



U.S. Coast Guard History Program

REGULATIONS FOR THE GOVERNMENT  
OF THE  
**REVENUE CUTTER SERVICE**  
OF THE  
UNITED STATES,  
WITH  
AN APPENDIX  
CONTAINING THE LAWS RELATING TO THAT SERVICE.

WASHINGTON:  
GOVERNMENT PRINTING OFFICE.  
1894.

*Editor's Notes:*

This revision of the regulations was the most comprehensive to date. It was the outgrowth of two historic factors effecting the U. S. Revenue Cutter Service; the attempts of officers within the service to transfer the RCS to the U. S. Navy and growing technology.

Patterned on Navy regulations, these rules were assembled by then Lieutenants William E. Reynolds and Charles F. Shoemaker. In addition, Shoemaker's son, William Rawle Shoemaker, later a vice admiral in the U. S. Navy, influenced the use of Navy regulations as a guide. The goal was to define specific areas of responsibility and form a more professional service. These rules also shifted control of the service from civilian control to that of a RCS officer. This system largely remains in place.

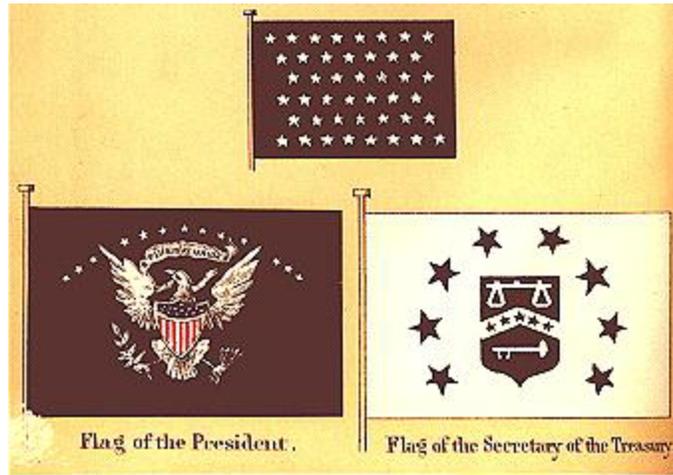
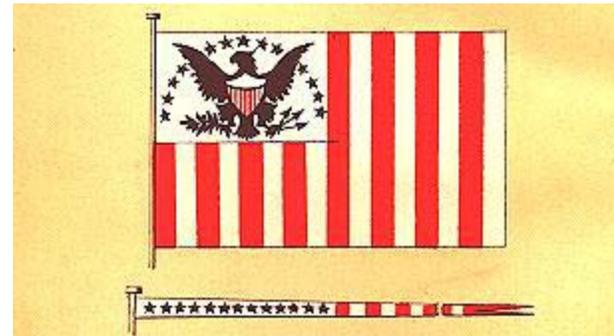
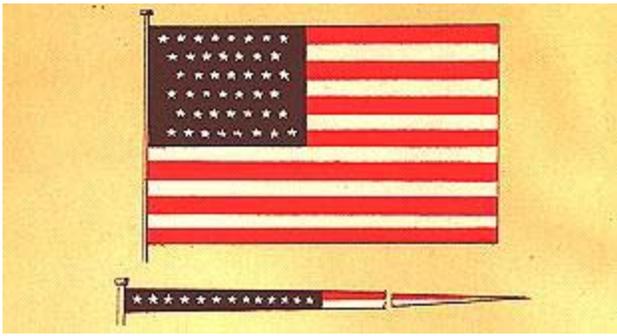
Among the noticeable features missing from the previous edition are the allowance lists. These were removed to add space for other details and to consolidate power and fiscal control in the chief of the service. The chief of the service now had power to change nearly any rule through the use of General or Special Order - the instructions and notices of today. It also gave the service chief faster reaction time to correct an unforeseen problem.

An addition to the regulations was a listing of applicable laws. A problem within the service was the lack of knowledge as to which law applied to what situation. This made cases brought by the district attorneys easier to prosecute.

The size of the regulations necessitated sectioning. When using the index, which is highly recommended, note the item refers to a paragraph number and **not** a page number.

<b>Section 1.</b> Para. 1 - 295;	pp. 1-50.
<b>Section 2.</b> Para. 296 - 623;	pp. 75-125.
<b>Section 3.</b> Para. 624 - 789,	pp. 126-150.
<b>Section 4.</b> Para. 790 - 991; Laws.	pp. 151-204.
<b>Index and Laws.</b>	pp. 205-245.

William R. Wells, II, GMCM, USCG (ret).  
Feb. 25, 2001.



TREASURY DEPARTMENT,

*Document No. 1673.*

*Office of Revenue Marine*

TREASURY DEPARTMENT  
*Washington, D. C., April 4, 1894.*

The following regulations for the government of the United States Revenue Cutter Service, and the laws relating to that Service, are hereby published for the information of those concerned.

All previous instructions from this Department in conflict with these regulations are hereby revoked. All orders and circulars, not inconsistent with them, are to be considered as still in force and will be obeyed accordingly.

Commanding officers will promptly make such changes in the administration and discipline of their commands as to conform to these regulations.

A strict observance of the regulations is required from all persons belonging to the Service ; and it is made their imperative duty to report forthwith to the Secretary of the Treasury any negligence, disobedience, or infraction thereof which may come to their knowledge.

J. G. CARLISLE,  
*Secretary of the  
Treasury.*

Approved:  
GROVER CLEVELAND,  
*President.*

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**U. S. REVENUE CUTTER SERVICE.  
REGULATIONS.**

## ARTICLE I.

### APPOINTMENTS AND PROMOTIONS.

1. No person shall be appointed to any office in the Revenue Cutter Service unless he is a citizen of the United States, nor until he shall have passed a satisfactory physical, mental, and, if a candidate for the position of second assistant engineer, professional examination. The physical examination shall precede the mental and professional, and should the candidate be found physically disqualified he shall not be examined further.

**No person appointed who is not a citizen of the United States. Candidate must be physically sound.**

2. All commissioned officers of the Revenue Cutter Service shall be appointed by the President, by and with the advice and consent of the Senate. Commissions will be countersigned by the Secretary of the Treasury and sealed with the official seal of the Treasury Department.

**Appointments made by the President.**

**Commissions.**

3. When any person receives a commission or an appointment in the Revenue Cutter Service he shall, as soon as practicable, take and subscribe the oath of office prescribed by law and forward the same, together with a letter of acceptance of such commission or appointment, to the Secretary of the Treasury. (See form of oath under Article xxii.)

**Oath of office.**

4. Application for admission into the Revenue Cutter Service must be made in writing by the applicant, and addressed to the Secretary of the Treasury.

**Application for admission must be in writing.**

5. The application must state the date and place of birth of the applicant, and the State or Territory of which he is a resident. In case the application is made for admission into the engineer corps of the Service an additional and particular statement must be made of the candidate's experience as an engineer. Applications must be accompanied by certificates testifying to the good, moral character of the applicant.

**What applications must state.**

6. No person shall be originally appointed in the Service to a higher grade than cadet or second assistant engineer.

**Original appointments.**

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### U. S. REVENUE CUTTER SERVICE.

8. A candidate for the appointment of cadet, 7. A candidate for the appointment of cadet must not be less than eighteen nor more than twenty-three years of age, and his mental qualifications shall be determined by a board of line officers convened for that purpose.

A candidate for the position of second assistant engineer. 8. A candidate for the position of second assistant engineer must not be less than twenty-one nor more than twenty-eight years of age, and his mental and professional qualifications shall be determined by a board of engineer officers convened for that purpose.

Mental and professional examinations. 9. All mental and professional examinations, whether of candidates for appointment or of officers for promotion, will be conducted under the immediate and personal supervision of a board of examiners. The examinations shall be wholly written, and the work of each candidate or officer must be signed by him and submitted to the board.

Physical examinations by medical officers.

10. The physical examination will be searching and thorough, and no person will be passed by the medical examiners who is not free from such physical defects as will or might impair his fitness for the Service, and from all obvious tendency to any form of disease which would be likely to interfere with an efficient discharge of duty on any station. The result of the examination will in each case be certified to the Secretary of the Treasury by the examining surgeons, and will be conclusive as to the physical qualifications of the person examined.

Examinations for original appointment competitive.

11. Examinations for original appointment in the Service will in all cases be competitive, but no person will be appointed who does not attain an average of at least seventy-five per cent in his mental and professional examination. A failure to reach the required standard will not bar the candidate from again competing, provided he be within the prescribed age at the time of the next examination, but should he fail to attain the minimum percentage a second time he will be considered ineligible thereafter.

False statements shall disqualify a candidate.

12. Any person who shall fail to present himself for examination after having obtained permission shall be considered as having forfeited his right to be examined. And any candidate for appointment who shall submit any false testimonials as to his character, or who shall give a false certificate of age, or make any other false statements in his application or to a board of examiners, shall be disqualified.

Vacancies filled according to the degree of proficiency

13. Vacancies in the grades of cadet and second assistant engineer will be filled according to the degree of proficiency shown by the successful candidates, the one attaining the highest average receiving the first appointment, and so on;

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## APPOINTMENTS AND PROMOTIONS.

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therefore, the passing of an examination must not be considered as always giving assurance of appointment, as the eligible list may exceed the number of existing vacancies.

14. Any candidate for the position of second assistant engineer who has passed a successful examination but who, owing to lack of vacancies, has failed to receive an appointment, will be considered eligible for appointment, in his turn, to any vacancy that may occur before the convening of another examining board, provided that such be within two years after his examination, and that at the time a vacancy occurs he be within the prescribed age and physically sound.

Successful candidate for position of second assistant engineer.

15. No officer will be permitted to waive an examination, and the failure of an officer to present himself for examination for promotion when ordered to do so will be considered as equivalent to resignation, unless such failure be explained to the satisfaction of the Department, and his name will thereupon be stricken from the register of the Service.

An officer not permitted to waive examination.

16. No officer shall be eligible for promotion to a higher grade until his physical, mental, moral, and professional fitness to perform all his duties have been established to the satisfaction of the examining officers appointed by the Secretary of the Treasury. The professional examination shall embrace such subjects as may from time to time be

The fitness of an officer must be established.

prescribed by the Department, and no officer shall be promoted who does not reach a general average of merit of seventy-five per cent. No line officer shall be deemed eligible for promotion who shall not attain, also, an average of merit of at least seventy-five per cent each in seamanship and navigation; but an officer failing to receive the minimum percent age shall, on the convening of another board, be entitled to a reexamination in the entire course, if his general average be not satisfactory, or in seamanship or navigation, or in both, if his deficiency be in one or both of those subjects. Should he fall below the required standard upon reexamination his name shall be placed at the foot of the list of his grade, and he shall thereafter be considered out of the line of promotion. In all cases the examination shall include the record of service of an officer, the reports of his commanding officers, and all other matters affecting him which may have been filed at the Department since the date of his last promotion, and such reports and records shall be taken into consideration in determining his fitness for advancement.

**An average of 75 per cent must be attained.**

**May be reexamined.**

**Record of Service and reports to be considered.**

**17.** Officers who have been declared qualified for promotion to the next higher grade, according to the degree of

**Promotion in the order of seniority.**

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## U. S. REVENUE CUTTER SERVICE.

merit provided in the preceding paragraph, shall be promoted in the order of seniority.

**Failure to satisfy debts sufficient ground for withholding promotion.**

**18.** The failure of an officer to pay his debts, or to satisfy those of his creditors who have filed complaints against him at the Department, after having had the facts officially called to his attention, shall be considered sufficient cause for withholding his promotion.

**Examination of cadets at the end of their probationary term of service.**

**19.** The examination of cadets for promotion to the grade of third lieutenant will be competitive, at the end of their probationary term of service, and their records of deportment, application to study and duty, and examinations will be carefully considered in determining their relative standing and their fitness for such promotion.

## ARTICLE II.

### CLASSIFICATION OF REVENUE CUTTERS.

**Classification of revenue cutters.**

**20.** Vessels of the Revenue Cutter Service shall be classified as follows Steamers assigned to regular cruising districts shall be considered as first and second class. First-class cutters shall comprise steamers of 300 tons and upwards. Second-class cutters shall comprise steamers of less than 300 tons. Steamers assigned to harbor duty (anchorage duty excepted) shall be considered as third-class vessels.

**Class fixed when vessel goes into commission.**

**21.** When a revenue cutter is first placed in commission her class will be fixed by the Department in accordance with the provisions of the preceding paragraph, and such classification shall not be changed so long as her tonnage and duties remain unaltered.

## ARTICLE III.

### STATIONS OF REVENUE CUTTERS.

**Stations of Vessels assigned by the secretary Treasury.**

**22.** The Secretary of the Treasury will assign a station to each vessel of the Service, define and limit her cruising grounds, and designate some port within those limits to be the headquarters. The collector of customs at that port will be duly informed of the assignment.

Cruising beyond limits of station.

23. No officer commanding a revenue cutter shall without first obtaining authority therefor from the Department, cruise beyond the limits of his station, unless compelled to do so by accident, stress of weather; or other exigency of the

ASSIGNMENT OF OFFICERS.

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Service. Should such necessity arise he will, as soon as practicable, report the facts of the case to the Department, through the proper channels.

24. To insure a proper patrol of the entire coast line the cruising grounds of a revenue cutter will, when practicable, extend a short distance within the cruising grounds of the adjacent stations. **Patrol of the coast line.**

ARTICLE IV.

ASSIGNMENT OF OFFICERS.

25. All officers of the Revenue Cutter Service will be to duty by the written orders of the Secretary of the Treasury.

**Officers assigned signed to duty by written orders.**

26. No officer can attach himself to any command, or place himself on any special duty, by virtue of his commission alone; but officers shall at all times take cognizance of, and endeavor to prevent, all violations or intended violations of the customs, revenue and navigation laws that come to their knowledge.

**An officer can not attach himself to duty by virtue of his commission alone.**

27. Officers ordered to duty in the Life-Saving Service shall be governed as follows:

**Duty in the Life-Saving Service.**

1. They shall report by letter or in person, as may be directed, to the General Superintendent of that Service.

**Report.**

2. They shall obey the orders and directions of the Secretary of the Treasury and the General Superintendent of the Life Saving Service. In case of the absence or disability of the latter his duties devolve by law upon an assistant, whose directions under such circumstances shall be obeyed.

**Orders.**

3. They will be held directly responsible to the Secretary of the Treasury for conformity to the regulations of the Revenue Cutter Service, except only in so far as they maybe inconsistent with the special service in which they are engaged. They will also be held directly responsible for the care of persons and public property that may be placed under their control, and for conformity to such parts of the regulations of the Life-Saving Service as may be held applicable to them.

**Responsibility as to regulations and the care of persons and property,**

28. Officers ordered to duty in the Fish Commission shall be governed as follows:

**Duty in the Fish Commission.**

1. They shall report by letter or in person, as may be directed, to the Commissioner of Fish and Fisheries.

**Report.**

2. They shall obey the orders and directions of the Commissioner of Fish and Fisheries. In case of his absence or disability his duties devolve by law upon an assistant, whom he has authority to designate, and whose directions under such circumstances shall be obeyed.

**Orders.**

- Responsibility to regulations the care of persons, vessels, and property.** 3. They will be held directly responsible to the Secretary of the Treasury for conformity to the regulations of the Revenue Cutter Service, except only in so far as they may be inconsistent with the special service in which they are engaged. They will also be held directly responsible for the care of persons, vessels, and public property that may be placed under their control.
- Acknowledgement of orders.** 29. Officers shall promptly acknowledge the receipt of all orders, and immediately after reporting in obedience thereto, communicate the fact and the date of reporting to the Secretary of the Treasury.
- Change of residence.** 30. Officers on being detached from duty will immediately inform the Department of their intended place of residence, and notice must be given of any contemplated change before it shall have been made.
- Duty upon receipt of orders.** 31. An order from the Secretary of the Treasury to an officer requiring him to proceed to any point, but fixing no date and not expressing haste, shall be obeyed by leaving within four days after its receipt. If the order reads "without delay," he shall leave within forty-eight hours; if "immediately," within twenty four hours; if the order is by telegraph, within twelve hours. And all officers shall in on their orders the date and hour of their receipt.
- Application for orders, change of** 32. An application for the revocation, modification, or qualification of orders to proceed will not justify any de lay in their execution if the officer ordered be able to travel. Except on the ground of illness, or other equally cogent reason, orders and assignments will not be revoked, modified, or qualified at the suggestion or solicitation of the officer affected; and any attempt to alter or evade them, except on the grounds before specified, through political or other influence, being regarded as prejudicial to good order and discipline, will be disapproved by the Department, and will be noted to the discredit of the officer so offending.
- Reasons must be stated in applications.** 33. Application for assignment to duty or for revocation of orders shall be made by the officer himself in an official manner and through official channels, and shall state the precise reasons for making the application.
- Presentation of orders.** 34. When an officer reports for duty in accordance with written orders, he shall present the orders to the officer to whom he reports.
- Endorsement on orders.** 35. 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.

## RANK, COMMAND, AND DUTY.

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36. Orders detaching an officer from any station or duty will be forwarded through his commanding officer, if he have one on such station or duty. who shall deliver the orders to the officer for whom they are intended, indorsing thereon the date and place of their receipt, and of their delivery.
- Orders of detachment forwarded through commanding officer.**
37. No commanding officer shall have authority to detach an officer from his command, and no officer shall have authority to annul, revoke, or countermand an order issued by the Secretary of the Treasury, nor to order an officer to perform any duty unconnected with the Service.
- No authority to detach an officer revoke an order.**
38. The tour of duty of an officer on a station, or on any special service, shall be three years, unless in the opinion of the Department the exigencies of the Service require his earlier detachment; and an order of the Secretary of the Treasury assigning an officer to any duty,
- Tour of duty on a station or on special service.**

but without any qualification as to the length of time the officer shall continue to perform such duty, shall be so construed. If the order read "temporary" it shall be construed to mean for an uncertain time, though in no case for a longer period than three years.

39. The Secretary of the Treasury may permit officers of the same grade to exchange stations or duties when such exchange is desired by both officers. But this privilege will not be accorded unless good and sufficient reasons are set forth in the applications, which must in all cases be addressed to the Secretary. Should such privilege be granted the exchange shall be effected promptly and without expense to the Government.

**Exchange or stations**

## ARTICLE V.

### RANK, COMMAND, AND DUTY.

40. Officers of the Revenue Cutter Service shall be known as officers of the line and engineer officers.

**Officers.**

41. The officers of the line are by law as follows, and they shall take rank and exercise command in the order mentioned:

**Officers of the line.**

Captain.

First lieutenant.

Second lieutenant.

Third lieutenant.

42. The engineer officers are by law as follows, and they shall take rank and exercise command in the engineer department in the order mentioned:

**Engineer officers.**

Chief engineer.

First assistant engineer.

Second assistant engineer.

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### U. S. REVENUE CUTTER SERVICE.

**Rank in grades.**

43. Officers shall take rank in their respective grades according to the order in which their names appear on the Official Register of the Revenue Cutter Service as kept in the Treasury Department. Dates of commissions will determine precedence of rank between line and engineer officers of the same relative rank.

**Relative rank of engineer officers.**

44. The relative rank of the engineer officers is as follows Chief engineers have the relative rank of first lieutenant. First assistant engineers have the relative rank of second lieutenant. Second assistant engineers have the relative rank of third lieutenant.

**Precedence on boards and in processions on shore.**

45. When line officers and engineer officers serve together on boards of investigation, boards of survey, or other boards, the engineer officers shall take precedence with the officers of the line with whom they hold relative rank, except that when the executive officer of a ship shall serve on a board composed entirely of officers attached to that ship, he shall have precedence over all other officers on that particular board. In processions on shore the command devolves upon the senior officer present eligible to command and authority, and precedence attaches accordingly; all other officers in such processions take precedence according to their rank.

**Officers when serving as part of the**

46. Officers of the Revenue Cutter Service when serving in accordance with law, as part of the Navy, shall be entitled to relative rank as follows

<b>Navy.</b>	Captains with and next after lieutenant commanders in the Navy. First lieutenants with and next after lieutenants in the Navy. Second lieutenants with and next after lieutenants of the junior grade in the Navy. Third lieutenants with and next after ensigns in the Navy.
<b>Performance of duty.</b>	<b>47.</b> Officers in the Revenue Cutter Service shall perform such duty as may be assigned to them by the Treasury Department.
<b>Captain.</b>	<b>48.</b> A captain may command vessels of the first and second class only, or perform such special duty as may be assigned him.
<b>First lieutenant.</b>	<b>49.</b> A first lieutenant may command vessels of the third class, serve as executive officer on vessels of the first and second class, or perform such special duty as may be assigned him. Senior first lieutenants shall be given precedence in assignments to the command of vessels of the third class.

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RANK, COMMAND, AND DUTY.

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<b>50.</b> A second lieutenant may serve as navigator and watch officer on any class of vessel, or perform such special duty as maybe assigned him. Senior second lieutenants may be assigned to duty as executive officers in the discretion of the Department.	<b>Second lieutenant.</b>
<b>51.</b> A third lieutenant may serve as watch officer on any Class of vessel, or perform such other duty afloat or ashore as may be assigned him.	<b>Third lieutenant.</b>
<b>52.</b> The lieutenant next in rank below the executive officer shall be the navigating officer.	<b>The navigator.</b>
<b>53.</b> The superintendent of construction and repair shall be selected by the Secretary of the Treasury from the list of captains in the Revenue Cutter Service. He shall have his office at such place as the Department shall designate, and his general duties shall be to supervise the construction of new vessels, and extensive repairs to other vessels of the Service.	<b>Superintendent of construction and repair.</b>
<b>54.</b> A cadet serving on board a cruising vessel shall per form such duties as may be assigned him, but shall never while the vessel is under way be left in sole charge of the deck. He shall, under the instructions of the officers attached to the vessel, endeavor to gain a thorough practical knowledge of his profession. His duties on the schoolship will be prescribed from time to time by the Department.	<b>Cadet.</b>
<b>55.</b> A chief engineer may have charge of the machinery of a vessel of any class, except of those vessels employed exclusively as harbor vessels, and shall perform such special duty as may be assigned him.	<b>Chief engineer.</b>
<b>56.</b> A first assistant engineer may serve on any vessel, and perform such special duty as may be assigned him. Senior first assistant engineers shall be given precedence in assignments to the charge of engines and machinery of vessels of the third class.	<b>First assistant engineer.</b>
<b>57.</b> A second assistant engineer may serve on any vessel, but, except during the temporary absence of his superior officer, shall not have the chief charge of the engines and machinery of a vessel; and he shall perform such special duty as may be assigned him.	<b>Second assistant engineer.</b>
<b>58.</b> The consulting engineer of the Revenue Cutter Service shall be selected by the Secretary of the Treasury from the list of chief engineers of the Service; he shall have his office at such place as may be designated by the Department. His general duties shall be to supervise the construction of the steam machinery of new vessels, and the extensive re pairs to the steam machinery of other vessels of the Service.	<b>Consulting engineer.</b>

- Revenue cutter in process of construction.** 59. All revenue cutters in process of construction, or out of commission and undergoing extensive repairs, are under the direction or in charge of the superintendent of construction and repair and the consulting engineer for the purpose of preparing them for service; and officers of whatever grade or rank connected with such vessels shall be considered as assistants to those officers, in their respective departments, until the vessels are put in commission.
- Authority or engineer officers.** 60. Engineer officers shall, under the commanding officer, have all necessary authority within their particular department for the due performance of their respective duties, and they shall be obeyed accordingly by their subordinates. They shall not by virtue of their relative rank and precedence have any additional right to quarters; nor shall they have authority to exercise command, except as herein stated. They shall not take precedence of their commanding officer, nor of the executive officer of the vessel to which they are 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 duty incident to the Service.
- Petty officers of the first and second ease.** 61. The petty officers of the Revenue Cutter Service shall be divided into two classes, and they shall take precedence in the following order
- First class  
Boatswain.  
Gunner.  
Carpenter.  
Master-at-arms.
- Second class  
Signal quartermaster.  
Quartermaster.  
Coxswain of the gig.  
Coxswain of the cutter.  
First oiler.  
Second oiler.
- Messmen.** 62. The messmen shall take precedence as follows:  
Ship's cook.  
Cabin steward.  
Wardroom steward.
- Obedience to petty officers.** 63. Petty officers shall be entitled to obedience in the execution of their duties from persons of inferior ratings. Oilers and messmen are not to exercise authority except in the department to which they belong, or over those placed immediately under their control.
- Commanding officer render exercising command.** 64. Should the commanding officer of a vessel be rendered incapable of exercising command, the executive officer shall succeed him and discharge his duties until reg-

ularly relieved by the Department, even though there be officers on board as passengers higher in rank than himself. But in all cases in which the commanding officer becomes incapacitated for duty, the executive officer shall, as soon as practicable, communicate the fact to the Department, and, unless the exigencies of the Service require that

he should pursue a different course, await instructions.

**65.** Each vessel of the Revenue Cutter Service shall be an independent command and; except as provided in paragraphs 66 and 67, the commanding officer of one cutter shall have no authority over, nor control the movements of, another cutter, or the officers thereof. But nothing in this article shall be so construed as to excuse the neglect or omission of the appropriate courtesies prescribed in Article x.

**Each vessel of the Revenue Cutter Service shall be an independent command.**

**66.** When, under special instructions from the Department, two or more cutters shall be ordered to participate in any celebration, or to perform any other special service in which unity of action may be necessary, the senior commanding officer present shall, by direction of the Department, assume command of all the vessels and direct their movements, in which case all other commanding officers present are required to obey his instructions.

**Revenue cutters participating in any special service where unity of action necessary.**

**67.** If, in the performance of the duties mentioned in the preceding paragraph, it should become necessary, or be desirable, to land a squad of men from each of the vessels, or to send out a boat expedition from each, the senior line officer detailed on such duty shall have charge of the entire force, and his orders must be promptly obeyed by the other officers, irrespective of the vessels to which they may be attached.

**Landing men, or boat expedition.**

**68.** Officers of the Revenue Cutter Service when serving in accordance with law as part of the Navy shall be under the direction of the Secretary of the Navy, and shall then conform, as far as practicable, to the Navy regulations.

**Regulations when officers serve as part of the Navy.**

**69.** In no case shall an officer, except he be the Chief of Division Revenue Cutter Service, whatever his rank, being a passenger on board of a revenue cutter, control, or attempt to control, or in any manner interfere with, the movements of the vessel or tie discipline of the crew. But any officer being such passenger, below the rank of captain and junior to the officer commanding the vessel, may be assigned to duty when the exigencies of the Service shall 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 vessel, but shall not displace any officer belonging to the regular com-

**Officers of the Service and other as passengers.**

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### U. S. REVENUE CUTTER SERVICE.

plement of the ship in his quarters. Other passengers may be required to perform any duties which, in the judgment of the commanding officer, may be necessary for the safety of the vessel.

**Two or more officers assigned to the same special duty.**

**70.** When line officers and engineer officers, or two or more officers of the same or different grades, are assigned to the same special duty, their precedence shall be the same as though they were serving on the same vessel.

**Established principles.**

**71.** By the force of law and the customs and usages of the Service the following principles are established and must exist as essentials of every well regulated armed service, without which there can be neither command, discipline, nor responsibility

**Command and direction.**

1. Officers entrusted with the command of vessels, or with the command or direction of any expedition or duty, whatever their rank, must, while in such command or direction, have full command, authority, and precedence over all officers and persons of whatever rank, serving in such vessels or expedition, or in the execution of such duty. This authority and precedence will descend to the officer or per

son 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.**

2. In case of the death, disability, or absence of an officer this in command or direction of an armed force, this command or direction, with all its authority and precedence, devolves and rests upon the line officer next in rank who may be present and on duty with such command.

**Engineer officers.**

3. Engineer officers 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 to their juniors in actual or relative rank, it is for reasons growing out of the necessities of the Service, operating alike upon all officers, both line and engineer, under like circumstances, and subject to the same conditions applicable to all.

**Authority by virtue of rank and otherwise, and the delegation of authority by commanding officer.**

4. No officer of any grade is authorized by virtue of his own mere rank and authority to give any order or grant any privilege, permission, or liberty, to his senior in rank in either the line or engineer 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 to which the senior is attached, or in

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RANK, COMMAND, AND DUTY.

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command or direction of the 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 entrusted 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 entrusted, 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 captain, or the officer next in command, who is entitled to relieve him in the performance of such duty.

72. The efficiency of the Service requires of the commanding authority, besides the general duties of command and direction, the additional duties of organization, police, and inspection; all these appertain to and go with command. For the relief of the commanding officer, they are usually entrusted, in their details, to subordinates, but they are performed by his authority and under his direction. On shipboard the senior line officer is designated to perform these duties in addition to the ordinary duties assigned to him as such line officer attached to the ship. The officer so designated is called, for the time being, "the executive officer." This is not a new rank; nor has the officer, by virtue of the title, or in consequence of the detail, any new

**Organization, police, and discipline.**

independent authority. It is merely the designation of the officer who, for the relief of the captain and by his authority alone, carries out, on board the ship, the details of organization, inspection, and police.

1. 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, his duties 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 his duties. To this authority all officers and persons are required to yield full and prompt acquiescence. **Executive officer,**

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**Inspections.**

2. 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 executive is entitled to make personal examination of, and report upon, all of these, and for that purpose every facility is to be afforded him by every officer attached to the vessel. The reports of the officers in charge of the various departments shall be made to the commanding officer through the executive officer.

3. As the officer to whom the details of the organization of the ship's company are entrusted, the 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 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 of each part and transmit them as a whole to the commanding officer. While carrying out the details of organization, and those of police and inspection, the executive takes precedence over all other officers attached to the ship, and shall be obeyed and respected accordingly.

**Duties delegated to the executive officer.**

4. The duties of organization, inspection, and police devolve upon the executive officer by virtue of his rank or detail as such, and they, and the exercise of the authority necessary to execute them, are recognized by the law and usages of the sea. But they are duties pertaining to the command, delegated by the commanding officer to the executive officer, 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 the executive officer, and not the authority of the executive officer himself. The executive officer has no independent authority necessarily delegated to him for the execution of the orders of the commanding officer.

**Commanding officer to inform executive as to his opinions and wishes.**

5. The commanding officer of a vessel of the Revenue Cutter Service is not authorized to delegate his power, except for the carrying out of the details of the duties to be formed 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 the executive in the exercise of the power given to him for executing the orders of the commanding officer must keep himself constantly informed of the commander's opinions and wishes thereon, and whenever, and as soon as, he may be uninformed or in doubt as to such opinions and 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 in carrying out his own views, and that he may not be, by its unwarranted exercise, in any measure relieved of his official responsibilities, which can neither be assumed by nor fall upon any other officer; therefore the commanding officer will not fail to inform the executive officer of his opinions and wishes whenever appealed to by the executive for a statement of them.

6. The detail of these duties may be more fully defined by general or special orders and regulations, but the executive officer has, as such, no other duties or authority except those which come within the scope of the above description ; any other authority exercised by him 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 all officers of every grade.

**Executive officer's authority.**

7. It is not necessary, nor is it consistent with usage and efficiency, that the executive officer should be required to announce with every order given, or authority exercised by him as such executive, that he is executing the orders of the commanding officer. The delegated character of his authority is fully understood, and contemplates obedience to it as such by all officers attached to the vessel.

**Delegated character of orders contemplates obedience.**

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

**Complaint or appeal.**

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

**Communication with commanding officer.**

**ARTICLE VI.**

**UNIFORMS.**

**Regulations of 1891.** 73. The uniforms prescribed in the "Regulations, 1891," governing the uniform of officers and enlisted men of. the Revenue Cutter Service, and no others, shall be worn by all officers and enlisted men so long as such regulations remain unrepealed or unaltered by the Secretary of the Treasury.

- Uniform prescribed only to be worn.** 74. All persons belonging to the Revenue Cotter Service shall conform strictly to such regulations for uniform as may be published from time to time by the Department. Every person belonging to the Service is strictly forbidden to wear any uniform other than that to which his grade entitles him. No decoration received from a foreign government shall be worn.
- Badges.** 75. The distinctive badges adopted by military societies of men who served in the armies and navies of the United States in the War of the Revolution, the War of 1812, the Mexican War, and the War of the Rebellion, respectively, may be worn on all occasions of ceremony by officers and enlisted men who are bona fide members of said organizations.
- Commanding officer to ascertain as to uniforms.** 76. Immediately after a vessel is put in commission, and before proceeding on a cruise, the commanding officer shall ascertain and report to the Department whether any officer under his command is unprovided with a complete outfit of uniforms and equipments as prescribed.
- The uniform to be prescribed daily.** 77. The commanding officer shall prescribe daily the uniform for the officers and men under his command.
- Designations.** 1. In orders prescribing the uniform to be worn, the designations (1) full dress, (2) dress, (3) undress, and (4) service dress, shall be used without qualifying words.
- White dress,** 2. If white service coats, white trousers, white waistcoats, or helmets are to be worn, the fact shall be stated; otherwise it will be understood that the dress is to be all blue.
- Consideration as to weather and temperature.** 3. In designating the uniform to be worn, due consideration should be given to the weather, the temperature, etc., in order that the health of the command may be preserved.
- Trousers officers and men same color.** 4. In the order fixing the uniform for the day, trousers officers and men same color. the same color shall be prescribed for the officers and men if practicable. This rule is not to apply to the men in work ing clothes.
- Official visits.** 78. Officers will wear full dress, dress, or undress uniform, as may be directed, on making special official visits to the President, Secretary of the Treasury, foreign authorities,

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UNIFORMS.

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- 79. Inspecting officers, when inspecting vessels in commission, shall wear the prescribed undress uniform complete. Officers serving on boards of investigation, boards of examination, and all other boards, or when attending such boards as witnesses, or otherwise in an official capacity, except when undergoing examination for promotion, shall wear the prescribed undress uniform, with the exception of the sword, of their respective grades. Officers undergoing examination for promotion will wear the service dress without side arms.** **Inspecting officers, and officers serving on boards, etc.**
- 80. Officers on duty on board ship shall at all times wear the uniform of their respective grades. Swords shall always be worn at quarters and at drills.** **Officers on board ship.**
- 81. The first Sunday in each month, weather permitting, all officers shall muster in full dress; on other Sundays officers will appear at muster in dress uniform.** **Muster.**
- 82. Officers may dispense with wearing uniform when on duty at the Treasury Department, in the Life-Saving Service, on shore in** **When uniform may be dispensed with.**

connection with the Fish Commission, or when on construction duty.

**83.** In domestic ports commanding officers shall permit officers to wear plain clothes when temporarily away from their vessels, except on occasions of official ceremony, or when it may be necessary for the interests of the Service to wear uniforms. Discretion must be exercised, however, in granting this privilege in foreign ports.

**Domestic and foreign ports.**

**84.** On all occasions of ceremony, when a commanding officer may deem it necessary to order the attendance of the officers under his command, he will prescribe the uniform to be worn ; he will also prescribe the uniform on all social occasions when officers attend in a body in an official capacity.

**Occasions of official and soical ceremony.**

**85.** The service dress shall be worn on boarding duty, at which time the sword and belt may be omitted,

**B o a r d i n g duty.**

**86.** The service belt shall be worn at all times by the officer of the deck in port.

**Officer of deck.**

**87.** Officers attached to vessels of the third class shall wear the service dress at all times while on duty on board their vessels.

**Vessels of the third class.**

**88.** Officers on leave or waiting orders may wear uniform on occasions of special ceremony, but are prohibited from wearing any part of their uniform, except the overcoat and helmet, while suspended from duty.

**Officers on leave or wait orders.**

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**Strictly social occasions.**

**89.** On occasions of a strictly social nature, officers play wear the social full dress as prescribed in the regulations for uniform.

**Leaving and entering port.**

**90.** Service dress, or undress uniform, without side arms, as may be designated by the commanding officer, shall be worn by all officers on the upper deck, or in sight, when going into or out of port, unless overcoats or rain coats are prescribed.

**Uniform and plain clothes.**

**91.** Officers are forbidden to wear any part of their uni form, except the helmet and the overcoats with plain

**Epaulets, white gloves, etc.**

**92.** With epaulets, chapeau and sword will always be worn, except as provided for the dress uniform, when the helmet may be worn. None other than white gloves are permitted to be worn with uniform, except during severe weather or at sea.

**Mourning.**

**93.** In official mourning, officers are to wear black crape around the left arm above the elbow, and crape on the sword hilt.

**Coats to be worn buttoned.**

**94.** Uniform coats must at all times be worn buttoned as prescribed in the regulations for uniform.

**Overcoats and rain clothes.**

**95.** In cold weather overcoats shall be worn, when di by the commanding officer, over any of the uniforms. When overcoats are worn, epaulets shall be dispensed with. The sword shall be worn outside, the belt beneath, the over coat. In foul weather, except under special circumstances, officers shall be permitted to wear rain clothes.

**Uniforms for enlisted men.**

**96.** The uniforms prescribed by the Secretary of the Treasury shall be worn at all times by the enlisted men of the Revenue Cutter Service.

**Dress of the day.**

1. The particular dress for the day shall be fixed by the commanding officer, with due regard to the duty to be per formed and the state of the weather.

**Working dress.**

2. Commanding officers shall order working dress to be worn by the entire crew, or by individuals performing any work for which the dress is suitable.

3. At sea, except on special occasions, working dress shall be the uniform of the day.

**In cool weather.**

4. In cool weather the working dress shall be worn over a suit of blue.

**Rain clothes and rubber boots.**

5. Rain clothes and rubber boots shall be worn by all men belonging to the deck watch or boats' crews when exposed to inclement weather.

**Watch cap.**

6. The watch cap may be worn at sea. It may also be worn on ordinary occasions in port, and when refitting and coating ship, by permission of the commanding officer.

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DUTIES OF THE REVENUE CUTTER SERVICE.

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7. Clothes made by the men themselves must conform strictly in material, pattern, and makeup to those prescribed by the regulations.

**Clothes made by the men.**

8. Cooks, stewards, and attendants shall wear white coats or jackets below decks, when ordered by the commanding officer. Cooks and stewards at work in the galley shall wear cook's white caps and white aprons.

**Cooks, stewards, and attendants.**

9. All clothes shall be fitted with neat eyelets for stops.

**Eyelets.**

10. Each article of clothing must be legibly marked with the owner's name.

**Clothing to be marked.**

11. Petty officers of the first class may, in warm weather, when on duty below decks, take off the coat and waistcoat if the blue shirt is worn.

**Petty officers of the first class..**

12. Boats' crews must be neatly dressed in the uniform of the day.

**Boat's crews.**

13. In dry weather, shoes must be kept neatly blacked.

**Shoes.**

14. Knife lanyards shall be plain and of a uniform pattern.

**Knife lanyards**

15. No member of the crew shall at any time on board ship wear any dress but his prescribed uniform.

**Uniform only to be worn.**

**97.** Commanding officers must themselves conform to the regulations for uniform, and are required to see that such regulations are at all times strictly observed by those under their command. Whenever the commanding officer shall so direct, there shall be a general muster for the purpose of ascertaining whether the officers and crew are provided with proper uniforms. Negligence or want of neatness regarding uniforms will not be tolerated by the Department.

**Commanding officers.**

**ARTICLE VII.**

GENERAL DUTIES OF THE REVENUE CUTTER SERVICE.

**98.** The general duties of the Revenue Cutter Service as fixed by law are as follows

**General duties**

1. The protection of the customs revenue. (R. S., 2717, 2760, 2762, 3059.)

**Customs revenue.**

2. The assistance of vessels in distress. (R. S., 1536, 2759.)

**Vessels in distress.**

3. The enforcement of the laws pertaining to the quarantine. (R. S., 4792.)

**Quarantine.**

4. The enforcement of the neutrality laws. (R. S., 5288.)

**Neutrality laws.**

5. The enforcement of the navigation and other laws governing merchant vessels.

**Merchant vessels.**

6. The protection of merchant vessels from piratical attacks, and the suppression of piracy. (R. S., 4293-- 4298.)

**Piracy.**

7. The protection of the seal fisheries and sea otter hunting grounds in Alaska. (R. S., 1956; 19 Stat. L.; 357.) **Seal fisheries.**

8. The protection of wrecked property. **Wrecked property.**

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U. S. REVENUE CUTTER SERVICE.

- Timber reserves.** 9. The protection of the timber reserves of the United States against depredations. (R. S., 2460, 2463.)
- Firearms, etc., in Alaska.** 10. The suppression of illegal traffic in firearms, ammunition, and spirits in Alaska. (R. S., 1954, 1955.)
- slave trade.** 11. The suppression of the slave trade. (R. S., 5557, 5560, 5563, 5567, 5569. )
- Mutinies.** 12. The suppression of mutinies on board merchant vessels.
- Lifesaving stations.** 13. The superintendence of the construction of lifesaving stations. (R. S., 4249.)
- Lifesaving crews.** 14. The inspection and drilling of crews of lifesaving stations. (Act 18 June, 1878, c. 265, s. 8, v. 20, p. 164. )
- Fish and fisheries.** 15. The assisting of the Commissioner of Fish and Fisheries. (Act 3 March, 1885, c. 360, v. 23, p. 494.)
- Anchorage of vessels.** 16. The enforcement of the provisions of law in regard to the anchorage of vessels in the ports of New York and Chicago. (Acts of 16 May, 1888, v. 25, p.151, and 16 Feb., 1893.)
- Cooperation with Navy.** 17. The cooperation with the Navy when directed by the President. (R. S., 2757.)
- Refuge station.** 18. The establishment and maintenance of a refuge station at or near Point Barrow, Alaska. (Act 2 Mar., 1889, c. 411, v. 25, p. 945. )
- The President may direct a revenue cutter.** 99. The President may direct any revenue cutter to perform any duty, or make any cruise, which, in his judgment, may be necessary for the public service.
- The Secretary may of the Treasury may direct a revenue cutter.** 100. The Secretary of the Treasury may direct any revenue cutter to perform any duty which, in his judgment, may be necessary for the protection of the revenue.
- When revenue cutter is subject to the direction of collector of customs.** 101. For duty connected with the collection of the revenue each revenue cutter is subject to the direction of such collector of customs, or other officer thereof, as may from time to time be designated by the Secretary of the Treasury.
- Public service.** 102. Revenue cutters shall be used exclusively for the public service, and in no way for private purposes. (Act 7 July, 1884, c. 332, v. 23, p. 199.)

