass, when the steam vessel astern may pass, subject, however, to the other rules applicable to such a situation. And when steam vessels proceeding in opposite directions are about to meet in such channels, both such vessels shall be slowed down to a moderate speed, according to the circumstances.

RULE 26. If the pilot of a steam vessel to which a passing signal is sounded deems it unsafe to accept and assent to said

signal, he shall not sound a cross signal; but in that case, and in every case where the pilot of one steamer fails to understand the course or intention of an approaching steamer, whether from signals being given or answered erroneously, or from other causes, the pilot of such steamer so receiving the first passing signal, or the pilot so in doubt, shall sound several short and rapid blasts of the whistle; and if the vessels shall have approached within half a mile of each other both shall reduce their speed to bare steerageway, and, if necessary, stop and reverse.

RULE 27. In obeying and construing these rules due regard shall be had to all dangers of navigation and collision and to any special circumstances which may render a departure from the above rules necessary in order to avoid immediate danger.

RULE 28. Nothing in these rules shall exonerate any vessel, or the owner or master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of a neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

SEC. 2. That a fine, not exceeding two hundred dollars, may be imposed for the violation of any of the provisions of this act. The vessel shall be liable for the said penalty, and may be seized and proceeded against, by way of libel, in the district court of the United States for any district within which such vessel may be found.

SEC. 3. That the Secretary of Commerce of the United States shall have authority to establish all necessary regulations, not inconsistent with the provisions of this act, required to carry the same into effect.

The Board of Supervising Inspectors of the United States shall have authority to establish such regulations to be observed by all steam vessels in passing each other, not inconsistent with the provisions of this act, as they shall from time to time deem necessary; and all regulations adopted by the said Board of Supervising Inspectors under the authority of this act, when approved by the Secretary of Commerce, shall have the force of law. Two printed copies of any such regulations for passing, signed by them, shall be furnished to each steam vessel, and shall at all times be kept posted up in conspicuous places on board.

SEC. 4. That all laws or parts of laws, so far as applicable to the navigation of the Great Lakes and their connecting and tributary waters as far east as Montreal, inconsistent with the foregoing rules are hereby repealed.

SEC. 5. That this act shall take effect on and after March first, eighteen hundred and ninety-five.

Approved, February 8, 1895.

Rules and regulations for the government of pilots of vessels propelled by steam, gas, fluid, naphtha, or electric motors, and of other vessels propelled by machinery, navigating the Great Lakes and their connecting and tributary waters as far east as Montreal, as amended by the Board of United States Supervising Inspectors, Steamboat-Inspection Service, at the meeting of January, 1912, and approved by the Secretary of Commerce, under the authority of an act of Congress approved February 8, 1895. These rules have been signed by the members of the Board of Supervising Inspectors, as required by section 3 of the act of Congress approved February 8, 1895.

PRELIMINARY.

In the following rules the words *steam vessel* and *steamer* shall include any vessel propelled by machinery.

A vessel is *under way* within the meaning of these rules when she is not at anchor or made fast to the shore or aground.

Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

SIGNALS.

RULE I. In all weathers every steam vessel under way in taking any course authorized or required by these rules shall indicate that course by the following SIGNALS on her whistle, to be accompanied, whenever required, by corresponding alteration of her helm; and every steam vessel receiving a signal from another shall promptly respond with the same signal or sound the danger signal as provided in Rule II:

One blast means, "I am directing my course to starboard," except when two steamers are approaching each other at right angles or obliquely, other than when one steamer is overtaking another, one short blast signifies intention of steamer which is to starboard of the other to hold course and speed.

Two blasts mean, "I am directing my course to port."

RULE II. If, when steamers are approaching each other, the pilot of either vessel fails to understand the course or intention of the other, whether from signals being given or answered erroneously, or from other causes, the pilot so in doubt shall immediately signify the same by giving the DANGER SIGNAL of five or more short and rapid blasts of the whistle; and if both vessels shall have approached within half a mile of each other, both shall be immediately slowed to a speed barely sufficient for steerageway, and, if necessary, stopped and reversed, until the proper signals are given, answered, and understood, or until the vessels shall have passed each other.