**ARTICLE VIII**

**DUTIES OF OFFICERS**

THE COMMANDING OFFICER.

- On assuming command.** 103. When an officer is assigned to the command of a vessel of the Revenue Cutter Service about to be placed in commission he shall at once, in company with the executive officer and the engineer officer who is to have charge of the engineer department, personally inspect her throughout, thoroughly informing himself as to her condition, arrange-

menu, and equipments. He shall then have the officers and crew mustered on the quarterdeck and, in their presence, read the order assigning him to the command, take formal charge of the vessel, and place her in commission by hoisting the ensign and pennant, after which he shall cause a watch to be set.

**104.** An officer assuming command of a revenue cutter that is fitting out shall ascertain her condition at once and note the changes being made or that have been made in her hull, machinery, and equipment. He shall particularly notice her outfit and ascertain if any defects exist in her machinery, pumps, boilers, watertight doors, bulkhead gates, valves and cocks, access to bottoms and bilges, apparatus for extinguishing fire, ventilation, spars, sails, rigging, guns and their appurtenances, ammunition and ordnance stores, navigation supplies and instruments, provisions, and medical outfit. He shall have all parts of the machinery and all spare articles examined to see if the same are suit able for the purpose intended. He shall satisfy himself that the boats are sufficient in number and in good condition, and that they are properly supplied with masts, sails, row locks, oars, and other necessary fittings, and that the hoisting gear is efficient.

**Revenue cutter fitting out.**

**105.** When an officer is ordered to the command of a revenue cutter already in commission, but without a permanent commanding officer, the officer whom he is to relieve shall have all hands mustered on the quarterdeck and the commanding officer shall read to the officers and crews his orders, and assume command. The officer relieved shall transfer to him every article that pertains to the commanding officer, and shall give him all the information in his possession that will be of service in the administration and command of the vessel. After taking command he shall make a thorough personal inspection of the ship and report the result to the Treasury Department. He shall at once make himself familiar with the details of the material and personnel of his command. If the vessel be not ready for active cruising, he shall get her ready as quickly as possible, making requisition for the articles necessary to render her efficient.

**Revenue cutter in commission.**

**106.** When a commanding officer is detached and about to be relieved in command, he shall, before the transfer is effected, make a thorough inspection of the vessel in company with his successor, and point out to the latter any defects, giving reasons for the same, and explain fully any

**On a commanding officer being detached and relieved.**

peculiarities in the construction or arrangement of the vessel. The result of the inspection, with such comments as are deemed pertinent, shall be forwarded to the Department. The return of public property, corrected to date and certified by him, shall be produced and, if satisfactory, receipted by his successor; if not satisfactory, the latter shall state in what particular it is not so, and the officer relieved shall make such explanation as he may consider necessary, each over his own signature. The commanding officer about to be relieved shall deliver to his successor the original copies of all unexecuted orders. He shall also deliver to him copies of all general regulations or orders that are in force on board, all documents received for his guidance in command, and such other official correspondence and information concerning the vessel and her qualities, the officers and crew, as may be of service to his successor. Under no circumstances shall he carry away the original letters, documents, or papers concerning the vessel or her officers and

crew, without leaving authenticated copies of the same. He shall turn over to his successor the keys of the magazine, and all other articles of the vessel's outfit in his possession. He shall sign the ship's log, steam log, and all other books and papers requiring his approval up to the date of his relief. After the foregoing formalities have been completed, all hands shall be mustered and the officer about to be relieved shall read his orders of detachment and turn over the command to his successor. The latter shall then read his orders of command and assume charge.

**A vessel under construction or out of commission for repairs.** **107.** An officer who has been ordered for the command of a vessel in the course of construction, or is retained on board a vessel under his command when put out of commission for repairs, or is assigned to a vessel undergoing repairs and not in commission, shall exercise no authority or control over her preparation for service before she is transferred to his command on being placed in commission, but shall, under the direction of the superintendent of construction and repair, whose assistant during the time such vessel is out of commission he shall be deemed to be, keep himself constantly informed of the progress made, and offer to said superintendent such suggestions as he considers essential or important to her efficiency.

**Detailed report of vessel's condition.** **108.** After assuming command, he shall use every exertion to render and keep the vessel efficient for her employment, and shall make a detailed report of her condition to the Department whenever he submits the return of public

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THE COMMANDING OFFICER.

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property, and at such other times as the Department may require or he may think necessary.

**109.** The organization of the vessels of the Revenue Cutter Service shall be governed by the laws of the United States properly applicable to it, and by regulations and orders from superior authority consistent therewith; and all routine orders of the commanding officer shall be in accordance with the same.

**Organization of vessels.**

**110.** He shall be held responsible for the discipline and government of the officers and others under his command, and to this end he is required and strictly enjoined to show in himself a good example of honor, patriotism, subordination, and fidelity to his oath of office, and to be vigilant in inspecting the conduct of all persons within his command, and to guard against and suppress all dissolute and immoral practices.

**Discipline, patriotism, morality, etc.**

**111.** He shall not exceed the number of men allowed by complement of the vessel in any rating, except to make up a deficiency in some superior rating, or by the express authority of the Secretary of the Treasury.

**Must not exceed complement.**

**112.** He shall cause a file of all general orders, circulars, and other official matter of like tenor, issued by the Secretary of the Treasury, to be kept where it is accessible to the commissioned officers attached to the vessel at all reasonable times.

**General orders and circulars.**

**113.** Should he deem it necessary to issue other orders than those contained in these regulations for the general police and discipline of his command, he shall himself prepare the same, which must not conflict in any particular with said regulations.

**Orders for general police of vessel.**

**114.** He shall issue all general orders relative to the duties of the vessel, the officers and crew, to the executive officer, and in all respects keep

**Executive officer to be kept informed.**

the latter informed of his own methods of performing duty, in order that in his absence the executive officer may exercise command intelligently and in accordance with his wishes.

**115.** He shall, as soon as possible, cause complete watch, station, quarter, fire, and boat bills to be made out, framed under glass, and fixed in some conspicuous and accessible place that all may frequently consult them. These bills shall be kept in such a manner as to correspond with any changes that may occur in the crew. The boat bill must contain full directions for abandoning ship, including arrangements for providing the necessary food and water. The fire bill must contain full directions for extinguishing

**.Watch, station, fire, and other bills, daily routine and police regulations.**

any fire that may occur. He shall cause the daily routine, police regulations, and routine orders concerning the ship's company, to be framed and put up in a similar manner. He shall require each line officer under his command to make for himself and keep a copy of the bills mentioned in this paragraph.

**Handling the vessel.** **116.** He shall be held accountable for all important evolutions of the vessel under his command, and, if necessary, will give personal directions to the officer who may, at the time, be handling her. Should he deem it necessary to handle the vessel himself, he shall regularly relieve the officer of the deck and assume sole charge. While the general practice is to intrust the duties of working ship to the executive officer, a practice commendable both as a mark of confidence and respect, and as adding materially to the dignity which should attach to the position of the commanding officer, it is to be borne in mind that a subordinate can in no wise demand such recognition as a right. Should the executive officer, for any reason other than ill health or what may be provided for in these regulations, not be directed to handle the vessel, such duty shall not thereupon be delegated to any one junior to him in rank, but the commanding officer himself shall then take charge.

**Line officers.** **117.** He shall require the line officers attached to his command, and present for duty, to do duty in the following manner

**Duties when there are two lieutenants.** 1. When there are but two lieutenants, the watches and other duties on board ship, both at sea and in port, shall be divided between them as equally as may be. Should he require both lieutenants to be on deck in getting under way, anchoring, mooring, unmooring, or in the performance of any other evolution or maneuver in which all hands are called, the senior shall assume charge of the deck. If it is necessary to send an officer away from the vessel on boat duty of any kind, the junior shall take charge of the boat. In port, except in emergencies when it is deemed advisable to keep all hands aboard, they shall be permitted to stand day's duty alternately. When the junior is absent on boarding or other duty the executive shall take charge of the deck.

**Duties when there are three lieutenants,** 2. In case there be three such officers, the executive shall, when under way, take the morning and second dog watches and relieve for meals, and the remaining watches shall be taken by the two junior officers. In port, the executive officer shall not be required to take day's duty, but may, by permission of the commanding officer, relieve either of the other officers for short periods as a matter of accommodation.

(See paragraph 425. ) He shall have general direction of all work that is being carried on. Should the officer whose day's duty it is be sent out boarding, or on any other duty away from the vessel, the executive officer shall relieve him for that purpose.

3. When there are four or more lieutenants attached and present for duty, the executive officer shall not be required to take any watch, either at sea or in port, but, when under way, he shall exercise all necessary direction over the men during working hours, and hold himself in readiness for a call at all times. The other officers shall stand the watches and perform all other duty required of them.

4. Whenever all hands are called for any purpose what ever, the executive officer, unless otherwise provided by these regulations, shall take charge of the deck; and, if so directed by the commanding officer, shall handle the vessel.

5. Except in cases of actual necessity the executive officer shall not be required to do boarding duty, or be sent away from the vessel on any service.

**118.** The commanding officer shall be regarded as on duty at all times, and is always responsible for the proper management and safety of the vessel whether there be a pilot on board or not; he shall not allow a pilot to run the vessel into what he may consider a position of danger.

**119.** He shall be particular as to the following exercises and drills

1. Unless the weather or the exigencies of the Service prevent, he shall cause each division to be exercised separately one hour each week, and have general quarters (if the construction of the vessel is such as to permit that exercise) at least: once each month.

2. He shall satisfy himself that all the guns are regularly and properly exercised, and that two guns' crews at least are kept well drilled; to insure their proficiency they shall be exercised at least one hour each week.

3. He shall see that the infantry drills are regularly and properly conducted, and that such formations and move menu are adopted, consistent with the requirements of the crew, as will insure good marching and manual qualities. Each commissioned revenue cutter of the first and second class must maintain an available force of at least sixteen men proficient in infantry drill.

4. Infantry drill is to be conducted on shore whenever practicable.

5. He shall see that the quarterly allowance of ammunition for target practice is properly expended, and will make such

**Duties when there are four lieutenants.**

**When all hands are called.**

**Executive officer not required to do boarding duty.**

**Responsibility.**

**Exercises and drills.**

**Divisions and general quarters.**

**Guns and general quarters.**

**Infantry drills.**

**Conducted on shore.**

**Ammunition and target practice.**

exercises instructive and interesting by affording officers and crew every facility consistent with the duties of the Service.

**Fire quarters and boat drill.**

6. Fire quarters shall be had at least once each week, and boat drill once a month.

**Entries in ship's log.**

7. All exercises, drills, and target practices must be noted in the ship's log. If for any cause whatever such exercises can not be held as often as above directed, the fact of their omission, and the reason therefor must also be noted in the log on the last day of each week.

**Manuals.**

8. The "Instructions for Infantry and Artillery, U. S. Navy," and the "Ordnance Instructions, U. S. Navy," so far as they are applicable to

exercises on revenue cutters, shall be deemed authoritative.

**Reports to be received in person.**

**120.** The officer at the time actually in command of a cruising revenue cutter, shall himself be present and at his station on all occasions of general muster, inspection, quarters, and like exercises and ceremonies, and, as commanding officer, receive in person from the executive officer such reports from the division officers and engineer officer in charge as are customary on these occasions, each reporting to the executive as soon as his inspection is made or his division or department is ready for service.

**Sanitary measures.**

**121.** He shall observe strictly the following sanitary measures

**Health of crew.**

1. He shall use all proper means to preserve the health of the crew, and will, if necessary, from time to time consult with the Marine Hospital surgeon on the station in regard to sanitary measures to be adopted for that end.

**Cleanliness as to vessel and crew.**

2. He shall, so far as it is in his power, keep the vessel thoroughly clean throughout, well ventilated, dry, at as comfortable a temperature as the weather and climate will permit, and well lighted. He shall require the men to wash daily, and, when possible, supplies of fresh water shall be allowed for that purpose, and for washing clothes. He shall encourage and insist upon cleanly personal habits, and require the men to keep the hair and beard neatly trimmed.

**Clothing.**

3. He shall require the executive officer to inspect clothing at least once a month in order to ascertain that it is clean, properly marked, and of uniform pattern. He will permit nothing but the regulation uniform to be worn, and in arranging the dress for the day he shall prescribe such as will not injuriously affect the health. Every reasonable opportunity and facility shall be given the crew to make, mend, mark, and wash their clothing. Bags shall be broken out and clothing aired when the bedding is aired.

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4. Weather permitting, he shall require the bedding to be aired once a week, each piece being separately shaken out and hung up. All mattresses shall be uniform in size; each man shall have a mattress cover which must be frequently washed; the mattresses shall be picked over and the tickings washed at least once a year. Blankets shall be washed as often as necessary.

**Bedding.**

5. He shall see that all cooking and mess utensils are kept clean; that the food is wholesome and well cooked; and that the water is pure.

**Food and water.**

6. He shall require the master-at-arms and, when necessary, the junior line officer to be present when rations are served to the crew.

**Serving rations.**

7. He shall establish hours for messing, having a due regard to the duties of the ship and the health of the crew. It is recommended that breakfast be served not later than 7:30 a. m., dinner at 12 m. [meridian], and supper not earlier than 5 p. m. 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.

**Messing and meal hours.**

8. He 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.

**Exposure of crew.**

9. He shall, if possible, avoid visiting or calling at any port or place where there is an infectious disease, or where a contagious disease is

**Infected ports.**

prevalent; but should he for any reason be compelled to go to a port or place so infected, he shall restrict the amount of leave ordinarily given, or refuse leave altogether, if he deem such a course necessary to preserve the health of the crew.

10. Should any revenue cutter have had communication with, or have visited, any infected port, or have any disease on board subjecting her to quarantine, the commanding officer shall cause the quarantine flag to be set to warn all persons from attempting to communicate with her.

122. He shall afford all the assistance in his power to the local authorities to enforce their quarantine laws.

123. He shall give particular attention to the enforcement of the regulations for the care and preservation of iron and steel vessels, and also to the regulations regarding the painting of revenue cutters.

124. He shall see that the following rules are observed as to fires and lights

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**Quarantine flag.**

**Quarantine laws.**

**Iron and steel vessels,  
and painting of  
revenue cutters.**

**Fires and lights.**

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**Galley fire.**

1. The galley fire shall be extinguished at 8 p. m., unless specially authorized by him to be continued longer. When the weather is very warm it shall be extinguished as early as practicable, if by so doing the comfort of the crew will be increased.

**Extinguishing lights.**

2. All lights except those in the cabin, wardroom, and staterooms, and those designated as standing lights, shall be extinguished at 9 p. m. The wardroom light shall be extinguished by 11 p. m: unless the time be extended on special request.

**Light in state room.**

3. No officer shall turn in and leave a light burning in his room.

**Standing lights.**

4. There shall be at all times during the night a sufficient number of standing lights throughout; the open parts of the vessel to enable the officers and crew to turn out and repair to the upper deck, or to attend to any duty arising from a sudden emergency.

**Uncovered and covered lights.**

5. The uncovered lights shall never be left unattended in any part of the vessel, nor shall such lights ever be used in the holds or storerooms. Covered lights shall always be so secured as to prevent breaking or capsizing. If there be a spirit lamp in the medicine locker, it shall be used under the personal supervision of an officer only.

**Artificial light on berth week.**

6. During rainy or cloudy weather, and at other times, if necessary, when the duties of the vessel will permit, sufficient artificial light shall be supplied on the berth deck for the crew to read and write.

**Quiet to be observed.**

7. The commanding officer shall require quiet to be observed in the officers' quarters after 11 p. m. except on occasions when special extension of lights is granted.

**Lights under special circumstances.**

8. Such lights only as are deemed advisable by the commanding officer shall be used when for any purpose it may be thought necessary to conceal the position or movements of the vessel.

**Running and anchor lights.**

9. He shall see that the laws regarding the display of run and anchor lights are strictly complied with, except as provided in the preceding section.

**Lights and fires that are dangerous.**

10. Such lights and fires as the commanding officer may deem dangerous shall be extinguished when the magazine is opened, or when handling or passing powder or other dangerous combustibles.

**Coal and coal bunkers.**

**125.** Except in cases of emergency, coal shall not be taken on board wet, or in a condition that might render it dangerous, and the bunkers containing such coal shall be carefully watched. Coal remaining on hand when a new supply is taken in, should, if possible, be so stowed as to be used first.

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Coal must be kept as dry as possible. Special precautions must be taken to prevent the leakage of water into the bunkers. The bunker plates must be removed in dry weather, when seas do not come aboard, and kept off several hours each day, that the bunkers may be well ventilated. Covered lights only shall be permitted in the bunkers. Coal bags that have been used should be examined periodically, as coal dust remaining in them may produce spontaneous combustion.

**126.** He shall take the following precautions, regarding inflammable and other dangerous articles:

1. Oil, tallow, and cotton waste shall be stowed in METAllic tanks, which must be kept as far from the boilers as possible. Waste and other similar materials saturated with oil or grease must be destroyed immediately after use.

2. Oiled or painted canvas and other oiled or painted fabrics must not be stowed below, and when not in daily use must be frequently examined. Great care must be exercised when using a lantern in the paint locker.

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 must be stowed in places provided for the ship's ammunition of a similar character.

4. Spirits of turpentine, alcohol, and all varnishes and liquid driers shall be kept in METAllic tanks or vessels securely and safely stowed; none of these liquids shall be drawn from the tanks or vessels except in daylight, and then only in quantities for immediate use.

5. He shall see that medical supplies are so stowed as to minimize the danger from any acids that may be included the supplies.

6. Only such oils as the Department authorizes to be used board shall be received on the vessel for any purpose on purpose whatever.

7. He shall permit on board no other than safety matches, and shall prescribe the necessary precautions to be observed in their use. They shall not be used in the storerooms or holds, and care shall be taken that persons about to enter the magazine have no matches about them. Matches shall be kept in a tin box or case, under the charge of the executive officer, who shall serve them out as may be required. The commanding officer is particularly charged to see that none of the crew take on board, or have in their possession, such matches as are prohibited or other like dangerous articles.

**Precautions as to dangerous articles.**

**Oil, tallow, etc.**

**Oiled or painted fabrics.**

**Private property and ammunition.**

**Liquids.**

**Medical supplies.**

**Oils authorized by the Department.**

**Matches.**

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**Apparatus for extinguishing fire.**

**127.** He shall see that every proper precaution is taken to guard against fire. He will have the force pumps and hose, and all other apparatus for extinguishing fire kept constantly in order and ready for instant use, and the crew well drilled at their fire stations. He will cause special care to be taken of the steam pumps, and will

always have them tried at fire quarters, when under steam. These pumps are intended to supply the boilers, and for extinguishing fires, and will not, as a practice, be used for any other purpose.

**Smoking.**

**128.** The following regulations shall be observed as to smoking

**Places designated.**

1. He shall designate parts of the vessel in which officers and crew may smoke, having due regard for the safety of the vessel and her discipline.

**The crew.**

2. The crew shall be permitted to smoke from "all hands" to "turn to," during meal hours, and, when disengaged from supper time until 9 o'clock. They may also be permitted to smoke on holidays, Saturday afternoons, Sunday after muster, and for a limited period during the night watches.

**Smoking below decks and in the ward room.**

3. Smoking shall never be allowed below the spar deck, except in the cabin and wardroom, and habitual smoking in the latter is prohibited. Smoking in the wardroom shall be at the discretion of the commanding officer, and shall not take place between the hours of 9 p. m. and 9 a. m., except under special circumstances.

**Smoking in the ship's boats.**

4. Smoking in the ship's boats except when on detached service, at any time during daylight, is forbidden; on detached service, the officer in charge of the boat will use discretion in permitting smoking.

**Quarterdeck.**

5. Under no circumstances will smoking or lounging be allowed on the quarterdeck.

**Pipes, tobacco, etc.**

6. Pipes, tobacco, and cigars must not be left on the hatches, rails, pin rails, fife rails, or anywhere about the deck. Pipes and cigars shall not be lighted in the galley or on the berth deck.

**Men working**

7. Men shall not smoke when working, nor shall any officer on watch or in charge of men working be permitted to smoke.

**Boats.**

**129.** The following rules relative to boats shall be observed.

**Trips to the shore.**

1. He shall, when in port and the exercises and duties of the vessel permit, cause, at such hours as he may think proper, trips to be made to the shore with the ship's boats for the accommodation of the officers and crew.

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2. He shall not permit boats to be absent from the vessel during meal hours except on urgent public duty.

**Meal hours.**

3. When the vessel is provided with a steam launch it shall be used for the general service of the vessel.

**Steam launch.**

4. He shall restrict the use of boats at night to a reasonable extent. No boat shall be sent from the vessel after 8 p. m. without his permission, except for the purpose of executing tile duties with which revenue cutters are charged; and, except on special occasions, a boat shall not be sent ashore, or elsewhere, after midnight for the accommodation of any person.

**Use off boats at night.**

**130.** He shall require efficient means to be constantly kept in readiness for rescuing anyone who may fall over board.

**Means for the rescue of life.**

**131.** Muster and inspection shall be carried out as follows:

**Muster and inspection.**

1. On board vessels of the first and second classes, he shall, unless prevented by inclement weather, or some urgent necessity, have quarters for inspection once a week. On Sundays there shall also be a general muster and inspection, which may be delayed until 10 a. m., if

absolutely necessary, but if possible it must be had sufficiently early to permit those who may desire, and are off duty, to attend divine service on shore. (See paragraph 421.)

**Quarters and general muster.**

2. Officers of divisions shall at quarters, except Sunday muster, inspect the dress and personal appearance of the men of their divisions respectively, and the condition and security of the battery. They shall ascertain if all are present or accounted for, and attend to such other duties as the routine of the vessel may require.

**Officers of divisions.**

3. Every officer and man attached to the vessel shall be assigned to a division, so that the commanding officer may know at once whether any are absent by the report at quarters.

**Report at quarters.**

4. At Sunday muster and inspection, the commanding officer shall, in company with the executive officer and the engineer officer in charge of the engineer department for the time being, make a personal inspection of the vessel throughout.

**Inspection of vessel.**

5. He shall cause all musters and inspections to be entered in the log and, should these exercises be omitted, that fact, together with the cause for such omission, shall like wise be entered in the log.

**Exercises to be entered in the log..**

132. He shall not permit the magazines to be opened without his knowledge and consent. Whenever the magazine is opened, every precaution must be taken to prevent

**Magazines and powder.**

accidents, and an officer must always be present to superintend the duty performed, and to receive and return the keys. Whenever powder is being received on board or sent out of the vessel, a red flag must be displayed at the fore truck, and a similar flag set in the boat conveying the powder, and all unauthorized lights and fires extinguished. He shall designate a place for stowing primers; they shall never be kept in the magazine.

**Cruising over district.**

133. He shall go over all parts of his cruising grounds, and particularly into the harbors, frequently, that he and his officers may become competent pilots for that section of the coast. So far as it is possible, and is consistent with the due performance of his duties, he should cruise over the district assigned to his supervision in daylight, to the end that he may see and know what is being done on the station. But the utmost vigilance in protecting the coasts, enforcing the laws, and assisting distressed vessels shall be maintained at all times.

**Vessels in distress.**

134. Particular vigilance and care shall be exercised as follows:

**Assisting vessels and their crews, and protecting cargoes and property.**

1. The aiding of vessels in distress being one of the im duties of the Service, he is enjoined to use every means at his command to relieve such vessels and assist their crews, but in this work he will use sound discretion and not uselessly and unnecessarily jeopardize his vessel and the lives of his officers and crew in his zeal to render assistance. He must respond promptly to all appeals for help, and must in all cases stand by a disabled or distressed vessel, which is in any danger, until she is released, or it becomes evident that she is beyond help of the kind that can be afforded by a revenue cutter. In case of the wreck of a vessel, he shall render all the assistance in his power to the crew, and save and protect such of her cargo and fittings as he can.

**Interferes with private enterprise.**

2. In extending assistance to vessels, however, he shall not interfere with private enterprise, though he may assist private effort, and it shall

be his duty to do so when he deems it necessary.

**Vigilance as to distressed or wrecked vessels.**

3. In cruising along the coast he shall cause a vigilant lookout to be kept for distress signals and wrecks. As a general rule, he shall cruise his vessel within sight of land, that stranded craft may be seen. On hearing of the stranding or wreck of a vessel on his station, it shall be his duty to proceed with all dispatch to the place where such stranding or wreck is reported to be and give such assistance as the case demands, or as lies in his power. He shall promptly

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investigate the truth of reports and rumors of disasters to vessels within the limits of his cruising grounds. He shall be particularly alert during and immediately after stormy weather, and shall, as soon as a storm or gale has somewhat abated, and shows signs of subsiding, put to sea if in port, and cruise over his station, running close along shore and keeping a bright lookout in all directions for disabled vessels.

**135.** He shall, to the best of his ability, enforce the provisions of law regarding navigation and the customs revenue, and, in the discharge of this duty, give attention to the following points

1. Whenever he deems it necessary to the due execution of these laws, he shall cause to be boarded and searched any vessel, except men of war and dispatch boats of foreign nations with whom we are at peace, and those merchant vessels exempted from search by treaty, within the jurisdiction of the United States, or within twelve miles of the coast thereof if bound to a port in the United States. Should the vessel to be examined be under way, she may be compelled by force to heave to if she refuse to do so on being requested.

2. He shall not permit a foreign customs officer, or any other person representing a foreign state, to make any examination whatsoever on board of the ship or boats under his command, nor any of the officers or crew to be taken out of them, so long as he has power to resist.

3. The commanding officer shall take pains that the same vessel is not boarded unnecessarily often. When the boarding officer is satisfied that a vessel has been recently boarded by an officer of the Revenue Cutter Service, that her papers are regular, and that there is no ground to suppose that she is violating a United States law, he shall use his own judgment as to reexamining her, unless the commanding officer shall have previously given him explicit directions to board her, when he shall do so; but such directions must be based upon good and sufficient reasons. In the matter of boarding, particularly as regards coastwise, lake, and river domestic vessels, a wise discretion should be exercised by the commanding officer so as not to needlessly embarrass or incommode vessels in their usual and legitimate vocations.

Boarding, therefore, at unreasonable times, except when absolutely necessary, should be avoided. Commanding officers should also bear in mind that the Revenue Cutter Service is charged with other important duties in the interests of the Government, and they should endeavor to maintain the

**Customs-revenue, and navigation laws.**

**Boarding.**

**Foreign officer not to examine a revenue cutter.**

**Merchant vessels not to be boarded unnecessarily often.**

efficiency of the Service as a whole according to the requirements of law and regulation, and not neglect one essential for the supposed benefit of another.

- Communication with collectors of customs.** 136. He shall, so far as possible, keep the vessel where she can be readily communicated with by the collector of customs under whose direction she is, that timely notice may be given of any wreck or disaster within the cruising grounds. The commanding officer shall confer with the collectors, or other chief officers of the customs, at the ports visited by him, and extend to those officers all the aid in his power with the forces under his command in the due execution and enforcement of the laws.
- Cruel treatment of merchant seamen,** 137. He shall take cognizance of, and properly investigate, all complaints of merchant seamen of cruel treatment, and of improper or insufficient food being served them.
- Suppressing mutinies.** 138. He shall extend aid to the officers of merchant vessels in suppressing mutinies on board their craft, taking such steps, not inconsistent with law, as the particular case may require.
- Towing.** 139. He shall not use his vessel for towing private craft, except in cases of distress, and not even then if there be other and sufficient assistance at hand. But he shall not permit undue advantage to be taken of a master whose vessel is in a position from which she can be extricated without great risk or expense to the relieving vessel, or is otherwise in distress.
- Revenue cutter to be used for public Purposes,** 140. He shall not use his vessel for any other than public purposes, nor divert her from her legitimate duties to convey any person or persons from one place to another, unless it be for the benefit of some branch of the Government and with the previous authority of the Secretary of the Treasury.
- Seizure.** 141. Should he seize a vessel for any cause whatever, except in time of war, he shall remove such of the officers and crew as may be necessary, taking them on board the cutter, where they can be more securely guarded until they can be given into the proper custody, and place the prize in charge of one of his officers with the number of men necessary to work her into the most convenient port or to retain control of her until she can be delivered to a collector of customs or United States marshal. If necessary, the officers and crew of the seized vessel may be placed in irons or confinement.
- Report in case of seizure.** 142. In case of seizure being made for violation of any law falling within the jurisdiction of the customs authority, report shall be made to the collector of the district compre-

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hending the port where the seized vessel is taken. Seizures made for violation of any law over which the customs authority has no control, by a revenue cutter not assigned to a customs district, shall be reported to the United States district attorney, and delivered to the United States marshal.

143. He shall make careful and repeated trials of the vessel under steam, and, if she have sufficient sail power, under sail, under varying conditions of wind and tide. He shall inform himself thoroughly as to her qualities and fitness for every service, and of the length of time she can keep at sea under full steam, and also when running at the most economical speed. He shall inform himself of the daily consumption of coal for steaming at various rates of speed, and shall ascertain in particular the most economical speed of the vessel consistent with the proper performance of duty. In all ordinary cruising the most economical speed shall be maintained; should the commanding officer

**Trials under steam and sail consumption of coal, and rates of speed.**

deem it necessary to increase the speed for any purpose whatever, the fact, with the reason therefor, must be noted in the log.

**144.** He shall see that all the small arms of the vessel are kept in good order, and shall himself inspect them at least once a month. The guns, gun carriages, and all the implements belonging to them are to be frequently overhauled, and kept in good order for service.

**Small arms, guns, and gun carriages.**

**145.** He shall see that all the boats of the vessel are kept in good condition, are properly fitted, and have all the necessary appliances for performing efficient service and securing the comfort and safety of their crews when away from the vessel.

**Condition of boats.**

**146.** He shall see that the limbers are kept clear and the bilges clean and free of water, and that the pump wells are frequently cleaned and disinfected. Every possible means must be taken to obtain a free circulation of air, and all offensive matter must be removed from the limbers. Hatches are to be kept off whenever the duties of the vessel and the weather will permit.

**Limbers and bilges.**

**147.** Every commanding officer is enjoined to pay strict attention to the comfort and health of his crew, and he shall require all officers in his command to strictly observe the regulations in this respect.

**Requirements as to health and comfort of crew.**

**148.** He shall see that the crew's rations are served in due time and in a proper manner. When in port fresh meat and vegetables shall be served as prescribed. Unless under circumstances of real necessity, the allowance of fresh water

**Rations and allowance of water.**

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per man shall not be less than one gallon per day. When the men are restricted to an allowance of water, the officers shall be subject to the same restriction.

**Liberty.**

**149.** He shall grant such liberty to the crew as is consistent with these regulations and the due performance of duty and the safety of the vessel. He shall cause to be prepared liberty lists, and shall exercise great care that no injustice is done, or unjust discriminations made, in granting liberty to the deserving.

**Accountability as to supplies and outfits.**

**150.** He shall be held to a strict accountability for all provisions and other supplies and outfits delivered on board the vessel under his command. He shall examine all the returns of expenditures, all requisitions for supplies, all accounts rendered against the vessel, and all other returns or reports required under these regulations, and, on being satisfied of their correctness, shall approve the same.

**Official documents and papers.**

**151.** He shall see that all the weekly, monthly, quarterly, and other official papers and writings required by these regulations or the Department's order, are promptly and correctly prepared and submitted to him by the officers charged with their preparation. All requisitions, bills, vouchers, and other official papers required to be submitted to the Department, shall be approved, or otherwise indorsed, by him before being forwarded.

**Official letters and orders to be kept in books.**

**152.** He shall see that all official letters or orders received by him, or authenticated copies thereof, are kept in books for that purpose, and also copies of all official letters sent by him. There must be no exception to this rule. The official letters and orders from the Department concerning the vessel, her duties, and her officers, go to make complete the ship's record and must invariably be entered upon the ship's books.

**Economy and care.**

**153.** He shall use the utmost economy and care in all matters relating to

the expenses of the vessel, or to the public service. He shall regard himself as responsible for the economical maintenance of the vessel, and shall require from all under his command a rigid compliance with the regulations in relation to the receipt, conversion, and expenditure of public stores.

**Offenses and punishments.**

**154.** He shall, if possible, investigate in person all of Tenses and award all punishments. When one or more of the ship's company come to the mast with a request to see the commanding officer, the officer of the deck will receive the request and communicate it to the executive officer, who will at once inform the commanding officer. The latter is strictly enjoined not to neglect such appeals, without sufficient cause

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to justify him in so doing, and will require the presence of the executive officer on such occasions. Should he be unable to investigate the offense or complaint, the reason therefor shall be noted in the log over the signature of the commanding officer. In such case the executive officer shall investigate the matter. A record of all punishments awarded shall be entered in the log book.

**155.** He shall note any irregularities on the part of his officers and crew while in a foreign or domestic port, and is strictly enjoined to observe, and cause those under his command to observe, the sanitary and other laws and regulations of the port.

**Irregularities in a foreign or domestic port.**

**156.** He shall keep within the provisions of these regulations as to the suspension or arrest of an officer, and the punishment of an enlisted man.

**Suspension, arrest, and punishment.**

**157.** At night, when under way, and, if necessary, while at anchor, he shall have a lookout stationed forward; and shall see that the running lights; or anchor light, as the case may be, are kept in order and brightly burning, unless it be expedient to conceal them. During the day, lookouts shall be stationed as may be deemed necessary, but always when under way during fog, mist, or falling snow, there must be at least one lookout stationed forward. In all cases the commanding officer shall require a strict compliance with the rules for preventing collisions at sea.

**Lookouts and lights.**

**158.** He shall never without the authority of the Department relinquish the command of his vessel.

**Relinquishment of command.**

**159.** He shall keep a complete file of all lately issued circulars or orders that do not appear in these regulations, supplying deficiencies by applying to the Department for any that are missing.

**Circulars and orders.**

**160.** Commanding officers falling in with one another wily when practicable, compare general orders, circulars, etc., in order to inform themselves of any changes or alterations that may have been made, and to possess themselves of information to the latest date.

**Comparison of orders.**

**161.** Then cruising at night he shall keep an order book in which shall be entered each evening for the information and guidance of the officer of the deck, the course to be steered during the night, and any other special instructions concerning the speed and navigation of the vessel that he may deem necessary.

**Night order book.**

**162.** He shall encourage the officers under his command to perfect themselves in every branch of nautical science and

**Encouragement of professional knowledge.**

professional knowledge, and shall afford them every reason able facility, consistent with the performance of official duties, to pursue such inquiries. He will, in his discretion, require the junior line officers to take observations and make calculations for determining the latitude and longitude and the variation of the compass, reporting the results to him; and he will encourage them, as far as possible, in the practical application of their professional duties.

**Deviation table.**

**163.** He shall cause a deviation table to be made out by the navigating officer and posted in the pilot house. The table shall be frequently verified, and kept corrected, by swinging ship, and by other approved methods for determining the compass error.

**Derelicts and other dangers to navigation,**

**164.** He shall cause a constant lookout to be kept for derelicts and other dangers to navigation and shall, if possible, remove such. Obstructions that he can not remove with such appliances as are furnished him, shall be at once reported to the proper authorities with such recommendations regarding the manner of removing them as he may deem expedient. Should he discover any hidden or other danger not charted, he will locate it by observations, and cross bearings if practicable, and at once report the circumstances, with all particulars, to the Treasury Department for transmission to the Hydrographic Office, Navy Department.

**Sailing directions, charts, etc.**

**165.** He shall see that the vessel is properly supplied with sailing directions, charts, and light and buoy lists of the section of the coast which he patrols, and that they are kept corrected to date. He shall keep himself informed as to all hydrographic notices and notices to mariners, particularly those applicable to his own cruising grounds, and shall carefully preserve all information that he may receive, or be able to procure, concerning the safe navigation of the vessel.

**When in the vicinity of land or approaching an anchorage, shoals, or rocks.**

**166.** At night, when on soundings, or approaching or in the vicinity of land, he shall see that the lead is frequently hove and the result reported to him. When going into or out of port, or approaching an anchorage, shoals, or rocks, he shall keep a hand lead going. When in the vicinity of land, or when approaching an anchorage, he shall have the cables bent and the anchors ready for letting go.

**Safe conduct of the vessel.**

**167.** He shall be responsible for the proper navigation of his vessel, for the courses steered, and for her safe conduct.

**Assistance to commerce and navigation.**

**168.** He shall assist the commerce and navigation of the United States with all the means at his command consistent with law and these regulations.

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**169.** He shall see that the following provisions are complied with in the interest of aiding vessels and of the Government:

1. That his vessel is properly supplied with good running line and hawsers, and that they are so stowed as to be immediately available in an emergency, and that she is otherwise prepared to aid vessels in distress.

2. When assisting vessels, the lines and hawsers of the vessels will be used, if they have such as are suitable for the work to be done and can be handled as readily as those of the cutter.

3. In every case in which a revenue cutter incurs any necessary

**Provisions as to aiding vessels in distress.**

**Running lines and hawsers.**

**Lines of vessels assisted.**

**Estimate and**

expense, or sustains damage, while assisting vessels in distress, the owners of the vessels may be required to indemnify the United States for the same. To this end the commanding officer shall forward to the proper collector of customs an accurate estimate, in duplicate, of such expenses and damages, together with a full statement of the circumstances under which they were incurred. This statement (which must include the name, nationality, and hailing port of each vessel assisted, her captain's name, the port or place to which she is bound, and the name of her owner and consignee), and one copy of the estimate of expenses and damages, the collector will forward to the Department.

4. When vessels in distress, or their crews, are supplied with provisions or other articles of public from public property property copy shall be forwarded to the Department with the "Report of Assistance Rendered," and the third copy shall be retained on board.

5. He shall cause a full and particular account of all assistance rendered, and of all other important services performed, to be entered in the log; and his reports of such cases submitted to the Department must contain complete and accurate answers, so far as it is possible to obtain the information, to the questions on the blank form.

**statement of expenses or damaged sustained.**

**Receipts for provisions, or other public property furnished.**

**Report of assistance rendered.**

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**Money or supplies in kind.**

6. Commanding or other officers are forbidden to receive money, or an order for money, for any damage or expense incurred by revenue cutters in aiding vessels in distress. But provisions, coal, and other like supplies, expended in assisting other vessels, may be received in kind, if the owners or masters of such vessels prefer to reimburse the United States in that manner.

**Collision.**

**170.** In the event of a collision between a revenue cutter and any other vessel he shall pursue the following course

**Assistance.**

1. He shall at once offer such assistance to the other vessel as he may be able to render.

**Investigation.**

2. If the collision is so serious or under such circumstances as not to admit of immediate repair with the resources at hand, he shall immediately investigate the matter, ascertain as nearly as possible the loss or damage to each vessel, and endeavor to fix the responsibility.

**Report of particulars.**

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

**Collision in foreign port.**

4. Should the collision occur in a foreign port, he shall take such steps as may be required by the local regulations, and make a full report of the circumstances to the Department.

**Shipwreck.**

**171.** He shall take the following course in case of ship wreck, or other disaster whereby the vessel may be lost

**Saving of books and public property.**

1. He shall remain by her with his officers and crew as long as practicable and make every reasonable effort to save the log book, muster roll, pay and receipt roll, and other valuable books and papers, and as much other property as possible.

**Shall repair to most convenient port.**

2. Should the vessel be wrecked within the jurisdiction of the United States, he shall repair without delay to the most convenient port with his officers and crew, and as soon as practicable make a report of the circumstances attending the

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THE COMMANDING OFFICER.

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disaster to the Secretary of the Treasury, and to the collector of customs, giving such particulars as will enable the Department to take immediate and effective action.

3. If the disaster occur in foreign waters, he shall lose no time, after making all efforts to save Government property, and taking such steps as may be advisable under the circumstances for its preservation until it shall be disposed of in such manner as the Department may direct, in returning to the most convenient and practicable port or place in the United States. To effect this he may dispose of so much of the property saved as may be necessary for the purpose, or draw bills, as he may deem most advantageous to the Government. He shall advise the Department of the disaster at the earliest practicable moment.

**Disaster occurring in foreign waters.**

4. In all cases in which it becomes necessary to abandon the vessel, the commanding officer should be the last person to leave her. He shall use every effort to preserve discipline and prevent any irregularities which might give just cause of complaint to the inhabitants where he lands.

**Commanding officer the last person to abandon the vessel.**

**172.** When serious damage is received by the vessel under his command by reason of collision, grounding, fire, or accidents to the hull, spars, machinery, or boilers, or other important casualties of whatever nature, he shall cause an investigation of the matter to be made by a board of three officers, and forward the result to the Department in a clear, complete, and concise form, with a full statement of the circumstances attending the casualty, the nature and extent of the injuries received, the probable cost of repairs and length of time necessary to make the same, and to whom, if anyone, fault is to be attributed. Every accident of the kind, whether involving an investigation or not, shall be made the subject of a full report.

**Serious damage to vessel to be investigated by a board of officers.**

**173.** When there is occasion to send a boat or other expedition away from the vessel and beyond signal distance on important duty, the commanding officer shall designate the officer to have charge of such expedition, and give him written instructions regarding the duty to be performed. The executive officer is never to be sent on an expedition which would necessitate a probable absence of a week or longer, and in any event only in cases of exigency.

**Boat or other expedition.**

**174.** He shall see that proper provision is made and comforts provided for sick and disabled officers and men under his command. When the ailment is of such nature as to require the attention of a physician he shall apply for the desired medical aid and relief to the Marine Hospital surgeon

**Medical aid and relief.**

at the first port he may reach where one is available, and, if necessary, send the disabled person to the Marine Hospital. When immediate medical aid is considered absolutely essential for any member of the crew, and the attendance of a surgeon of the Marine Hospital Service can not be procured the commanding officer may, for the time being, call in the services of a private physician provided his charges are reasonable. Vouchers, covering the expenses of such services and the necessary medicines, properly certified, and accompanied by a full statement of the circumstances, shall be forwarded to the Department.

**Signals.**

**175.** He shall require all officers of his command, and also the quartermasters and coxswains, to familiarize themselves with the prescribed Service code of signals, so as to enable them to send and receive messages with facility and exactness. He shall require the navigating officer to give the necessary instructions to the

quartermasters and coxswains in the use of the international code of signals and boat recalls, and the junior line officer to instruct such petty officers in the use of the Service code of signals.

**Station bills of engineer department.**

**176.** He shall cause the senior engineer to prepare, and submit to him for approval, watch, fire, quarter, and cleaning bills, showing the station and specific duties of each member of the force under his charge.

**Arrangement of engineer force in watches.**

**177.** He shall cause the engineer force to be arranged in watches, and when on watch the men shall be under the immediate direction of the officer in charge of the watch, and shall not be ordered to perform other duties than those connected with the engines and boilers, and their dependencies, except in case of necessity, in which case the engineer officer of the watch must be informed in order that he may adopt all necessary precautions.

**Duties of engineer officers.**

**178.** He shall require the engineer officers on duty to conform to the orders of the officer of the deck; but they are not, except in cases of necessity, to be ordered to perform other duties than those immediately connected with the preservation, repair, management, or supplying of the engines and boilers, and their dependencies.

**Watches in the engineer department.**

**179.** He shall see that the following requirements are carried out as to the watches in the engineer department:

**Duties when there are two or more engineer officers.**

1. When two or more engineer officers are attached to a vessel in commission, he shall make such regulations in regard to the division of watches and leave on shore that the vessel shall never be without one of them on board and ready for duty.

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2. When there is but one such officer attached, he shall be required to exercise a personal supervision over the engines while under way; and he shall not leave the vessel at any time when there are fires under the boiler, whether banked or not, unless there be a competent oiler or fireman to take charge in his absence.

**Duties when there is but one engineer officer.**

3. He shall cause a sufficiently strong watch to be kept, under competent charge, whenever the fires are lighted, and shall see that the engine room is never left without a suitable watch in charge of a competent fireman, even though the vessel may be at anchor and the fires hauled.

**Competent watch to be kept.**

**180.** He shall give every reasonable and proper facility to the engineer department to clean the boilers and to keep the machinery and its dependencies in efficient condition, and to this end he will afford monthly or bimonthly occasions for hauling fires and thoroughly cleaning that department. He shall use discretion and care in regard to the time for permitting the vessel to be disabled by hauling fires, and, as a rule, select a calm period and safe place. He shall not haul fires during heavy or threatening weather.

**Hauling fires, cleaning boilers, etc.**

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

**Keeping vessel in order.**

**182.** He shall cause all spare articles and stores, including all cables, hawsers, and sails, to be examined each quarter, and oftener if necessary, in order to prevent deterioration and insure their efficient condition. At

**Quarterly examinations of stores and chain**

such examinations particular attention shall be paid to the chain cables ; **cables.** they must be scaled and cleaned of rust and other foreign matter; the shackles, shackle bolts, and forelock pins shall be carefully examined and, if necessary, new wooden pins put in; and such parts as require it must be coated with blacking, tallow, or white lead.

**183.** At the close of each fiscal year ending June 30, and each calendar year ending December 31, or when the vessel is put into or goes out of commission, or when he relinquishes command, he shall cause to be made out, according to the form prescribed by the Department in the "Return of Public Property," a complete inventory, in duplicate, of all the public property in his charge. To the correctness of these inventories he shall certify, and transmit one of them to the Department, retaining the other on board the vessel.

#### **Inventories.**

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### U. S. REVENUE CUTTER SERVICE.

- Delivery or orders or other official commu Agitations.** **184.** All orders and other official communications re by him for any person under his command shall be immediately delivered or communicated to the person affected thereby, unless a time be specified for their delivery, and he shall indorse thereon the date of their receipt and the date and time of delivery.
- Man.** **185.** He shall, whenever practicable, before starting on a cruise, give suitable information for the convenience of the officers of the ship as to where personal mail may be for warded during the absence of the vessel from headquarters.
- Ship's log.** **186.** He shall examine the log book daily, and have corrected any inaccuracies or omissions lie may observe. After it has been duly signed and submitted to the commanding officer, no change or addition shall be made without his permission or direction, and any change or addition must be made by the officer in whose watch the matter under consideration occurred. An officer of the watch shall not decline to make a change in, or an addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer, or navigator, unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons for his opinions. The commanding officer may then make any remarks concerning this particular in accuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature. He shall approve the log every Saturday, when the vessel goes out of commission, and upon the day of relinquishing command.
- Steam log.** **187.** He shall examine the steam log daily, and call the attention of the senior engineer officer to any inaccuracies or omissions he may observe. The senior engineer officer will cause the steam log to be corrected as pointed out by the commanding officer, unless he believes the proposed entries or corrections to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons for his opinions. The commanding officer may then enter in the steam log, over his own signature, any remarks concerning the particular inaccuracy or omission under consideration that he may deem proper. After the steam log has been examined by the commanding officer no change or addition shall be made without his permission. He shall approve the steam log every month, when the vessel goes out of commission, and upon the day of relinquishing command.

**188.** The following regulations shall be observed as to passengers

1. He shall receive no passengers on board without the permission of the Secretary of the Treasury or as provided for in the case of distressed seamen and shipwrecked persons, nor shall he permit a passenger to interfere in any manner in the management of the vessel except as stated in paragraph 69.

2. He shall not permit a woman to reside on board of the vessel without special permission of the Secretary of the Treasury.

3. The names of all passengers and the dates of arrival on board and departure from the vessel must be entered in the log.

4. The presence of passengers on board shall not under any circumstances be allowed to divert the vessel from her legitimate duties, and commanding officers are required to comply fully with the law upon this subject.

5. The provisions of that part of section 1 relating to the receiving of passengers, shall not be construed as applying to a male person who may be the immediate guest of an officer for a limited period, and whose presence on board will in no wise interfere with the comfort of others or the proper discipline of the vessel. Commanding officers, how-ever. are enjoined to use discrimination in such matters and their consent must invariably be obtained before receiving such a person on board.

6. No person shall be quartered in the wardroom whose presence there would not be agreeable to the wardroom officers, except in urgent cases, or by the express authority of the Secretary of the Treasury.

**Passengers.**

**Permission of the Secretary of the Treasury necessary.**

**A woman shall not reside on board.**

**Entries in the log.**

**Duties of vessel shall not be diverted.**

**Guest of an officer.**

**Persons in the ward room.**

**189.** He shall always receive on board distressed seamen of the United States, and shipwrecked persons, when it can be done without endangering the health of his own officers and crew. Their names shall be entered in the log, and they shall be furnished rations and transportation to the nearest or most convenient port of the United States ; they must conform to the regulations of the vessel while on board. He shall also extend such aid as lies in his power to distressed vessels and seamen of countries with which the United States is at peace.

**Distressed seamen and shipwrecked persons**

**190.** No commanding officer shall, without the authority and permission of the Department, make, or allow to be made, any changes or alterations in the internal arrangements, decks, cabins, or staterooms of the vessel, or in the

**Changes and alterations in vessel and her equipment.**

armament, masts, yards, or rigging, except in cases of absolute necessity and there is not time to communicate with the Department. When such changes or alterations are made without authority previously obtained therefor, he shall report the fact to the Department at the first opportunity, stating particularly the necessity requiring the immediate performance of the work, and he shall carefully note and report the effects which such changes or alterations have produced in the qualities, performances, and efficiency of the vessel. He shall, when he deems it important, suggest any changes or alterations in the vessel which would, in his opinion, render her more efficient, or improve her qualities in any particular, and, if practicable, state the probable cost of such changes or alterations. He shall, as far as possible, and when in accordance with the interests of the Government, cause all repairs to the hull, machinery, spars, boats, and all other articles of equipment and outfit to be made by the ship's company.

**The employment of a boat or vessel boat**

**191.** He shall not, except in emergencies that will not admit of delay, hire or employ any boat or vessel without first obtaining authority therefor from the Department, but should such an emergency arise, he shall, as soon as possible, report the fact to the Department, stating particularly the necessity for employing the boat or vessel, and the price agreed to be paid for her services.

**Enforcement of the provisions of the law.**

**192.** He shall be vigilant and firm in the performance of his duties, and act at all times with proper discretion in executing the provisions of law, the enforcement of which is charged to the Revenue Cutter Service, by employing all proper and legal means at his command, but without injury to commerce and navigation, or encroaching upon the legal rights of individuals.

**When a vessel is placed out of commission.**

**193.** When a revenue cutter under his command is placed out of commission, he shall satisfy

himself, before leaving the vessel, that the engines and boilers and their attachments have been put in proper condition, and that all returns have been made and every article turned over to the proper authority.

**Bills against the vessel.**

**194.** When he is detached from a vessel, or shall leave a station either with or without his command, he shall see that all bills against the vessel are properly certified and entered upon the books of the vessel before taking his departure from such vessel or station.

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THE COMMANDING OFFICER.

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DUTIES IN TIME OF WAR.

**195.** The duties of the commanding officer in time of war must depend largely upon circumstances and instructions. When, by direction of the President, the Revenue Cutter Service cooperates with the Navy, he will, in the discharge of his duty and in the preparation of his vessel for action, obey any instructions he may receive from the Navy Department.

**Cooperation of the Service with the Navy.**

**196.** He shall maintain, as far as possible, a complete concert of action with the commander of either the land or naval forces with which he is operating, and render him all the aid in his power.

**Operating with land or naval forces.**

**197.** When in the presence of an enemy or when there is any probability of an engagement, he shall keep his command prepared for action, and take every precaution against surprise.

**Keeping command ready for action.**

**198.** He shall attend personally to the destruction of his orders, or other papers that may be of use to an enemy, if he believes they are about to be captured.

**Destruction of orders and papers.**

**199.** The use of a foreign flag to deceive an enemy is permissible, but it must be hauled down before a gun is fired; and under no circumstances shall an officer commence an action without the display of the revenue or national ensign.

**Display of flag.**

**200.** He 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.

**Protection and convoy.**

**201.** During a war between civilized nations with which the United States is at peace, he, 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.

**The laws of neutrality and blockade.**

**202.** He shall require all under his command to observe the rules of international law and the stipulation of treaties.

**International law and treaties,**

**203.** He shall oil taking possession of a prize, adopt such measures as may be necessary to prevent her from being recaptured. He shall remove such of the officers and crew of the prize as may be necessary, and take great care to preserve the log, letters, ship's papers, and other documents of importance falling into his possession. Vessels captured in war shall remain in charge of a prize crew until their disposition shall be determined by competent authority.

**Prize.**

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**Report.**

**204.** He shall immediately, after any action in which he may have been engaged, make a full report of all the circumstances to proper authority.

**Intercourse with an enemy.**

**205.** It is strictly forbidden to all persons belonging to the Revenue Cutter Service, to give, hold, or entertain any intercourse or intelligence to or with any enemy without leave from the President, the head of the Department under which they are acting, or the commander-in-chief of the military or naval forces employed or engaged within the limits of their station.

**Letter or message from an enemy.**

**206.** If any letter or message from an enemy be conveyed to an officer or other person serving on board of any revenue cutter, or to any person employed for the protection of the revenue, he shall immediately make the same known, having opportunity so to do, to his superior or commanding officer; or, if a commanding officer, he shall, with all convenient speed, reveal or make the same known to the Department, through the proper official channel, or to the military or naval commander-in-chief, within the limits of whose command he may be at the time.

**Spies.**

**207.** Spies, and all persons who shall come or be found in the capacity of spies, or who shall bring or deliver any seducing letter or message from an enemy, or endeavor to corrupt any person belonging

to the Revenue Cutter Service, shall be seized and held subject to the orders of the Secretary of the Treasury, or other competent authority.

**Destruction of public property.**

**208.** No officer or other person belonging to the Revenue Cutter Service shall unlawfully destroy any kind of public property not then in the possession of an enemy; and it shall be the duty of every officer and other person attached to any revenue cutter, or in the Service, to use his utmost exertions to prevent the destruction by others of all property of the Government within the limits of his command or control, or coming under his observation.

**THE EXECUTIVE OFFICER.**

**Definition and transfer of duties.**

**209.** The line officer next in rank to the commanding officer shall be the executive officer. If detached, absent, disabled, placed in arrest, or suspended from duty, his duties shall devolve upon the line officer next in rank below him.

**Authority.**

**210.** He has no authority independent of the commanding officer. His orders shall be considered as proceeding from the commanding officer, and the details of duty herein after laid down shall be regarded as in execution of the

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**THE EXECUTIVE OFFICER.**

commander's orders. While executing the orders of the commanding officer, he takes precedence of all other officers attached to the vessel.

**211.** The following directions shall be observed as to command to :

1. In the absence, or during the disability of the Commanding officer, the senior line officer remaining on duty succeeds to all the responsibility and all the authority of command, except as noted below.

**Directions as to command.**

**Absence or disability of commanding officer.**

2. When in command for a period of less than twenty-four hours, he may, if in his judgment necessary in order to pre-serve discipline, suspend, or arrest an officer, or confine an enlisted man, subject to the approval of the commanding officer upon his return to duty. If in command for a period greater than twenty-four hours, he may award punishments for infractions of discipline in the same manner as the commanding officer.

**Authority while in temporary command.**

3. When in command for any period during a temporary absence of the commanding officer, he shall not change the general orders, prescribed routine, or other regulations then existing, or make any unauthorized alterations in the internal arrangements of the vessel.

**Unauthorized alterations.**

4. When in command of a cruising cutter during the absence, for any purposes (as on leave, etc.), of the commanding officer, he becomes responsible for the vessel's safety and the efficiency of the duty, performed. At such a time, there-fore, while without authority to change the internal affairs of the vessel, he shall be free to direct her movements in accordance with the regulations of the Service.

**Directing vessel's movement.**

5. In the event of the death of the commanding officer, the executive succeeds absolutely to the command until relieved by competent authority.

**Death of commanding officer.**

**212.** He shall, when on board ship, regard himself as al- on duty. He shall receive all orders relating to the general duties of the vessel directly from the commanding officer, and shall transmit them to the other officers as maybe necessary. He is responsible for their faithful execution.

**Duty and orders.**

**213.** He shall carry out all details of duty in connection with the organization, police, inspection, discipline, exercise, and efficient condition of the crew, and the cleanliness, good order, efficiency, and the neat, trim, and seamanlike appearance of the vessel. For the strict performance of these duties he is responsible to the commanding officer.

**Details of duty.**

**214.** He shall keep himself constantly informed of the policy of the commanding officer in regard to the official

**Information.**

**U. S. REVENUE CUTTER SERVICE.**

administration of all matters of duty, in order that he may carry out that officer's wishes.

**Abuses and infractions of discipline.**

**215.** So far as his power extends, he shall correct all abuses, prevent infractions of discipline, and suppress disorder; and whenever he becomes cognizant of any violation, disregard, or disobedience

of any law, regulation of the Service, or order, on the part of any person attached to the vessel, he is at once to make report of the facts to the commanding officer. He shall aid the latter, to the best of his ability, in enforcing these regulations.

- Fitting out the vessel and reporting defects.** 216. He shall assist the commanding officer in every possible way in fitting out the vessel, and shall make him-self familiar with the vessel's arrangement and equipments. He shall at once report any defects, or other matters of importance connected with the vessel, that he may discover.
- Absence from the vessel.** 217. From the exacting nature of his duties, the executive officer is held to have sufficient to occupy his time and attention on shipboard, and shall never absent himself from the vessel without permission of the commanding officer, unless that officer is himself absent and has left no instructions requiring the constant presence of the executive during such absence. The provisions of this paragraph do not apply when the commanding officer is temporarily absent from the vessel on leave or other duty, by authority of the Department, as in such case the executive officer succeeds to the command of the vessel.
- Not to occupy cabin.** 218. He shall not occupy the cabin for his quarters during the temporary absence of the commanding officer from the vessel.
- Watches and days duty.** 219. He shall not be required to stand watch or day's duty except as provided for in paragraphs 117 and 425, but may relieve the officer of the deck, as a matter of accommodation, for short periods.
- Boarding duty.** 220. He shall not be required to do regular boarding duty, but in cases of special importance and difficulty, as, for instance, the quelling of a mutiny on board a merchant vessel, he shall, if the commanding officer deem it advisable, take charge of the boarding boat, the regular boarding officer accompanying him.
- Not to be detailed on duty away from the vessel.** 221. He shall not be detailed for any duty the performance of which would require his absence from the vessel, unless the exigencies of the Service demand it; such duty should, as a rule, be assigned to the junior officers.

THE EXECUTIVE OFFICER.

222. The following duties shall receive strict attention:

1. He shall make out and post watch, station, quarter, fire, and boat bills as provided in paragraph 115.
2. He shall see that the line officers keep correct copies of the bills mentioned in the preceding section, and that they thoroughly instruct the men of their divisions in their duties.
3. He shall cause the daily routine, police regulations, and routine orders concerning the ship's company, to be posted in a conspicuous place where they may be consulted by the crew.
4. He shall cause to be kept a watch and liberty book, which shall be placed where it may be consulted by the officers and men.
5. He shall prepare a messing and berthing plan for the crew, in accordance with their watches and stations, and have the berthing numbers put up, if that has not already been done.
6. He may, if he so desire, keep a morning order book, in which he shall enter the instructions for the officer of the deck during the morning watch.
7. He shall give to the officer of the deck, for his guidance, such orders and instructions as may be necessary concerning the manner of performing the duties of the vessel.
8. He shall, under the immediate direction of the commanding officer, conduct the exercises at general quarters. He shall also conduct the fire drill, and it is his duty to prepare and submit the report relating thereto on the form furnished by the Department.
9. He shall at the close of each month, and when about to sail on a foreign cruise, or on a cruise to Alaska, prepare a muster roll in duplicate, corrected to the end of the month or date of sailing, as the case may be, one copy of which shall be forwarded to the Department and the other retained on board. It shall be held sufficient if the monthly muster roll is submitted to the commanding officer by the third day of the month next following the period it embraces.
10. In the preparation of the muster roll the following requirements shall be carefully observed:
  - (a) All changes affecting officers or enlisted men will be noted, giving dates.

- Spec'l duties.**
- Station, fire, and other bills.**
- Copies of bills.**
- Routine and police regulations.**
- watch andl iberty book'**
- Messing and berthing plan.**
- Morning order book.**
- Information to officer of deck.**
- General Quarters and fire drill.**
- Muster roll.**
- Preparation of muster roll.**

(b) Absences from the vessel, whether on the part of offi-(reason.)  
cers or men, will be noted thus: "Absent ..... from(date.) (date.)..... , to ..... , both  
inclusive."

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(c) When an officer is absent from the vessel a note will be made whether such absence is on duty, leave, temporary leave, or otherwise.

(d) The name of an officer who has reported on board by assignment, or of a regularly enlisted man, must be carried on the rolls of the vessel until detached, or the termination of his service, when the fact and date will be noted.

(e) In case of the discharge of an enlisted man, the date thereof, and, when not on account of expiration of term of enlistment, the date of the authority or approval of the Department will be noted.

**Requisitions for ship chandlery.**

11. It shall be his duty to make out requisitions, in quadruplicate, for the ship chandlery required for the deck department, and for all other articles and stores, except rations and those stores that are properly obtainable on the engineer's requisition; also vouchers for purchases and repairs. (See paragraph 950.) The requisitions for books, blanks, and stationery shall be made out in duplicate. He shall also keep the record book of receipts and expenditures.

**Return of public property**

12. He shall make out in duplicate the return of public property, except that part which relates to the engineer department, and in the preparation of this return may call to his assistance the junior line officer. One copy is to be forwarded to the Department and the other retained onboard. It shall be held sufficient if the semiannual returns are submitted to the commanding officer by the 15th of July and 15th of January, respectively.

**Details of organization**

13. He shall carry out, under the directions of his superior, all the details of the organization as set forth under "The Commanding Officer."

**Knowledge of the physical and other abilities of each member of the crew.**

223. He shall inform himself, as far as possible, of physical capacity, service, record, and experience of each member of the crew, in order that he may station him to the best advantage. Should he have any doubt as to a man's physical ability to perform the duty required of him, he shall report the fact to the commanding officer, who will have the man's physical condition ascertained by a surgeon of the Marine-Hospital Service, and, if the report be unfavorable, he shall be guided in the case by such of the provisions of Article XII as are relevant.

**Officers in the performance of duty.**

224. He shall see that the officers of the vessel are vigilant in the performance of their duties, that they perform them in a uniform manner, and that they conform strictly to all orders and regulations.

THE EXECUTIVE OFFICER.

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225. He shall see that all officers having charge of stores are present to receive them when delivered, and, when necessary, that they superintend the serving of them.

**Officers having charge of stores.**

226. He shall direct the officer of the deck in all matters concerning the general duties of the vessel. When the commanding officer is not on deck, he may direct the officer of the deck how to proceed in time of danger or during an emergency, or he may assume charge of the deck himself, and shall do so should it in his judgment be necessary, but he shall at once report to the commanding officer the fact and his reason for so doing. He shall not, however, assume charge without first relieving the officer of the deck, and should he deem it necessary to countermand an order of the officer of the deck, he shall do so only through that officer, or after relieving him.

**Directions to officer of deck.**

227. He shall require all officers of the vessel to maintain a strict and orderly performance of duty, and avoid all unnecessary noise, confusion, and singing out. This regulation is to be observed, particularly in making fast to, and getting under way from, wharves and docks, and in work in harbors and near other vessels.

**Orderly performance of duty.**

228. He shall, as far as practicable, arrange with the line officers a system of signals by which his orders regard- ins the handling of lines in going alongside of, and getting away from, wharves, docks, or vessels, and in executing other evolutions of a like nature, may be communicated to the officers, and thus avoid the noise and, in frequent in-stances, confusion of singing out.

**System of signals.**

**229.** He shall see that all necessary precautions, including the securing of storerooms, holds, watertight doors, etc., or insuring the safety of the vessel at night, are taken before 8 p. m.

**Safety of the vessel at night.**

**230.** All parts of the vessel shall be open for his inspection, and he shall inspect her daily, reporting her condition to the commanding officer. He shall make frequent and careful inspection of the mess gear and stores of the crew, of the galley, and of all cooking utensils, chests, and lockers, and see that they are kept in order and clean.

**Inspections.**

**231.** The following requirements shall be complied with regarding the daily reports to be made to the commanding officer at 8 p. in.

**Reports at 8 p.m.**

1. The executive officer shall require from the boatswain, gunner, carpenter, and master-at-arms reports of the condition of the vessel and her appurtenances in their respective departments.

**Reports from petty officers of the first class.**

**Report to the commanding officer.**

2. After satisfying himself of the correctness of the reports renumerated in the preceding section, and of the safety of the vessel, he shall report her condition to the commanding officer, after which, if in port, he shall, in accordance with the instructions of the latter officer, detail a suitable anchor watch; if at sea, the watch will be relieved.

**Precautions against fire.**

3. Before making his evening report to the commanding officer he shall see that the fire hose are coupled and lead along the decks, if the weather be such as to permit leading them out, and that all other necessary precautions against fire have been taken.

**Keys.**

**232.** The following rules shall appertain to the care of the keys of the vessel

**Custody of keys**

1. He shall be the custodian of all of the keys except those that are kept by the commanding officer and those of storerooms and lockers belonging to other departments than his own, and of receptacles for personal effects.

**Duplicate keys**

2. He shall keep in his possession ready for use duplicate keys to all parts of the vessel, and he shall not permit them to be used without authority of the commanding officer, except at times when he himself may be in temporary command.

**Keyboard.**

3. He shall keep the keyboard in his room; all keys must be turned in to him at 8 p. m., and are not to be removed from the board at night, or at any other time, without his knowledge and consent, or, in case of his absence, without the permission of the senior line officer present.

**Keys of storerooms.**

4. Heads of departments shall have charge of the keys of their respective storerooms and lockers.

**Keys to be kept on board.**

5. None of the ship's keys shall be taken out of the vessel.

**Good condition of compartments, casings, bulk-heads, pipes, etc.**

**233.** He shall be responsible for the cleanliness and good condition of all compartments, and of all the bulkheads, doors, valves, and pipes within them, except those that belong to the supervision of the engineer officer in charge. He shall also be responsible for the cleanliness and appearance of the casings, and of the bulkheads around all machinery outside of the engineer compartments, and of 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.

**Officers commanding divisions.**

**234.** He 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 ordnance and boats under

their charge; that they are careful in the inspections of their divisions, and that they are present and personally instruct the men at all exercises.

**235.** In his administration of the police of the vessel he shall give such orders and directions to the officer of the deck or officer of the day as may be necessary. He shall satisfy himself that the lookouts, or watch, are in their proper places and are attentive to their duties.

**Police of vessel, lookouts and watch**

**236.** The following regulations shall be observed as to duty under certain circumstances:

**Duty under certain circumstances.**

1. When there are more than two lieutenants attached to the vessel and present for duty, the executive officer shall take charge of the deck whenever all hands are called for any particular duty, exercise, or

**When more than two lieutenants are on**

evolution, unless the commanding officer assume charge himself, in which case he shall regularly relieve the executive officer.

2. When there are but two lieutenants attached and present for duty, it shall be discretionary with the commanding officer, except when entering or leaving port between 8 a. m. and 8 p. m., whether the executive shall take charge of the deck or not when all hands are called for any purpose during his watch below; or whether the junior officer, it being his watch below, shall respond to the call.

3. Unless otherwise directed by the commanding officer, the executive shall see that each officer of the vessel fit for duty is at his station when all hands are called.

**237.** When the magazine is opened for receiving or discharging powder, or for any other purpose, or when powder is being received on board or sent away from the vessel, he shall see that all necessary precautions to guard against accidents are taken, and that the provisions of paragraph 132 are strictly observed.

**238.** He shall at all times keep himself informed of the condition, quantity, and quality of ammunition on board.

**239.** He shall control the expenditure of ship chandlery and equipment stores and account for them to the commanding officer, showing the same in the return of public property.

**240.** At quarters he shall receive and transmit as a whole to the commanding officer the reports of officers in charge of divisions. He shall make such disposition of officers and men as may be required in order to prepare for the inspection of the vessel, and carry out such other necessary details as are prescribed in paragraph 131.

**duty at "all hands."**

**When only two lieutenants are on duty at "all hands."**

**Each officer at his station, "all hands."**

**Opening of magazine and handling powder.**

**Ammunition.**

**Expenditure of ship chandlery and equipment stores.**

**Quarters and inspection.**

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| <b>Fire quarters.</b>                        | <b>241.</b> At fire quarters, whether at anchor or under way, he attends at the fire, and directs the efforts to extinguish it.  |
| <b>Vessel cleared for action.</b>            | <b>242.</b> When the vessel is cleared for action and officers commanding divisions have reported ready, he shall report to the commanding officer. He shall then, if circumstances permit, inspect the vessel and personally see that all proper and necessary dispositions have been made and report the result to his superior.                                 |
| <b>Action.</b>                               | <b>243.</b> In action he shall look after the general working of the armament, and from time to time repair to any part of the vessel where this duty may be performed to the best advantage. If boarders are called away he shall lead them.  |
| <b>Fire or other danger to vessel.</b>       | <b>244.</b> In case of fire, or of any other occurrence that may place the vessel in danger, he 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 disabled are first cared for.  |
| <b>Boats.</b>                                | <b>245.</b> The following provisions shall be carried out as to boats  |
| <b>A line officer assigned to each boat.</b> | 1. He shall assign to each boat a line officer who shall be responsible for her general condition, equipment, and outfit, and for the proper instruction of her crew in their duties.  |
| <b>Expeditions.</b>                          | 2. He shall assign provisions and other articles to the boats when they are sent on expeditions.   |
| <b>A boat being sent away at sea.</b>        | 3. If a boat be sent away from the vessel at sea, he shall, if necessary, see that she is supplied with sails, spars, rowlocks, oars, a bucket, water, provisions, a compass, a lantern, candles, matches, and such other articles as the special occasion or duty demands. A breaker of water shall be kept in each boat at sea.                                  |
| <b>Quarterboats and lifeboats.</b>           | 4. He shall, when at sea, keep the quarter boats, or the boats best adapted as lifeboats and one on each side if possible, always ready for lowering. He shall see that these boats are supplied with oars and rowlocks; that the steering gear of each is shipped and in order; and, in fact, that each is ready for immediate use in a seaway and as a lifeboat. |
| <b>Spars and sails.</b>                      | 5. He shall have the boat's spars and sails kept in readiness for use. If at any time it be necessary to unbend the sails and stow them below for preservation, they shall be kept in bags, properly marked, with all their gear complete, so that they may be obtained without delay.   |
| <b>Life buoys.</b>                           | <b>246.</b> He shall see that a life buoy is secured at a convenient place on each quarter, and on each outboard end of the bridge. He is strictly enjoined to see that these buoys  |

are always in good condition, with the vessel's name neatly painted on each, and so secured as to be easily and instantly detached.

**247.** Before entering port, he shall see that the vessel presents a neat appearance in all respects, that the boats are ready for service, and that every preparation is made for anchoring or mooring.

**248.** The ground tackle, capstan, and windlass gear shall receive proper care as follows:

1. He shall see that the anchors, chains, capstan, windlass, and compressors are overhauled and cleaned frequently, and at all times kept in an efficient condition. He shall give prompt attention to any defects or damage that he may discover, or that may be reported to him by the navigating officer. Kedges and boat anchors shall be kept ready for use and stowed in a convenient place.

2. Whether at anchor or moored he shall keep himself informed of the condition of the hawse, and, with the sanction of the commanding officer, shall have it cleared, or the anchor sighted, when in his judgment it may be necessary.

3. The anchors and such portions of the chains as are visible, shall be kept well blacked or painted white, as the case may be.

**249.** He shall cause the steering gear to be carefully attended to, that it may at all times be in perfect condition.

**250.** Before beginning any work, the proper performance or execution of which would require that the vessel remain at anchor, or which would prevent her from performing regular duty, or in any manner impair her efficiency during the time such work is in progress, he shall consult the commanding officer and obtain his consent. All such work should, when possible, be done when the engines and boilers are being cleaned and repaired and the vessel is, on that account, compelled to remain in port.

**251.** He shall exercise a general direction and supervision over all work, and be responsible for its proper performance. He shall designate the times for scrubbing bags and hammocks.

**252.** He shall superintend the preparations for the burial or removal of the remains of persons who die on board.

**253.** All general orders from the Department which are to be published to the ship's company shall be read by the executive officer, to the officers and crew at the first general muster after their receipt, and the fact entered in the log.

**On entering port.**

**Ground tackle, capstan, etc.**

**To be overhauled and frequently cleaned.**

**Condition of the hawse.**

**Painting of anchors and chains.**

**Steering gear.**

**Important work on vessel.**

**Supervision over all work.**

**Death onboard.**

**General orders.**

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**Traffic with bumboatmen.**

**254.** All traffic with bumboatmen, or other traders, onboard or alongside, shall be regulated by the executive officer, who shall be watchful that no prohibited articles, or unwholesome fruit or food, are introduced on board.

**Airports and gunports.**

**255.** He shall see that no air ports are opened at sea without the knowledge and consent of the commanding officer; that such as may have been opened by permission are closed and secured at sunset, or sooner if the sea become rough ; and that report shall invariably be made to the officer of the deck when air ports are opened or closed. He shall not permit the gun ports to be opened when there is any probability that the sea will enter to a dangerous extent.

**Enlistment.**

**256.** He shall, under the direction of the commanding officer, enlist such persons as may be required to complete the vessel's complement, and shall have charge of the shipping articles.

**Ratings and disratings.**

**257.** All ratings and disratings shall be by the executive officer, under the direction of the commanding officer.

**Granting leave during temporary absence of commanding officer.**

**258.** During the temporary absence of the commanding officer, and under that officer's direction, he may grant permission to the officers off duty to absent themselves from the vessel for a time not exceeding twenty-four hours.

**Equipments and**

**259.** The following regulations shall be observed as to equipments and stores:

stores.

**Examination of stores when fitting out.**

1. When fitting out, he shall carefully examine all equip-menu, stores, and supplies, and report to the commanding officer any defects he may discover.

**Examination of stores when a vessel goes into commission.**

2. When a vessel, which has been temporarily laid up, goes into commission, he shall be furnished with the last return of public property and shall report any discrepancies, errors, and omissions found therein to the commanding officer. When a new vessel goes into commission he shall make a memorandum of all stores and equipments placed in his charge, reporting any deficiencies to the commanding officer, and supply the usual inventory.

**Stowage of articles.**

3. He shall designate the places for the stowage of all articles, and they are not to be changed therefrom without this permission.

**Supplies to be procured on requisition.**

4. All supplies and stores, except articles of equipment for which it is customary to invite three or more bids, shall be procured on requisition.

**Care of supplies.**

5. He shall see that all supplies in his charge are properly cared for, and take such measures as are necessary for their preservation.

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6. He shall be held accountable for the proper expenditure of all stores and supplies committed to his charge.

**Accountability as to supplies.**

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

**Stowage and inspection of holds.**

**261.** The executive officer shall, under the direction of the commanding officer, have immediate supervision of all repairs and alterations to the vessel, except those pertaining to the engineer department, while she is in commission. The carpenter and boatswain are, in their respective departments, his assistants.

**Supervision of repairs.**

**262.** The authority given to the executive, when the commanding officer is not on deck, to relieve the officer of the deck while he is in the performance of an evolution of the vessel or other important exercise, should be used with care and discretion. As the peremptory application of such authority might often be considered as reflecting upon the latter officer's competency and ability, it should not be made without necessary and sufficient cause.

**Discretion to be used in relieving officer of the deck.**

**263.** He shall communicate to the officer of the day or deck any instructions or orders concerning the vessel or crew that he desires to have carried out.

**Instructions to officer of day or deck.**

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**264.** The line officer next in rank below the executive officer shall be the navigator. In case he should be detached before tile reporting of his relief, or is absent, or for any reason whatever is unable, or is not permitted to perform the duties of his office, they shall devolve upon the line officer next below him in rank.

**The navigator, and his successor under certain contingencies.**

**265.** When there are three or more line officers junior to himself attached to the vessel and present for duty, he may, in the discretion of the commanding officer, be excused from taking a regular watch, or day's duty if the vessel be in port. When he does stand a regular watch, however, he shall be relieved, when necessary, to attend to the duties with which he is specially charged. When he does not stand a regular watch he may relieve the officer of the deck for short periods as a matter of accommodation.

**Watch and day's duty.**

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**Charge of all articles and stores in department**

**266.** He shall have charge of, and must account for, all nautical instruments and books, charts, compasses, flags, bunting, signals of all kinds (including running and anchor lights and fireworks), leads and lead-lines, logs and log-lines, time glasses, and all other articles or stores properly belonging to the navigator's department.

**Verification of time glasses, lead and log lines.**

**267.** He shall frequently verify the time glasses and the marking of the lead and log lines, and see that they, and all other instruments of navigation, are in order and ready for immediate use.

**Steering gear and navigator's store-room.**

**268.** He shall, under the direction of the executive officer, be responsible for the care and good order of the steering gear, and shall be required to give it frequent and careful personal attention and examination that it may at all times be in perfect condition. He shall be responsible, also, for the care and good order of the navigator's lockers or store-room.

**Chronometers and deck clock.**

**269.** The chronometers and deck clock shall be under his charge, and he shall regulate the ship's time as may be necessary. He shall attend personally to the placing of the chronometers, seeing that they are properly secured where they will be the least exposed to shocks, jars, and changes of temperature; he shall wind them daily at 8 a. m., and immediately thereafter report them wound to the commanding officer; he shall avail himself of every opportunity to verify the error and rate of the instruments, and shall compare them frequently, noting the comparisons in a book which he shall keep for that purpose.

**Compasses.**

**270.** In the charge and care of the compasses with which he is intrusted the following requirements shall be observed

**Errors calculated and compasses compared.**

1. He shall give the standard and steering compasses con-start personal attention and, when under way, frequently calculate their errors and compare them.

**Deviation tables.**

2. He shall prepare and keep corrected deviation tables both of the standard and steering compasses, and to this end the commanding officer shall swing ship at intervals, or require him to calculate the tables by other approved methods. These tables shall be posted where they can at all times be consulted by the officer of the deck.

**Standard compass not to be disturbed.**

3. He shall not move the standard compass nor in any manner disturb the compensating magnets unless authorized by the commanding officer, and he shall see that, so far as possible, no disturbing articles or substances are placed near the compasses.

**Bearings entered in the log.**

4. The bearings entered in the log shall be uniform throughout as to either the standard or steering compass.

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5. He shall see that the boat compasses are properly stowed, and are always in order and ready for use.

**271.** He shall make himself thoroughly proficient in the use of both day and night signals, and shall instruct the quartermasters and coxswains in the use of the international code of signals and boat recalls.

**272.** His duties in relation to the care of the ground tackle, capstan, and windlass gear shall be as follows:

1. He shall, under the direction of the executive officer, be responsible for the care and good condition of the vessel's ground tackle; he shall see that the chains are properly fitted and the ends securely fastened below, that they are distinctly marked, that the shackle pins are in good order and ready for slipping, and that all arrangements are perfected for getting under way, anchoring, mooring, unmooring, shifting and slipping without unnecessary delay.

**Boat compasses.****Signals.****Ground tackle, capstan, etc.****Ground tackle**

2. He shall give particular attention to the capstan, windlass, and compressor, and see that they are at all times kept in the highest state of efficiency.

**Capstan and windlass.**

3. He shall observe such provisions of paragraphs 182 and 248 as relate to this subject. He shall see that the chain lockers are properly cleaned out and, if of wood, that they are whitewashed.

**Overhauling and caring for all gear; chain lockers.**

4. Any defects in, or damage to, the anchors, chains, capstan, windlass, compressors, cat and fish blocks and falls, or other gear or articles connected in any manner with the ground tackle must be reported to the executive officer.

**Defect or damage.**

5. He shall suggest to the executive officer any changes or alterations which in his judgment would increase the effectiveness of the capstan, windlass, or gear.

**Increasing the effectiveness of the gear.**

6. He shall keep himself informed of the condition of the hawse when at anchor or moored, and report such condition to the executive officer.

**Condition of the hawse.**

**273.** As soon as practicable after reporting for duty on board a vessel to which he has been ordered, he shall examine and make himself familiar with the steering gear, and inspect the stores and outfit of the navigator's department. Should he discover any defects or deficiencies, he shall immediately make a detailed written report to the commanding officer.

**Make himself familiar with steering gear and outfit of department.**

**274.** He shall, when cruising out of sight of land, ascertain and report in writing to the commanding officer the position of the ship daily at 8 a. m., 12 m., and 8 p. m., and at such other times as the commanding officer may require; and at any time he shall take such observations and make

**Ascertaining ship's position.**

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such calculations concerning the ship's position as the commanding officer may deem necessary.

**Navigation.**

**275.** Particular attention shall be paid to the following matters pertaining to the navigation of the vessel

**Charts, sailing directions, and pilotage.**

1. He shall, on joining a vessel, make a careful study of the charts, sailing directions, and other aids to the navigation of her cruising grounds, and avail himself of every opportunity of acquiring a thorough knowledge of the pilotage of that section of the coast, and to this end he should frequently consult the local pilots and boatmen, and other seafaring people, from whom he can often gather valuable information concerning the peculiarities of the tides in and about the harbors, and of dangers to navigation.

**Hydrographic information.**

2. Should he discover any rocks or shoals not charted, he shall accurately locate them, and the commanding officer will report their position and nature, and give all other data of an important character concerning them that he can obtain, to the Department for transmission to the Hydrographic Office, Navy Department. He shall pursue a like course in regard to such other important hydrographic information as comes to his knowledge.

**Charts and books to be kept corrected.**

3. He shall see that the charts, sailing directions, and light and buoy books, are kept corrected to date in accordance with personal observation, or such other reliable information as he may from time to time be supplied with, or be able to obtain.

**Displacement of aids to navigation.**

4. Should he discover that a buoy or any other aid to navigation has shifted or otherwise been displaced from its proper position, he shall communicate the fact to the commanding officer, who will at once make a report thereof to the inspector of the light-house district embracing the matter.

**Navigating vessel on approaching land, or on entering or leaving port.**

5. When the vessel is approaching land, shoals, or rocks or is entering or leaving port, he shall, if his duties be confined to navigating the vessel, remain on deck and give particular attention to her course and to the soundings, and shall at all times promptly report to the commanding officer any danger to which he may think she is exposed, informing the officer of the deck at once and advising him as to the proper course to be steered, whether there be a pilot on board or not.