RULE III. Steam vessels are forbidden to use what has become technically known among pilots as "CROSS SIGNALS"—

that is, answering one whistle with two, and answering two whistles with one. In all cases, and under all circumstances, a pilot receiving either of the whistle signals provided in the rules, which for any reason he deems injudicious to comply with, instead of answering it with a cross signal, shall at once sound the danger signal and observe the rule applying thereto (Rule II).

RULE IV. The SIGNALS FOR PASSING, by the blowing of the whistle, shall be given and answered by pilots in compliance with these rules, not only when meeting "head and head," or nearly so, but at all times when passing or meeting at a distance within a half mile of each other, and whether passing to the starboard or port.

SITUATIONS.

RULE V. When steamers are APPROACHING EACH OTHER "HEAD AND HEAD," OR NEARLY SO, it shall be the duty of each steamer to pass on the port side of the other; and the pilot of either steamer may be first in determining to pursue this course, and thereupon shall give, as a signal of his intention, one short and distinct blast of his whistle, which the pilot of the other steamer shall answer promptly by a similar blast of his whistle, and thereupon such steamers shall pass on the port side of each other. But if the courses of such steamers are so far on the starboard of each other as not to be considered by pilots as meeting "head and head," or nearly so, the pilot so first deciding shall immediately give two short and distinct blasts of his whistle, which the pilot of the other steamer shall answer promptly by two similar blasts of his whistle, and they shall pass on the starboard side of each other: *Provided, however,* That in all NARROW CHANNELS where there is a current, and in the rivers Saint Mary, Saint Clair, Detroit, Niagara, and Saint Lawrence, when two steamers are meeting, the descending steamer shall have the right of way and shall, before the vessels shall have arrived within the distance of one-half mile of each other, give the signal necessary to indicate which side she elects to take.

In the night, steamers will be considered as meeting "head and head" so long as both the colored lights of each are in view of the other.

RULE VI. Whenever a steamer is NEARING A SHORT BEND OR CURVE in the channel, where, from the height of the banks or other cause, a steamer approaching from the opposite direction can not be seen for a distance of half a mile, the pilot of such steamer, when he shall have arrived within half a mile of such curve or bend, shall give a signal by one long blast of the whistle, which signal shall be answered by a similar blast, given by the pilot of any steamer within hearing that may be approaching on the other side, and within half a mile of such bend or curve. Should such signal be so answered by a steamer upon the farther side

of such bend, then the usual signals for meeting and passing shall immediately be given and answered; but if the first signal of such pilot be not answered, he is to consider the channel clear and govern himself accordingly.

RULE VII. WHEN A STEAMER IS MOVED FROM ITS DOCK OR BERTH, and other steamers are liable to approach such steamer from any direction, such steamer and any approaching steamer shall give the same signals as in case of steamers meeting at a bend; but immediately after clearing the dock or berth so as to be fully in sight they shall be governed by the rules for passing.

RULE VIII. WHEN ONE STEAMER IS OVERTAKING ANOTHER, and the pilot of a steamer which is astern shall desire to pass on the right or starboard hand of the steamer ahead, he shall give one short blast of the whistle, as a signal of such desire and intention, and shall put his helm to port; or if he shall desire to pass on the left or port side of the steamer ahead, he shall give two short blasts of the whistle as a signal of such desire and intention and shall put his helm to starboard, and the pilot of the steamer ahead shall answer by the same signals; or if he does not think it safe for the steamer astern to attempt to pass at that point he shall immediately signify the same by giving five or more short and rapid blasts of the whistle, and under no circumstances shall the steamer astern attempt to pass the steamer ahead until such time as they have reached a point where it can be safely done, when said steamer ahead shall signify her willingness by blowing the proper signals. The boat ahead shall in no case attempt to cross the bow or crowd upon the course of the passing steamer.