**Navigator's remark book.**

**276.** He shall keep a remark book, and enter therein all hydrographic and other useful

information concerning the vessel's cruising grounds which he can obtain, and which is not given on the charts nor contained in sailing directions or the Coast Pilot, and all errors in those aids to navigation must be carefully noted. He shall determine as accurately

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as possible and note in the remark book all appropriate particulars relating to the station on which he may be serving, as well as to all ports or places visited by the vessel, whether on or off her regular station. This book shall be kept on board the vessel for the guidance and information of his successors, and may be referred to at all times by the commanding officer, whose attention must be called to all shoals, and other dangers to navigation, not charted, as soon as they are discovered.

**277.** In the preparation and care of the ship's log or journal the following points shall be complied with

**Ship's log.**

1. He shall be assigned the preparation, care, and charge of the ship's log.

**Charge of the log**

2. He shall carefully examine the rough or deck log and see that all the particulars required to be entered therein are noted in accordance with the regulations; should he observe any omissions or inaccuracies, he shall call the attention of the officer in whose watch they occur, to them, and have the necessary corrections made.

**Rough log.**

3. Each day he shall, when off watch, carefully copy the rough log into the smooth log book, and the officers shall then examine and, if found correct, sign their respective watches. The smooth log shall be an accurate copy of the particulars set forth in the rough log, together with a list of the vessels boarded and the particulars concerning them as shown by the boarding books; and it must also contain the summary as provided in section 6. The navigating officer shall be held responsible for the neatness and correctness of the smooth log. It shall be presented to the commanding officer daily for his inspection and approval.

**Smooth log.**

4. The log shall be kept in civil time. At the beginning of each day the location of the vessel and the day of the week, the day of the month, and year must be given. The margin of the smooth log for each day shall show the noon position, the time at anchor and under way, the distance cruised, a ration and coal account, the number of officer and crew present, the number of vessels boarded, reported and assisted, the number of lives saved, and the number of miles cruised in the interest of any branch of the public service.

**Time, place, and date, and marginal notes.**

5. The log shall be written up in watches. When cruising all the usual data as to courses steered, distance run, wind and weather, thermometer and barometer, shall be entered in proper columns. This form may be omitted in the port log.

**Features of log when cruising and in port.**

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**Summary of abstract of journal.**

6. He shall enter in the smooth log, at the close of each month, a summary of the monthly abstract of tile journal, which shall be a list of the subjects embraced in that paper with their corresponding totals. This summary shall not be copied into the weekly transcript of the journal.

**Each officer to sign his own watch.**

7. Each officer shall sign his own watch, in both the rough and smooth log, and also, in the latter, the list of vessels boarded by him.

**Alterations and omissions.**

8. After the log has been properly signed by the officers, no alterations shall be made in it, except to correct errors or supply omissions, and then only in the manner provided in paragraph 186.

**Names and residences of officers.**

9. The navigator shall enter the name and residence of each officer attached to the vessel on the first page of the smooth log book; and also the intended place of residence of an officer who has been granted leave of absence. Such officer shall keep the commanding officer informed of any change in his address so that it may be properly noted by the navigator.

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**On navigator being relieved, removed, or detached,**

10. Should he be relieved, removed, or detached, he shall write the log up to the time he ceased to perform the duties of navigator on board the vessel, sign it, and deliver it to the commanding officer.

**Payrolls.**

278. He shall prepare, monthly, a pay roll, in triplicate, of the officers and crew, and have each person whose name appears thereon receipt the roll opposite his name, each signature being witnessed by an officer. Two copies of the roll shall be sent to the collector of customs who is to pay the ship's company; the collector retains one copy as his voucher and transmits the other to the Department. The third copy shall be kept on board in book form as a record.

**Records.**

279. He shall have charge of the ship's records of reports of assistance rendered, and of statements of vessels seized or reported.

**Station at "all hands."**

280. The station and duties of the navigating officer when all hands are called shall be as follows

**Topgallant forecastle during any particular exercise.**

1. During any particular duty, exercise, or evolution, except as provided in paragraph 282, or when it becomes necessary for him to personally direct the working of the battery, his station shall be on the topgallant forecastle where he will be assisted by the boatswain.

**Attending to anchors and lines.**

2. In getting under way, anchoring, mooring, unmooring and in going alongside of and getting away from wharves, docks, or vessels, he shall have charge of and be responsible for the proper handling, under the direction of the executive

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officer, of the anchors and chains, and lines and fenders forward, and shall not leave his station until the anchors are secured, or the chain properly brought to, or the lines well made fast and protected from chafe, or hauled in or coiled down, and the fenders in place; nor even then until he has reported his station "secure" to the executive officer and the boatswain has piped down. He shall be responsible for the good order of the men in his division.

3. When all hands are called to handle the vessel under sail he shall have charge of and be responsible for the proper working and trimming of the headsails and head-yards.

281. The following duties shall be carried out as to the care and exercise of the guns, and as to drills

1. He shall have charge of the gun division and is responsible for the proper instruction and the efficiency of the guns' crews. Two guns' crews must be kept proficient in the exercise of the guns, and to that end shall be drilled at least one hour each week. He shall superintend the artillery target practice.

2. When the guns' crews are exercised by a line officer junior to the navigator, the latter shall see that the course of instruction pursued by himself is carried out in order that uniformity in the drills may be insured.

3. He shall be held responsible for the cleanliness, good order, and security of the guns and their equipments, and is strictly enjoined to give personal attention to the care of the breech mechanism.

4. Any damage or injury to the guns or their appurtenances shall be at once reported to the executive officer.

5. He shall drill the small arm division once a fortnight; this exercise shall take the place of the regular drill by the officer in charge of the small arm division, and, to insure uniformity, shall be conducted in accordance with the methods adopted by that officer.

6. He shall make out the report of artillery exercises as prescribed by the Department.

282. At fire quarters while under way the navigator shall take charge of the deck. When at anchor his station at firequarters is forward, and he shall have charge and direction, under the supervision of the executive officer, of the men there stationed.

281. Immediately after the vessel is anchored he shall, by cross bearings, or other appropriate method, accurately locate her position and cause the same to be entered in the

**When vessel is handled under sail**

**Guns and drills.**

**Gun division and target practice.**

**Guns' crews exercised by a junior officer.**

**Good order of guns and equipments..**

**Damage or injury to guns.**

**To drill the small arms division.**

**Report of artillery exercises.**

**Firequarters.**

**Locating anchorage.**

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log. This practice, however, may be dispensed with when the position and character of the anchorage are so

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well known as not to require it to be specially located.

- Spars, rigging and sails.** **284.** He shall, under the direction of the executive officer, see that the spars, standing and running rigging, and sails of the vessel are at all times in good order, and protected from chafe.
- Delivery of outfit of department to successor.** **285.** Should he be relieved, removed, or detached, he shall deliver all of the stores, books, and outfit of his department to his successor, or to the commanding officer.

#### THE THIRD LIEUTENANT.

- Watch.** **286.** He shall stand watch and take day's duty as provided in paragraph 117.
- Charge of powder division.** **287.** He shall have charge of the powder division. He shall instruct the men belonging to his division in their du-ties, and see that every disposition is made for the prompt and plentiful supply of ammunition to the guns.
- Magazine and shell room.** **288.** Particular attention shall be paid as to the follow-ins duties
- To be kept in good order. Care of ammunition.** 1. He shall be held responsible for the cleanliness and good order of the magazine and shell room, and for the stowage, care, and preservation of all ammunition.
- Inspections.** 2. He shall, immediately on joining the vessel and at frequent times thereafter, make a careful inspection of the stores and outfit of his division, of the magazine and shellroom, the passage, light box, flood cocks, outlet and over-flow pipes; and all other appurtenances connected with the magazine and shell room, and the stowage, care, preservation, and service of the ammunition of the vessel.
- Testing flood cocks, etc.** 3. Under the direction of the executive officer, he shall frequently test the flood cocks, noting the fact in the log, and satisfy himself that the arrangements for flooding and emptying the magazine and shell room are in good condition; and shall ascertain whether those rooms are thoroughly dry and their linings tight.
- Gunner as assistant.** 4. In the inspection and care of the magazine, shell room, and armory, and their contents, the gunner is his assistant.
- Drills and small arms.** **289.** The following duties shall be carried out as to drills and the care of small arms and other accouterments
- Small arm division.** 1. He shall have charge of the infantry drills, and is responsible for the proper instruction and efficiency of the small arm division. He shall, except as provided in section 5, paragraph 281, personally instruct the men of this di-vision, and exercise them at least one hour each week to

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#### THE THIRD LIEUTENANT.

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insure proficiency. He shall superintend all target practice with small arms.

2. He shall be held responsible for the order, condition, and repair of all small arms, and of the accouterments of the small-arm division ; and for the order and cleanliness of the armory, which he shall frequently inspect, and the condition of which he shall report to the executive officer. Care of small arms and condition of armory.
3. He shall at once report to the executive officer the loss of, or damage to, any of the small arms or implements of the division. Loss or damage.
4. He shall exercise the guns' crews once a fortnight; this exercise shall take the place of the regular exercise by the navigating officer, and shall be conducted in uniformity with that officer's methods. Exercise of guns' crews.
5. He shall make out the report of infantry exercises as prescribed by the Department. Report.
- 290.** Should there be two line officers junior to the navigating officer attached to the vessel and present for duty, the senior of them shall have charge of the powder division, and the junior shall command the division of small arms; but the instruction and drilling, of the latter-named division shall be divided equally between them, and each shall once a month exercise the guns' crew. When two line officers junior to the navigator are attached to the vessel.
- 291.** The junior line officer shall make himself thoroughly proficient in signals, and shall instruct the quartermasters and coxswains in the use of the Service code of signals. Signals.
- 292.** The following requirements are prescribed relative to provisions Ship's provisions.
1. The junior line officer shall have charge of, and be responsible for, the ship's provisions. He shall prepare requisitions, in quadruplicate, for the rations required each month, or for the cruise, as the commanding officer may direct, and make, for the guidance and convenience of himself and the contractor, a list of the component parts of the rations to be delivered. Requisitions and list of component parts.

2. He shall be present and receive the rations when they delivered on board, shall satisfy himself that they are good and wholesome, and, in respect to quantity and quality, in compliance with the contract; he shall see that they are served out in accordance with the schedule furnished by the Department. Receipt and serving of rations.
3. He shall be responsible for the cleanliness and good order of the storeroom, and shall inspect it daily and report its condition to the executive officer. Condition of storeroom
4. In the care and charge of the rations and storeroom, the master-at-arms is his assistant. Assistant.

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- Provision return.** 5. He shall make out, in duplicate, a quarterly return of the rations received, expended, and remaining on hand, certify to the correctness of the same, and submit it to the commanding officer. One copy shall be kept on board and the other sent to the Department. It shall be held sufficient if this return is submitted to the commanding officer by the third day of the month next following the period it embraces.
- Delivery of rations by invoice to successor.** 6. When for any reason he ceases to have charge of the provisions, either permanently or temporarily, as when placed in arrest, suspended from duty, or on leave of absence granted by the Department, he shall turn over, by invoice, duly certified by him, to the officer who succeeds him in the charge, all tile provisions oil hand, taking such officer's receipt therefor. He shall deliver to the commanding officer a copy of the receipt.
- Station at "all hands."** 293. When all hands are called for any particular duty, exercise, or evolution, the station of the third lieutenant shall be aft on a steamer and in the waist on a sailing vessel. He shall, when going alongside of, or getting away from, wharves, docks, or vessels, be responsible for the proper handling, under the direction of the executive officer, of the lines and fenders amidships and on the quarters, and for the proper conduct of the men under his charge. The carpenter shall be his assistant at such times.
- Fire quarters.** 294. At fire quarters his station shall be aft, and he shall faithfully execute, and have executed, the duties assigned him and his division.
- Weekly transcript of journal, and return to collector.** 295. He shall prepare a weekly transcript of the ship's journal (ending on Saturday) and deliver it to the commanding officer for his approval and transmission to the Department. It shall be an exact copy of the log, except as to the summary provided in section 6, paragraph 277. He shall also prepare a Weekly return embracing the transactions of the cutter, as required by section 2761, Revised Statutes. This may be in tabulated form as follows:

RETURN FOR THE WEEK ENDING \_\_\_\_\_, OF THE REVENUE CUTTER \_\_\_\_\_, CAPTAIN \_\_\_\_\_, COMMANDING.

Ports touched.	Date.	Vessels boarded.						Remarks. (Such customs matters as may be of importance.)
		Nationality.	Rig.	Name.	Name of master.	Where from.	Where bound.	



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This return shall be signed by the commanding officer and transmitted to the collector of customs of the district. It shall be held sufficient if the foregoing transcript and return are delivered to the commanding officer at any time prior to 9 a. m. of the Tuesday next following the period they embrace.

**296.** He shall prepare a monthly abstract of the journal on the blank form furnished by the Department. This abstract shall be delivered to the commanding officer by the third day of the month following the period it embraces, to lie by him approved and forwarded to the Department. The third lieutenant shall furnish the navigating officer with a summary of this abstract for entry in the smooth log.

**Monthly abstract of journal.**

**297.** He shall assist the executive officer, when called upon, in the preparation of the return of public property.

**To assist executive**

**298.** He shall do such official writing, not already assigned to other officers, as the commanding officer may direct. He shall record in the appropriate books the official letters and orders received by the latter, and also the official letters sent by him, unless that officer prefer to record them himself. Other officers shall copy their own orders and letters.

**Official writing.**

**299.** When directed by the commanding officer, he shall take the necessary observations for and calculate the ship's position, or the error and deviation of the compass, and submit the work to that officer for his inspection, and shall be required to avail himself of every opportunity of acquiring professional knowledge.

**To acquire professional knowledge.**

THE OFFICER OF THE DECK.

**300.** The officer of the deck is the officer on watch and in charge of the vessel.

**Definition.**

**301.** He is the representative of the commanding officer, and every officer or other person on board, whatever his rank, except the executive officer, shall be subordinate to him.

**Authority.**

**302.** He is responsible for the safety of the vessel, subject, however, to any special orders he may have received from the commanding or the executive officer, whether there be a pilot on board or not.

**Responsibility.**

**303.** He shall, before taking charge of the deck, make himself thoroughly acquainted with the position of the vessel with reference to vessels in sight, and to any land, shoals, or rocks that may be near, or to which the vessel may be approaching; with the general condition of the weather, the course, speed, condition, and amount of sail set; with all

**Duties before taking charge.**

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orders that remain unexecuted, and the night orders, if such have been issued, of the commanding officer; with the condition of the running lights, if they are up, and any other appliances required by law to be in operation or at hand in order to prevent collision; and with the condition of the force on deck available for duty, and the general condition of the vessel. He shall also receive from the officer whom he is to relieve all other information which any special circumstances may render important for his guidance. After becoming familiar with the foregoing particulars he shall relieve the officer of the deck and take charge.

**May decline to relieve deck under certain circumstances.**

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

**Bearing while on watch.**

**305.** He shall, when the vessel is under way, remain on deck and in charge until regularly relieved. He shall not converse with anyone except on official duty, nor engage in any occupation that will distract or tend to distract his attention from the care of the vessel. He shall conduct himself in a dignified and officer like manner.

**Petty officers of the watch, and the relieving the watch.**

**306.** He shall see that the petty officers of the watch are attentive to their duties, and that they require the men on deck to be on the alert and ready for a call. He shall have the relieving watch called ten minutes before eight bells, that they may be mustered on deck and the old watch relieved when the bell is struck; and he shall see that none of the latter go below before this requirement is carried out.

**Quarter boats, lookouts, sails,**

**307.** He shall be particular that the quarter boats are unencumbered and ready for immediate use; that the life-buoys are in place; that the lookouts are properly stationed, Understand their duties, and are vigilant; that each sail is hoisted and trimmed to the best advantage, and everything ready for shortening sail, particularly in squally weather; that every precaution to prevent accidents is observed; and that the sails, spars, and rigging are not unduly strained.

**Running lights.**

**308.** At night, when under way, he shall be very careful that the running lights are kept properly trimmed and brightly burning, and to this end shall require the quarter-master of the watch to report their condition to him every half hour; when practicable, he shall occasionally look at them himself.

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**309.** During fog, mist, or falling snow, whether by day or night, and whether under way or at anchor, and at all times when at anchor between sunset and sunrise, he shall see that the required signals are made and displayed, and that the laws for preventing collisions are fully complied with, and that those laws are observed at all times when approaching and passing other vessels.

**Precautions for preventing collisions.**

**310.** When in pilot waters he shall, when necessary, keep the lead going; and at all times when near land, he shall have the means of taking soundings at hand and ready for use, and whenever there is doubt, soundings shall be frequently taken.

**Soundings.**

**311.** He shall see that nothing is placed near the compasses that will change their error.

**Compasses.**

**312.** A regular trick at the wheel, and the length of time that a lookout may be required to remain at his post, shall be two hours. This time shall not be extended, nor shall the same man be compelled to stand a lookout and a trick at the wheel during the same watch except in cases of necessity, the nature of which must be stated in the log. When these men are exposed during very inclement weather, the officer of the deck shall have them relieved as frequently as he may judge necessary to preserve their health. To insure the vigilance of the lookouts, he shall require them to call out their stations every half hour.

**Lookout, or trick, at the wheel, to be two hours.**

**313.** He shall promptly report to the commanding officer all vessels which he may deem necessary to specially notice, and all wrecks sighted; and those vessels whose proximity is made known during night, foggy or other thick weather, by their signals. He shall report in the same manner, all and, light-houses, and beacons made; all rocks, shoals, or other dangers that may be discovered; all material changes in wind, weather, or sea; all marked alterations in the height of the barometer, and indications of approaching bad weather; all changes in sail carried; all serious accidents; the movements of large vessels near by; the hours of 8 a. m., meridian, and 8 p. m., and every other occurrence worthy of note.

**Reports to be made to commanding officer..**

**314.** He shall never leave the deck when the vessel is under way to make any of the reports mentioned in the preceding paragraph, or any other reports to the commanding officer, but shall communicate the information to him by messenger, and, if he deem it necessary, request his presence on deck.

**Not to leave deck to make reports.**

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**Execution of orders, and attention to conduct of watch.**

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

**Steering of vessel, and entries in log.**

**316.** Throughout his watch he shall be particularly attentive that the vessel is properly steered, and that a correct account of the courses, the distances run, and all other occurrences of importance and interest, are entered in the rough log. He shall sign these entries at the termination of his watch.

**Entries in log.**

**317.** He shall enter the following particulars in the rough log:

**Personnel and passengers.**

1. The names and ranks, or ratings, of all persons who join the vessel, or are detached, discharged, granted leave, or sent to hospital; of all who die, desert, are transferred, or are absent without leave. The

names of all passengers, with the times of coming on board and leaving. The nature and extent of all punishments inflicted, on whom and by whose authority, and for what offense inflicted; the rating and disrating of petty officers and others, and for what and by whose authority disrated.

**Navigation of vessel,  
and service per- formed.**

2. The direction of the wind, state of the weather, reading of barometer and thermometer, courses steered, and the distance run on each course in nautical miles and the leeway. The noon position of the vessel, by the bearing and distance, when under way, of some prominent place on shore, or by the latitude and longitude when out of sight of land; when the vessel is at anchor, by the name of the place. The kind or nature of any particular evolution, exercise, or other service, or of any special duty undertaken or accomplished by the officers or vessel, and the time when each was undertaken, executed, or performed. The signal numbers of all signals made or received, and for what purpose and the times.

**Assistance rendered.**

3. The nature and extent of all assistance of whatever kind rendered to any vessel in distress, giving her name in full as it appears on her official papers, or on her stern if for any reason the papers can not be examined; her hailing port, the names of her master and owner, from what port or place she last sailed, where bound, the nature of her cargo,

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or that she is light or in ballast if such be the case, and any other particulars that may be deemed necessary.

4. The nature and extent of all aid rendered in the interest of the Life-Saving Service, and the number of miles cruised on such duty; also the assistance given in behalf of any other branch of the public service.

**Aid in the interest of  
branches of the public  
service.**

5. The grounding or touching of the vessel on the bottom, and the loss or serious injury to boats, spars, sails, rigging, or stores, with the circumstances under which such loss or injury was sustained, and the extent of the same.

**Grounding of vessel.**

6. A note of all stores, coal, or other articles received, from whom received, and the department of the vessel to which they belong. A particular account of all stores, or other articles, condemned or converted to any purpose other than that for which they were intended. An account of all stores loaned or otherwise sent out of the vessel, and by what authority.

**Stores and other  
articles,**

7. The number of rations and the amount of coal expended each day, and the number and amount respectively remaining on hand. For convenience these items may be omitted from the rough log and entered in the smooth log only.

**Rations.**

8. The marks and numbers of each cask, bale, or package of whatever description which, on being opened, is found to contain less than is specified by the invoice, with the amount of the deficiency.

**Packages deficient in  
contents.**

9. Every alteration made in the allowance of provisions. ' and by whose order.

**Alternations in  
allowance of provisions.**

10. The employment of any hired vessel, her name and tonnage, the name of her master and owner, the number of men in her crew, for what purpose and by whose order employed, and the reasons for her employment.

**Employment of hired  
vessel.**

11. The draft of water forward and aft, when light and also when the bunkers are full of coal, as often as may be required.

**Draft of water.**

12. The tinge when the fires in the furnaces are lighted, banked, spread, or hauled, and, as regards the latter, the object therefor.

**Fires in furnaces.**

13. The time of getting under way, anchoring, mooring, etc. The names of all places touched and of particular points passed, and the time corresponding thereto; and the sighting of land, light-houses, light-vessels, and particular buoys.

**Movements of vessel.**

14. When the commanding officer orders an increase over the ordinary speed of the vessel, a note of the fact shall be, made, with the reasons for such increase.

**Increase of speed.**

- Other entries.** 15. In addition such other entries shall be made as are required by established forms, these regulations, and special instructions.
- Carrying sail, etc.** **318.** The following rules shall be complied with as to carrying sail, etc.:
  - 1. He shall never on his own authority- carry sail or steam beyond that ordered when lie took the deck, nor so as to endanger spars or machinery; nor shall he alter either, except as provided in the following section, without the sanction of the commanding officer.
  - 2. Except as provided in section 3 of this paragraph, he may reduce sail, short of reefing, at discretion, but shall not make sail without authority.
  - 3. When the commanding officer is on deck, the officer of the deck shall not, except to avoid immediate danger, change the course or alter the speed of the vessel, make any different disposition of sails, or perform any important evolution without first consulting him.
- Increase or alteration of sail or steam.**
- Reducing sail.**
- When commanding officer is on deck.**
- Change of course.** **319.** He shall not change the given course without orders from the commanding officer, unless it be necessary to do so to avoid immediate danger, and then he shall report to him as soon as possible. This shall not be so construed as to require the reporting of any temporary change of course in meeting or passing other vessels.
- Signals.** **320.** He shall not make any signals without authority front the commanding officer, except to warn vessels of immediate danger, but shall see that the necessary appliances for making signals are at hand and ready for use. A good lookout for signals shall be kept by night as well as by day; and all signals shall be answered or acknowledged, but not until they are understood, except to request an explanation or repetition of them.
- Petty officer of watch to make frequent inspections.** **321.** When cruising at night he shall require the petty officer of the watch to frequently visit all accessible parts of the vessel to see that no irregularities are occurring, that no improper lights are burning, and that the authorized lights are in good condition. The result of these inspections shall be promptly reported to the officer of the deck.
- Examination of sails and spars.** **322.** In the morning watch be shall requires whenever he sees fit, the boatswain to examine the rigging and sails, and the carpenter the spars, and report to be made to him of their condition.
- Sounding the well.** **323.** The carpenter during the day and the petty officer of the watch during the night, shall, when directed by the

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- officer of the deck, sound the well and report the depth of water in the hold, and, if necessary, pump out the vessel.
- 324.** He shall require the gunner to examine the battery and see that the guns are properly secured, and report to him their condition. **Battery.**
  - 325.** He shall, weather and other circumstances permit- ting, carry out the instructions laid down in the routine and morning order books, modifying them as may be necessary to comply with the orders of the commanding and executive officers. When the temperature permits he shall require all the men who are physically sound to remove their shoes and stockings when washing decks. **Routine and morning orders. Washing decks.**
  - 326.** Particular attention shall be paid to the following requirements:
    - 1. No boat shall be allowed to come alongside of, or depart from, the vessel without his knowledge. **Attending the side. Boats.**
    - 2. He shall see that all officials who come on board or leave the vessel are shown the marks of respect to which they are entitled, and that all persons who come alongside or visit the vessel are courteously received. **Marks of respect to officials and others.**
    - 3. He shall be at the gangway to receive, and shall ac- company to the side, all commissioned officers and distinguished visitors. **Commissioned officers and distinguished visitors.**
    - 4. He shall be at the gangway when the liberty men leave the vessel and also when they return on board. **Liberty men.**

**327.** When boats, tenders, or lighters come alongside with stores or supplies of any kind, the fact shall be reported to the executive officer, and notification given to the officer to whose department they belong. The officer of the deck shall have such craft promptly discharged, and see that no prohibited articles are brought on board.

**Stores and supplies coming alongside**

**328.** He shall see that all articles sent away from the vessel are hoisted out with due care, properly stowed in the boats or vessels which are to receive them, and protected from injury or damage by water.

**Articles sent away from vessel.**

**329.** When carrying on work, or receiving on board or sending out of the vessel stores, supplies, or other articles, he shall cause all usual and necessary precautions to be taken to protect the rails, decks, spars, and paintwork from injury; and shall see that spars used in hoisting in and out heavyweights are properly supported before being subjected to strain.

**Precautions to be taken in handling supplies and heavy weights.**

**330.** He shall give particular and personal attention to the appearance and condition of the vessel's boats; and

**Attention to boats.**

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when a boat is called away he shall inspect it and see that it is in all respects in order and prepared for the duty to be performed, and that the crew are properly dressed.

**Movements of boats, and those riding at the booms.**

**331.** He shall report to the executive officer any contemplated movement of the vessel's boats of which that officer is presumably not cognizant. He shall see that the boats riding at the booms or astern are in order, and that the oars or other articles do not show above the gunwales, and that the ensigns are unshipped, except on prescribed occasions.

**Lookout to be kept over boats away from vessel.**

**332.** So long as any of the ship's boats that are away remain in sight, and particularly if they be under sail, he shall cause a good lookout to be kept over their movements, and be prepared to dispatch assistance immediately in case of accident. He may permit or direct the coxswain in charge of a boat to use sail when it can be done with propriety and advantage.

**Instruction of crew.**

**333.** He shall carefully and patiently instruct the crew in their duties, pointing out any mistakes made and how they may be avoided. Before sending a boat away from the vessel in charge of a petty officer or seaman, he shall see that the one in charge fully understands the nature of the errand or duty to be performed, and how to accomplish it in a proper manner.

**Watch kept over small boats.**

**334.** He shall see that a constant watch is kept over all small boats, whether row or sail, in the vicinity of the vessel, and that every preparation is made, for rendering prompt assistance should an accident occur.

**Care to be observed served that vessels do not infringe the laws.**

**335.** He shall cause a vigilant lookout to be kept over all vessels in sight, at anchor or under way, by night as well as during the day, to see that they do not violate or infringe any of the navigation, customs-revenue, or other laws of the United States, and he shall be particularly attentive that they comply strictly with the law relating to the display of anchor and running lights. Should any vessel be discovered in-fringing the laws in any particular, he shall immediately cause such vessel to be boarded, first reporting the case to the commanding officer if there be time, that the necessary information on which to base a report may be obtained, and he shall take such other action as the case demands.

**Engine Signals.**

**336.** He shall never cause the engines to be stopped without first slowing them, nor to be worked at full speed until the vessel has gathered way, except in cases of emergency. Should the vessel be taken aback when under canvas, the engines must be slowed or stopped until a proper disposition of the sails is made.

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**337.** Except in cases of danger requiring prompt action, or when working in a narrow channel, or amongst a fleet of, vessels, and the commanding officer is not on deck, no change in the speed shall be made without his authority. In case such a change be made without his authority, the occasion therefor, unless it be of a very

**Change in speed of vessel.**

temporary nature, shall be reported to him as soon as possible.

**338.** When he is instructed to get the vessel under way, or to have her ready for getting under way, at a certain time, he shall see that the chief engineer receives due notice ; and when the probable time of anchoring, mooring, docking, or stopping the engines for any other purpose, is known, sufficient notice of the fact shall be given to the engineer officer of the watch, that he may make suitable preparations therefor.

**339.** Should it become necessary to work the engines when the vessel is not under way, he shall first obtain permission to do so from the commanding officer, and take all necessary precautions to prevent accident.

**340.** He shall see that the lightning conductors, lifebuoys, and hand and drift leads are ready for use and are properly used when occasion arises, and that a boat is always ready for lowering.

**341.** He shall be particularly attentive to the security of the vessel when at anchor in a strong tideway, and during heavy winds, and take every precaution, such as having adrift lead on the bottom and, if possible, by bearings onshore, to ascertain at once if the vessel drag.

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

**343.** Except in cases of emergency, he shall neither pay out or heave in chain, nor let go a second anchor or heave one up that has been let go, without permission of the senior line officer on board; and should it be necessary for him to act in such cases without permission, he shall report the fact, and the occasion therefor, to such senior officer as soon as possible.

**344.** He shall see that the yards, booms, and gaffs are kept properly squared, topped and steadied amidships at all times, except when the necessary work to be done requires that they should be otherwise; that the sails are neatly furled; that all the gear is taut (except during wet weather) and neatly coiled on the pins or on deck ; that no

**Notice to engineer officers as to stopping engines.**

**Working engines when vessel is not under way.**

**Lighting conductors, hand and drift leads, etc.**

**Precautions when at anchor.**

**Condition and scope of the hawse.**

**Chains and anchors.**

**Neat and seamanlike vessel.**

ropes or other articles are hanging over the rails, and that no persons sit on the rails; that the boats at the davits are squared and steadied; and that in all respects the vessel presents a neat, trim, and seamanlike appearance. During rainy or very damp weather he shall cause the running gear to be sufficiently slacked so as not to endanger it or the spars, but it must be so slacked as to keep the yards, booms, and gaffs properly trimmed.

**Ensign and pennant.** **345.** He shall take pains to see that the ensign and pennant are displayed in accordance with the provisions of these regulations.

**Gun ports and air ports.** **346.** When at sea, he shall not permit either the gun ports or air ports to be opened without the knowledge and consent of the commanding officer; and shall see that such as have been opened are closed and secured by sunset, or sooner if in his judgment it be necessary in order to prevent the seas from entering the vessel. While at anchor the ports should be kept open when the weather permits, but not so as to jeopardize the health of the ship's company.

**Manner of performing** **347.** In the manner of performing his duties, the officer of the deck shall be governed by these regulations, and by such rules, not inconsistent therewith nor contrary to law, as the commanding officer may from time to time promulgate. But such rules shall be uniform in their operation.

**Salutes honors, ors, and distinctions.** **348.** So far as his authority extends, he shall see that the regulations concerning salutes, honors, and distinctions are carefully observed.

**Formation at general muster** **349.** He shall direct the formation of the crew at a general muster and shall call the roll.

**All persons to report their departure and return to officer of deck** **350.** All persons attached to the vessel shall report to him their permission to leave and also their return on board. absence from the gangway at the time of the departure or return of an officer is not to be taken by the latter as a sufficient reason for omitting this report. He shall report to the executive officer the departure and return of all officers.

**General bearing** **351.** He shall conduct himself in a dignified, discreet, energetic, zealous, and officer like manner,

**conduct.**

showing deference to superiors and a spirit of kindness to inferiors, never losing sight of the fact that his bearing and the manner of performing his duties have a great influence upon the discipline of the crew and the efficiency of the ship. While requiring from his subordinates a strict compliance with all orders and regulations, he shall himself, by scrupulously heeding the same, set them an example of obedience and

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THE CHIEF ENGINEER.

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subordination. Harsh language and the subjection of the crew to any unnecessary annoyances will not be tolerated. but he shall not permit any duty to be performed in a heed-less, sluggish, or indifferent manner. In giving commands he shall use only such words and expressions as are common in the Service, avoiding unnecessary repetition; he shall use a decided and authoritative tone sufficiently loud only for the occasion. He shall, in giving orders that are to be repeated or passed, be exact in the use of his words of command, and shall see that the original order is in no wise changed while being delivered by his subordinates. He shall instruct and require the crew to avoid unnecessary noise and confusion by silently obeying a simple order, and shall not permit any unseamanlike singing out.

**352.** He shall be particular in making all the usual reports to the commanding and executive officers; and shall exact from all those over whom he has authority the reports which, by these regulations and the orders of the commanding officer not inconsistent therewith, are required to be made to him.

**Reports**

**353.** The mail for the ship's company shall be placed in the hands of the officer of the deck for distribution.

**Mail.**

THE CHIEF ENGINEER OR ENGINEER IN CHARGE.

**354.** The engineer officer ordered to the charge of the machinery of a revenue cutter fitting out, shall on joining the vessel at once examine and make himself familiar with the engines and boilers and their dependencies, the steam pumps, steam heaters, distilling apparatus, steam windlass, and all other machinery of whatever description belonging to the vessel and her steam launch, if she have one, and shall also carefully examine the tanks, coal bunkers, store-rooms, and all other apartments that come under his care. Should he discover any defects or deficiencies, he shall make immediate report of the facts in writing to the commanding officer. While fitting out, he shall give careful attention to all matters and things that pertain to his department, and see that all work done and supplies furnished are according to contract.

**When ordered to a vessel fitting out.**

**355.** When in charge of the machinery of a vessel not in commission, whether she is building, or is placed for re- pairs under the direction of the superintendent of construction and consulting engineer, he shall make himself familiar with all parts of the vessel included in his department, exercise a constant personal supervision over the fitting out

**When in charge of the machinery of a vessel not in commission.**

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or repairs of the engines and boilers and their dependencies, and all other machinery, and see that the materials furnished and the work done conforms in all respects to the requirements of the contract. While on duty he shall be an assistant to the consulting engineer, with whom all correspondence relative to the work under inspection shall be conducted. Should he at any time discover that a change in the specifications or instructions under which he is acting would be desirable, he shall submit the matter in writing to the consulting engineer, setting forth fully the nature of the changes, specifying all parts of the machinery or hull which may be affected thereby, and his reasons for deeming such a change desirable, together with an estimate of the increased or decreased cost of the work should his recommendation be approved. He shall submit weekly to the consulting engineer a report in duplicate of the progress of the work, one copy of which shall be transmitted to the superintendent of construction for his information.

**When ordered to a vessel in commission**

**356.** When ordered to the charge of the machinery of a revenue cutter in commission, he shall, as soon after reporting on board for duty as possible, and in company with the officer whom lie relieves, or the officer in charge for the time being, make as thorough an examination and inspection as can be made at the time of the engines and boilers and their dependencies, the steam pumps, steam heaters, distilling apparatus, steam windlass, and all other machinery of what-ever description belonging to the vessel, and

her steam launch, if she have one, and also of the tanks, coal bunkers, store-rooms, and all other rooms and spaces in the department. The officer to be relieved shall point out to his successor all the peculiarities of the engines, their dependencies and appurtenances, and give him such information regarding them and the engineer force as may be of use or service to him in their control and management; and shall explain and account for all defects and deficiencies that are known. The officer on assuming charge shall exert himself to become acquainted as soon as possible with everything pertaining to his department, and with the experience and capabilities of each man under his control. All defects or deficiencies that lessen, or tend in any manner to lessen, the vessel's effectiveness must be forthwith reported, in writing, to the commanding officer.

**Responsibility as to care of machinery.** 357. He shall be responsible for the care, good order, preservation, and working of the engines (and dependencies) of the vessel and her steam launch, of the boilers, steam pumps, steam heaters, distilling apparatus, steam windlass, and all other machinery of whatever description belonging

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to the vessel and her boats; for the cleanliness, good condition, and efficiency of all pipes, cocks, and valves within his compartments connected with hand pumps; and for the care, good condition, and cleanliness of machinery, bulk-heads, doors, coal bunkers, shaft alley, storerooms, tool rooms, and all other rooms and spaces within his department, as well as those accessible only through his compartments. He shall see that the suction and bilge wells are kept free of dirt.

358. In case he should be detached before the reporting of his relief, or is absent, or for any reason whatever he is unable, or is not permitted to perform the duties of his office, they shall devolve upon the engineer officer next below him in rank. **Transfer of duties in case of disability.**

359. He shall make out watch, quarter, station, fire, and cleaning bills for his department and submit them to the commanding officer for his approval. These bills shall be kept so as to conform to any changes that may occur, and shall show the stations and duty of each officer and man of the department under all conditions of service, and shall be posted in a conspicuous and accessible place in the engine room where they may be readily consulted by all concerned. **Watch, station, fire, and other bills.**

360. He shall see that the engineer officers keep correct copies of the bills mentioned in the preceding paragraph, and that they thoroughly instruct the men under them so that they can perform their prescribed duties in a proper manner. **Copies to be kept, by engineer officers.**

361. He shall report all neglect of duty or other breach of discipline in the fire or engine room to the executive officer, and shall at all times keep the latter informed of the capabilities. of the enlisted men in his department, and of their behavior and amenability to discipline. **Breaches of discipline and other information to be reported.**

362. He shall make requisitions, in quadruplicate, for the fuel, stores, and supplies needed in his department, submit-ting them to the commanding officer for his approval; also vouchers for purchases and repairs. (See paragraph 9 50.) **Requisitions.**

363. He shall prepare that part of the return of public property which relates to his department. **Return of public property.**

364. He shall keep a strict account of, and be responsible the proper use and economical expenditure of all fuel, stores, supplies, and other articles belonging to the engineer department, and shall examine each day's expenditure of fuel and approve it by his signature. **Expenditure of fuel and supplies.**

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**Amount of coal on hand.** 365. He shall frequently examine the coal bunkers to see if the amount of coal on hand corresponds with that charged in the log; in case there be a discrepancy, he shall immediately report the same to the commanding officer, and note it on the steam log.

**Tools.** 366. He shall see that his department is always supplied with the necessary tools and articles to make repairs

in case of emergency.

- Oatmeal.** 367. He shall keep on hand a supply of oatmeal, to be issued to the firemen and coal-passers at such times and in such quantities as circumstances may require.
- Stowage of supplies; lights.** 368. In the stowage and care of the supplies and of his department, and in the handling of lights, he shall see that every precaution is taken against accidents by fire.
- Keys.** 369. He shall have charge of the keys of the storerooms and lockers of his department, and keep them on a key-board in his room. They shall be handed to him at 8 p. m., and shall not be taken from the board without his permission or that of the executive officer.
- Supervision over department.** 370. He shall exercise a vigilant supervision over every part of his department and see that it is kept in order; that the steam pump and hose, and all other appliances within his compartments for extinguishing fire, are ready for instant use, and that the men thoroughly understand how to handle them; and that the water in the boiler is carried at a proper height and density.
- Oilers and firemen to be instructed.** 371. He shall cause the oilers and firemen to be so instructed as to qualify them to manage the engines and dependencies in case of necessity or emergency.
- Fires and moving of engines.** 372. Except in cases of emergency, he shall never light, spread, or haul fires without orders from the commanding officer; and the engines must never be moved with steam except in obedience to a signal from, or with the knowledge of, the officer of the deck.
- Watches.** 373. The following provisions shall be complied with as to watches:
1. When there are three engineer officers attached to the vessel and present for duty, the engineer in charge shall, when under way, take the morning and second dog watches and relieve for meals, and the remaining watches shall betaken by the junior officers. In port he shall not be required to take day's duty, but may, by permission of the commanding officer, relieve either of the other officers for short

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#### THE CHIEF ENGINEER.

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periods as a matter of accommodation. When there are four or more engineer officers attached to the vessel and present for duty, he shall not be required to take any watch.

2. If there be but two such officers attached and present for duty, the watches and duties shall be divided between them as equally as may be, keeping in mind, however, that the senior is responsible for the care, condition, cleanliness, and proper working of the engines and their dependencies. In port, except in emergencies when it is deemed desirable to keep all hands aboard, they shall be permitted to stand day's duty alternately. which provision shall also apply to the junior engineers when there are three engineer officers attached to the vessel and present for duty.

3. Except as provided in section 4 of this paragraph, the engineer department shall never be left without a commissioned engineer officer in it and on duty when the vessel is under way; nor shall the vessel be left at any time without such an officer on board and fit for duty.

4. In case there be but one engineer officer attached to the vessel, he shall be on board at all times when under way, and shall consider himself as constantly on duty, but, on long runs, may leave the engine room for short periods, when necessary, in case he has a competent oiler or fire-man to take charge of the machinery temporarily. When at anchor or lying alongside a wharf, with fires hauled or banked, lie shall have the same privileges in regard to going on shore as are enjoyed by the line officers, provided there are no repairs needing his attention, and that he has taken proper precautions for the safety of the machinery, and that the person to be left in charge understands the duties to be performed and is reliable and intelligent. It is to be understood that his first duty is to insure the proper care of the machinery, and on no account must he ask to leave the ship unless this has been done. He shall be held responsible for his department at all times.

374. He shall require the assistant engineers to thoroughly acquaint themselves with all parts of the engines

**When there are only two engineer officers..**

**The engine room and vessel not to be left without an engineer officer.,**

**When there is only one engineer officer.**

**Encouragement of**

and boilers and their dependencies, and with everything else pertaining to the department, and shall assist and encourage them to gain professional knowledge and experience. He shall see that they properly instruct the men under their charge.