Every vessel coming up with another vessel from any direction more than two points abaft her beam—that is, in such a position, with reference to the vessel which she is overtaking, that at night she would be unable to see either of that vessel's side lights—shall be deemed to be an *overtaking vessel*; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally passed and clear.

As by day the overtaking vessel can not always know with certainty whether she is forward of or abaft this direction from the other vessel she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

RULE IX. IN ALL CHANNELS LESS THAN FIVE HUNDRED FEET IN WIDTH, no steam vessel shall pass another going in the same direction unless the steam vessel ahead be disabled or signify her willingness that the steam vessel astern shall pass, when the steam vessel astern may pass, subject, however, to the other rules applicable to such a situation. And when steam vessels proceeding in opposite directions are about to meet in such channels,

both such vessels shall be slowed down to a moderate speed, according to the circumstances.

RULE X. When two steamers are APPROACHING EACH OTHER AT RIGHT ANGLES OR OBLIQUELY SO AS TO INVOLVE RISK OF COLLISION, other than when one steamer is overtaking another, the steamer which has the other on her own port side shall hold her course and speed; and the steamer which has the other on her own starboard side shall keep out of the way of the other by directing her course to starboard so as to cross the stern of the other steamer, or, if necessary to do so, slacken her speed or stop or reverse. The steamer having the other on her own port bow shall blow one blast of her whistle as a signal of her intention to cross the bow of the other, holding her course and speed, which signal shall be promptly answered by the other steamer by one short blast of her whistle as a signal of her intention to direct her course to starboard so as to cross the stern of the other steamer or otherwise keep clear.

If from any cause whatever the conditions covered by this situation are such as to prevent immediate compliance with each other's signals, the misunderstanding or objection shall be at once made apparent by blowing the danger signal, and both steamers shall be stopped, and backed if necessary, until signals for passing with safety are made and understood.

RULE XI. WHEN A STEAM VESSEL AND A SAILING VESSEL are proceeding in such directions as to involve risk of collision the steam vessel shall keep out of the way of the sailing vessel.

RULE XII. In obeying and construing these rules due regard shall be had to all DANGERS OF NAVIGATION AND COLLISION and to any SPECIAL CIRCUMSTANCES which may render a departure from the above rules necessary in order to avoid immediate danger.

FOG SIGNALS.

RULE XIII. Whenever there is thick weather by reason of fog, mist, falling snow, heavy rainstorms, or other causes, whether by day or by night, fog signals shall be used as follows:

A steam vessel *under way*, excepting only a steam vessel with raft in tow, shall sound at intervals of not more than one minute three distinct blasts of her whistle.

A *steamer with a raft in tow* shall sound at intervals of not more than one minute a screeching or Modoc whistle for from three to five seconds.

Every vessel *in tow of another vessel* shall, at intervals of one minute, sound four bells on a good and efficient and properly placed bell as follows: By striking the bell twice in quick succession, followed by a little longer interval, and then again striking twice in quick succession (in the manner in which four bells is struck indicating time).

Any vessel *at anchor* and any vessel aground in or near a channel or fairway shall, at intervals of not more than two minutes, ring the bell rapidly from three to five seconds.

SPEED TO BE MODERATE IN FOG, AND SO FORTH.

RULE XIV. Every steam vessel shall, in thick weather, by reason of fog, mist, falling snow, heavy, rainstorms, or other causes, go at *moderate speed*. A steam vessel hearing, apparently not more than four points from right ahead, the fog signal of another vessel shall at once reduce her speed to bare steerageway, and navigate with caution until the vessels shall have passed each other.

Rules for lights for certain classes of vessels navigating the Great Lakes and their connecting and tributary waters.

The following rules for lights to be carried by tugs under 30 tons register (net) whose principal business is harbor towing, for boats navigating only on the River St. Lawrence, for ferry-boats, canal boats in tow, and for rafts and other water craft propelled by hand power, horse power, or by the current of the river, or in tow, or which shall be anchored or moored in or near a fairway of any bay, harbor, or river, were adopted by the Board of Supervising Inspectors, Steamboat-Inspection Service, on February 14, 1907, and approved by the Secretary of Commerce on February 25, 1907.

LIGHTS FOR TUGS UNDER 30 TONS REGISTER (NET) WHOSE PRINCIPAL BUSINESS IS HARBOR TOWING.

[Authority: Rule 7 act of Congress approved February 8, 1895.]

Tugs under 30 tons register (net) whose principal business is harbor towing, navigating the Great Lakes and their connecting and tributary waters as far east as Montreal, shall carry the red and green side lights carried by other steamers; and, at the foremast head, or, if the steamer have no foremast, then on top of the pilot house, a white light so constructed as to show a uniform and unbroken light over an arc of the horizon of 20 points of the compass, and so fixed as to throw the light 10 points on each side of the vessel, namely, from right ahead to 2 points abaft the beam on either side, and of such a character as to be visible at a distance of at least 3 miles; and *when towing, except when towing a raft*, shall carry an additional white light of same character and construction as the headlight, and hung not less than 3 feet vertically above or below the headlight.

When towing a raft, the two headlights shall be carried in a horizontal line athwartships not less than 4 feet apart, each so fixed as to throw the light all around the horizon, and of such a character as to be visible at a distance of at least 3 miles.

LIGHTS FOR BOATS NAVIGATING ONLY ON THE RIVER ST. LAWRENCE.

[Authority: Rule 7 act of Congress approved February 8, 1895.]

The lights for boats of all kinds navigating only on the River St. Lawrence as far east as Montreal shall be the same as required by law for vessels navigating the Great Lakes, and as required by the rules of the Board of Supervising Inspectors, for ferryboats, rafts, canal boats, and water craft propelled by hand power, horse power, or by the current of the river.

LIGHTS TO BE CARRIED BY FERRYBOATS.¹²

[Authority: Rule 7, act of Congress approved February 8, 1895.]

Ferryboats propelled by steam or machinery and navigating the waters of the Great Lakes and their connecting and tributary waters as far east as Montreal shall carry the white light or lights and the colored side lights required by law to be carried on steam vessels navigating those waters, except that *double-end ferryboats* shall carry a central range of clear, bright, white lights, showing all around the horizon, placed at equal altitudes forward and aft; also on the starboard side a green light, and on the port side a red light, of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least 2 miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of 10 points of the compass, and so fixed as to throw the light from right ahead to 2 points abaft the beam on their respective sides.

The green and red lights shall be fitted with inboard screens projecting at least 3 feet forward from the lights, so as to prevent them from being seen across the bow.

Local inspectors in districts having ferryboats shall, whenever the safety of navigation may require, designate for each line of such boats a certain light, white or colored, which shall show all around the horizon, to designate and distinguish such lines from each other, which light shall be carried on a flagstaff amidships, 15 feet above the white range lights.

LIGHTS FOR CANAL BOATS IN TOW OF STEAM VESSELS.

[Authority: Rule 7, act of Congress approved February 8, 1895.]

Canal boats when in tow of steam vessels on the Great Lakes and their connecting and tributary waters as far east as Montreal shall carry lights as follows:

Canal boats when *towed astern of steam vessels and towed singly or tandem* shall each carry a green light on the starboard

¹² See act of Congress approved June 9, 1910, effective on and after July 9, 1910, prescribing lights that shall be carried by certain classes of vessels of not more than 65 feet in length; as given in sec. 8 of this chapter.

side, a red light on the port side, and a small bright white light aft.

When canal boats are *towed at a hawser in one or more tiers* two or more abreast, the boat on the starboard side of each tier shall carry a green light on her starboard side, and the boat on the port side of each tier shall carry a red light on her port side, and each of the outside boats in the last tier shall also carry a small bright white light aft.

When a canal boat is *towed alongside* and on the starboard side of a steamer, the boat towed shall carry a green light on the starboard side, and when towed on the port side of a steamer, the boat towed shall carry a red light on the port side.