**professional knowledge and experience.**

**375.** He shall, under the direction of the commanding officer, assign to the junior engineer officers their routine duties in connection with the care, preservation, and repair of the machinery.

**Assignment of routine duties.**

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**To be in engine room at certain times.**

**376.** When not required to take a regular watch, he shall be in the engine room when running through narrow channels or intricate passages, working amongst a fleet of vessels, in getting under way or coming to anchor, mooring or unmooring, going alongside of or getting away from wharves or docks, when going into or out of port, and at all other times when the working of the engines requires careful attention, or when he may think his presence necessary.

**Responsibility when in the engine room.**

**377.** The responsibility for duties performed in the engine room, when the engineer in charge is present shall be upon that officer; and should he at any time consider the engineer officer of the watch irresponsible or incompetent to properly and safely perform the important duties devolving upon him, he shall relieve that officer at once.

**Duties of assistants.**

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

**Inspections.**

**379.** He shall make frequent and thorough inspections of all parts of his department, and see that it is maintained in the highest state of efficiency. Any accidents that may occur or defects or deficiencies that may be discovered shall be at once reported to the commanding officer.

**Needed repairs.**

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

**When practicable, repairs to be made by engineer's force.**

**381.** Whenever practicable, and the interests of the Government will not suffer thereby, all repairs to the machinery and its appurtenances must be made by the engineer's force. The engineer officer in charge shall not, however, put any of the machinery out of use for the purpose of making repairs without the authority of the commanding officer; nor shall he without such authority begin any work in his department that will necessitate the stopping of the engines, or, if at anchor, that will detain the vessel in port or prevent getting her under way.

**Undue strain on machinery.**

**382.** If at any time the machinery is, in his judgment, driven too hard, or an undue strain is brought upon any of

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THE CHIEF ENGINEER.

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its parts, he shall report the fact to the commanding officer, noting such report and the occasion therefor in the steam log.

**383.** He shall give particular attention to the cleanliness of his department, and especially to the good condition of the engines and their dependencies, which must at all times be kept well lubricated and, on coming to anchor, be immediately cleaned and oiled.

**Cleanliness and condition of department.**

**384.** At general quarters his station shall be in the engine room. He shall take charge of the division, except those members of it who may be stationed in the powder division. He shall make the usual reports regarding absentees, the condition of the division, etc.

**General quarters**

**385.** He shall see that the steam log or journal is properly kept; that all work and occurrences of importance in his department, as well as the performance of the engines, the state of the sea and weather, and the sail carried, are duly noted in the remarks, which must, if correct, be signed by the engineer of the watch at its conclusion; and that the direction and force of the wind, distance run, height of the

**Steam log.**

barometer, temperature, course steered, and other data of like nature required to be recorded in the steam log accurately agree with the entries in the ship's log. He shall approve the steam log by his signature daily and submit it to the commanding officer for his inspection. A smooth copy, properly signed and approved, shall be forwarded to the Department at the close of each month.

**386.** He shall when requested furnish the navigating officer with such information and data from the steam log as are required to be entered in the ship's log.

**Data furnished to navigator.**

**387.** Whether at anchor or under way, he shall make an inspection of his department daily at 8 p. m., and see that it is in good order and condition, that the proper watch is set, that the steam pump and its hose are ready for instant use, and that every precaution has been taken to guard against accidents by fire. He shall then report the condition of the department to the captain, or, in case of his absence, to the senior line officer on board; and at the same time hand to that officer a written statement of the amount of coal expended during the preceding twenty-four hours, showing separately the amount expended for ship's use and for steaming purposes, and the amount remaining on hand.

**Inspection and report 8 p.m. , and statement as to coal..**

**388.** Whenever the "Return of Public Property" is prepared he shall, if necessary, submit to the commanding

**Statement of condition of steam motive power.**

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officer, for proper insertion in that return, a detailed statement of the condition of the steam motive power of the vessel and all other machinery coming under his charge, and suggest such alterations and repairs as he may deem necessary to increase or preserve her efficiency. He shall also at such other times as the commanding officer may direct submit such a statement for that officer's information.

**Assisting a vessel in distress.**

**389.** When a revenue cutter is employed in assisting a vessel in distress, he shall cause to be kept, and entered in the steam log, an accurate account of fuel and other supplies consumed and expended while so employed, and shall report the, same in writing to the commanding officer.

**Care of machinery when vessel goes out of commission.**

**390.** When a vessel is ordered out of commission, he shall, before reporting his department ready, have the iron or steel bright work of the engines well cleaned, and then painted or covered with white lead and tallow. Packing, except METALlic, must be removed from rods not of brass or cased with brass. All rods, the surface of the shaft under the clutch coupling, and the interiors of all steam cylinders and valve chests must be thoroughly cleaned and covered with black lead and tallow. Bearings must be well oiled and the holes plugged with waste and tallow, the engines being first turned one revolution, and the pistons, valves, and the sliding part of the shaft coupling being brought to rest on well-leaded surfaces. The water cylinders and channel ways of all pumps and condensers must be drained and cleaned. The boilers must be washed out with fresh water and dried, and, unless beyond repair, the water bottoms and legs scraped and painted. The gauges and oil cups must be removed, cleaned, marked with tags giving the location of gauge or cup, and stowed away. The sea valves must be closed and properly secured. The storerooms must be cleaned.

THE ASSISTANT ENGINEERS.

**Temporary absence or disability of chief engineer.**

**391.** When the chief engineer, or the engineer officer in charge, is absent temporarily, or when for any reason what-ever he is unable or is not permitted to exercise the duties of his office, the same shall devolve upon the senior assistant, who, in such case, shall succeed to the duties, cares, and responsibilities incident to the office, but who shall not change the general order, routine. or other permanent dispositions of the chief engineer, unless directed to do so by the commanding or executive officer.

**Watches.**

**392.** They shall stand watches and take clay's duty as provided in paragraph 373.

THE ASSISTANT ENGINEERS.

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**393.** Immediately on reporting for duty on board the vessel to which they have been ordered, they shall be required to familiarize themselves with the engines and their dependencies, with all other machinery on board, and with every part of the engineer department.

**Shall familiarize themselves with machinery,**

**394.** Each shall make for his own use and keep corrected a copy of the bills mentioned in paragraph 359,

**Copy of bills, and**

and shall thoroughly familiarize himself with his duties under all circumstances. They shall give such instructions to sub-ordinates as will insure proficiency.

**attention to duty.**

**395.** When three or more engineer officers are attached to the vessel and present for duty, the senior assistant's station shall be in the upper engine room at quarters, or when all hands are called for any special purpose; the station of the junior assistant under like circumstances shall be in the lower engine room and fire room. At fire quarters, the junior assistant shall have charge of the donkey pump.

**Quarters, or when all hands are called.**

**396.** The following requirements shall be complied with as to the steam log or journal

**Steam, log.**

1. The senior assistant engineer shall have charge of, and see that the proper entries are made in the steam log, and prepare all the required data therefor.

2. The junior assistant engineer shall write and be responsible for the neatness and correctness of the smooth steam log, which must be a true copy of the working or rough log.

3. The smooth log shall be presented to the engineer officers each Monday forenoon, and by the third day of each month, that they may sign their respective watches; the engineer officer in charge shall approve it at those times, and by the last-named date the log of the preceding month shall be by him submitted to the commanding officer.

4. The regulations regarding changes and alterations in the ship's log, provided in paragraph 186, shall apply with equal force to changes and alterations in the steam log. See also paragraph 187.)

**397.** The junior engineer officer shall perform such official writing, whether in connection with the engineer department or otherwise, as may be assigned him by the commanding officer or chief engineer.

**Official writing.**

**398.** Each shall give particular attention to that part of the machinery and department the care of which has been assigned him, and he will be held responsible for the cleanliness, repair, and good condition of everything under his charge.

**Responsibility.**

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#### U. S. REVENUE CUTTER SERVICE.

**Permission to leave the vessel.**

**399.** They shall first obtain the consent of the engineer officer in charge before asking permission to leave the vessel. Should that officer refuse his consent, he shall report his reasons for so doing to the commanding officer.

#### **THE ENGINEER OF THE WATCH.**

**Definition.**

**400.** The engineer of the watch is the engineer officer who has charge of the steam motive power of the vessel for the time being, and who is responsible, during the continuance of his watch, for the care, preservation, proper working, an deficiency of the engines and their dependencies.

**Station.**

**401.** His station is in the engineer department, and he shall not depart therefrom during his watch unless regularly relieved by an engineer officer, or as provided in section 4, paragraph 373.

**Supervision of department, and execution of orders from deck.**

**402.** He shall exercise a general supervision of the department, require the oilers, firemen, and coal passers on watch to attend strictly to their duties, and give particular attention to the performance of the seam machinery. He shall be prepared to execute immediately any order received from the deck by signal or otherwise.

**Execution of orders and instructions.**

**403.** He shall execute all orders received from the chief engineer or his seniors, and those remaining unexecuted when he assumed charge. In the manner of performing the routine and other duties in connection with the engineer department, he shall be guided by the instructions of the engineer in charge, to whom he shall immediately report on discovering anything wrong. When the engines are in operation, he will execute promptly all orders relating to their movement received from the officer of the deck, informing him if, in so doing, any risk or injury is likely to be incurred.

**Necessity for a change in orders.**

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

**Action in case of emergency.**

**405.** Should it be necessary, for any cause whatever, to stop the engines, he shall, if possible, first report to the officer of the deck, who will thereupon, or as soon thereafter as the position of the vessel and other considerations will permit, give the proper signal. If the circumstances be such as to require immediate action. the engineer officer of the watch shall govern himself accordingly. making a full report to the officer

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THE ENGINEER OF THE WATCH.

and the probable length of time before the engines can again be put into operation. In either case, he shall notify the chief engineer of the occasion for stopping. He shall report to the officer of the deck when the machinery is in order, and shall not start the engines until the proper signals are received from the deck.

**406.** He shall never, except as mentioned in the preceding paragraph, and on other occasions of imperative necessity where delay would imperil the lives of the crew or the safety of the vessel, turn over the engines with steam, or, the engines being in operation, stop them until he has received the proper orders or signals from the officer of the deck.

**Orders from officer of deck to move or stop engines.**

**407.** On receiving instructions to be ready for getting under way at a given time, he shall personally see that all necessary preparations in his department are promptly made, that the fires are in good condition, and that no delay is occasioned by lack of steam. When all is ready he shall report the fact to the officer of the deck.

**Instructions to get underway.**

**408.** When given notice of the intention to anchor, or to discontinue, even for a short time, the use of the engines, he shall so regulate the production of steam as to avoid, if possible, the necessity of blowing off when the engines are stopped.

**Notice to discontinue use of engines.**

**409.** At all times when under way he shall give the strictest attention to the working of the engines and their dependencies. He shall see that sufficient water is carried in the boilers, that the density of the water is not too great, and that the furnaces are kept properly cleaned and the fires in good condition.

**Working of the engines.**

**410.** He shall carefully and accurately enter in the steam log such data as are called for; and shall note in the remarks full information of the state of the weather and sea, the sails set, the manner in which the engines and boilers and their dependencies work and all accidents to or defects in them, the quantity of coal consumed, and all other circumstances which may be useful in determining the power, speed, and qualities of the vessel and engines. The officer of the deck shall inform him when sail is made or taken in. He shall sign the remarks at the conclusion of his watch. Such data in the ship's log as he may require for entry in the steam log shall, upon request, be furnished by the navigating officer.

**Steam log.**

**411.** He shall be careful to prevent the waste of coal, oil, tallow, and other stores in the engineer department.

**Stores.**

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U. S. REVENUE CUTTER SERVICE.

**Enlisted men to attend strictly to duty when on watch**

**412.** He shall require the enlisted men in his watch to attend strictly to their various duties, to preserve order, and to execute his orders and instructions without comment; any insubordination among them shall be promptly reported to the chief engineer. The engineer officer of the watch shall be firm, but considerate and impartial, in dealing with the men under his charge, and shall never use profane or abusive language toward them.

**Orders of officer of deck.**

**413.** He shall conform to the orders of the officer of the deck, but shall not, except in cases of necessity, be ordered to perform duties other than those connected with the engines and their dependencies; and shall at all times carry out such instructions as he may receive from proper authority.

**When relieved from duty under certain circumstances.**

**414.** Should he be relieved at any time under the provisions of paragraph 377 he shall have the right of appeal to the commanding officer, and may submit to the latter in writing such explanation in his defense as he may think proper or necessary.

ARTICLE IX.

GENERAL INSTRUCTIONS.

**Laws, regulations, and general orders.**

**415.** Each officer of the Revenue Cutter Service shall make himself familiar with the laws relating thereto, and with such regulations and general orders for the government of the Service as may from time to time be issued by the Secretary of the Treasury.

- Inquiries as to interpretation of law.** 416. Any officer of the Revenue Cutter Service who maybe required to take official action under any regulation of the Department, or any law governing or referring there to, who may desire instructions or explanation as to the force, meaning, or effect of such law or regulation, shall address his communication of inquiry to the Secretary of the Treasury.
- Introduction of an officer reporting for duty,** 417. When an officer reports for duty on board a vessel in commission, the commanding officer shall introduce him to the officers and crew at a general muster, to be called as soon as the duties of the vessel will permit.
- Officers present for duty,** 418. All officers attached to a vessel shall be considered as present for duty at all times, except when absent on leave granted by the Department, or when on an expedition sent out by the commanding officer.

GENERAL INSTRUCTIONS.

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419. Constant and faithful attention to their duties shall be required of all persons in the Service, and they shall never absent themselves therefrom without the consent of their immediate commanding officer. **Attention to duty.**
420. No officer shall be transferred from one revenue cutter to another without the previous authority of the Department, except in cases of urgent necessity, when a full report of the facts shall be immediately forwarded to the Secretary of the Treasury. **Transfer of an officer.**
421. The following requirements shall be complied with as to general muster :
- General muster.**
1. The commissioned officers shall form in a line on the starboard side of the quarter-deck, or the weather side if at sea, and face inboard. The executive officer shall head the line aft, and the other officers shall form themselves in the order of rank, the junior officer being at the forward end of the line. **Commissioned officers.**
2. The petty officers of the first class shall form themselves on the starboard or weather side, as the case may be, of the forward part of the quarter-deck, at a suitable distance from the commissioned officers, in the following order, beginning aft: Boatswain, gunner, carpenter, master-at-arms. **Petty officers of the first class.**
3. The enlisted men shall fall in on the port side of the quarter-deck, or the lee side if at sea, in the following manner, beginning aft : Signal quartermaster, quartermaster, coxswain of the gig, coxswain of the cutter, seamen, ordinary seamen, oilers, firemen, coal-passers, ship's cook, cabin steward, wardroom steward, first-class boys, second-class boys. **Enlisted men.**
4. Should there be a pilot on board, he shall, if he messes in the wardroom, muster next to the junior officer; if he messes forward lie shall head the line of petty officers of the first class. **Pilot.**
5. The men shall be required to know their positions, and to march aft in order and align themselves in obedience to the directions of the officer of the deck who shall take charge of the formation. **Alignment.**
6. When the formations are properly made the officer of the deck shall report the fact to the executive officer. **Report to executive officer.**
7. The executive officer shall then report to the commanding officer that the officers and crew are mustered. **Report to commanding officer.**
8. On receiving such report the commanding officer shall direct the officer of the deck to call the roll. Each enlisted man, except the petty officers of the first class who shall be excluded from the roll call, shall answer by announcing his rating and saluting when his name is called. **Roll call.**

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U. S. REVENUE CUTTER SERVICE.

**Inspection.**

9. If the vessel is to be inspected the master-at-arms, cook, stewards, and such others as may be required, shall be directed to take their stations for inspection. The officers not taking part in the inspection, and the rest of the crew, if the weather permits. shall remain in their places until the exercises are concluded, and the order is given to the boat-swain to pipe down. At such order the men shall face and march forward.

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<b>Fireman on watch.</b>	10. If the fires are lighted the fireman on watch shall re-main in the engineer department during muster.
<b>Changes.</b>	11. Should the construction of the vessel be such that the system of muster herein provided can not be strictly adhered to, only such changes shall be made as are necessary to meet the situation.
<b>Watches to be stood in rotation.</b>	<b>422.</b> Watches shall be stood by the line and engineer officers in their respective departments in regular rotation, and no change shall be made in this order, nor shall one officer stand another's watch or day's duty, or exchange either with him, without the permission, previously obtained, of the commanding officer. But unless otherwise ordered by the commanding officer, officers may relieve each other at pleasure, for short periods, as a matter of accommodation.
<b>Officer of deck in port.</b>	<b>423.</b> When line officers stand day's duty, which shall beat all times when the vessel is in port, except when, under special circumstances, the commanding officer may deem it advisable to keep all hands on board-in which case sea watches shall be stood-the officer whose day's duty it is shall be the officer of the deck for the day, and shall, under the directions of the executive officer, carry on such work as the latter may designate, and, besides superintending the work in progress, shall be on duty until 10 p. m.
<b>Days duty.</b>	<b>424.</b> Day's duty shall begin at 9 a. m., if the vessel be in port at that time, and continue until the same hour the following day. The line officer on duty for the day shall, in the absence of the executive officer or when the latter is not required to take a watch, superintend the performance of the morning duties pertaining to the deck.
<b>Duty of executive officer when on board at night.</b>	<b>425.</b> When there are three lieutenants attached and present for duty, and the executive officer is on board at night when the vessel is at anchor or in port, he, instead of the officer having the day's duty, shall superintend the performance of the morning duties and keep the watch until 9 a. m. And he shall also, under like circumstances, respond to all calls that may be made during the night after 10 p. m.

GENERAL INSTRUCTIONS.

<b>426.</b> Day's duty shall be performed by engineer officers, in connection with their department, under the same conditions as apply to officers of the line, the duties of the chief engineer to be regarded as taking the place of those of the executive officer.	<b>Day's duty as to engineer officers,</b>
<b>427.</b> When there are two or more line officers below the rank of captain attached to a revenue cutter of the first or second class and present for duty, and a like number of engineer officers, the vessel shall never be left without one of each department on board, except in cases of emergency, the nature of which must be fully entered in the ship's log. When there are not so many officers present for duty the commanding officer shall regulate the matter of allowing officers to leave the vessel, but one commissioned officer shall be on board at all times.	<b>Number of commissioned officers to be onboard for duty.</b>
<b>428.</b> Should the condition of the weather, or other circumstances, be such as to endanger the vessel's safety, an officer shall remain on deck until the danger has passed; if it be of long duration a regular sea watch shall be maintained. In such emergencies an engineer officer shall be on duty in the engineer department, if the fires are lighted or the machinery is in working order, or capable of being quickly put in order.	<b>Danger to vessel.</b>
<b>429.</b> All important orders to the officer of the deck to be carried out during the night, whether given by the commanding officer or by the executive officer, shall be in writing. (See paragraph 161.)	<b>Orders to officer</b>
<b>430.</b> The carrying of sheath knives on board ship by the crew is forbidden. Every quartermaster, coxswain, seaman, ordinary seaman, and boy shall at all times carry a jackknife attached to a lanyard. The enlisted men of the engineer department shall carry jackknives, with lanyards, when not in working dress.	<b>Jack knives.</b>
<b>431.</b> Frequent opportunity shall be given the crew for washing clothes. Clothing shall be washed early in the morning, unless during rainy weather some other time would be more convenient, and only on the days designated by the executive officer. Bags and hammocks shall be scrubbed once a month. After washing and scrubbing, all the articles must be neatly stopped on the lines rove for that purpose and triced up, care being taken to have all the blue clothes together and under the white.	<b>Washing clothes, bags and hammocks.</b>
<b>432.</b> All washing and other cleaning of decks should be done at an early hour in the day, and an effort made to have them dried down before breakfast.	<b>Cleaning decks.</b>

- Hour required for drills.** 433. The hour required to be devoted weekly to exercises each in infantry and artillery drills need not be consumed at one time, but may be divided for convenience.
- Officer in charge of division.** 434. An officer in charge of a division shall give attention to the cleanliness and neat appearance of the men, and will be held responsible for the condition of the division in all respects.
- Junior officers in charge of boats, machinery, etc.** 435. The junior officers who are held responsible for, and charged with, the care and good condition of the boats, arms, etc., and of various parts of the vessel and her machinery, shall not, except in cases of emergency, make any alterations, or have any defects or damage repaired, without authority from the executive officer, or the engineer officer in charge, as the case may be.
- Calling all hands; piping hammocks.** 436. When in port all hands shall be called at 5:30 a. m. from April 1 to November 1, and at 6 a. m. at all other times, and turned to half all hour later. At sea, the ham-mocks of the watch below shall be piped up at six bells morning. Except when the weather and sea, or other circumstances, make it desirable to get the hammocks below before dark, they shall be piped down at 7:30 p. m.
- Permission to leave the vessel, and reporting return.** 437. No person shall, without the consent of his superior or commanding officer, absent himself from his duties. Or exchange with another for their performance. Commissioned officers attached to vessels of the Service and desiring to absent themselves temporarily therefrom shall obtain permission therefor from the commanding officer, or, in his absence, from the senior line officer on board. Junior line and engineer officers shall first obtain the approval respectively of the executive officer and the engineer in charge before asking permission to leave the vessel, and all officers shall report in person their return on board to the commanding officer and to the officer of the deck. The commanding officer may, however, if he so desires, authorize the executive officer to act for him in the matter of granting junior officers permission to leave the vessel, and in reporting their return on board.
- When required to act contrary to orders of common superior.** 438. Every officer who shall divert another from any service upon which he has been ordered by a common superior require him to act contrary to the orders of such superior, or interfere with those under his command, must show to the Department, or to the officer under whose command he may be acting, that the public interest required the procedure. All orders countermanding, amending, or modifying written orders must be in writing

## GENERAL INSTRUCTIONS.

439. With the view of dispensing as far. as possible with the employment of local pilots, all line officers are required and particularly enjoined to make an early and careful study of the pilotage of the cruising grounds of the cutters to which they are respectively attached, that they may be fully competent to conduct the

**Pilotage.**

vessels entirely over their stations at any time on their own personal knowledge. They shall give particular attention to the coast line, tides, currents, and dangers of all kinds, to the end that they may be able to work intelligently and safely on stranded or other distressed vessels.

**440.** All persons in the Revenue Cutter Service shall strictly observe the requirements contained in the "Revised International Rules and Regulations for Preventing Collisions at Sea" and in the pilot rules for lakes, rivers, and harbors.

**Rules to prevent collisions.**

**441.** By proclamation of the President, in virtue of the authority of the act of Congress of May 24, 1890, Canadian vessels and wrecking appliances may render aid and assist ante to Canadian and other vessels and property wrecked, disabled, or in distress, in the waters of the United States contiguous to the Dominion of Canada, including the canal aid improvements of the waters between Lake Erie and Lake Huron and the waters of the Saint Mary's River and Canal. United States vessels and wrecking appliances may salve any property wrecked, and may render aid and assistance to any vessel wrecked, disabled, or in distress, in the waters of Canada contiguous to the United States. Aid and assistance include all necessary towing incident thereto.

**Reciprocal privileges between United States and Canada.**

**442.** If an officer become incapacitated, from sickness or other cause, for the efficient performance of his duties, the commanding officer of the vessel shall make a report of all the facts in the case to the Secretary of the Treasury.

**Sickness.**

**443.** If an officer receive an order from a superior contradicting one front another superior, or contrary to any orders or instructions he has received from the Department, he shall represent the facts either verbally or in writing to such superior. If after such representation the superior shall insist upon the execution of his order, it shall be obeyed, and the officer receiving and executing it shall then report the circumstances to the authority from whom he received the original order.

**An order contradicting another order.**

**444.** The boarding officer shall be particular as to the following matters

1. He shall perform his duties with as much dispatch as is consistent with thoroughness.

**Boarding officer. Dispatch.**

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**To interfere as little as possible with movements of vessels.**

2. He shall bear in mind that it is part of his duty to aid, assist, and encourage navigation and commerce, and, therefore, while he must do his whole duty, it should be his endeavor to so conduct his examinations and searches as to interfere as little as possible with the movements of the vessels boarded.

**Assistance and information to masters.**

3. He must at all times conduct himself in a dignified, firm, and officer like manner, and, at the request of the masters of the various vessels visited, give them such assistance and information as he can.

**Vessels with disease onboard.**

4. Before boarding a vessel from a foreign port, or from an infected domestic port, he shall inquire if there be, or has been during the voyage, any infectious, contagious, or suspicious cases of disease on board, and, if so, he shall not expose himself to them by boarding her (unless it be absolutely necessary), but, if the case be such as to warrant it, shall require the vessel to set the quarantine flag, and to report at the Dearest quarantine station without delay.

**Boat's crew.**

5. He shall give particular instructions to the coxswain, and require him to maintain order in the boat during his absence. None of the crew shall be permitted to leave the boat without permission, which permission he shall not grant unless good and sufficient reasons therefor are given. When on board a vessel under way, only those of the boat's crew required to assist the officer will be allowed to leave their places in the boat.

**Rowing.**

6. He shall be considerate of the health of his men and not expose them unnecessarily nor cause them to row unreasonably long distances without suitable rests.

**Boat to have keeper.**

7. The boat shall never be left without at least one keeper, and he shall see that every precaution is taken to secure the boat from injury.

**Vessel should not be detained longer than necessary.**

8. A vessel under way may be required to slacken her speed, stop, or heave to, if necessary, but should not be detained longer than a proper performance of the duties of the boarding officer demands.

**seizure.**

9. In case it be necessary to seize the vessel boarded, he shall assume charge of her and signal the fact to his commanding officer, or dispatch a message to him, and await instructions.

**Vessels that need not be boarded,**

10. Vessels laid up for repairs, or out of commission, and having no crews on board, or in charge of ship keepers only, need not be boarded, except when they may be violating the laws regarding the display of anchor lights or the sounding of fog signals. The names of vessels or boats under five tons burden shall not be entered in the boarding

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list, unless such vessels are reported for violations of law. The boarding list shall contain the names of those vessel only that have been boarded by an officer.

11. If on reaching a vessel lie find that she has been recently boarded by an officer of the Revenue Cutter Service, that her papers are regular, and that there is no ground to suppose that she is violating a United States law, he shall, unless the commanding officer gives him explicit directions to the contrary, use leis own judgment as to reexamining her.

**Reexamination of vessels.**

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

**Boarding book.**

446. When an officer of the Revenue Cutter Service is placed on board of a merchant vessel going into port, he is entitled to receive suitable accommodation until the arrival of such vessel in port.

**Accommodation on merchant vessel.**

447. Officers are prohibited from borrowing money Or accepting deposits from, or having any pecuniary transactions with, enlisted men, except as provided in the two following paragraphs.

**Pecuniary transactions with enlisted men.**

448. When an enlisted man has had no opportunity to deposit in a bank, or otherwise to dispose of his money, an officer may, at his request, take the money for safe keeping until such time as the man has an opportunity of going ashore at the vessel's headquarters. The officer receiving the deposit shall take every precaution for its safekeeping.

**Receiving money for safekeeping.**

449. If, in securing the necessary uniforms for any members of the crew, an officer incur obligations or assume liabilities therefor, lie may, for his own protection, require orders from the men so indebted to him for such portion of theirpay as will reimburse him.

**Orders for pay of clothing.**

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U. S. REVENUE CUTTER SERVICE.

**Cost price of uniforms only to be charged.**

450. For articles of uniform or clothing supplied enlisted men, officers are prohibited from charging or receiving more than the actual cost price of such articles. including postage, freight, or express.

**Gratuity for aid rendered.**

451. No officer shall accept or receive any pay or gratuity whatever for any aid or service rendered a vessel by a revenue cutter without permission of the Secretary of the Treasury.

**Economy.**

452. Officers shall avoid all unnecessary expenditures of public stores or money, and, so far as may be iit their power, prevent the same in others. They shall exercise and encourage the strictest economy consistent with the interests of the Service, and will be held answerable for any wasteful or improper expenditure that they may direct, authorize, or knowingly permit.

**Expenditure of public property in**

453. No article of public property shall ever be appropriated to the private use of any person not in distress. On every occasion in which public property is expended incases of distress for private use, the commanding

- eases of distress.** officer shall report the fact, together with all the attending circumstances, to the Department, and shall be careful to take the best security obtainable for indemnity to the Government.
- Prohibition as to having interests in purchases or contracts.** **454.** All persons employed in the Revenue Cutter Service are prohibited from having any interest whatever in purchases or contracts for supplies for the Service, or in any work pertaining to it, nor shall they take or receive, directly or indirectly, any pay, emolument, or gratuity of any kind whatsoever from any contractor or other person furnishing supplies, nor act as an agent or attorney for any such person.
- Shall not give certificates.** **455.** Officers shall not give certificates to persons with whom they have had official dealings.
- Fraud or collusion.** **456.** If any person belonging to, or employed in. the Revenue Cutter Service have knowledge of any fraud, collusion, or other improper conduct oil the part of any agent, contractor, officer, or other person employed in matters connected with said Service, he shall, without delay, report the fact, in writing, to the proper authority, specifying the particular acts of misconduct and the means of proving them. Anonymous correspondence will not receive consideration.
- Receiving stores.** **457.** The officer to whose department stores and supplies belong, shall in person receive such as they are delivered onboard, and receipt for the same, noting all deficiencies.

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Should that officer be temporarily absent from the vessel the officer responsible for his department during such absence shall receive the stores.

- 458.** Sunday shall be observed on board all revenue cutters in an orderly manner. All labor or duty shall be reduced to the measure of strict necessity. The religious tendencies of officers and men shall be regarded, and every opportunity consistent with the duties of the vessels afforded them to attend divine worship. **Sunday to be properly observed.**
- 469.** When circumstances permit, Saturday afternoon shall in general be regarded on board ship as a half holiday. **Saturday afternoon.**
- 460.** The following books, returns, and papers of record shall be kept on board the vessels of the Revenue Cutter Service, and are hereby summarized for convenient reference. They shall, under the direction of the commanding officer, be in charge of the several officers mentioned **Books and papers.**
1. The commanding officer: Letter and order books. **Commanding officer.**
  2. The executive officer: Return of public property; muster roll; shipping articles; liberty book; requisitions for ship chandlery, stationery, books, and blanks; vouchers for purchases and repairs relative to deck department; record of receipts and expenditures; report of exercises at fire quarters; discharges of enlisted men. **Executive officer.**
  3. The navigating officer: Ship's log or journal; pay rolls; records of assistance rendered and of vessels seized or reported; report of artillery exercises; navigator's remark book; circulars. **Navigator.**
  4. The third lieutenant: Requisitions for rations; transcript of journal; return to collector; abstract of journal, provision return ; report of infantry exercises. **Third lieutenant.**
  5. The chief engineer : Requisitions for engineer's stores; vouchers for purchases and repairs relative to engineer department; that part of return of public property embracing engineer department; coal report. **Chief engineer.**
  6. The first assistant engineer : Rough steam log or journal. **First asst. engineer,,**
  7. The second assistant engineer: Smooth steam log or journal. **Second assist engineer.**
  8. The boarding books shall be in charge of the boarding officers. **Boarding books.**
  9. When the executive officer and either the navigator or third lieutenant are the only line officers on duty, the former shall in addition to the books and papers mentioned in section 2, make out the pay rolls; and the navigator, or third lieutenant, shall take charge of the other books and papers provided in sections 3 and 4. **Executive officer and one other lieutenant.**

- Navigating officer and third lieutenant** 10. When the navigating officer and the third lieutenant are the only line officers on duty, the navigating officer shall take charge of the books and papers mentioned in sections 2 and 3, except the pay roll. The third lieutenant shall, in addition to the papers provided in section 4, make out the pay roll.
- Two junior lieutenants.** 11. When there are two line officers below the rank of navigating officer attached to the vessel the senior shall prepare the abstract of journal, the return to the collector, and the junior shall take charge of the other papers mentioned in section 4.
- Two engineer officers'** 12. When there are only two engineer officers on duty, the senior shall take charge of the papers mentioned in section 5 and the junior those mentioned in sections 6 and 7.
- Reports.** 461. The report of assistance rendered, and the statement of vessels seized or reported, when either is required, shall be prepared and copied by the officer who obtained the necessary data or reported the facts in the case.
- Papers on vessels of third class.** 462. Each officer attached to a vessel of the third class shall keep and prepare the books of record, returns, requisitions, and other papers pertaining to his own department.
- Presents, votes etc.** 463. Presents from inferior officers, or from crews to their superiors, in the way of compliment, and all votes, resolutions, or testimonials, whether of praise or censure, from inferiors to superiors, are injurious to discipline and are forbidden.
- Discussion.** 464. Discussion or criticism of officers by their brother officers, whether superiors or inferiors, in the presence of attendants, or any of the crew, is strictly forbidden.
- Language tending to lessen confidence and respect.** 465. No person in the Revenue Cutter Service shall use any language which may render, or tend to render, officers or crews dissatisfied with the Service or their duties, or to diminish their confidence in or respect for their superiors, and it shall be the duty of every officer who may hear any such language to use their best endeavors to suppress it, and to report it immediately to the commanding officer, or, if the offense be committed by the commanding officer, to the Department.
- Combinations.** 466. Combinations for the purpose of remonstrating against orders, or for complaining of details of duty or service, are forbidden.
- Mutinous or treasonable practices.** 467. No person serving in any revenue cutter, or belonging to the Revenue Cutter Service, shall make, or attempt to make, any mutinous assembly, or shall utter any seditious,

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- treasonable, or mutinous words, or shall conceal or connive at any mutinous, treasonable, or seditious practices, or shall treat with contempt his superior, being in the execution of his office; and every person in the Revenue Cutter Service, being witness to any mutiny or sedition, shall do his utmost to suppress it.
468. Commanding and other officers shall discourage and suppress tale bearing on shipboard, or elsewhere, among themselves or in the ship's company. Frivolous complaints and faultfinding must be discountenanced. Officers shall not take notice of information of an anonymous character, or which may come to them in a surreptitious or underhand manner. Frank conduct should be the rule on all occasions.
469. Gambling and profane swearing are strictly prohibited on board all vessels of the Revenue Cutter Service.
470. Intoxication, the excessive drinking of intoxicating liquors, or other conduct tending to the destruction of good morals, by persons in the Revenue Cutter Service, on board vessels to which they are attached, or on special or detached duty, is strictly prohibited. It is the duty of all commanding officers to adhere closely to this regulation and to enjoin its careful observance upon those serving under them.
471. Should an officer incur debts without a reasonable expectation of discharging them, or should he leave a station on which he has been serving without paying, or providing for the payment of, every debt he may have incurred, his conduct shall be forthwith reported to the Secretary of the Treasury by the commanding officer when such conduct is brought to the latter's attention. Commanding officers themselves shall be held

- Frank conduct.**
- Gambling and swearing.**
- Intoxication, etc.**
- Debts,**

strictly accountable for any infraction of the provisions of this paragraph on their part, and it shall be the duty of a subordinate to report to the Department any violations in the premises that may come to his knowledge.

**472.** No officer shall, without permission of the Secretary of the Treasury, receive or permit to be received on board any revenue cutter any goods, wares, or merchandise, other than for the sole use of revenue cutters, except gold, silver, and jewels, and the goods or merchandise of vessels which may be in distress or shipwrecked, and in order to preserve such goods or merchandise for their owners. **Merchandise received onboard.**

**473.** No person in the Revenue Cutter Service serving on board ship shall engage in trade for profit, or introduce any article on board for the purpose of such trade without authority of the Secretary of the Treasury. **Not to engage in trade.**

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- Publication of matter.** **474.** All officers belonging to the Revenue Cutter Service are strictly forbidden to publish or to cause or permit to be published, except as required by their official duties, any information concerning the acts or measures of any department or officer of the Government, or any comments or criticisms thereon, without the consent of the Department; and they are forbidden to publish any matter of a scandalous nature that reflects discredit on the Service or its officers.
- Correspondent of newspaper.** No officer in the Revenue Cutter Service shall act as correspondent of a newspaper without the express authority of the Secretary of the Treasury.
- Cruising of revenue cutters.** **475.** No vessel of the Revenue Cutter Service shall be cruised solely with the view to covering distance, but for the purpose of the active and vigilant performance of her duties only, in the clear, faithful, and effective execution of the laws, and in completely fulfilling all the objects for which the Service was established.
- Collector of customs to communicate instructions in writing.** **476.** Whenever the collector of customs of the district to which a revenue cutter is assigned shall desire any duty, required under the laws of the United States, to be performed by such vessel, he shall communicate his wishes to the commanding officer in writing.
- Mail matter.** **477.** All mail matter conveyed by vessels of the Service shall be delivered immediately after arrival in port to the postmaster of the place.
- Assistance to authorities and mutiny.** **478.** Officers of the Revenue Cutter Service shall afford all the aid in their power, not inconsistent with their official duties, to the civil authorities in executing process in harbors, roadsteads, and adjacent coasts against persons charged with the violation of the laws of the United States, and at the request of the roaster or other officer in charge of any vessel, shall use all the force at their command if necessary in quelling mutiny on board such vessel.
- Apprehension of offenders.** **479.** It shall be the duty of the officers and other persons employed in or by the Revenue Cutter Service to use their utmost exertions to detect, apprehend, and bring to punishment all offenders against the laws of the United States, and to assist, so far as is consistent with the due performance of their other official duties, all persons legally appointed for that purpose.
- Murder or other crime.** **480.** If murder, felony, or other crime be committed onboard of any revenue cutter within the jurisdiction of the United States, the commanding officer shall invoke the aid of, and deliver the offender to, the civil authorities, to whom he shall afford all the facilities in his power. If tile felony

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or other crime be committed at sea, or without the limits of the United States, he shall confine and safely guard the offender until he can deliver him to the proper authority.

**481.** In case of robbery, or the discovery of the loss of money or other property, the person responsible for its custody shall immediately report the occurrence to the executive officer, who will report it to the commanding officer. The latter shall have the matter thoroughly investigated by a board of his own ordering, or otherwise, and a full report of the facts and circumstances connected with the case thus elicited, together with any statement the commanding officer may wish to make, shall be forwarded by him to the Department. **Robbery or the loss of public property.**

<b>482.</b> No officer or other person belonging to the Revenue Cutter Service shall take out of any seized vessel or prize any money, plate, goods, or any part of her cargo, nor take or remove any part of her rigging, stores, or outfit, unless it be for the protection or preservation of the same, or unless it should be absolutely necessary for the immediate use of the vessel making the seizure (in which case it shall be the duty of the commanding officer to have made an accurate list, in detail, of the property or articles removed); but the whole, without fraud, concealment, or embezzlement, must be brought in and delivered to the proper authorities.	<b>No articles or any part of outfit to be taken from a seized vessel.</b>
<b>483.</b> No officer or other person in the Revenue Cutter Service shall make any claim for salvage while serving on a Government vessel for the services he has performed in connection with that vessel. Claims for salvage shall be made only when the salvor has performed a personal service outside of his legitimate duties.	<b>Salvage.</b>
<b>484.</b> No officer of the Revenue Cutter Service shall receive directly or indirectly any compensation as an informer arising under any of the laws of the United States.	<b>Compensation as an informer.</b>
<b>485.</b> An officer who actually makes a seizure of goods smuggled or in the act of being smuggled is entitled to compensation, whether acting by direction of a superior officer or not.	<b>Smuggled goods.</b>
<b>486.</b> All articles and goods seized for violations of revenue laws shall be turned over to the collector of customs of the district in which seized.	<b>Seized goods.</b>
<b>487.</b> In the distribution of the lawful compensation which may be awarded by the Secretary of the Treasury for the detention and seizure of goods smuggled or attempted to be smuggled, all officers attached, at the time of	<b>Compensation for seizure of smuggled goods</b>

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the discovery and seizure, to the vessel to which the discovering officer belonged, shall share in proportion to their salaries.

<b>Interest in vessel or merchandise.</b>	<b>488.</b> An officer of the Revenue Cutter Service shall not hold any other office of profit under the Government, or be an owner, in whole or in part, of any vessel, or an agent, attorney, or a consignee of vessels or cargoes, or be directly or indirectly concerned in the importation of goods for sale in the United States.
<b>Reports of interest.</b>	<b>489.</b> Officers, while on duty or otherwise, shall make the subject of special report to the Department any matters that come under their notice which may be of interest or value as forming a part of the records of the Service.
<b>Copies of regulations.</b>	<b>490.</b> Each officer of the Revenue Cutter Service, will be furnished with a copy of these regulations; and each vessel with two copies for general use, which must be accounted for with other public property. One copy shall be kept in the cabin and one copy in the wardroom. The collector of customs at the headquarters of a station will be provided with a copy, which must be duly accounted for and turned over to his successor in office.

**ARTICLE X.**

HONORS AND DISTINCTIONS.

SPECIAL HONORS.

<b>The President.</b>	<b>491.</b> When the President of the United States visits a vessel of the Revenue Cutter Service he shall be received with the following honors:
<b>Ceremonies.</b>	<ol style="list-style-type: none"> <li>1. All the officers shall assemble in full dress on the side of the quarterdeck on which he enters; he shall be received at the gangway by the senior officer accompanied by such other officers as he may designate. The crew shall be mustered on the opposite side of the vessel. When the President reaches the deck, officers and men shall salute, and the President's flag shall be run up at the main and kept flying as long as he is on board. A national salute shall be fired as soon as practicable after the President and his suite shall have been received. The same ceremonies shall be observed when the President leaves the vessel, the salute to be fired when the boats shall be sufficiently clear. The President's flag will be hauled down with the last gun.</li> </ol>
<b>Revenue cutter represent.</b>	<ol style="list-style-type: none"> <li>2. All other revenue cutters present shall, unless otherwise directed, fire a national salute at the same time as the vessel visited.</li> </ol>

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HONORS AND DISTINCTIONS.

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3. A Government vessel flying the flag of the President shall be regarded as the senior vessel present, and her motions followed accordingly. **Senior vessel.**
4. Whenever the President is embarked in a Government vessel flying his flag, all revenue cutters on meeting her shall fire a national salute. **President's flag.**
- 492.** When the Vice President of the United States Visits a revenue cutter he shall be received with the same honors as the President, except 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. **The vice President.**
- 493.** When an Ex-President of the United States visits a revenue cutter he shall receive the same honors as the President, except that no flag shall be displayed in his honor unless the reception takes place in a foreign port, when the national ensign shall be displayed at the main during the salutes. **Ex-President.**
- 494.** When the president of a foreign republic or a for sign sovereign visits a revenue cutter, the same honors shall be extended as to the President of the United States, except that the national ensign of the country represented shall be displayed at the main during the entire visit. **A foreign sovereign.**
- 495.** When any member of a royal family visits a revenue cotter the honors prescribed in the preceding paragraph shall be extended, except that the national ensign of the country represented shall be displayed only during the salute. **Member of royal family.**
- 496.** When the Secretary of the Treasury visits officially a revenue cutter all officers shall assemble in full dress on tile side of the quarterdeck on which he enters; the crew shall be assembled on the opposite side of the vessel. He shall be received at the gangway by the senior officer onboard accompanied by such other officers as be may designate. When the Secretary reaches the deck, officers and men shall salute. The Secretary's. flag shall be displayed at the main while he is on board. The same ceremonies shall be observed when he leaves the vessel, and in addition a salute of seventeen guns shall be fired upon his leaving. **The Secretary of the Treasury.**
- 497.** When an Assistant Secretary of the Treasury visits officially a revenue cutter he shall be received with suitable ceremonies. At his departure the same ceremonies shall be observed and a salute of fifteen guns shall be fired. **An Assistant Secretary of the Treasury.**
- 498.** The following civil officers when visiting officially a revenue cutter shall be received with the same honors as the Secretary of the Treasury, except that tile officers shall **Civil officers,**
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wear dress uniform and the national ensign shall be displayed at the fore during the salute:

A member of the President's Cabinet other than the Secretary of the Treasury.

The Chief Justice of the Supreme Court of the United States.

The Governor of a State of the United States (when the revenue cutter is within the waters of the State of which he is governor).

The President of the Senate. The Speaker of the House of Representatives.

A committee of Congress.

**Members of diplomatic corps, and consuls of the United States.**

**499.** The following members of the diplomatic; corps, and consuls of the United States when visiting officially a revenue cutter within the waters of the nation to which they are accredited, shall be received with appropriate ceremonies by the senior officer on board and such other officers as the latter may designate, in dress uniform, and, upon departure, salutes fired as stated, with the national ensign at the fore during the salute.

An ambassador a salute of seventeen guns.

An envoy extraordinary and minister plenipotentiary a salute of fifteen guns.

A minister resident, or diplomatic representative above the rank of charge d'affaires and below that of envoy extraordinary and minister plenipotentiary a salute of thirteen guns.

A charge d'affaires a salute of eleven gulls.

A consul general a salute of nine guns.

A consul a salute of seven guns.

A commercial agent or a vice consul where he is the only representative of the United States a salute of five guns.

**Military and naval officers.**

**500.** The following military and naval officers when visiting a revenue cutter officially shall be received by the senior officer on board, the officer next in rank, and the officer of the deck, in dress uniform, and upon departure salutes fired as stated

A general or an admiral seventeen gulls.

A lieutenant general, or a major general commanding the Army, or vice admiral fifteen guns.

A major general or rear admiral thirteen guns.

A brigadier general or commodore eleven guns.

**Officers not to be saluted.**

**501.** No officer of the Navy, except flag officers commodores, or officers holding the relative rank of commodore, and no officer of the Army except those mentioned in the

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HONORS AND DISTINCTIONS.

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preceding paragraph, shall be saluted with cannon. No military or naval officer in plain clothes shall be saluted with cannon.

**502.** When a revenue cutter enters the port of any foreign nation where there is a fort or battery or where a ship of war of that nation is lying, she shall fire a salute of twenty one guns, provided the captain is satisfied that the salute will be returned. The ensign of the nation saluted shall be displayed at the main during the salute.

**Revenue cutter entering foreign port.**

**503.** On the first official visit of a foreign naval or military officer, a member of the diplomatic corps, or other distinguished official, to a revenue cutter, he is to receive the same honors as an official of the United States of the same grade or rank. The ensign of the foreign nation represented shall be displayed at the fore during the salute.

**First visit of foreign official.**

**504.** When a captain of a revenue cutter leaves or goes on board the vessel under his command, between the hours of 8 a. m. and sunset, he shall be attended at the side by the line officer on board next in rank and the officer of the deck; between the hours of sunset and 10 p. m. by the officer of the deck only.

**Captain of a revenue cutter.**

**505.** When a captain of a revenue cutter visits officially another vessel of the Revenue Cutter Service he shall be attended at his reception and departure by the commanding officer and the officer of the deck.

**Official visit of captain.**

**506.** When a collector of customs, an officer of the Navy commanding a vessel or station, of or above the grade of lieutenant commander, or an officer of the Army or Marine Corps commanding a military post or station, of or above the grade of major, visits officially any revenue cutter he shall, if not otherwise specified in these regulations, receive the same honors as prescribed in the preceding paragraph.

**Collector of customs, and military' and naval officers.**

SALUTES AND DISTINCTIONS IN GENERAL.

**507.** The officer of the deck will attend at the gangway on the arrival or departure of any commissioned officer or distinguished visitor, except as provided in paragraph 509.

**Officer of deck.**

**508.** All honors except such as social courtesy may demand shall be dispensed with when the departure or reception takes place after sunset and before 8 a. m.

**Between sunset and 8 a. m.**

**509.** After 10 p. m., and until sunrise, the side shall be attended only by the quartermaster's light for any officer of the Revenue Cutter Service.

**After 10 p. m**

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**The gangways.**

**510.** The starboard gangway will be used by all commissioned officers and their visitors; the port gangway will be used by all other persons. If any special circumstances make a change in this rule expedient, the

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change may be made in the discretion of the commanding officer.

- Salute on reaching neck.** 511. Every officer or man, upon reaching the quarterdeck, or upon leaving it to go over the side, shall salute. This salute shall be returned by the officer of the watch at hand.
- Salutes in general.** 512. Any officer or man, in uniform or not, when meeting, passing, or addressing, either ashore or afloat, his commanding officer, or an officer his senior in actual or relative rank, whether in uniform or not, shall salute him. An officer saluted shall return the salute. When several officers are together in uniform the senior only shall return the salute. Officers and men are never to omit personal salutes or any mark of official courtesy or respect which may be due to officers of the Army, Navy, or Marine Corps.
- Prescribed salute.** 513. The salute for officers and men, except in boats, in uniform or not, when not under arms, shall be that prescribed in the "Instructions for Infantry, U. S. Navy. "When no head covering is worn, the salute shall consist in standing at attention liking the officer saluted.
- Salutes by members of the crew.** 514. When any member of the crew is seated and not at work, he shall rise upon the approach of an officer and salute him. If the officer remains in the vicinity some time, the salute need not be repeated. Men actually engaged in work shall not be required to cease working and salute upon the approach of an officer, unless addressed by him.
- Side to be lighted.** 515. The side shall be sufficiently lighted at night to enable officers to go on board or take their departure without inconvenience.
- Answering ship's hail.** 516. Boats will answer the ship's hail, according to the senior officer who may be in the boat, as follows:  
Captain : Name of the vessel under command.  
Other commissioned officers: " Aye, aye. "  
Petty officers: " No, no. "  
Enlisted men : "Hello."  
Boats not intending to go alongside will answer: "Passing."
- Salutes in boats.** 517. The following salutes shall be observed by those in boats
- The captain.** 1. Any officer in a boat when meeting or passing his captain with pennant flying shall salute him by laying on oars;

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## HONORS AND DISTINCTIONS.

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when the captain is not flying his pennant the salute shall be with the hand.

2. Every officer when meeting or passing a boat contains an officer his senior, except as provided in the foregoing section, whether in uniform or not, shall salute with the hand.

3. The senior officer only in a boat saluted shall return the salute.

4. A coxswain in charge of a boat meeting or passing officers in other boats shall stand and salute.

5. Boat keepers, and all other men in boats not under way and not containing an officer, shall stand and salute when an officer passes near them. This shall not apply to men working on the ship's side.

6. In boats under sail, or engaged in towing, or heavily laden, the salute with the hand only will be given.

7. 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.

518. Cheers shall not be given as a compliment to an officer.

519. In official communications delivered verbally captains shall be addressed by their title; those below the rank of captain may be addressed by their titles, or as Mr.

520. Revenue cutters of the first and second class only shall salute with cannon.

521. A national salute shall consist of twenty-one guns.

**Meeting or passing.**

**Senior officer.**

**Coxswain.**

**Men in boats.**

**Under sail or laden.**

**At landings.**

**Cheers.**

**Titles.**

**Saluting vessels.**

**Nat'l salute.**

- 522.** 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. **Nations not recognized.**
- 523.** No salute shall be fired between sunset and sunrise, or on Sunday. **When salutes may be fired.**
- 524.** Forts and cities of the United States shall not be saluted by revenue cutters. **U. S. forts.**
- 725.** Salutes shall not be fired in ports where they are forbidden by the local authorities. **When forbidden**
- 526.** When in doubt as to what officials are to be visited, saluted, or otherwise honored, or as to the rank of any official, or as to whether certain salutes will be returned, commanding officers will first send an officer to obtain the required information. **Information to be obtained when in doubt.**
- 527.** Salutes or other ceremonies prescribed in honor of officials may be dispensed with at their personal request. **Salutes maybe omitted.**

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- When salutes are due.** **528.** The same official, unless he is entitled to a salute of nineteen or more guns or has in the mean time been advanced in rank, shall not be saluted by the same revenue cutter at the same place oftener than once in twelvemonths.
- Returning national salute.** **529.** 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, or there is no vessel of the Navy or naval battery or station to return it, then the senior revenue cutter present shall return the salute gun for gun.
- Foreign national anniversaries.** **530.** In celebrating foreign national anniversaries or festivals, when salutes are fired, the ensign of the nation celebrating will be displayed at the main.

ENSIGNS, FLAGS, AND PENNANTS.

- Pennant.** **531.** The distinctive mark of a revenue cutter in commission, other than the ensign, is the revenue pennant at the masthead.
- Ensign.** **532.** The ensign of a revenue cutter shall be hoisted at sunrise and kept flying until sunset.
- Act of March 2, 1799.** **533.** The distinguishing ensign and pennant of the Revenue Cutter Service are those prescribed by the President under authority of the act of March 2, 1799.
- Oil the high seas.** **534.** When on a foreign voyage, or when cruising on the high seas more than twelve miles from the coast of the United States, the national ensign and pennant shall be carried instead of the revenue ensign and pennant, but in such case the ensign shall not be hoisted until 8 a. m.
- Union jack.** **535.** On Sundays when at anchor in port, weather permitting, and at such other times when at anchor as the commanding officer may direct, the union jack shall be displayed above the bowsprit cap, or at some other suitable place forward.
- Ensigns in boats'** **536.** A revenue ensign shall always be displayed in a boat when boarding between sunrise and sunset; also between those hours on all ceremonious occasions, or when away from the vessel in a foreign port. When a vessel is dressed the ensigns of the boats which are absent or at the booms, shall be displayed. An ensign shall always be displayed in boats carrying officers, during the hours above specified, and at such other times consistent therewith as may be prescribed by the commanding officer, although not as a practice in boat sat the booms.

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- 537.** A commanding officer may, and upon official occasions and visits shall, carry on a staff at the bow of the boat in which he is embarked, a pennant of the same character as that which is carried at the masthead of the vessel under his command. **Commanding officer's pennant.**
- 538.** A commanding officer when embarked in a boat without his distinctive pennant flying shall be considered as present in an unofficial capacity. **Without pennant.**
- 539.** The boat of a commanding officer shall carry a gilt arrow on each bow, and a flat truck on the end of the pennant staff. **Arrow and truck.**
- 540.** In half roasting the ensign it shall, if not previously hoisted, be first hoisted to the truck, or peak, and then lowered to half-mast. Before lowering from half-mast it shall be first hoisted to the truck or peak, and then lowered. **Half-masting.**

**541.** A revenue cutter shall not dip her ensign unless in return for such compliment. When any vessel salutes a revenue cutter by dipping her ensign, the salute shall be returned dip for dip.

**Dipping ensign.**

**542.** Revenue cutters shall, when occasion requires, be dressed as follows:

**Dressing ship.**

A revenue ensign at the peak or at the staff, and a national ensign at each masthead; the union jack displayed forward: lines of signal and other flags and pennants, not national or revenue, extending from the water to the jib-boom end, thence to the fore-topgallant masthead, to the main, to the peak, to the boom end or stern, and to the water. In vessels having three masts the disposition of the decoration shall conform as nearly as possible to the foregoing.

#### VISITS OF CEREMONY.

**543.** When a ship of war arrives in port the senior officer commanding a revenue cutter, providing there is no vessel of the Navy or naval station to offer the customary courtesies, shall send an officer to such ship for that purpose. In case two ships arrive in company the visit will be made to the senior one only.

**Ship of war arriving in port.**

**544.** When such a visit as is mentioned in the preceding paragraph is made to a vessel of the Revenue Cutter Service an officer shall be sent to return it at once.

**Return visit.**

**545.** When the commanding officer of a revenue cutter is junior to the commanding officer of a naval vessel he will pay the first visit within twenty four hours of the arrival of such naval vessel.

**First visit.**

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#### U. S. REVENUE CUTTER SERVICE.

**Commanding officers.**

**546.** Commanding officers will return all visits made to them by other commanding officers within twenty four hours.

**Wardroom officers.**

**547.** Wardroom officers of the Revenue Cutter Service will after the interchange of the usual visits of commanding officers, call upon commanding and wardroom officers of vessels of the Navy. The officers to make the visits shall be designated by the captain.

**Visits in Revenue Cutter Service**

**548.** Visits of ceremony in the Revenue Cutter Service shall be exchanged by commanding officers as soon as practicable after meeting, or arriving within communicating distance. The junior shall make the first visit and it shall be returned within twenty-four hours.

**Arrival of revenue cutter in foreign port.**

**549.** Upon the arrival of a revenue cutter in a foreign port the commanding officer shall pay the first visit to a diplomatic officer of or above the rank of charge d'affaires, and to a consul general. He will receive the first visit from other consular officers. Diplomatic and consular officers in charge of legations or consulates shall be notified of the arrival of the vessel in port. The commanding officer shall arrange, when necessary, to furnish a suitable boat to enable a diplomatic or consular officer to visit the vessel at such time as the latter may select.

**Between officers of Service and Army.**

**550.** In ports of the United States visits of ceremony between officers of the Revenue Cutter Service and officers of the Army will be governed, as nearly as may be, by the rules laid down relative to the exchange of courtesies with naval officers.

**Visit to Collector.**

**551.** A commanding officer of a revenue cutter shall pay the first visit to the collector of customs of a port at which the vessel arrives, within twenty-four hours thereafter, and will offer that official a passage to the vessel, in a suitable boat, at such time as he may select while the vessel remains in port. The commanding officer may expect the return visit to be made by the collector in person. The provisions of this paragraph relate to visits of official courtesy and not to those of a business nature.

#### ANNIVERSARIES AND HOLIDAYS.

**Holidays.**

**552.** The 1st of January, the 22d of February, the 4th of July, the 25th of December, and such other days as may be designated by the President of the United States, shall be considered as holidays in the Revenue Cutter Service.

#### HONORS AND DISTINCTION.

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**553.** On the 22d of February and the 4th of July (and when either occurs on Sunday, the following day) all vessels in commission, and not under way, shall dress ship from sunrise to sunset. A sunrise gun, a national salute at noon, and a sunset gun shall be fired. When the weather renders it necessary dressing ship may be dispensed with.

**Observances.**

**554.** Revenue cutters, acting in concert with naval vessels, shall conform to the formalities and

**Acting with Naval vessels.**

observances of the latter.

**555.** Upon the occasion of the celebration of a national anniversary by a foreign ship of war of a friendly nation in a domestic port, a revenue cutter present shall, on receiving official intimation, dress ship with the foreign national ensign at the plain, and fire such salutes as are fired by the foreign ship, not exceeding, however, twenty-one guns, and conduct such other ceremonies as may be proper.

**Celebrating foreign national anniversaries.**

**556.** Revenue cutters while in port may participate in celebrating State holidays and festivals by dressing ship, firing appropriate salutes, and other ceremonies, when officially invited to do so by the State authorities, but they are not to be diverted from their regular duties by so doing.

**State festivals.**

#### FUNERAL CEREMONIES.

**557.** Upon receipt of official intelligence of the death of the President of the United States, the commanding officer shall direct that on the following day the ensign and union jack be displayed at half-mast from sunrise to sunset, and a gun fired every half hour between the times specified.

**Death of the President.**

**558.** Upon receipt of official intelligence of the death of the Secretary of the Treasury the commanding officer shall direct that on the following day the ensign and union jack be displayed at half-mast from sunrise to sunset.

**Death of the Secretary of the Treasury.**

**559.** On the death of a captain of a revenue cutter the ensign and union jack of the vessel of which the deceased was commander shall be displayed at half-mast from the time of death until sunset of the day of the funeral ceremony, provided the latter takes place at the port where the vessel may be. All other revenue cutters present shall display the ensign and union jack at half-mast from the beginning of the funeral service until sunset of that day. Should the funeral take place at a port other than where the vessel may be, the ensign and union jack of the latter only shall be so displayed while the remains are in port and until sunset of the day of their removal there from.

**Death of a captain.**

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### U. S. REVENUE CUTTER SERVICE.

**Death of a commissioned officer.**

**560.** On the death of a commissioned officer of a revenue cutter, other than a captain, the ensign and union jack of all vessels present shall be displayed at half-mast during the funeral service and until the return of the escort.

**Death of crew member of**

**561.** On the death of a petty officer or person of inferior rating, the ensign and union jack of all vessels present shall be displayed at half-mast during the funeral service and the transfer of the body to the shore.

**Services at night.**

**562.** When at sea the vessel shall be hove to and the ensign displayed at half-mast during any funeral service and while committing the body to the deep.

**Service at night.**

**563.** When it is necessary to bury the dead at night such funeral services as are practicable will take place. Funeral honors shall not be paid between sunset and sunrise.

**Escort.**

**564.** An escort, consisting of as many men as can be spared from the vessel, shall accompany the funeral cortege of any officer or enlisted man to the place of interment, when the latter occurs at the port where the vessel may be. Six pallbearers, as near the grade of the deceased as practicable, shall be selected, who shall march at the side of the hearse or pall, the junior to the left and leading, the next in rank to the right and leading, and so on. Eight men shall be selected to serve as body bearers and will march immediately behind the body. Officers shall wear the mourning badge on the left arm, and on the sword hilt. The escort only shall be under arms. Whatever the grade or rate, the coffin shall be covered with the union jack, and in the case of a commissioned officer the chapeau or cap, epaulets, and sword of the deceased placed thereon. The funeral procession shall be commanded, if practicable, by an officer as high in rank as the deceased. After the funeral service the escort shall fire three volleys of musketry over the body; at sea the volleys should be fired after committing the body to the deep.

**Death on shore.**

**565.** An officer whose death occurs on shore shall receive appropriate honors whenever circumstances will permit.

## ARTICLE XI.

### DUTIES OF PETTY OFFICERS.

## GENERAL DUTIES OF PETTY OFFICERS OF THE FIRST CLASS.

<b>Assistants.</b>	<b>566.</b> They shall act as assistants to the heads of departments to which they belong. They shall also perform such other duties as may be assigned them by superior authority.
<b>Examination of stores.</b>	<b>567.</b> They shall carefully examine all the articles belonging to, and all stores received for, their respective depart

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### DUTIES OF PETTY OFFICERS.

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ments, and see that they are of good quality, that they agree in quantity with the invoice or bill sent with them, and that they are in good order, and must make immediate report to the officer responsible for the stores of any defect or deficiency which they may discover.

**568.** They shall exercise a careful supervision over the expenditure of stores, and shall be responsible for all articles of their departments, and particularly for the careful preservation of all tools or implements issued for the use of their departments. They shall retain for survey all of these that may become worn out, or otherwise rendered unfit for further use, as their responsibility with regard to them will not cease until they have been formally disposed of by survey.

**Responsibility.**

**569.** They shall request a survey upon all stores which may be injured, or become unfit for service, in their respective departments, and such as the surveying officers condemn shall, when authority is granted, be expended; but if the survey shall direct articles to be converted to some other use, they shall be charged accordingly, and expended in the same manner as other stores.

**Survey.**

**570.** They shall be particularly watchful, and make immediate report to the executive officer of any neglect or misconduct which they may discover in the person having charge of their stores.

**To report misconduct.**

**571.** When a vessel is about to be dismantled or goes out of commission, they shall be careful that all the articles belonging to their respective departments are properly secured and tallied with their name and quantity, whether "serviceable," "requiring repairs," or "unserviceable," and that all precautions are taken to prevent their being in any manner injured.

**Dismantling.**

**572.** They shall report daily at 8 p. m., or whenever it may be necessary, to the executive officer, the state of all things in their respective departments.

**Reports.**

**573.** Petty officers shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty. They shall aid to the utmost of their ability in maintaining good order and discipline.

**Order and discipline.**

### THE BOATSWAIN.

**574.** The boatswain is to be generally upon deck in the day, and at all times, both day and night, when any duty shall require all hands to be employed. He is to see that the men go quickly upon deck when called, and that when there they perform their duty with alacrity.

**Duty.**

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### U. S. REVENUE CUTTER SERVICE.

**Care and attention.** **575.** He shall every day examine the state of the rigging and spars, to ascertain whether any part be chafed, or likely to give way, and report the same to the executive officer, and, if requiring immediate attention, to the officer of the deck. He shall at all times be careful that the anchors, booms, boats, and other movable articles are properly secured; and he shall have ready a sufficient number of mats, points, gaskets, etc., that no delay or inconvenience may be experienced when they are wanted.

**Junk.** **576.** He shall be very attentive when working up junk that every part of it is converted to such purposes as may be ordered.

**Sails.** **577.** He shall frequently examine the sails and see that they are kept in good condition, and, when stored, that they are kept dry, free from any injury, and properly tallied. He shall be careful that no paints or oils, or painted or oiled canvas, are stored in the sail room.

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- Paint locker.** 578. He shall be in charge of the paint locker and be responsible for its good order and the preservation of the paints, oils, brushes, etc.
- Ground tackle.** 570. He shall pay particular attention to the ground tackle of the vessel, in order that it may be 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.
- Supervision.** 580. He shall supervise any work going on in his department.
- Stowing hold.** 581. He shall take care when stowing the hold that such articles as may be needed in an emergency are kept accessible.
- Station.** 582. His station at quarters and at all hands shall be forward, or as the commanding officer may direct.

THE GUNNER.

- Buoys.** 583. The gunner shall have charge of the anchor buoys and life buoys, to see that they are at all times in good order, and the latter ready to be dropped into the water at a moment's warning.
- Ammunition used.** 584. He shall report to the navigating officer for entry in the log book, after any exercise in which powder or powder and shot are used, the quantity of each, together with the number of primers, expended.
- Arms and equipments.** 585. He shall be responsible for the good condition of everything pertaining to the guns and their equipments,

DUTIES OF PETTY OFFICERS.

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magazines, shell rooms, shot and shell, small arms, etc., and he shall satisfy himself that they are constantly in good order and condition.

586. He shall carefully attend to the security of the battery, and use every effort, at all times, to prevent injury to any part of the armament.

587. He shall supervise any work going on in his department.

588. He shall issue no ordnance stores without authority.

589. His station at quarters will be the magazine. At all hands it shall be where the commanding officer may direct.

590. Should any vessel of the Service be not provided with a gunner, the duties of his department may be assigned to another, or others, as the commanding officer may direct.

THE CARPENTER.

591. He shall see that the fire extinguishing apparatus (except that in the engineer department) are kept in order and always ready for immediate use. He shall be held accountable for the good condition of all hand pumps, with their hose and other appurtenances.

592. He shall keep the boats, oars, ladders, and gratings in good order, and frequently examine the sides and decks of the vessel, and report when calking or repair is required.

593. He shall see that the air and other ports are kept in good order and watertight. When necessary he shall report their opening and closing to the officer of the deck.

594. He shall, when required, take the draft of water and report it to the navigator.

595. He shall frequently examine the lightning Conductors as to their condition.

596. He shall, except when otherwise directed, be held responsible for the cleanliness and good condition of the capstan, windlass, winches, pumps, and their appurtenances.

597. When at sea he shall examine the spars during the morning watch and report their condition to the officer of the deck.

598. He shall report to the executive officer any repairs that he may deem necessary.

**Battery.**

**Supervision.**

**Ordnance.**

**Station.**

**When there is no gunner.**

**Fire apparatus.**

**Boats, ladders, etc.**

**Airports.**

**Draft of water.**

**Lightning conductors.**

**Capstan gear and pumps.**

**Spars.**

**Repairs.**

599. His station at quarters shall be as the commanding officer may direct. When all hands are called his station shall be at the windlass, or in charge of lines, as the case may be.

**Station.**

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U. S. REVENUE CUTTER SERVICE.

THE MASTER-AT-ARMS.

- Chief of police.** 600. He is the chief of police of the ship; and shall exercise a strict surveillance over the conduct of the crew.
- Order and discipline.** 601. He shall exert himself to the utmost to preserve order, insure cleanliness, and prevent infractions of discipline on the part of the crew.
- Violation of regulations.** 602. He shall report at once to the officer of the deck or to the executive officer any violation of the regulations, and, when necessary, arrest offenders.
- Messes.** 603. He shall have charge of the messes of the crew, and is responsible for the maintenance of good order therein.
- Provisions.** 604. Under the direction of the proper officer he shall have charge of the ship's provisions, and shall serve the same in accordance with the table of allowances furnished by the Department.
- Reports to officer of deck.** 605. He shall report to the officer of the deck for entry in the log all cases of confinement and release of prisoners.
- Release of prisoners.** 606. In case of serious fire, or of any sudden danger whereby the safety of the vessel is imperiled, and when time will not permit a reference to superior authority, he shall release all prisoners at once, reporting the fact immediately to the officer of the deck.
- Inspection.** 607. He shall have the berth deck ready for inspection at the appointed time in accordance with the internal regulations of the vessel.
- Prohibited articles,** 608. He shall be vigilant in his efforts to prevent liquor or other prohibited articles from being smuggled on board, and to prevent any of the crew from leaving the ship without permission. In cases where his suspicions have been aroused he shall make immediate report.
- Fires and lights.** 609. At 8 p. m. and 9 p. m. he shall make the rounds to see that the fires and lights are extinguished as prescribed.
- Prevent thieving,** 610. He shall use every possible effort to prevent thieving and to detect any person who may be guilty thereof.
- Property.** 611. He shall take great care that no Government property is injured or taken out of the ship without authority. He shall take charge of all unclaimed private property found onboard, until instructions are given him as to its disposition.
- Improper conduct.** 612. He shall check all profane and bad language, quarreling, gambling, and unseemly noises, and use every effort to prevent improper conduct in any form.
- Smoking.** 613. He shall have charge of the smoking lantern and shall see that it is kept lighted during smoking hours. He

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shall take care that there is no smoking in unauthorized places, and that the galley fires and other lights are not used by smokers.

614. At general muster he shall answer for the members of the crew who are absent.

**Muster.**

615. He shall take charge of the effects of all absent and deceased members of the crew and hold them until instructions are given him for their disposition. He shall take charge of the bag and hammock of anyone who is absent without leave, or whom he suspects of an intention to desert, reporting his action at once to the officer of the deck. He shall take charge of the effects of liberty men when so directed.

**Personal effects.**

616. When the magazine is to be opened he shall see that all unauthorized lights and fires are extinguished,

**When magazine is**

and shall report the fact to the officer of the deck.

**617.** When an order is given to clear the berth deck he shall see that it is obeyed at once and that no unauthorized persons remain below.

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

**619.** During the absence of the master-at-arms his duties shall be performed by another petty officer who may be designated for that purpose.

**620.** At quarters or at all hands his station shall be as the commanding officer may direct.

**PETTY OFFICERS OF THE SECOND CLASS AND OTHERS.**

**621.** The signal quartermaster shall have charge of the flags and shall keep them in good order and in condition for use. He shall be careful of the bunting in his department and keep account of all that is received and expended. At all hands he shall be the quartermaster at the wheel. He shall perform such other duties as may be assigned him by superior authority.

**622.** The quartermaster shall have charge of the running and anchor lamps, deck lanterns, etc., and shall be held responsible for their proper care. At all hands he shall be the quartermaster at the lead. He shall perform such other duties as may be assigned him by superior authority.

**623.** The coxswains, in addition to their other duties, shall be held responsible for the proper care and cleanliness

**opened**

**Clearing berth deck.**

**Prisoners.**

**Absence.**

**Station.**

**Signal quartermaster.**

**Quartermaster**

**Coxswains.**

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of their respective boats and their appurtenances. They shall be watchful of the conduct of their boats' crews and relax no effort to maintain discipline and efficiency. They shall exercise strict care over their boats when away from the ship so that no injury of any kind befalls them.

**Oilers.** **624.** The oilers shall exercise suitable authority over the men in the engineer department and shall be responsible to the engineer officer in charge for the proper performance of their duties.

**Acting quartermaster.** **625.** A seaman may, when necessary, be detailed as acting quartermaster, but such detail shall involve no increase of pay.

**Members of the crew.** **626.** The members of the crew must, on all occasions, yield a ready, cheerful, and prompt obedience to those placed over them; obey all orders and regulations; be attentive to their duties; avoid difficulties with one another; be neat in their persons and dress; and each should endeavor by his own good conduct, respectful bearing and zeal to promote the efficiency of the entire command.

### ARTICLE XII.

#### ENLISTMENTS, DISCHARGES, PRIVILEGES, ETC.

**Complement.** **627.** The complements of all vessels employed in the Revenue Cutter Service will be determined by the Secretary of the Treasury, from which there shall be no departure under any pretense.

**Crews.** **628.** Crews will, unless otherwise ordered, consist of boatswains, gunners, carpenters, master-at-arms, quartermasters, coxswains, seamen, ordinary seamen, oilers, firemen, coal-passers, cooks, stewards, and boys.

**Notification to commanding officer.** **629.** When a vessel is about to be placed in commission the commanding officer will be notified by the Department of the number of men and boys that may be enlisted, the rates allowed, and the wages to be paid.

**Physical examination.** **630.** No person shall be first enlisted without passing a satisfactory physical examination conducted by an officer of the Marine Hospital Service, when such an officer is available. The application for this examination will be made to the Marine Hospital surgeon by the commanding or executive officer. Candidates for enlistment who are found to be not physically qualified to perform the duties of the position sought shall be rejected.

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#### ENLISTMENTS, DISCHARGES, PRIVILEGES, ETC.

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**631.** No person shall be enlisted who has not a knowledge of the English language sufficient to enable him to perform his duties satisfactorily on board ship. **Knowledge of English language.**

**632.** No person under the age of fourteen years, no insane or intoxicated person, no person known to have committed an infamous crime, no deserter from the Revenue Cutter Service, Army, or Navy, and no person under four feet nine inches in height, shall be enlisted. **Not to be enlisted.**

**633.** No person under the age of twenty-one years shall be enlisted without the written consent of the parent or guardian of such person. **A minor.**

**634.** Enlistments for duty on revenue cutters shall be for the term of one year. An enlistment may be terminated at any time by the Secretary of the Treasury. **Term.**

<b>635.</b> The shipping articles must be read and explained, by the officer making the enlistment, to every person about to be enlisted.	<b>Shipping articles.</b>
<b>636.</b> No person is to be enlisted on a revenue cutter who is not assigned and required to perform the proper and usual duties of the position, corresponding to the rate as shown in the shipping articles, or provided for by these regulations. In case of a vacancy, caused by sickness or otherwise, in some particular rate, a person of inferior rating may be detailed to perform temporarily the duties of such rate, but such detail shall not be accompanied by increase of pay.	<b>Must perform the duties of position.</b>
<b>637.</b> On first enlistment no person shall be enlisted as a petty officer. Such rating shall take place after first enlistment.	<b>First enlistment.</b>
<b>638.</b> Vacancies in the complement of petty officers of the first class shall be filled in the following manner:	<b>Petty officers of first class.</b>
1. The commanding officer of the vessel where the vacancy occurs shall rate the man selected by him to fill the vacancy for the term of two months, which shall be regarded as a period of probation. During this period the rating may be revoked at any time, for sufficient reasons, by the commanding officer. At the end of this period the latter, if satisfied of the man's qualifications, shall recommend him to the Department for appointment in that rating. If the recommendation is approved the Department will issue to the man an appointment as petty officer in the rating which he holds.	<b>Appointment.</b>
2. If the commanding officer should not deem the man qualified after his period of probation, he shall make no recommendation, in which case the man will revert to his former rating.	<b>No recommendation.</b>

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<b>Oath.</b>	3. Upon receiving his appointment, the petty officer will, before a collector of customs or other competent person, take the prescribed oath and forward it to the Department. (See form under Article xxii.)
<b>Discharge of a petty officer of the first class.</b>	<b>639.</b> No petty officer of the first class holding an appointment, unless his term of enlistment has expired or by direct authority of the Secretary of the Treasury, shall be discharged from the Service except for cause and upon there commendation of a board of at least three officers appointed by the commanding officer of the vessel to investigate and report upon the case. This board shall give the petty officer an impartial and full hearing and shall submit its report, with recommendation, to the commanding officer, who shall immediately forward the same with his indorsement to the Department. A petty officer of the first class holding an appointment shall not be disrated except by the same procedure. If the recommendation is approved, the Department will authorize the man's discharge or disrating.
<b>Promotion.</b>	<b>640.</b> As far as practicable each class of petty officers shall be recruited from the next lower class.
<b>Discharges outside of the United States,</b>	<b>641.</b> No person shall be discharged outside of the United States except as follows <ol style="list-style-type: none"> <li>1. By order of the Treasury Department.</li> <li>2. On the expiration of the term of enlistment upon the man's own written request, provided that the applicant in said request waives all claim for transportation at public expense and all consular aid. These facts must appear also in the discharge.</li> <li>3. Men who have enlisted outside of the United States, upon the expiration of their terms of enlistment.</li> </ol>
<b>Discharges within</b>	<b>642.</b> Any enlisted person serving in the Revenue Cutter Service may, when within the United

<b>the United States.</b>	States, be discharged by the senior officer present, upon the expiration of his term of service, but not otherwise, except by authority previously obtained of the Treasury Department.
<b>Expiration of term.</b>	<b>643.</b> Enlisted men in the Revenue Cutter Service are only entitled to their discharge upon the expiration of their term of service.
<b>Cause.</b>	<b>644.</b> No enlisted person of the Revenue Cutter Service shall be discharged therefrom, except for cause, before the expiration of his term of enlistment.
<b>Apprehended persons.</b>	<b>645.</b> Persons who are apprehended or who surrender themselves as deserters shall not be entitled to discharge until they have served out the period of their unauthorized absence.

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<b>646.</b> The order of the commanding officer to the executive officer to discharge a person may be verbal. The request of the commanding officer to the collector of customs, made after the pay rolls have been properly signed by the person to be discharged, to pay off such person, must be in writing. The name and rating of the person discharged, cause of discharge, and any other pertinent matter relating thereto, must be entered in the log.	<b>Order to discharge.</b>
<b>647.</b> The commanding officer shall issue a certificate of discharge, on the form prescribed by the Department, to an enlisted person at the expiration of his term of enlistment. He shall also issue such certificate should the person for any cause be discharged by proper authority before the expiration of his term of enlistment.	<b>Certificate of discharge.</b>
<b>648.</b> A certificate of discharge at the expiration of one year's term of enlistment, shall entitle the holder, provided he re-enlists on the day following his discharge, to a temporary leave of absence of ten days. During such absence he shall be accredited on the pay roll with the full pay of his rating. Should he promptly return to the vessel on the expiration of his leave, and assume his regular duties, he shall be paid, when his wages become due, continuous pay from the date of his reenlistment. Should he not so return, all wages that may have accrued or been retained in his behalf shall be forfeited and revert to the Government. These leaves shall not be cumulative. The commanding officer may grant, under the provisions of this paragraph, a leave of absence of not longer than two weeks to petty officers of the first class.	<b>Privileges under a certificate of discharge.</b>
<b>649.</b> The commanding officer is authorized to regulate the leaves provided in the foregoing paragraph by withholding them, if necessary, for a limited period after re-enlistment, in order that the available force at his command may not be reduced injudiciously by the absence at any one time of several members of the crew.	<b>Leave to be regulated.</b>
<b>650.</b> Upon the death of any enlisted person the following information must be sent to the Treasury Department: Date, place, cause, place of burial, state of account, and statement of effects.	<b>Death.</b>
<b>651.</b> No person shall be reduced below the rating in which he was enlisted on board except by order of the Treasury Department; but enlisted men who are not petty officers of the first class holding an appointment, and who have been rated by the commanding officer, may be reduced by him to any rating not below, however, that which they held when enlisted.	<b>Reduction in rating.</b>

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<b>When the command is transferred.</b>	<b>652.</b> On transferring his command the commanding officer shall disrate all petty officers and seamen rated by his order by entering the fact in general terms in the log book; and his successor shall, in like manner, appoint them immediately to the same rates. If the command be vacated by the death of the commanding officer, all petty officers and seamen
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rated by him shall thereby be disrated, and his successor shall rate them again within the meaning of this paragraph.

- Entries in log.** **653.** Every change in rating, with the reasons therefor, shall be fully entered in the log book.
- Permanent transfers.** **654.** No permanent transfer of an enlisted man shall be made from one vessel to another, unless by the authority of the Secretary of the Treasury.
- Temporary transfer.** **655.** A temporary transfer of an enlisted man from one vessel to another may be made when the interests of the Service require it, but the Department shall be informed without delay of such action.
- Sick persons.** **656.** Sick persons of the Service maybe sent to a United States Marine Hospital at any time upon the recommendation of the commanding officer. They shall be admitted to care and treatment at all marine hospital stations of the first class without reference to length of service and without charge.
- Rating of sick persons.** **657.** When any enlisted person is transferred to a United States Marine Hospital for treatment, his accounts shall be retained on board the vessel to which he is attached, and he shall continue to hold the rating in which he eras serving until his discharge from the hospital to duty, or until his enlistment expires, or he is regularly discharged from the Service.
- Transfer to hospital.** **658.** The transfer of an enlisted man to a hospital for treatment shall not be considered as creating a vacancy. When a reasonable likelihood exists that the extent of sickness will exceed thirty days, the commanding officer shall there upon make diligent investigation and ascertain whether the sickness or disability was directly incident to the sphere of duty, and if the result of his inquiry shows that such was not the case he will, with the view of enlisting another person, apply to the Secretary of the Treasury for the man's discharge from the Service. If, however, the cause of the sickness or disability is found to have been strictly incident to regular duty, then the person shall be allowed to remain in hospital an additional period of thirty days if necessary, without discharge from the ship, a less his term of enlist-

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ment expires in the meantime. The man, after his discharge from the ship, shall be retained in hospital for treatment as long as the medical officer in charge may deem proper.