When *two canal boats are towed alongside of a steamer*, one on the starboard and one on the port side, the starboard boat shall carry a green light on the starboard side and the port boat shall carry a red light on the port side.

The *colored side lights* referred to in these rules for canal boats in tow of steam vessels shall be fitted with inboard screens, so as to prevent them from being seen across the bow, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least 2 miles, and so constructed as to show a uniform and unbroken light over an arc of the horizon of 10 points of the compass, and so fixed as to throw the light from right ahead to 2 points abaft the beam on either side. The minimum size of glass globes shall not be less than 6 inches in diameter and 5 inches high in the clear.

The *small bright white light aft* required to be carried on canal boats in tow shall not be visible forward of the beam.

LIGHTS FOR WATER CRAFT PROPELLED BY HAND POWER, HORSEPOWER,
OR BY THE CURRENT OF THE RIVER.

[Authority: Rule 10, act of Congress approved February 8, 1895.]

Any vessel propelled by hand power, horsepower, or by the current of the river, navigating any bay, harbor, or river, of the Great Lakes, or which shall be anchored or moored in or near the channel or fairway of any bay, harbor, or river, of the Great Lakes, except rafts and rowing boats under oars, shall carry one white light forward not less than 8 feet above the surface of the water, which light shall be carried, from sunset to sunrise, in a lantern so fixed and constructed as to show a clear, uniform, and unbroken light, visible all around the horizon, and of such intensity as to be visible on a dark night with a clear atmosphere at a distance of at least 1 mile.

Rowing boats under oars shall have ready at hand a lantern showing a white light which shall be temporarily exhibited in sufficient time to prevent collision.

LIGHTS FOR RAFTS NAVIGATING THE GREAT LAKES AND THEIR CONNECTING AND TRIBUTARY WATERS AS FAR EAST AS MONTREAL.

[Authority: Rules 7 and 10, act of Congress approved February 8, 1895.]

Rafts on the Great Lakes and their connecting and tributary waters as far east as Montreal, propelled by hand power, horse-power, or by the current of the river, or in tow, or which shall be anchored or moored in or near a channel or fairway of other vessels, shall carry lights as follows:

Rafts of one crib and not more than two in length shall carry one white light. Rafts of three or more cribs in length and one crib in width shall carry one white light at each end of the raft. Rafts of more than one crib abreast shall carry one white light on each outside corner of the raft, making four lights in all.

Bag or boom rafts navigating or anchored in the fairway of any bay, harbor, or river shall carry a bright white light at each end of the raft, and one of such lights on each side midway between the forward and after ends.

The *white light* required by these rules for rafts shall be carried, from sunset to sunrise, in a lantern so fixed and constructed as to show a clear, uniform, and unbroken light, visible all around the horizon, and of such intensity as to be visible on a dark night with a clear atmosphere at a distance of at least 1 mile; which lights shall be suspended from poles of such height that the light shall be not less than 8 feet above the surface of the water.

The limit of inland waters within which the rules contained in this section apply is at Montreal, the rules including all waters indicated to the westward of that point.

SECTION 7.—CERTAIN ADDITIONAL RULES APPLICABLE TO ONE OR MORE OF THE PRECEDING SECTIONS.

[This section is reproduced from such parts of the hereinbefore enumerated publications of the Department of Commerce as are common to one or more of such publications. In some of them there are slight differences in their application to the several individual preceding sections, but in each such case the differences in question are specially indicated in the text.]

POSTING OF PILOT RULES.

[The provisions of this rule are applicable to sec. 4 of this chapter (see sec. 2, act approved June 7, 1897); to sec. 5 of this chapter (see R. S., sec. 4412); and to sec. 6 of this chapter (see sec. 3, act approved Feb. 8, 1895).]