**659.** A faithful and competent man who, through sickness occasioned by no fault of his own, has been obliged to re main in hospital longer than the periods mentioned in the preceding paragraph, shall be given, by the commanding officer, preference over others should he apply for reenlistment. **Preference given.**

**660.** The pay of an enlisted man when at a United States Marine Hospital ceases only when he is discharged from the ship. **Pay.**

**601.** When a person belonging to the Service dies while a patient of the Marine Hospital Service, but not otherwise, the necessary expenses of a plain burial will be paid from tile marine hospital fund. **Death in marine hospital,**

**662.** When any member of the crew of a revenue cutter dies on board, or in actual service, and not in a marine hospital, the necessary funeral expenses will be paid when duly certified and approved; but this regulation is not to be construed to authorize any expenses beyond those indispensable to the decent burial of the deceased person. **Death onboard or in service.**

**663.** 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. **To check desertions.**

<b>664.</b> Absence without leave for a period of three days in the case of an enlisted man shall be regarded as desertion.	<b>Desertion.</b>
<b>665.</b> Any absence without leave, with a manifest intention not to return, shall be regarded as desertion.	<b>Manifest intention.</b>
<b>606.</b> Absence without leave, with a probability that the person intends to return, shall not be regarded as desertion until the end of three days.	<b>Not desertion.</b>
<b>667.</b> Absence from the vessel without leave for twenty four hours or more shall be checked on the pay rolls against the offender's wages and a corresponding amount deducted there from.	<b>Checkage on payrolls.</b>
<b>668.</b> A reward not exceeding fifteen days' pay may be offered for the recovery of a deserter, and such amount maybe deducted from the pay that may subsequently become due him. The reward offered, however, should not exceed what is necessary to secure the arrest of the person and deliver him on board the vessel. The Government will not be responsible for the payment of rewards for the apprehension of deserters, the matter being left to the discretion of commanding officers.	<b>Reward.</b>

<b>Aid of civil authorities.</b>	<b>669.</b> It is recommended, in case the aid of the civil authorities is required for the apprehension of a deserter, that a descriptive list, signed by the captain, and stating the amount of the reward, shall be sent to police headquarters, or, if in a foreign port, to the consul of the United States. The offer of a reward should, in addition, clearly state that the man must be delivered on board the vessel, the time within which the delivery must take place, and at what time thereafter the reward may be collected.
<b>Checkage of rewards.</b>	<b>670.</b> The checkage of rewards paid shall not be regarded as any part of the punishment to which a deserter is liable.
<b>Pay forfeited.</b>	<b>671.</b> All deserters from the Revenue Cutter Service shall forfeit all pay due them at the time of desertion.
<b>Indebtedness for uniform clothing..</b>	<b>672.</b> In the event of an enlisted man deserting who is in debt to officers or others for uniform clothing furnished him, certified vouchers in duplicate for the amount of such indebtedness, not to exceed the amount of wages due at the time of desertion, may be submitted to the Department for payment.
<b>Deserter not to receive honorable discharge.</b>	<b>673.</b> No person who has deserted from the Service shall receive an honorable discharge unless his disabilities have been removed by the express order of the Secretary of the Treasury on the recommendation of a board of at least three officers appointed by the commanding officer of the vessel on which the person interested may be serving, to act in the premises. This board shall be satisfied of the candidate's good behavior, intentions, and fidelity to duty since desertion before submitting a favorable report. The report must also receive the approval of the commanding officer.
<b>Liberty.</b>	<b>674.</b> When the vessel is in port, liberty on shore shall be granted to divisions of the crew at such times and under such conditions as the commanding officer may direct. An ample allowance is recommended in the interests of recreation and health, and for this purpose the crew may, when circumstances permit, be divided into two watches, but in granting liberty, under no condition shall the watch remaining on board be less in point of numbers than one half the complement of the vessel, that there may be maintained at all times an organized force that will be effective for any emergency.
<b>Liberty not to be stopped longer than one</b>	<b>675.</b> Unless the exigencies of the Service or the unhealthiness of the port prevent giving liberty to the crew, no person shall be deprived of liberty on shore for a longer time than

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ment, or when it becomes necessary to confine a deserter for a longer period, or when the person's conduct ashore is of such a character as to bring discredit on the Service.

676. The granting of liberty on shore and special privileges must largely depend upon good behavior and strict attention to duty. Members of the crew whose conduct in this respect is entirely satisfactory shall be allowed every indulgence compatible with the demands of duty and with the exigencies of the Service; and in regard to privileges, a clear distinction should be made between those of this class and the rest of the crew.

Good behavior.

677. A person in the Revenue Cutter Service who shall within the United States or on board an American vessel endanger his own life in saving or endeavoring to save the lives of others from the perils of the sea, or who shall make such signal exertions in rescuing and succoring the shipwrecked and saving the drowning as, in the opinion of the Secretary of the Treasury, shall merit such recognition, is entitled to receive from the Government a lifesaving medal, as follows

Rewards of heroism.

1. There are two classes of medals gold and silver.

Medals.

2. The gold medal is awarded only in cases of extreme and heroic daring.

3. The silver medal is awarded in cases not sufficiently distinguished to deserve the gold medal.

4. No award of either medal will be made to any person until sufficient evidence of his deserving shall have been presented to the Secretary of the Treasury. This evidence must carefully and fully set forth all the attending circumstances, in order that the degree of reward may be made commensurate with the daring displayed.

Evidence.

5. All acts of heroism and gallantry referred to in this paragraph shall be promptly reported to the Department.

Report to be made.

678. The executive officer shall arrange the petty officers and crew in messes according to the customs of the Service, having in view the space available for such purposes.

Arrangement of messes.

679. Petty officers of the first class, and, when desirable, petty officers of the second class belonging to the deck department shall be in a separate mess from the remainder of the crew. The latter shall then be divided into a seamen's mess and a firemen's mess. When petty officers of the second class, except the oilers, are not messed with the other petty officers, they shall be assigned to the seamen's mess. The oilers shall be in the firemen's mess.

Division of petty officers and crew.

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Caterers.

680. The caterer or cook of each mess shall be responsible for the safekeeping and proper expenditure of mess money confided to his care by the members of the mess.

ARTICLE XIII.

ADMINISTRATION AND DISCIPLINE.

EXERCISE OF AUTHORITY.

Obedience to lawful orders.

681. All persons in the Revenue Cutter Service are required and strictly enjoined to properly observe and obey the lawful orders of their superiors, and to use their utmost exertions to carry such orders into effect with promptitude and zeal. They shall show to their superiors all proper deference and respect.

<b>Authority over subordinates.</b>	<b>682.</b> Superiors of every grade are forbidden to oppress or maltreat those under their command by tyrannical or capricious conduct, or by abusive language. Authority over subordinates will be exercised with firmness, kindness, and justice, and each person shall set an example of morality and devotion to duty.
<b>Punishments.</b>	<b>683.</b> Punishments shall be in strict conformity to law and in accordance with the usages of the sea service, and will follow the offense as promptly as circumstances will permit
<b>Inquiry as to misconduct.</b>	<b>684.</b> In order to avoid unnecessary recourse to boards of investigation, it is directed that when an officer shall be reported for grave misconduct to his immediate commanding officer the latter shall institute a careful inquiry into the circumstances on which the complaint is founded. To this end he shall call upon the complainant for a written statement of the case, together with a list of his witnesses, and such other information as may have a proper bearing upon the charge. He shall also call upon the accused for such counter statement as he may wish to make.
<b>Facts only to be stated.</b>	<b>685.</b> Officers making either complaints or explanations shall confine themselves exclusively to the facts of the case and shall neither express an opinion nor impugn the motives of the opposite party.
<b>Action of commanding officer.</b>	<b>686.</b> If, after the investigation of a report against an officer, the commanding officer shall not deem the offense one requiring the action of a board of investigation he shall himself take such action as he may deem necessary within the limits of regulation and law.
<b>Report to be sent the Secretary of the Treasury.</b>	<b>687.</b> If, upon such investigation, the commanding officer shall be satisfied that the charge is such as to call for the

**ADMINISTRATION AND DISCIPLINE.**

action of the Department, he shall transmit to the Secretary of the Treasury a report embracing the charges and specifications relating to the case. Under such circumstances the accused may be continued under suspension or arrest to await the decision of the Secretary of the Treasury.

**688.** Should the decision of the Secretary be that no trial take place the accused shall be at once restored to duty. But if it be decided that the accused shall be brought to trial a board of investigation shall be convened for that purpose as soon as the interests of the public service will allow.

**Trial of accused.**

**689.** Whenever an accusation is made against an officer, either by report or indorsement upon a communication, or charges are preferred against him, a copy of such report, endorsement, or charges shall be furnished at the time to the officer accused.

**Copy of report, indorsement, or charges.**

**690.** An officer is strictly forbidden to criticise (sic) or impugn the character, competency, or motives of another officer in any private letter directed to an officer or person connected with the administration of the Treasury Department.

**Criticism in private letters forbidden.**

**691.** On complaint being made against an officer, and in every case, requiring immediate decision, a commanding officer may suspend or place in arrest an inferior not longer than ten days, unless a further period is necessary to bring the offender to trial.

**Suspension and arrest.**

**692.** Officers are not to be suspended for light or trivial offenses, but for such the commanding officer may express his disapprobation, which, in most cases, will answer the purpose of maintaining discipline. An admonition or caution in the ordinary course of duty shall not be considered as a reprimand in the sense of punishment.

**Admonition or caution.**

**693.** The captain of a vessel 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. This temporary release shall not be a bar to

**Temporary release.**

any subsequent investigation or trial.

**694.** When a commanding officer shall suspend, or place in arrest, an officer, he shall call upon the latter for an explanation in writing of the complaint made against him, with a list of persons to be questioned, and shall promptly institute an inquiry into the circumstances in order to regulate his further proceedings. If, after such inquiry, he shall not deem a report to the Department requisite, the officer shall, within ten days, be restored to duty; but when it is a

**Duty of commanding officer in case of suspension or arrest.**

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complaint of oppression made by an inferior against a superior officer, and the latter is restored to duty, the commanding officer shall, if it be requested, give in writing his reasons for the restoration to the officer making the complaint, who shall have the right of appeal to higher authority. If the complainant shall decide to appeal the commanding officer shall transmit to the Secretary of the Treasury a full statement of the case, accompanied by the statements of the parties to the controversy.

**Offenses not allowed to accumulate.**

**695.** Offenses shall not be allowed to accumulate in order that sufficient matter may thus be collectively obtained for trial, without giving due notice to the offender; and no officer who has been formally reprimanded by the Department for an offense shall be subsequently tried therefor, nor shall he same be subject again to inquiry except when it may be necessary to prove a particular habit charged, or for the due administration of justice.

**Malicious or frivolous charges.**

**696.** Malicious, vexatious, or frivolous charges against anyone will subject the accuser to all the pains and penalties of such conduct.

**Offense committed more than two years before order for trial.**

**697.** No person in the Revenue Cutter Service shall be tried or punished for any crime or offense connected with the Service which shall appear to have been committed more than two years before the issuing of the order for such trial, unless for some manifest impediment he shall not have been amenable to justice within that period.

**Conduct of officer under arrest.**

**698.** Every officer, when placed in arrest, shall deliver up his sword through the arresting officer to the captain of the vessel. He shall confine himself to the limits assigned him under pain of dismissal from the Service. An officer under arrest shall not visit officially his commanding officer, unless sent for; and in case of business requiring attention, he shall make it known in writing.

**Restrictions relative to officer under arrest.**

**699.** No officer placed under suspension or arrest shall be confined to his room or restrained from the proper use of any part of the vessel except the quarterdeck, bridge, and pilothouse, unless such confinement or restraint shall be necessary for the safety of the vessel or the preservation of good order and discipline.

**Can not insist on being tried.**

**700.** No officer who may have been placed in arrest has any right to insist upon being tried by a board, or to persist in considering himself under the restraint of such arrest after he shall have been released, or to refuse to return to the exercise of his duty.

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**701.** Commanding officers shall not impose upon persons under their command any other punishments than the following

**Nature of punishments.**

1. Upon commissioned officers Private reprimand; suspension from duty, arrest, or confinement for a period not longer than ten days except as provided in paragraph 691.

**Commissioned officers.**

2. Upon enlisted men (for a single offense or at any one time) either Reduction of any rating established by himself; confinement, with or without irons, single or double, not exceeding ten days; confinement on bread and water not exceeding five days;

**Enlisted men.**

deprivation of liberty on shore; extra duties.

**702.** All punishments inflicted by a commanding officer, or by his order, except reprimands, shall be fully entered in the log. This entry must include the rank or rating of the offender, the date and nature of the offense, and the kind and degree of punishment. The termination of the punishment shall be noted also.

**Punishments to be entered in log.**

**703.** The commanding officer shall use every endeavor to assure himself that subordinates exercise no cruelty toward persons in confinement, and that the latter suffer no unusual treatment without his knowledge and authority.

**Cruelty to prisoners forbidden**

**704.** All reports of misconduct shall be investigated by the commanding officer before punishment is adjudged. After inquiring into the facts in each case and according both accuser and accused an impartial hearing, he shall assign a punishment when necessary. He shall direct the release of every person confined upon the expiration of the term of confinement.

**Misconduct to be investigated.**

**705.** An officer having occasion to report an enlisted man for any cause whatever shall make the report to the executive officer.

**Reporting an enlisted man.**

**706.** All punishments consisting of extra duties shall be discontinued on Sunday.

**Extra duties.**

**707.** Care shall be taken not to confine intoxicated men in such a place or manner as may be dangerous in their condition.

**Intoxicated men.**

**708.** No commissioned officer shall take part personally in the arrest of a drunken man further than may be absolutely necessary, but the arrest shall always be made by a petty officer or seaman.

**Officer not to take part in arrest.**

**709.** The commanding officer may restrict or confine a commissioned officer to the limits of the vessel for an offense

**Confinement of commissioned officer.**

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which, in the former's judgment, merits such punishment; but such restriction or confinement shall not continue longer than ten days.

**Release.**

**710.** Whenever any person in the Revenue Cutter Service who shall have been placed under suspension, arrest, or confinement, or otherwise punished for misconduct, shall be released and entirely discharged by competent authority, such discharge shall be a bar to further disciplinary proceedings in the case as far as the interests of the Service are concerned.

**REDRESS OF WRONGS.**

**Oppression or other misconduct to be reported.**

**711.** If any person in the Revenue Cutter Service shall consider himself oppressed by his superior, or observe in him any misconduct, he shall not on that account fail in his respectful bearing toward him, but shall represent such oppression or misconduct, through the official channels, to proper authority. He will be held accountable, however, if his representations be found vexatious, frivolous, or false.

**Application to be in writing.**

**712.** An application for a redress of wrong shall be made in writing.

**Report to be made to Secretary of the Treasury.**

**713.** When an application for redress of wrong is made to the commanding officer and he shall consider that the alleged wrong is of sufficient gravity to warrant the action of higher authority, he shall submit a report of the case, together with all the correspondence relating thereto, to the Secretary of the Treasury.

**Officers can not demand trial.**

**714.** No officer has the right to demand a board of investigation on himself or others, the granting of a trial resting solely in the discretion of the officer authorized to convene aboard.

**APARTMENTS.**

**Cabin.**

**715.** The captain of a vessel shall occupy the cabin.

**Wardroom officers.**

**716.** All commissioned officers below the rank of captain shall be wardroom officers.

**Wardroom.**

**717.** Wardroom officers shall occupy rooms as follows

**Line officers.**

1. When the wardroom staterooms are arranged symmetrically on both sides of the vessel the forward or after room on the starboard side (or such room as may be especially provided for the purpose), shall be occupied by the executive officer, and the next room by the navigator. Other rooms on the starboard side shall be occupied by line officers in the order of rank.

**ADMINISTRATION AND DISCIPLINE.**

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2. On the port side the forward or after room shall be occupied by the senior engineer officer, and the other rooms on the port side by the engineer officers in the order of rank.

**Engineer officers.**

3. In vessels having staterooms so arranged that the above disposition can not be carried out, a plan of assignment of quarters will be supplied by the Department on application.

**Plan of quarters.**

**718.** Should there be a pilot on board, and the accommodations of the vessel admit of such arrangement, he shall be assigned a stateroom in the forward part of the vessel ;otherwise he may be berthed in the wardroom.

**Pilot.**

**719.** Cadets serving on the schoolship shall occupy the steerage. Those serving on cruising cutters shall, if possible, be assigned to quarters in the wardroom.

**Cadets.**

**720.** Petty officers of the first class shall be berthed in rooms in the forward part of the vessel when there are such; otherwise they shall use hammocks.

**Petty officers of the first class.**

**721.** No officer or other person embarked as a passenger shall be entitled to a stateroom to the exclusion of any officer belonging to the complement of the vessel.

**Passengers.**

**OFFICERS' MESSSES.**

**722.** Officers shall mess in the apartments to which they are assigned. Separate messes shall not be formed in the same apartment, nor shall meals be taken in rooms or at other places than at the regular mess table, except in case of sickness.

**Messing of officers.**

**723.** Officers embarked as passengers shall mess in the apartment to which they would belong if attached to the vessel, unless by special invitation of the captain or wardroom officers they prefer otherwise.

**Officers embarked as passengers.**

**724.** In all officers' messes the senior line officer present shall preside and have the power to preserve order.

**Senior line officer to preside.**

**725.** No person attached to the vessel living outside of the wardroom shall mess therein except under special circumstances of necessity. Should there be a pilot on board who is assigned to quarters on the berth deck or to those usually allowed petty officers of the first class, he shall also be assigned to the petty officer's mess.

**Persons living outside of wardroom.**

**726.** Each mess of officers shall elect a caterer who shall be a commissioned officer and have charge of all matters relating to the expenditures of the mess. He Shall keep an accurate account of all receipts and expenditures, which shall be open at any time for the inspection of any member. At the close of each month he shall render to the mess a full

**Caterer.**

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statement of the accounts of the mess, which shall include any bills remaining unpaid. These accounts may, if desired, be audited by a committee elected by the mess. He shall incur no indebtedness which can not be fairly discharged, and, if for any reason, he is obliged to relinquish the position of caterer he shall report to his successor all bills unpaid and turn over to him the mess accounts. The caterer shall, if practicable, settle in person all accounts at the end of each month. All officers of a mess are eligible to election as caterer, and if elected shall so serve, but no officer shall be required to serve as caterer more than two

months consecutively.

**Mess bills of officers.** 727. Every officer attached to a revenue cutter shall pay monthly the full amount of his mess bill to the caterer. The latter may, in the interests of the mess, require the members to advance sufficient funds to enable him to make purchases and meet proper payments.

**Wine messes.** 728. Wardroom officers may form wine messes, but no officer shall be required to become a member thereof: Suitable locker room for wine mess stores may be provided. Wine mess accounts shall be kept separate from other mess accounts.

**Hours for serving meals.** 729. The hours for serving meals in the wardroom shall be determined by a majority vote of the officers comprising the mess, provided the hours decided upon are not disapproved by the commanding officer.

**ARTICLE XIV.**

**BOARDS.**

**BOARDS OF INVESTIGATION.**

**ORGANIZATION AND PROCEDURE.**

**Convening authority.** 730. A board of investigation shall be ordered only by the President of the United States or the Secretary of the Treasury.

**Object of.** 731. In important cases where the facts are various and complicated, where there appears to be ground for suspecting criminality, or where crime has been committed, or where much blame has been incurred, without certainty on whom it ought chiefly to fall, or where charges have been regularly preferred against an officer and deemed by the Department of sufficient gravity to require proof or the elucidation of testimony, a board of investigation will be convened to investigate the matter and, if so required, to make recommendation thereon.

**BOARDS OF INVESTIGATION.**

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732. A board of investigation shall consist wholly of commissioned officers of the Service and of not less than three members.

**Of not less than three officers.**

733. The composition of the board will be regulated by the circumstances to be inquired into. If the conduct or character of an officer is to be investigated, the members of the board shall not be, if possible, inferior in rank to that officer. And if the exigencies of the Service permit, one or more officers of the department, line or engineer, to which such officer belongs, will be detailed to serve on the board.

**Composition.**

734. Should the number of members named in the order convening the board be reduced, the board shall not proceed without authority of the Department.

**If number be reduced.**

735. A board of investigation may be ordered to report the facts of any case referred to it for investigation, but shall not make a recommendation unless expressly required to do so in the order convening it.

**To report facts.**

736. When a board is required to report facts, it is not to be understood that the bare record of the testimony is meant, but also the result and conclusion of the board from hearing the evidence.

**Conclusion of board.**

737. An order convening aboard of investigation will name the president and recorder, who shall be the senior and junior officer of the detail, respectively.

**President and recorder.**

738. It is the duty of the president of a board of investigation to preserve order, to decide upon matters relating to the routine of business, and to adjourn the board from day to day as in his judgment will be most convenient and proper for the transaction of the business before it; but should objection be made by any member of the board to any decision announced by the president, the question shall be submitted to and decided by a majority

**Duties of the president.**

vote of the board.

**739.** The following are the duties of the recorder:

1. To record the proceedings of the board under its direction and control, and to append original documents, or authenticated copies thereof, to the record.

2. To assist the board in systematizing the information it may receive, and to render the board such assistance as will enable it to lay all the circumstances of the case before the convening authority in a clear and explicit manner.

3. In conjunction with the president of the board to authenticate the proceedings by his signature.

**740.** Whenever practicable authority will be given in the order convening a board to employ a stenographer to

**Duties of the recorder.**

**Recorder of proceedings.**

**Assistance to board.**

**Authenticate proceedings.**

**Stenographer.**

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record the testimony, but in the absence of such authority the recorder of the board will reduce to writing all the testimony taken and cause the same to be signed by the witnesses.

**Testimony.**

**741.** All testimony given before a board of investigation shall be delivered under oath or affirmation, and the president of the board will swear (or affirm) each witness in accordance with the power conferred by section 183 of the Revised Statutes.

**Documents.**

**742.** Original documents and all documentary evidence handed into a board of investigation must be filed by the recorder and marked systematically for reference.

**Prosecutor.**

**743.** When an officer is brought to trial under charges, and at such other times as the Department may direct, a competent commissioned officer will be named in the order convening the board to act as official prosecutor. He shall be a person not liable to be summoned as a witness.

**Duties of prosecutor.**

**744.** The duties of the prosecutor shall be as follows:

**Information.**

1. He will inform himself, as far as possible, as to all the circumstances of the case. He shall have the right to be furnished with such instructions and papers, or copies thereof, as may be necessary for his guidance.

**Represents accuser.**

2. He shall represent the accuser in the interests of the Government.

**To confer with accuser.**

3. He will privately confer with the accuser and, when he thinks proper, will at the trial avail himself of any suggestions such informant may make.

**Assistant to prosecutor.**

4. When the accuser is allowed to be present at the board it is merely for the purpose of material justice and as assistant to the prosecutor.

**Improper evidence.**

5. He shall object to the admission of improper evidence, or the irrelevancy of any testimony that may be adduced. Should the objection be disregarded by the board he shall be allowed to enter his opinion upon the record.

**Examination of witnesses.**

6. He shall be allowed to examine witnesses at the proper time.

**Reply to defense.**

7. He shall have the right to reply to the defense, and shall be allowed time for that purpose, if he require it.

**Promotion of the ends of justice.**

8. In appearing before the board in behalf of the accuser, he will bear in mind, also, that he is there in the interests of the public service, and he shall do all in his power to promote the ends of justice.

**Method of procedure.**

**745.** The following method of procedure will be adopted by boards of investigation when investigating charges against an officer

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| <p>1. The board on first assembling should be closed until the order constituting it and the instructions contained therein are read. The original of said order will be attached to the proceedings.</p>  | <p><b>Reading of instructions.</b></p>                          |
| <p>2. The president will notify the accused that he will be permitted to have counsel to aid him in his defense.</p>   | <p><b>Accused allowed counsel.</b></p>                          |
| <p>3. Whether the investigation shall be held in open board or not must depend on the nature of the matter to be examined, and, if not specified by the Department, will be decided by the board.</p>  | <p><b>Character of investigation.</b></p>                       |
| <p>4. The complainant, if there be one, and the accused and his counsel, if he have any, shall be called in, and the recorder will read aloud the order of the Department convening the board.</p>   | <p><b>Reading of order to complainant and accused.</b></p>      |
| <p>5. The recorder will ask if the complainant or accused objects to any member of the board. If any objection be made the recorder will enter a minute of the inquiry, and the answer thereto, upon the record. The board will deliberate and decide upon the validity of the objection, and if deemed necessary will make the objection known to the Department. In the event of the latter course being taken the board shall be adjourned to await the action of the convening authority.</p>  | <p><b>If objection is raised to an member of the board.</b></p> |
| <p>6. The president will then administer, in the presence of the accused, the following oath to each member of the board "You do solemnly swear (or affirm) that you will carefully and impartially investigate and try the case now about to be opened; that in announcing your conclusions and recommendations to be embodied in the report of this board, to be submitted to the Department, you will be governed wholly by the evidence adduced, and that you will not be influenced for or against the accused by anything not clearly shown in the recorded evidence; so help you God." The recorder will then administer the same oath to the president of the board.</p> | <p><b>Oath of affirmation.</b></p>                              |
| <p>7. The complainant and accused shall furnish the president with a list of their witnesses respectively. The accused will be furnished with a list of the witnesses who are to appear against him, and the prosecutor with a list of the witnesses who are to appear for the defense.</p>  | <p><b>List of witnesses.</b></p>                                |
| <p>8. The recorder will read aloud the charges and specifications preferred against the accused.</p>   | <p><b>Charges.</b></p>  |
| <p>9. The president shall then address the accused by name and designation, and ask him whether he is guilty or not guilty of the charges and specifications just read.</p>  | <p><b>Inquiry as to guilt.</b></p>                              |

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| <p><b>Witnesses to withdraw.</b></p> | <p>10. The accused having pleaded, the president shall caution all witnesses in the case to withdraw and not to return until they are officially called. Witnesses are also to be warned that they are not to converse on any matter pertaining to the pending trial.</p>   |
| <p><b>Witnesses.</b></p>             | <p><b>746.</b> The following rules shall be carried out in relation to witnesses:</p>   |
| <p><b>Oath.</b></p>                  | <p>1. When the board is ready to proceed with the trial the witnesses shall be called before it separately and the president shall, in the presence of the accused, administer to each the following oath: "You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you in the case of , now under investigation by this board."</p> |
| <p><b>Facts.</b></p>                 | <p>2. Witnesses shall be cautioned before giving their testimony to testify only to facts which are within their own knowledge.</p>   |
| <p><b>Record of testimony.</b></p>   | <p>3. The testimony is to be regularly taken down in writing, and in the order in which it is</p>   |

received.

**Member of board.** 4. If any member of the board is required to testify for the prosecution, he should be the first witness called.

**Signing; testimony.** 5. After the examination of a witness is closed, the whole of his testimony shall be read over to him, and when he has approved it, he shall sign it.

**Order of examination.** 747. The order in which a witness is to be examined is as follows:  
1. He shall be examined in chief by the party who produces him.  
2. The opposite party may next cross examine him.  
3. In case of new matter being introduced on the cross examination, the party calling him may reexamine into that matter.

**Examination by board.** 4. Finally the board may put such questions to the witness as may be deemed necessary.  
5. Upon new matter elicited by the examination of the board, the prosecutor and the accused, or his counsel, may within the discretion of the board, further examine the witness.

**Recall of witness.** 6. The board is at liberty at any stage of the proceedings, before finding, to recall and reexamine a witness if desirable; all the parties must, however, be present.

**Order of evidence.** 748. The evidence on the part of the prosecution shall be first taken. The evidence for the defense shall be taken when the prosecution rests. Either side may rest at pleasure.

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749. The accused shall at his own request, but not otherwise, be allowed to testify in his own behalf; but his failure to make such request shall not create any presumption against him. He may decline to answer any questions which may tend to criminate himself. **Accused allowed to testify.**

750. The examination of witnesses will close by taking such testimony as may be offered in rebuttal and surrebuttal. **Close of examination.**

751. When the examination of witnesses is closed the accused shall be at liberty to make his defense in writing, or orally in person or by counsel if the employment of a stenographer shall have been authorized. This defense which must contain nothing disrespectful, if written, he, or his counsel, may read before the board. The whole shall be appended to the proceedings. **The defense.**

752. The prosecutor has the right to reply to the defense in writing, or orally if the employment of a stenographer be authorized, and should be allowed time for that purpose, if he require it. This reply shall be appended to the proceedings. **The prosecution.**

753. When the accused and prosecutor shall have laid their respective cases before the board, the trial is finished, and this circumstance shall invariably be recorded in the proceedings. **Trial finished.**

754. Neither the accuser nor the accused can demand a copy of the proceedings. The evidence, of whatever nature, is intended only for the officer convening the board. **Copy of proceedings.**

FINDINGS AND SENTENCE.

755. The board will then be closed, and will proceed to examine such parts of the evidence as may be indicated by the members, together with the arguments in the case. **Examination of evidence.**

756. When the board has sufficiently examined the evidence, the president shall put the question upon each specification of each charge, beginning with the first, whether the specification is "proved," "not proved," or "proved in part." No written minute of the votes shall be preserved unless so ordered by the unanimous vote of the board. When a majority of the board agrees upon a finding it shall be so recorded. **Vote upon each specification.**

757. When the members have voted upon all the specifications of any charge, the question shall be put upon the charge to each member: "Is the accused guilty of this charge guilty in a less degree than charged?" or "not guilty?" When a majority decision is arrived at the

**Vote upon the charges.**

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result shall be recorded. The board will then proceed to the next charge and specifications until votes have been taken and decisions recorded upon all the charges and specifications.

**Vote upon the recommendation for punishment.**

758. When the members of the board have voted upon all the charges, if the accused has been found guilty, or guilty in a less degree than charged, upon any one of them, the members shall next proceed, if in accordance with their instructions, to vote upon the recommendation of the punishment to be inflicted. Each member shall write down and describe the measure of punishment which he may think the accused ought to receive, and hand his vote to the president, who shall announce the result. If a majority shall not have agreed upon the nature and degree of the punishment to be inflicted, the president shall proceed, beginning with the mildest punishment that has been proposed, and continuing, if necessary, to the next lowest punishment, and so on successively, until some sentence has been decided upon by a majority vote of the members of the board.

**Junior to vote first.**

759. In any case where there is a verbal vote the member of the board junior in rank shall be called upon first to express himself.

**Not to appear on the record.**

760. Care shall be taken that the votes of the members in regard to the finding or sentence do not appear on the record.

**All charges to be considered.**

761. The board is bound to exhaust the whole of the charges that come before it by expressly acquitting or convicting the accused of each allegation contained in the specification.

**In ease of conviction.**

762. In all cases of conviction it is the duty of the board, when called upon, to recommend a punishment adequate to the character and nature of the offense committed.

**Forms of punishment.**

763. The following are the only punishments that can be recommended by the board for infliction upon a commissioned officer

1. Summary dismissal from the Service.
2. Suspension from duty on waiting order pay.
3. Reduction of rank in his own grade.
4. Retention of his present number on register for a specified time.
5. Confinement within bounds afloat or ashore.
6. Official reprimand.
7. Recommendation embodying two or more of the punishments from 2 to 6, inclusive.

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#### BOARDS OF INVESTIGATION.

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764. If mitigating circumstances have appeared during the trial which could not be taken into consideration in determining the degree of guilt found by the verdict, the board can avail itself of such circumstances as adequate grounds for recommending the accused to clemency.

**Clemency.**

#### THE RECORD.

765. After all the points in the case have been voted upon, the recorder, under the direction of the board, shall draw up the finding and the recommendation as to the punishment, specifying precisely how far the accused has been found guilty of each charge, with the exact nature and degree of punishment awarded, and on approval by the board shall enter the same upon the record.

**Finding and recommendation.**

- 766.** The report of the board accompanying the record shall review the testimony as a whole, and carefully refer to all testimony or parts of testimony employed to make plain the reasons for such conclusions as may be reached, such as the circumstances surrounding a particular point in the case, or surrounding the whole case, or the plain and legal inferences from which the same are deduced, and upon which the findings and recommendations are based. This is to enable the reviewing authority to form a clear idea respecting the judgment rendered, and to understand the more precisely the board's methods of reaching its conclusions. **Report of the board.**
- 767.** A recommendation for clemency is not to be inserted in the body of the recommendation for punishment, but recorded immediately thereafter, with the signatures of the members concurring in it. **Recommendation for clemency.**
- 768.** The record of all boards of investigation shall be clearly and legibly written and every page numbered. The entire proceedings of the board shall be fully set forth; in short, every part and feature of the proceedings material to a complete history of the case, and to a correct understanding of every point thereof by the reviewing officer, shall be recorded at length. **Records of boards.**
- 769.** The record of the proceedings shall be signed each day by the president and recorder. The report of the board shall be signed by the members concurring ~ any member or members nonconcurring shall submit and sign a minority report. The recommendation for clemency, if any, shall be signed by the members concurring. **Signatures.**
- 770.** After the record and other documents have been properly signed they shall be forwarded by the president, with a letter of transmittal, to the convening authority, and **After documents have been forwarded.**

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the latter informed, by letter or telegram, that all the business before the board has been completed. The board will then adjourn until dissolved by proper authority.

**INSTRUCTIONS IN GENERAL.**

- The plea of "guilty"** **771.** If an officer arraigned before a board of investigation shall plead "guilty" to the allegations against him, or any of them, such plea shall be accepted by the board as disposing of the case to that extent. The officer shall be permitted, however, to make a statement under oath of such extenuating or ameliorating circumstances as he may choose, and call witnesses to prove the same, or of such purpose as he may entertain of making amends in the future. When witnesses are produced to support a statement the right to cross examine them shall not be denied.
- Purpose of board.** **772.** The purpose of a board of investigation is simply to arrive at the facts in any given case, and to this end it will not be governed by the rules of evidence as interpreted in courts of law, whenever such interpretation would tend to exclude evidence pertinent to the case, or to cloud or render obscure the meaning of testimony.
- Latitude in favor of defense.** **773.** Every possible latitude should be accorded to the defense not inconsistent with justice and fair dealing.
- Benefit of any doubt..** **774.** A person on trial before a board of investigation is presumed to be innocent of the allegations against him until he is clearly proven guilty, and he is to be accorded the benefit of any doubt that may exist in the premises after the evidence is all in.
- Record of accused.** **775.** If in the course of an investigation of charges and specifications against an officer it shall appear to the board to be indispensable to the due administration of justice to prove or disprove a particular habit charged against the accused, his record in that regard may be examined by testimony for a period of three years prior to the charges under investigation ; there may be examined, also, any matter that affects his conduct which may be on file in the Department
- The accuser when called as a witness.** **776.** Inasmuch as the person preferring the charges and specifications may himself be called as a witness he should not be present when testimony is being taken from other witnesses ; the

force of this rule is especially apparent if that person preferring the charges should be the commanding officer of the vessel to which the accused is attached, because of a possible influence which his presence might exert upon the minds of witnesses serving under his command.

#### BOARDS OF INVESTIGATION.

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- 777.** The accused shall be permitted to be present during the trial either to defend himself in person or by the assistance of a professional or other adviser. The board shall not deny him this right. **The accused may be present.**
- 778.** There is no authority of law to compel the attendance of witnesses who are not connected with the public service to give testimony before a board of investigation. The president of the board may request in writing such persons to attend and testify, but their attendance would be voluntary. **The attendance of witnesses.**
- 779.** Members of boards of investigation are strictly forbidden to converse upon the case under examination with any person not a member of the board. They are further forbidden to make known to any person any part of their proceedings, conclusions, findings, or recommendations until the same shall have been passed upon by competent authority, and final action taken by the Department. **Members of boards forbidden to make known the proceedings.**
- 780.** The findings, whether of conviction or acquittal of an accused officer against whom charges have been preferred and the same tried by a board of investigation, will be communicated to the accused by the Department. **Findings communicated by Department.**
- 781.** The decision of questions which may arise in the course of an investigation, such as the admission of testimony, its relevancy, etc., will be decided by a majority vote of the board and announced by the president. For the purpose of considering, discussing, or deliberating upon such questions, the place of sitting of the board may be cleared of all persons save its members, or the board may adjourn over for twenty-four hours, and the decision be announced when it reconvenes. **Decision of questions.**
- 782.** In making up its findings and recommendations the majority of the members of a board of investigation in every case binds the minority; the opinion of the majority is the opinion of the board. If the minority can conclusively show a flagrant error on the part of the majority, it shall, in declining to concur in the judgment of the majority, submit a separate report and point out the conclusions with which it takes issue, and show wherein such conclusions are erroneous or not in accord with the facts of the case as developed in the evidence. **Opinion of the majority.**
- 783.** Officers on boards will take their seats in order of rank. **Rank.**
- 784.** An officer whose conduct is to be investigated by a board need not necessarily be kept under suspension or arrest for that purpose; he may, however, if necessary, at **Need not be kept under arrest.**

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his own request, be excused by his superior or commanding officer from attending to particular duties during such and investigation.

- The whole or any part of charges.** **785.** The board may find the accused guilty of the whole or of any part of the misconduct charged, according to the evidence, and recommend punishment for so much as shall be found proved.
- Proper courtesy to all persons.** **786.** The president of the board shall be responsible that all persons called before it are treated in a becoming manner; in all cases of impropriety, whether in language or behavior, on the part of a person connected with the public service, the offender, if necessary, will be reported to the Department

- Absence of member of board.** 787. No member of a board of investigation shall, after the proceedings are begun absent himself therefrom, except in case of sickness, or upon an order from competent authority.
- Interests of the Government.** 788. It is the duty of the board to carefully guard the interests of the Government. The president will at all times prevent the accused, if not assisted by counsel, from advancing anything which may tend to either criminate him or prejudice his case; and will also see that no illegal testimony is brought against him.
- Loss, grounding, or collision.** 789. Whenever a board shall be appointed to investigate the causes of the loss of a vessel, or of her having touched ground, the following points are invariably to be included in the investigation; and, when the vessel has been in collision, such of the points are to be considered as may be pertinent.
- Books and chart.** 1. The rough log, the captain's night order book, and the chart by which the vessel was navigated, or a similar one, must, if practicable, be produced before the board.
- Position of vessel.** 2. The board will investigate whether the proper chart was used; whether the position of the vessel, at the last favorable opportunity was accurately determined, and if not when it was so determined.
- Courses and distances.** 3. The board shall also determine whether the courses steered and distances run were correctly inserted in the logbook, and whether or not recourse was frequently had to the use of the lead.
- Steps taken of accident.** 4. If land was seen before the vessel struck, what were taken to correct the ship's run or to avoid the accident
- Tide, weather, and sea.** 5. The rate and direction of the tide stream or current the state of the tide, the direction and force of the wind, and the condition of the weather and sea, should be carefully ascertained.

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of their respective boats and their appurtenances. They shall be watchful of the conduct of their boats' crews and relax no effort to maintain discipline and efficiency. They shall exercise strict care over their boats when away from the ship so that no injury of any kind befalls them.

**Oilers.** **624.** The oilers shall exercise suitable authority over the men in the engineer department and shall be responsible to the engineer officer in charge for the proper performance of their duties.

**Acting quartermaster.** **625.** A seaman may, when necessary, be detailed as acting quartermaster, but such detail shall involve no increase of pay.

**Members of the crew.** **626.** The members of the crew must, on all occasions, yield a ready, cheerful, and prompt obedience to those placed over them; obey all orders and regulations; be attentive to their duties; avoid difficulties with one another; be neat in their persons and dress; and each should endeavor by his own good conduct, respectful bearing and zeal to promote the efficiency of the entire command.

### ARTICLE XII.

#### ENLISTMENTS, DISCHARGES, PRIVILEGES, ETC.

**Complement.** **627.** The complements of all vessels employed in the Revenue Cutter Service will be determined by the Secretary of the Treasury, from which there shall be no departure under any pretense.

**Crews.** **628.** Crews will, unless otherwise ordered, consist of boatswains, gunners, carpenters, master-at-arms, quartermasters, coxswains, seamen, ordinary seamen, oilers, firemen, coal-passers, cooks, stewards, and boys.

**Notification to commanding officer.** **629.** When a vessel is about to be placed in commission the commanding officer will be notified by the Department of the number of men and boys that may be enlisted, the rates allowed, and the wages to be paid.

**Physical examination.** **630.** No person shall be first enlisted without passing a satisfactory physical examination conducted by an officer of the Marine Hospital Service, when such an officer is available. The application for this examination will be made to the Marine Hospital surgeon by the commanding or executive officer. Candidates for enlistment who are found to be not physically qualified to perform the duties of the position sought shall be rejected.

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#### ENLISTMENTS, DISCHARGES, PRIVILEGES, ETC.

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| <b>631.</b> No person shall be enlisted who has not a knowledge of the English language sufficient to enable him to perform his duties satisfactorily on board ship.   | <b>Knowledge of English language.</b> |
| <b>632.</b> No person under the age of fourteen years, no insane or intoxicated person, no person known to have committed an infamous crime, no deserter from the Revenue Cutter Service, Army, or Navy, and no person under four feet nine inches in height, shall be enlisted. | <b>Not to be enlisted.</b>            |
| <b>633.</b> No person under the age of twenty-one years shall be enlisted without the written consent of the parent or guardian of such person.  | <b>A minor.</b>                       |
| <b>634.</b> Enlistments for duty on revenue cutters shall be for the term of one year. An enlistment may be terminated at any time by the Secretary of the Treasury.   | <b>Term.</b>                          |
| <b>635.</b> The shipping articles must be read and explained, by the officer making the enlistment, to every person about to be enlisted.  | <b>Shipping articles.</b>             |

**636.** No person is to be enlisted on a revenue cutter who is not assigned and required to perform the proper and usual duties of the position, corresponding to the rate as shown in the shipping articles, or provided for by these regulations. In case of a vacancy, caused by sickness or otherwise, in some particular rate, a person of inferior rating may be detailed to perform temporarily the duties of such rate, but such detail shall not be accompanied by increase of pay.

**Must perform the duties of position.**

**637.** On first enlistment no person shall be enlisted as a petty officer. Such rating shall take place after first enlistment.

**First enlistment.**

**638.** Vacancies in the complement of petty officers of the first class shall be filled in the following manner:

**Petty officers of first class.**

1. The commanding officer of the vessel where the vacancy occurs shall rate the man selected by him to fill the vacancy for the term of two months, which shall be regarded as a period of probation. During this period the rating may be revoked at any time, for sufficient reasons, by the commanding officer. At the end of this period the latter, if satisfied of the man's qualifications, shall recommend him to the Department for appointment in that rating. If the recommendation is approved the Department will issue to the man an appointment as petty officer in the rating which he holds.

**Appointment.**

2. If the commanding officer should not deem the man qualified after his period of probation, he shall make no recommendation, in which case the man will revert to his former rating.

**No recommendation.**

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**Oath.**

3. Upon receiving his appointment, the petty officer will, before a collector of customs or other competent person, take the prescribed oath and forward it to the Department. (See form under Article xxii.)

**Discharge of a petty officer of the first class.**

**639.** No petty officer of the first class holding an appointment, unless his term of enlistment has expired or by direct authority of the Secretary of the Treasury, shall be discharged from the Service except for cause and upon the commendation of a board of at least three officers appointed by the commanding officer of the vessel to investigate and report upon the case. This board shall give the petty officer an impartial and full hearing and shall submit its report, with recommendation, to the commanding officer, who shall immediately forward the same with his indorsement to the Department. A petty officer of the first class holding an appointment shall not be disrated except by the same procedure. If the recommendation is approved, the Department will authorize the man's discharge or disrating.