On steam and other motor vessels of over 100 gross tons two copies of the placard form of these rules (Department of Commerce Forms 804, 806, or 808, as the case may be) shall be kept

posted up in conspicuous places in the vessel, one copy of which shall be kept posted up in the pilot house. On steam and other motor vessels of over 25 gross tons and not over 100 gross tons, two copies of the placard form of pilot rules shall be kept on board, one copy of which shall be kept posted up in the pilot house. On steam and other motor vessels of 25 gross tons and under, and of more than 10 gross tons, two copies of the placard form of the pilot rules shall be kept on board, and, where practicable, one copy thereof shall be kept conspicuously posted up in the vessel. On steam and other motor vessels of not more than 10 gross tons, two copies of the pamphlet form of the pilot rules shall be kept on board, and, where practicable, one copy thereof shall be kept conspicuously posted up in the vessel.

RULE PROHIBITING THE CARRYING OF UNAUTHORIZED LIGHTS ON STEAM VESSELS.

[Applicable to secs. 4, 5, and 6 of this chapter.]

[Adopted by the Board of Supervising Inspectors on February 16, 1910, and approved by the Secretary of Commerce on March 9, 1910. Authority: Section 4450, Revised Statutes.]

Any master or pilot of any steam vessel who shall authorize or permit the carrying of any light, electric or otherwise, not required by law, on the outside structure of the cabin or hull of the vessel that in any way will interfere with distinguishing the signal lights shall, upon conviction thereof before any board of inspectors having jurisdiction, be deemed guilty of misconduct and shall be liable to have his license suspended or revoked.

RULE RELATING TO THE USE OF SEARCHLIGHTS.

[Applicable to secs. 4, 5, and 6 of this chapter.]

The Board of Supervising Inspectors, at their annual meeting of January, 1915, adopted the following rule relating to the use of searchlights:

Any master or pilot of any steam vessel who shall flash or cause to be flashed the rays of the searchlight into the pilot house of a passing vessel shall be deemed guilty of misconduct and shall be liable to have his license suspended or revoked.

RULE PROHIBITING UNNECESSARY SOUNDING OF THE STEAM WHISTLE.

[Applicable to secs. 4, 5, and 6 of this chapter. Authority: Act of Congress approved Feb. 8, 1907.]

The Board of Supervising Inspectors, at their annual meeting of January, 1907, adopted the following rule:

Unnecessary sounding of the steam whistle is prohibited within any harbor limits of the United States. Whenever any licensed

officer in charge of any steamer authorizes or permits such unnecessary whistling, upon conviction thereof before any board of inspectors having jurisdiction, such officer shall be suspended from acting under his license as the inspectors trying the case may deem proper.

RULES GOVERNING THE OPERATION OF DRAWBRIDGES OVER NAVIGABLE WATERS OF THE UNITED STATES.

[Applicable to secs. 4, 5, and 6 of this chapter.]

It is suggested that pilots of all steamers navigating waters which are spanned by drawbridges under the jurisdiction of the War Department should provide themselves with the War Department rules governing the operation of these drawbridges and observe the rules.

SECTION 8.—SPECIAL RULES FOR MOTOR BOATS.

AN ACT To amend laws for preventing collisions of vessels and to regulate equipment of certain motor boats on the 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 the words "motor boat" where used in this act shall include every vessel propelled by machinery and not more than sixty-five feet in length except tug boats and tow boats propelled by steam. The length shall be measured from end to end over the deck, excluding sheer: *Provided,* That the engine, boiler, or other operating machinery shall be subject to inspection by the local inspectors of steam vessels, and to their approval of the design thereof, on all said motor boats, which are more than forty feet in length, and which are propelled by machinery driven by steam.

SEC. 2. That motor boats subject to the provisions of this act shall be divided into classes as follows:

Class 1. Less than twenty-six feet in length.

Class 2. Twenty-six feet or over and less than forty feet in length.

Class 3. Forty feet or over and not more than sixty-five feet in length.

SEC. 3. That every motor boat in all weathers from sunset to sunrise shall carry the following lights, and during such time no other lights which may be mistaken for those prescribed shall be exhibited.

(a) Every motor boat of class one shall carry the following lights:

First. A white light aft to show all around the horizon.

Second. A combined lantern in the fore part of the vessel and lower than the white light aft showing green to starboard and red

to port, so fixed as to throw the light from right ahead to two points abaft the beam on their respective sides.

(b) Every motor boat of classes two and three shall carry the following lights:

First. A bright white light in the fore part of the vessel as near the stem as practicable, so constructed as to show an unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the vessel, namely, from right ahead to two points abaft the beam on either side. The glass or lens shall be of not less than the following dimensions:

Class 2. Nineteen square inches.

Class 3. Thirty-one square inches.

Second. A white light aft to show all around the horizon.

Third. On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizontal of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side. On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side. The glasses or lenses in the said side lights shall be of not less than the following dimensions on motor boats of—

Class 2. Sixteen square inches.

Class 3. Twenty-five square inches.

On and after July first, nineteen hundred and eleven, all glasses or lenses prescribed by paragraph (b) of section three shall be fresnel or fluted. The said lights shall be fitted with inboard screen of sufficient height and so set as to prevent these lights from being seen across the bow and shall be of not less than the following dimensions on motor boats of—

Class 2. Eighteen inches long.

Class 3. Twenty-four inches long: *Provided*, That motor boats as defined in this act, when propelled by sail and machinery or under sail alone, shall carry the colored lights suitably screened but not the white lights prescribed by this section.

SEC. 4. (a) Every motor boat under the provisions of this act shall be provided with a whistle or other sound-producing mechanical appliance capable of producing a blast of two seconds or more in duration, and in the case of such boats so provided a blast of at least two seconds shall be deemed a prolonged blast within the meaning of the law.

(b) Every motor boat of class two or three shall carry an efficient fog horn.

(c) Every motor boat of class two or three shall be provided with an efficient bell, which shall be not less than eight inches across the mouth on board of vessels of class three.

SEC. 5. That every motor boat subject to any of the provisions of this act, and also all vessels propelled by machinery other than by steam more than sixty-five feet in length, shall carry either life preservers or life belts or buoyant cushions or ring buoys or other device, to be prescribed by the Secretary of Commerce, sufficient to sustain afloat every person on board and so placed as to be readily accessible. All motor boats carrying passengers for hire shall carry one life preserver of the sort prescribed by the regulations of the board of supervising inspectors for every passenger carried, and no such boat while so carrying passengers for hire shall be operated or navigated except in charge of a person duly licensed for such service by the local board of inspectors. No examination shall be required as the condition of obtaining such a license, and any such license shall be revoked or suspended by the local board of inspectors for misconduct, gross negligence, recklessness in navigation, intemperance, or violation of law on the part of the holder, and if revoked the person holding such license shall be incapable of obtaining another such license for one year from the date of revocation: *Provided*, That motor boats shall not be required to carry licensed officers, except as required in this act.

SEC. 6. That every motor boat and also every vessel propelled by machinery other than by steam more than sixty-five feet in length shall carry ready for immediate use the means of promptly and effectually extinguishing burning gasoline.

SEC. 7. That a fine not exceeding one hundred dollars may be imposed for any violation of this act. The motor boat shall be liable for the said penalty and may be seized and proceeded against by way of libel in the district court of the United States for any district within which such vessel may be found.

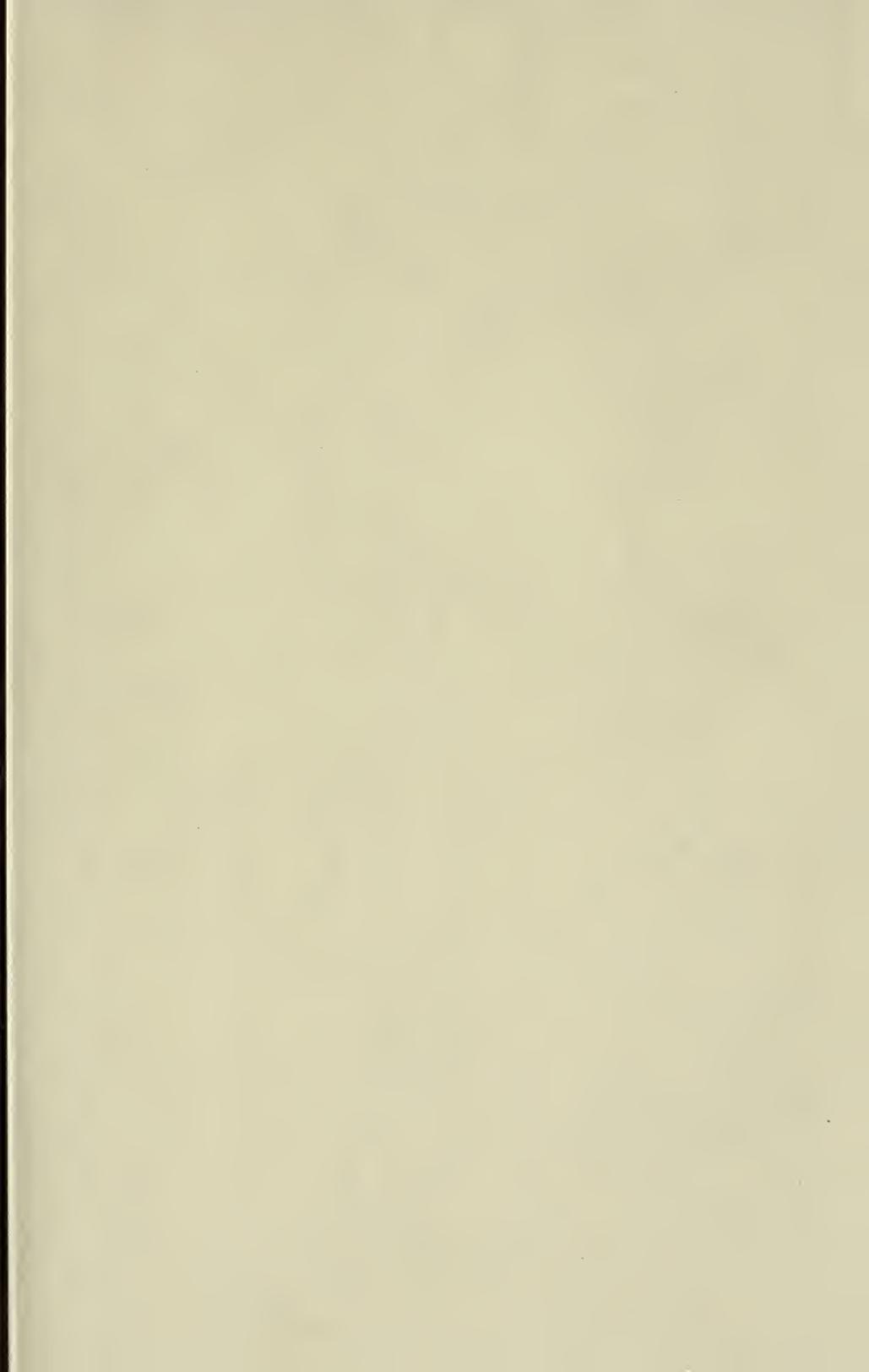
SEC. 8. That the Secretary of Commerce shall make such regulations as may be necessary to secure the proper execution of this act by collectors of customs and other officers of the Government. And the Secretary of the Department of Commerce may, upon application therefor, remit or mitigate any fine, penalty, or forfeiture relating to motor boats except for failure to observe the provisions of section six of this act.

SEC. 9. That all laws and parts of laws only in so far as they are in conflict herewith are hereby repealed: *Provided*, That nothing in this act shall be deemed to alter or amend acts of Congress embodying or revising international rules for preventing collisions at sea.

SEC. 10. That this act shall take effect on and after thirty days after its approval.

Approved June 9, 1910.



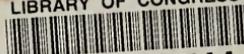






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