**Promotion.**

**640.** As far as practicable each class of petty officers shall be recruited from the next lower class.

**Discharges outside of the United States,**

**641.** No person shall be discharged outside of the United States except as follows

1. By order of the Treasury Department.

2. On the expiration of the term of enlistment upon the man's own written request, provided that the applicant in said request waives all claim for transportation at public expense and all consular aid. These facts must appear also in the discharge.

3. Men who have enlisted outside of the United States, upon the expiration of their terms of enlistment.

**Discharges within the United States.**

**642.** Any enlisted person serving in the Revenue Cutter Service may, when within the United States, be discharged by the senior officer present, upon the expiration of his term of service, but not otherwise, except by authority previously obtained of the Treasury Department.

- Expiration of term.** 643. Enlisted men in the Revenue Cutter Service are only entitled to their discharge upon the expiration of their term of service.
- Cause.** 644. No enlisted person of the Revenue Cutter Service shall be discharged therefrom, except for cause, before the expiration of his term of enlistment.
- Apprehended persons.** 645. Persons who are apprehended or who surrender themselves as deserters shall not be entitled to discharge until they have served out the period of their unauthorized absence.

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ENLISTMENTS, DISCHARGES, PRIVILEGES, ETC.

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- 646.** The order of the commanding officer to the executive officer to discharge a person may be verbal. The request of the commanding officer to the collector of customs, made after the pay rolls have been properly signed by the person to be discharged, to pay off such person, must be in writing. The name and rating of the person discharged, cause of discharge, and any other pertinent matter relating thereto, must be entered in the log. **Order to discharge.**
- 647.** The commanding officer shall issue a certificate of discharge, on the form prescribed by the Department, to an enlisted person at the expiration of his term of enlistment. He shall also issue such certificate should the person for any cause be discharged by proper authority before the expiration of his term of enlistment. **Certificate of discharge.**
- 648.** A certificate of discharge at the expiration of one year's term of enlistment, shall entitle the holder, provided he re-enlists on the day following his discharge, to a temporary leave of absence of ten days. During such absence he shall be accredited on the pay roll with the full pay of his rating. Should he promptly return to the vessel on the expiration of his leave, and assume his regular duties, he shall be paid, when his wages become due, continuous pay from the date of his reenlistment. Should he not so return, all wages that may have accrued or been retained in his behalf shall be forfeited and revert to the Government. These leaves shall not be cumulative. The commanding officer may grant, under the provisions of this paragraph, a leave of absence of not longer than two weeks to petty officers of the first class. **Privileges under a certificate of discharge.**
- 649.** The commanding officer is authorized to regulate the leaves provided in the foregoing paragraph by withholding them, if necessary, for a limited period after re-enlistment, in order that the available force at his command may not be reduced injudiciously by the absence at any one time of several members of the crew. **Leave to be regulated.**
- 650.** Upon the death of any enlisted person the following information must be sent to the Treasury Department: Date, place, cause, place of burial, state of account, and statement of effects. **Death.**
- 651.** No person shall be reduced below the rating in which he was enlisted on board except by order of the Treasury Department; but enlisted men who are not petty officers of the first class holding an appointment, and who have been rated by the commanding officer, may be reduced by him to any rating not below, however, that which they held when enlisted. **Reduction in rating.**

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- When the command is transferred.** 652. On transferring his command the commanding officer shall disrate all petty officers and seamen rated by his order by entering the fact in general terms in the log book; and his successor shall, in like manner, appoint them immediately to the same rates. If the command be vacated by the death of the commanding officer, all petty officers and seamen rated by him shall thereby be disrated, and his successor shall rate them again within the meaning of this paragraph.

- Entries in log.** 653. Every change in rating, with the reasons therefor, shall be fully entered in the log book.
- Permanent transfers.** 654. No permanent transfer of an enlisted man shall be made from one vessel to another, unless by the authority of the Secretary of the Treasury.
- Temporary transfer.** 655. A temporary transfer of an enlisted man from one vessel to another may be made when the interests of the Service require it, but the Department shall be informed without delay of such action.
- Sick persons.** 656. Sick persons of the Service maybe sent to a United States Marine Hospital at any time upon the recommendation of the commanding officer. They shall be admitted to care and treatment at all marine hospital stations of the first class without reference to length of service and without charge.
- Rating of sick persons.** 657. When any enlisted person is transferred to a United States Marine Hospital for treatment, his accounts shall be retained on board the vessel to which he is attached, and he shall continue to hold the rating in which he eras serving until his discharge from the hospital to duty, or until his enlistment expires, or he is regularly discharged from the Service.
- Transfer to hospital.** 658. The transfer of an enlisted man to a hospital for treatment shall not be considered as creating a vacancy. When a reasonable likelihood exists that the extent of sickness will exceed thirty days, the commanding officer shall there upon make diligent investigation and ascertain whether the sickness or disability was directly incident to the sphere of duty, and if the result of his inquiry shows that such was not the case he will, with the view of enlisting another person, apply to the Secretary of the Treasury for the man's discharge from the Service. If, however, the cause of the sickness or disability is found to have been strictly incident to regular duty, then the person shall be allowed to remain in hospital an additional period of thirty days if necessary, without discharge from the ship, a less his term of enlist-

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ENLISTMENTS, DISCHARGES, PRIVILEGES, ETC.

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ment expires in the meantime. The man, after his discharge from the ship, shall be retained in hospital for treatment as long as the medical officer in charge may deem proper.

659. A faithful and competent man who, through sickness occasioned by no fault of his own, has been obliged to re main in hospital longer than the periods mentioned in the preceding paragraph, shall be given, by the commanding officer, preference over others should he apply for reenlistment. **Preference given.**

660. The pay of an enlisted man when at a United States Marine Hospital ceases only when he is discharged from the ship. **Pay.**

601. When a person belonging to the Service dies while a patient of the Marine Hospital Service, but not otherwise, the necessary expenses of a plain burial will be paid from tile marine hospital fund. **Death in marine hospital,**

662. When any member of the crew of a revenue cutter dies on board, or in actual service, and not in a marine hospital, the necessary funeral expenses will be paid when duly certified and approved; but this regulation is not to be construed to authorize any expenses beyond those indispensable to the decent burial of the deceased person. **Death onboard or in service.**

663. 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. **To cheek desertions.**

664. Absence without leave for a period of three days in the case of an enlisted man shall be regarded as desertion. **Desertion.**

<b>665.</b> Any absence without leave, with a manifest intention not to return, shall be regarded as desertion.	<b>Manifest intention.</b>
<b>666.</b> Absence without leave, with a probability that the person intends to return, shall not be regarded as desertion until the end of three days.	<b>Not desertion.</b>
<b>667.</b> Absence from the vessel without leave for twenty four hours or more shall be checked on the pay rolls against the offender's wages and a corresponding amount deducted there from.	<b>Checkage on payrolls.</b>
<b>668.</b> A reward not exceeding fifteen days' pay may be offered for the recovery of a deserter, and such amount maybe deducted from the pay that may subsequently become due him. The reward offered, however, should not exceed what is necessary to secure the arrest of the person and deliver him on board the vessel. The Government will not be responsible for the payment of rewards for the apprehension of deserters, the matter being left to the discretion of commanding officers.	<b>Reward.</b>

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<b>Aid of civil authorities.</b>	<b>669.</b> It is recommended, in case the aid of the civil authorities is required for the apprehension of a deserter, that a descriptive list, signed by the captain, and stating the amount of the reward, shall be sent to police headquarters, or, if in a foreign port, to the consul of the United States. The offer of a reward should, in addition, clearly state that the man must be delivered on board the vessel, the time within which the delivery must take place, and at what time thereafter the reward may be collected.
<b>Checkage of rewards.</b>	<b>670.</b> The checkage of rewards paid shall not be regarded as any part of the punishment to which a deserter is liable.
<b>Pay forfeited.</b>	<b>671.</b> All deserters from the Revenue Cutter Service shall forfeit all pay due them at the time of desertion.
<b>Indebtedness for uniform clothing..</b>	<b>672.</b> In the event of an enlisted man deserting who is in debt to officers or others for uniform clothing furnished him, certified vouchers in duplicate for the amount of such indebtedness, not to exceed the amount of wages due at the time of desertion, may be submitted to the Department for payment.
<b>Deserter not to receive honorable discharge.</b>	<b>673.</b> No person who has deserted from the Service shall receive an honorable discharge unless his disabilities have been removed by the express order of the Secretary of the Treasury on the recommendation of a board of at least three officers appointed by the commanding officer of the vessel on which the person interested may be serving, to act in the premises. This board shall be satisfied of the candidate's good behavior, intentions, and fidelity to duty since desertion before submitting a favorable report. The report must also receive the approval of the commanding officer.
<b>Liberty.</b>	<b>674.</b> When the vessel is in port, liberty on shore shall be granted to divisions of the crew at such times and under such conditions as the commanding officer may direct. An ample allowance is recommended in the interests of recreation and health, and for this purpose the crew may, when circumstances permit, be divided into two watches, but in granting liberty, under no condition shall the watch remaining on board be less in point of numbers than one half the complement of the vessel, that there may be maintained at all times an organized force that will be effective for any emergency.
<b>Liberty not to be stopped longer than one month.</b>	<b>675.</b> Unless the exigencies of the Service or the unhealthiness of the port prevent giving liberty to the crew, no person shall be deprived of liberty on shore for a longer time than one month, except in cases of extreme punish

ment, or when it becomes necessary to confine a deserter for a longer period, or when the person's conduct ashore is of such a character as to bring discredit on the Service.

**676.** The granting of liberty on shore and special privileges must largely depend upon good behavior and strict attention to duty. Members of the crew whose conduct in this respect is entirely satisfactory shall be allowed every indulgence compatible with the demands of duty and with the exigencies of the Service; and in regard to privileges, a clear distinction should be made between those of this class and the rest of the crew.

**Good behavior.**

**677.** A person in the Revenue Cutter Service who shall within the United States or on board an American vessel endanger his own life in saving or endeavoring to save the lives of others from the perils of the sea, or who shall make such signal exertions in rescuing and succoring the shipwrecked and saving the drowning as, in the opinion of the Secretary of the Treasury, shall merit such recognition, is entitled to receive from the Government a lifesaving medal, as follows

**Rewards of heroism.**

1. There are two classes of medals gold and silver.

**Medals.**

2. The gold medal is awarded only in cases of extreme and heroic daring.

3. The silver medal is awarded in cases not sufficiently distinguished to deserve the gold medal.

4. No award of either medal will be made to any person until sufficient evidence of his deserving shall have been presented to the Secretary of the Treasury. This evidence must carefully and fully set forth all the attending circumstances, in order that the degree of reward may be made commensurate with the daring displayed.

**Evidence.**

5. All acts of heroism and gallantry referred to in this paragraph shall be promptly reported to the Department.

**Report to be made.**

**678.** The executive officer shall arrange the petty officers and crew in messes according to the customs of the Service, having in view the space available for such purposes.

**Arrangement of messes.**

**679.** Petty officers of the first class, and, when desirable, petty officers of the second class belonging to the deck department shall be in a separate mess from the remainder of the crew. The latter shall then be divided into a seamen's mess and a firemen's mess. When petty officers of the second class, except the oilers, are not messed with the other petty officers, they shall be assigned to the seamen's mess. The oilers shall be in the firemen's mess.

**Division of petty officers and crew.**

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**Caterers.**

**680.** The caterer or cook of each mess shall be responsible for the safekeeping and proper expenditure of mess money confided to his care by the members of the mess.

**ARTICLE XIII.**

**ADMINISTRATION AND DISCIPLINE.**

**EXERCISE OF AUTHORITY.**

**Obedience to lawful orders.**

**681.** All persons in the Revenue Cutter Service are required and strictly enjoined to properly observe and obey the lawful orders of their superiors, and to use their utmost exertions to carry such orders into effect with promptitude and zeal. They shall show to their superiors all proper deference and respect.

**Authority over subordinates.**

**682.** Superiors of every grade are forbidden to oppress or maltreat those under their command by tyrannical or capricious conduct, or by abusive language. Authority over subordinates will be exercised with firmness, kindness, and justice, and each person shall set

an example of morality and devotion to duty.

- Punishments.** **683.** Punishments shall be in strict conformity to law and in accordance with the usages of the sea service, and will follow the offense as promptly as circumstances will permit
- Inquiry as to misconduct.** **684.** In order to avoid unnecessary recourse to boards of investigation, it is directed that when an officer shall be reported for grave misconduct to his immediate commanding officer the latter shall institute a careful inquiry into the circumstances on which the complaint is founded. To this end he shall call upon the complainant for a written statement of the case, together with a list of his witnesses, and such other information as may have a proper bearing upon the charge. He shall also call upon the accused for such counter statement as he may wish to make.
- Facts only to be stated.** **685.** Officers making either complaints or explanations shall confine themselves exclusively to the facts of the case and shall neither express an opinion nor impugn the motives of the opposite party.
- Action of commanding officer.** **686.** If, after the investigation of a report against an officer, the commanding officer shall not deem the offense one requiring the action of a board of investigation he shall himself take such action as he may deem necessary within the limits of regulation and law.
- Report to be sent the Secretary of the Treasury.** **687.** If, upon such investigation, the commanding officer shall be satisfied that the charge is such as to call for the

ADMINISTRATION AND DISCIPLINE.

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action of the Department, he shall transmit to the Secretary of the Treasury a report embracing the charges and specifications relating to the case. Under such circumstances the accused may be continued under suspension or arrest to await the decision of the Secretary of the Treasury.

- 688.** Should the decision of the Secretary be that no trial take place the accused shall be at once restored to duty. But if it be decided that the accused shall be brought to trial a board of investigation shall be convened for that purpose as soon as the interests of the public service will allow. **Trial of accused.**
- 689.** Whenever an accusation is made against an officer, either by report or indorsement upon a communication, or charges are preferred against him, a copy of such report, indorsement, or charges shall be furnished at the time to the officer accused. **Copy of report, indorsement, or charges.**
- 690.** An officer is strictly forbidden to criticise (sic) or impugn the character, competency, or motives of another officer in any private letter directed to an officer or person connected with the administration of the Treasury Department. **Criticism in private letters forbidden.**
- 691.** On complaint being made against an officer, and in every case, requiring immediate decision, a commanding officer may suspend or place in arrest an inferior not longer than ten days, unless a further period is necessary to bring the offender to trial. **Suspension and arrest.**
- 692.** Officers are not to be suspended for light or trivial offenses, but for such the commanding officer may express his disapprobation, which, in most cases, will answer the purpose of maintaining discipline. An admonition or caution in the ordinary course of duty shall not be considered as a reprimand in the sense of punishment. **Admonition or caution.**
- 693.** The captain of a vessel 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. This temporary release shall not be a bar to any subsequent investigation or trial. **Temporary release.**
- 694.** When a commanding officer shall suspend, or place in arrest, an officer, he shall call upon the latter for an explanation in writing of the complaint made against him, with a list **Duty of commanding officer in case of**

of persons to be questioned, and shall promptly institute an inquiry into the circumstances in suspension or arrest. order to regulate his further proceedings. If, after such inquiry, he shall not deem a report to the Department requisite, the officer shall, within ten days, be restored to duty; but when it is a

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complaint of oppression made by an inferior against a superior officer, and the latter is restored to duty, the commanding officer shall, if it be requested, give in writing his reasons for the restoration to the officer making the complaint, who shall have the right of appeal to higher authority. If the complainant shall decide to appeal the commanding officer shall transmit to the Secretary of the Treasury a full statement of the case, accompanied by the statements of the parties to the controversy.

**Offenses not allowed to accumulate.**

**695.** Offenses shall not be allowed to accumulate in order that sufficient matter may thus be collectively obtained for trial, without giving due notice to the offender; and no officer who has been formally reprimanded by the Department for an offense shall be subsequently tried therefor, nor shall he same be subject again to inquiry except when it may be necessary to prove a particular habit charged, or for the due administration of justice.

**Malicious or frivolous charges.**

**696.** Malicious, vexatious, or frivolous charges against anyone will subject the accuser to all the pains and penalties of such conduct.

**Offense committed more than two years before order for trial.**

**697.** No person in the Revenue Cutter Service shall be tried or punished for any crime or offense connected with the Service which shall appear to have been committed more than two years before the issuing of the order for such trial, unless for some manifest impediment he shall not have been amenable to justice within that period.

**Conduct of officer under arrest.**

**698.** Every officer, when placed in arrest, shall deliver up his sword through the arresting officer to the captain of the vessel. He shall confine himself to the limits assigned him under pain of dismissal from the Service. An officer under arrest shall not visit officially his commanding officer, unless sent for; and in case of business requiring attention, he shall make it known in writing.

**Restrictions relative to officer under arrest.**

**699.** No officer placed under suspension or arrest shall be confined to his room or restrained from the proper use of any part of the vessel except the quarterdeck, bridge, and pilothouse, unless such confinement or restraint shall be necessary for the safety of the vessel or the preservation of good order and discipline.

**Can not insist on being tried.**

**700.** No officer who may have been placed in arrest has any right to insist upon being tried by a board, or to persist in considering himself under the restraint of such arrest after he shall have been released, or to refuse to return to the exercise of his duty.

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**701.** Commanding officers shall not impose upon persons under their command any other punishments than the following

**Nature of punishments.**

1. Upon commissioned officers Private reprimand; suspension from duty, arrest, or confinement for a period not longer than ten days except as provided in paragraph 691.

**Commissioned officers.**

2. Upon enlisted men (for a single offense or at any one time) either Reduction of any rating established by himself; confinement, with or without irons, single or double, not exceeding ten days; confinement on bread and water not exceeding five days; deprivation of liberty on shore; extra duties.

**Enlisted men.**

**702.** All punishments inflicted by a commanding officer, or by his order, except reprimands, shall be fully entered in the log. This entry must include the rank or rating of the offender, the

**Punishments to be entered in log.**

date and nature of the offense, and the kind and degree of punishment. The termination of the punishment shall be noted also.

**703.** The commanding officer shall use every endeavor to assure himself that subordinates exercise no cruelty toward persons in confinement, and that the latter suffer no unusual treatment without his knowledge and authority. **Cruelty to prisoners forbidden**

**704.** All reports of misconduct shall be investigated by the commanding officer before punishment is adjudged. After inquiring into the facts in each case and according both accuser and accused an impartial hearing, he shall assign a punishment when necessary. He shall direct the release of every person confined upon the expiration of the term of confinement. **Misconduct to be investigated.**

**705.** An officer having occasion to report an enlisted man for any cause whatever shall make the report to the executive officer. **Reporting an enlisted man.**

**706.** All punishments consisting of extra duties shall be discontinued on Sunday. **Extra duties.**

**707.** Care shall be taken not to confine intoxicated men in such a place or manner as may be dangerous in their condition. **Intoxicated men.**

**708.** No commissioned officer shall take part personally in the arrest of a drunken man further than may be absolutely necessary, but the arrest shall always be made by a petty officer or seaman. **Officer not to take part in arrest.**

**709.** The commanding officer may restrict or confine a commissioned officer to the limits of the vessel for an offense **Confinement of commissioned officer.**

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which, in the former's judgment, merits such punishment; but such restriction or confinement shall not continue longer than ten days.

**Release.** **710.** Whenever any person in the Revenue Cutter Service who shall have been placed under suspension, arrest, or confinement, or otherwise punished for misconduct, shall be released and entirely discharged by competent authority, such discharge shall be a bar to further disciplinary proceedings in the case as far as the interests of the Service are concerned.

#### REDRESS OF WRONGS.

**Oppression or other misconduct to be reported.** **711.** If any person in the Revenue Cutter Service shall consider himself oppressed by his superior, or observe in him any misconduct, he shall not on that account fail in his respectful bearing toward him, but shall represent such oppression or misconduct, through the official channels, to proper authority. He will be held accountable, however, if his representations be found vexatious, frivolous, or false.

**Application to be in writing.** **712.** An application for a redress of wrong shall be made in writing.

**Report to be made to Secretary of the Treasury.** **713.** When an application for redress of wrong is made to the commanding officer and he shall consider that the alleged wrong is of sufficient gravity to warrant the action of higher authority, he shall submit a report of the case, together with all the correspondence relating thereto, to the Secretary of the Treasury.

**Officers can not demand trial.** **714.** No officer has the right to demand a board of investigation on himself or others, the granting of a trial resting solely in the discretion of the officer authorized to convene aboard.

#### APARTMENTS.

**Cabin.** **715.** The captain of a vessel shall occupy the cabin.

**Wardroom officers.** **716.** All commissioned officers below the rank of captain shall be wardroom officers.

**Wardroom.** **717.** Wardroom officers shall occupy rooms as follows

**Line officers.** 1. When the wardroom staterooms are arranged symmetrically on both sides of the vessel

the forward or after room on the starboard side (or such room as may be especially provided for the purpose), shall be occupied by the executive officer, and the next room by the navigator. Other rooms on the starboard side shall be occupied by line officers in the order of rank.

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2. On the port side the forward or after room shall be occupied by the senior engineer officer, and the other rooms on the port side by the engineer officers in the order of rank. **Engineer officers.**

3. In vessels having staterooms so arranged that the above disposition can not be carried out, a plan of assignment of quarters will be supplied by the Department on application. **Plan of quarters.**

718. Should there be a pilot on board, and the accommodations of the vessel admit of such arrangement, he shall be assigned a stateroom in the forward part of the vessel ;otherwise he may be berthed in the wardroom. **Pilot.**

719. Cadets serving on the schoolship shall occupy the steerage. Those serving on cruising cutters shall, if possible, be assigned to quarters in the wardroom. **Cadets.**

720. Petty officers of the first class shall be berthed in rooms in the forward part of the vessel when there are such; otherwise they shall use hammocks. **Petty officers of the first class.**

721. No officer or other person embarked as a passenger shall be entitled to a stateroom to the exclusion of any officer belonging to the complement of the vessel. **Passengers.**

OFFICERS' MESSSES.

722. Officers shall mess in the apartments to which they are assigned. Separate messes shall not be formed in the same apartment, nor shall meals be taken in rooms or at other places than at the regular mess table, except in case of sickness. **Messing of officers.**

723. Officers embarked as passengers shall mess in the apartment to which they would belong if attached to the vessel, unless by special invitation of the captain or wardroom officers they prefer otherwise. **Officers embarked as passengers.**

724. In all officers' messes the senior line officer present shall preside and have the power to preserve order. **Senior line officer to preside.**

725. No person attached to the vessel living outside of the wardroom shall mess therein except under special circumstances of necessity. Should there be a pilot on board who is assigned to quarters on the berth deck or to those usually allowed petty officers of the first class, he shall also be assigned to the petty officer's mess. **Persons living outside of wardroom.**

726. Each mess of officers shall elect a caterer who shall be a commissioned officer and have charge of all matters relating to the expenditures of the mess. He Shall keep an accurate account of all receipts and expenditures, which shall be open at any time for the inspection of any member. At the close of each month he shall render to the mess a full **Caterer.**

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statement of the accounts of the mess, which shall include any bills remaining unpaid. These accounts may, if desired, be audited by a committee elected by the mess. He shall incur no indebtedness which can not be fairly discharged, and, if for any reason, he is obliged to relinquish the position of caterer he shall report to his successor all bills unpaid and turn over to him the mess accounts. The caterer shall, if practicable, settle in person all accounts at the end of each month. All officers of a mess are eligible to election as caterer, and if elected shall so serve, but no officer shall be required to serve as caterer more than two months consecutively.

**Mess bills of officers.** 727. Every officer attached to a revenue cutter shall pay monthly the full amount of his mess

bill to the caterer. The latter may, in the interests of the mess, require the members to advance sufficient funds to enable him to make purchases and meet proper payments.

**Wine messes.**

**728.** Wardroom officers may form wine messes, but no officer shall be required to become a member thereof: Suitable locker room for wine mess stores may be provided. Wine mess accounts shall be kept separate from other mess accounts.

**Hours for serving meals.**

**729.** The hours for serving meals in the wardroom shall be determined by a majority vote of the officers comprising the mess, provided the hours decided upon are not disapproved by the commanding officer.

**ARTICLE XIV.**

**BOARDS.**

**BOARDS OF INVESTIGATION.**

**ORGANIZATION AND PROCEDURE.**

**Convening authority.** **730.** A board of investigation shall be ordered only by the President of the United States or the Secretary of the Treasury.

**Object of.** **731.** In important cases where the facts are various and complicated, where there appears to be ground for suspecting criminality, or where crime has been committed, or where much blame has been incurred, without certainty on whom it ought chiefly to fall, or where charges have been regularly preferred against an officer and deemed by the Department of sufficient gravity to require proof or the elucidation of testimony, a board of investigation will be convened to investigate the matter and, if so required, to make recommendation thereon.

**BOARDS OF INVESTIGATION.**

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**732.** A board of investigation shall consist wholly of commissioned officers of the Service and of not less than three members.

**Of not less than three officers.**

**733.** The composition of the board will be regulated by the circumstances to be inquired into. If the conduct or character of an officer is to be investigated, the members of the board shall not be, if possible, inferior in rank to that officer. And if the exigencies of the Service permit, one or more officers of the department, line or engineer, to which such officer belongs, will be detailed to serve on the board.

**Composition.**

**734.** Should the number of members named in the order convening the board be reduced, the board shall not proceed without authority of the Department.

**If number be reduced.**

**735.** A board of investigation may be ordered to report the facts of any case referred to it for investigation, but shall not make a recommendation unless expressly required to do so in the order convening it.

**To report facts.**

**736.** When a board is required to report facts, it is not to be understood that the bare record of the testimony is meant, but also the result and conclusion of the board from hearing the evidence.

**Conclusion of board.**

**737.** An order convening aboard of investigation will name the president and recorder, who shall be the senior and junior officer of the detail, respectively.

**President and recorder.**

**738.** It is the duty of the president of a board of investigation to preserve order, to decide upon matters relating to the routine of business, and to adjourn the board from day to day as in his judgment will be most convenient and proper for the transaction of the business before it; but should objection be made by any member of the board to any decision announced by the president, the question shall be submitted to and decided by a majority vote of the board.

**Duties of the president.**

**739.** The following are the duties of the recorder:

**Duties of the recorder.**

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| 1. To record the proceedings of the board under its direction and control, and to append original documents, or authenticated copies thereof, to the record.  | <b>Recorder of proceedings.</b>  |
| 2. To assist the board in systematizing the information it may receive, and to render the board such assistance as will enable it to lay all the circumstances of the case before the convening authority in a clear and explicit manner. | <b>Assistance to board.</b>      |
| 3. In conjunction with the president of the board to authenticate the proceedings by his signature.   | <b>Authenticate proceedings.</b> |
| <b>740.</b> Whenever practicable authority will be given in the order convening a board to employ a stenographer to   | <b>Stenographer.</b>             |

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| record the testimony, but in the absence of such authority the recorder of the board will reduce to writing all the testimony taken and cause the same to be signed by the witnesses. |  |
| <b>Testimony.</b>   | <b>741.</b> All testimony given before a board of investigation shall be delivered under oath or affirmation, and the president of the board will swear (or affirm) each witness in accordance with the power conferred by section 183 of the Revised Statutes.                                  |
| <b>Documents.</b>   | <b>742.</b> Original documents and all documentary evidence handed into a board of investigation must be filed by the recorder and marked systematically for reference.  |
| <b>Prosecutor.</b>  | <b>743.</b> When an officer is brought to trial under charges, and at such other times as the Department may direct, a competent commissioned officer will be named in the order convening the board to act as official prosecutor. He shall be a person not liable to be summoned as a witness. |
| <b>Duties of prosecutor.</b>  | <b>744.</b> The duties of the prosecutor shall be as follows:  |
| <b>Information.</b>   | 1. He will inform himself, as far as possible, as to all the circumstances of the case. He shall have the right to be furnished with such instructions and papers, or copies thereof, as may be necessary for his guidance.  |
| <b>Represents accuser.</b>  | 2. He shall represent the accuser in the interests of the Government.  |
| <b>To confer with accuser.</b>  | 3. He will privately confer with the accuser and, when he thinks proper, will at the trial avail himself of any suggestions such informant may make.   |
| <b>Assistant to prosecutor.</b>   | 4. When the accuser is allowed to be present at the board it is merely for the purpose of material justice and as assistant to the prosecutor.   |
| <b>Improper evidence.</b>   | 5. He shall object to the admission of improper evidence, or the irrelevancy of any testimony that may be adduced. Should the objection be disregarded by the board he shall be allowed to enter his opinion upon the record.  |
| <b>Examination of witnesses.</b>  | 6. He shall be allowed to examine witnesses at the proper time.  |
| <b>Reply to defense.</b>  | 7. He shall have the right to reply to the defense, and shall be allowed time for that purpose, if he require it.  |
| <b>Promotion of the ends of justice.</b>  | 8. In appearing before the board in behalf of the accuser, he will bear in mind, also, that he is there in the interests of the public service, and he shall do all in his power to promote the ends of justice.   |
| <b>Method of procedure.</b>   | <b>745.</b> The following method of procedure will be adopted by boards of investigation when investigating charges against an officer   |

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| 1. The board on first assembling should be closed until the order constituting it and the | <b>Reading of</b> |
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instructions contained therein are read. The original of said order will be attached to the proceedings.	<b>instructions.</b>
2. The president will notify the accused that he will be permitted to have counsel to aid him in his defense.	<b>Accused allowed counsel.</b>
3. Whether the investigation shall be held in open board or not must depend on the nature of the matter to be examined, and, if not specified by the Department, will be decided by the board.	<b>Character of investigation.</b>
4. The complainant, if there be one, and the accused and his counsel, if he have any, shall be called in, and the recorder will read aloud the order of the Department convening the board.	<b>Reading of order to complainant and accused.</b>
5. The recorder will ask if the complainant or accused objects to any member of the board. If any objection be made the recorder will enter a minute of the inquiry, and the answer thereto, upon the record. The board will deliberate and decide upon the validity of the objection, and if deemed necessary will make the objection known to the Department. In the event of the latter course being taken the board shall be adjourned to await the action of the convening authority.	<b>If objection is raised to an member of the board.</b>
6. The president will then administer, in the presence of the accused, the following oath to each member of the board "You do solemnly swear (or affirm) that you will carefully and impartially investigate and try the case now about to be opened; that in announcing your conclusions and recommendations to be embodied in the report of this board, to be submitted to the Department, you will be governed wholly by the evidence adduced, and that you will not be influenced for or against the accused by anything not clearly shown in the recorded evidence; so help you God." The recorder will then administer the same oath to the president of the board.	<b>Oath of affirmation.</b>
7. The complainant and accused shall furnish the president with a list of their witnesses respectively. The accused will be furnished with a list of the witnesses who are to appear against him, and the prosecutor with a list of the witnesses who are to appear for the defense.	<b>List of witnesses.</b>
8. The recorder will read aloud the charges and specifications preferred against the accused.	<b>Charges.</b>
9. The president shall then address the accused by name and designation, and ask him whether he is guilty or not guilty of the charges and specifications just read.	<b>Inquiry as to guilt.</b>

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<b>Witnesses to withdraw.</b>	10. The accused having pleaded, the president shall caution all witnesses in the case to withdraw and not to return until they are officially called. Witnesses are also to be warned that they are not to converse on any matter pertaining to the pending trial.
<b>Witnesses. Oath.</b>	<b>746.</b> The following rules shall be carried out in relation to witnesses: 1. When the board is ready to proceed with the trial the witnesses shall be called before it separately and the president shall, in the presence of the accused, administer to each the following oath: "You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you in the case of , now under investigation by this board."
<b>Facts.</b>	2. Witnesses shall be cautioned before giving their testimony to testify only to facts which are within their own knowledge.
<b>Record of testimony.</b>	3. The testimony is to be regularly taken down in writing, and in the order in which it is received.
<b>Member of board.</b>	4. If any member of the board is required to testify for the prosecution, he should be the

first witness called.

**Signing; testimony.** 5. After the examination of a witness is closed, the whole of his testimony shall be read over to him, and when he has approved it, he shall sign it.

**Order of examination.** 747. The order in which a witness is to be examined is as follows:

1. He shall be examined in chief by the party who produces him.

2. The opposite party may next cross examine him.

3. In case of new matter being introduced on the cross examination, the party calling him may reexamine into that matter.

**Examination by board.** 4. Finally the board may put such questions to the witness as may be deemed necessary.

5. Upon new matter elicited by the examination of the board, the prosecutor and the accused, or his counsel, may within the discretion of the board, further examine the witness.

**Recall of witness.** 6. The board is at liberty at any stage of the proceedings, before finding, to recall and reexamine a witness if desirable; all the parties must, however, be present.

**Order of evidence.** 748. The evidence on the part of the prosecution shall be first taken. The evidence for the defense shall be taken when the prosecution rests. Either side may rest at pleasure.

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749. The accused shall at his own request, but not otherwise, be allowed to testify in his own behalf; but his failure to make such request shall not create any presumption against him. He may decline to answer any questions which may tend to criminate himself.

**Accused allowed to testify.**

750. The examination of witnesses will close by taking such testimony as may be offered in rebuttal and surrebuttal.

**Close of examination.**

751. When the examination of witnesses is closed the accused shall be at liberty to make his defense in writing, or orally in person or by counsel if the employment of a stenographer shall have been authorized. This defense which must contain nothing disrespectful), if written, he, or his counsel, may read before the board. The whole shall be appended to the proceedings.

**The defense.**

752. The prosecutor has the right to reply to the defense in writing, or orally if the employment of a stenographer be authorized, and should be allowed time for that purpose, if he require it. This reply shall be appended to the proceedings.

**The prosecution.**

753. When the accused and prosecutor shall have laid their respective cases before the board, the trial is finished, and this circumstance shall invariably be recorded in the proceedings.

**Trial finished.**

754. Neither the accuser nor the accused can demand a copy of the proceedings. The evidence, of whatever nature, is intended only for the officer convening the board.

**Copy of proceedings.**

FINDINGS AND SENTENCE.

755. The board will then be closed, and will proceed to examine such parts of the evidence as may be indicated by the members, together with the arguments in the case.

**Examination of evidence.**

756. When the board has sufficiently examined the evidence, the president shall put the question upon each specification of each charge, beginning with the first, whether the specification is "proved," "not proved," or "proved in part." No written minute of the votes shall be preserved unless so ordered by the unanimous vote of the board. When a majority of the board agrees upon a finding it shall be so recorded.

**Vote upon each specification.**

757. When the members have voted upon all the specifications of any charge, the question shall be put upon the charge to each member: "Is the accused guilty of this charge guilty in a

**Vote upon the charges.**

less degree than charged?" or "not guilty?" When a majority decision is arrived at the

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result shall be recorded. The board will then proceed to the next charge and specifications until votes have been taken and decisions recorded upon all the charges and specifications.

**Vote upon the recommendation for punishment.**

**758.** When the members of the board have voted upon all the charges, if the accused has been found guilty, or guilty in a less degree than charged, upon any one of them, the members shall next proceed. if in accordance with their instructions, to vote upon the recommendation of the punishment to be inflicted. Each member shall write down and describe the measure of punishment which he may think the accused ought to receive, and hand his vote to the president, who shall announce the result. If a majority shall not have agreed upon the nature and degree of the punishment to be inflicted, the president shall proceed, beginning with the mildest punishment that has been proposed, and continuing, if necessary, to the next lowest punishment, and so on successively, until some sentence has been decided upon by a majority vote of the members of the board.

**Junior to vote first.**

**759.** In any case where there is a verbal vote the member of the board junior in rank shall be called upon first to express himself.

**Not to appear on the record.**

**760.** Care shall be taken that the votes of the members in regard to the finding or sentence do not appear on the record.

**All charges to be considered.**

**761.** The board is bound to exhaust the whole of the charges that come before it by expressly acquitting or convicting the accused of each allegation contained in the specification.

**In ease of conviction.**

**762.** In all cases of conviction it is the duty of the board, when called upon, to recommend a punishment adequate to the character and nature of the offense committed.

**Forms of punishment.**

**763.** The following are the only punishments that can be recommended by the board for infliction upon a commissioned officer

1. Summary dismissal from the Service.
2. Suspension from duty on waiting order pay.
3. Reduction of rank in his own grade.
4. Retention of his present number on register for a specified time.
5. Confinement within bounds afloat or ashore.
6. Official reprimand.
7. Recommendation embodying two or more of the punishments from 2 to 6, inclusive.

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**764.** If mitigating circumstances have appeared during the trial which could not be taken into consideration in determining the degree of guilt found by the verdict, the board can avail itself of such circumstances as adequate grounds for recommending the accused to clemency.

**Clemency.**

THE RECORD.

**765.** After all the points in the case have been voted upon, the recorder, under the direction of the board, shall draw up the finding and the recommendation as to the punishment, specifying precisely how far the accused has been found guilty of each charge, with the exact nature and degree of punishment awarded, and on approval by the board shall enter the same upon the record.

**Finding and recommendation.**

**766.** The report of the board accompanying the record shall review the testimony as a whole,

**Report of the board.**

and carefully refer to all testimony or parts of testimony employed to make plain the reasons for such conclusions as may be reached, such as the circumstances surrounding a particular point in the case, or surrounding the whole case, or the plain and legal inferences from which the same are deduced, and upon which the findings and recommendations are based. This is to enable the reviewing authority to form a clear idea respecting the judgment rendered, and to understand the more precisely the board's methods of reaching its conclusions.

**767.** A recommendation for clemency is not to be inserted in the body of the recommendation for punishment, but recorded immediately thereafter, with the signatures of the members concurring in it. **Recommendation for clemency.**

**768.** The record of all boards of investigation shall be clearly and legibly written and every page numbered. The entire proceedings of the board shall be fully set forth; in short, every part and feature of the proceedings material to a complete history of the case, and to a correct understanding of every point thereof by the reviewing officer, shall be recorded at length. **Records of boards.**

**769.** The record of the proceedings shall be signed each day by the president and recorder. The report of the board shall be signed by the members concurring ~ any member or members nonconcurring shall submit and sign a minority report. The recommendation for clemency, if any, shall be signed by the members concurring. **Signatures.**

**770.** After the record and other documents have been properly signed they shall be forwarded by the president, with a letter of transmittal, to the convening authority, and **After documents have been forwarded.**

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the latter informed, by letter or telegram, that all the business before the board has been completed. The board will then adjourn until dissolved by proper authority.

**INSTRUCTIONS IN GENERAL.**

**The plea of "guilty"** **771.** If an officer arraigned before a board of investigation shall plead "guilty" to the allegations against him, or any of them, such plea shall be accepted by the board as disposing of the case to that extent. The officer shall be permitted, however, to make a statement under oath of such extenuating or ameliorating circumstances as he may choose, and call witnesses to prove the same, or of such purpose as he may entertain of making amends in the future. When witnesses are produced to support a statement the right to cross examine them shall not be denied.

**Purpose of board.** **772.** The purpose of a board of investigation is simply to arrive at the facts in any given case, and to this end it will not be governed by the rules of evidence as interpreted in courts of law, whenever such interpretation would tend to exclude evidence pertinent to the case, or to cloud or render obscure the meaning of testimony.

**Latitude in favor of defense.** **773.** Every possible latitude should be accorded to the defense not inconsistent with justice and fair dealing.

**Benefit of any doubt..** **774.** A person on trial before a board of investigation is presumed to be innocent of the allegations against him until he is clearly proven guilty, and he is to be accorded the benefit of any doubt that may exist in the premises after the evidence is all in.

**Record of accused.** **775.** If in the course of an investigation of charges and specifications against an officer it shall appear to the board to be indispensable to the due administration of justice to prove or disprove a particular habit charged against the accused, his record in that regard may be examined by testimony for a period of three years prior to the charges under investigation ; there may be examined, also, any matter that affects his conduct which may be on file in the Department

**The accuser when called as a witness.** **776.** Insomuch as the person preferring the charges and specifications may himself be called as a witness he should not be present when testimony is being taken from other witnesses ; the force of this rule is especially apparent if that person preferring the charges should be the

commanding officer of the vessel to which the accused is attached, because of a possible influence which his presence might exert upon the minds of witnesses serving under his command.

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- 777.** The accused shall be permitted to be present during the trial either to defend himself in person or by the assistance of a professional or other adviser. The board shall not deny him this right. **The accused may be present.**
- 778.** There is no authority of law to compel the attendance of witnesses who are not connected with the public service to give testimony before a board of investigation. The president of the board may request in writing such persons to attend and testify, but their attendance would be voluntary. **The attendance of witnesses.**
- 779.** Members of boards of investigation are strictly forbidden to converse upon the case under examination with any person not a member of the board. They are further forbidden to make known to any person any part of their proceedings, conclusions, findings, or recommendations until the same shall have been passed upon by competent authority, and final action taken by the Department. **Members of boards forbidden to make known the proceedings.**
- 780.** The findings, whether of conviction or acquittal of an accused officer against whom charges have been preferred and the same tried by a board of investigation, will be communicated to the accused by the Department. **Findings communicated by Department.**
- 781.** The decision of questions which may arise in the course of an investigation, such as the admission of testimony, its relevancy, etc., will be decided by a majority vote of the board and announced by the president. For the purpose of considering, discussing, or deliberating upon such questions, the place of sitting of the board may be cleared of all persons save its members, or the board may adjourn over for twenty-four hours, and the decision be announced when it reconvenes. **Decision of questions.**
- 782.** In making up its findings and recommendations the majority of the members of a board of investigation in every case binds the minority; the opinion of the majority is the opinion of the board. If the minority can conclusively show a flagrant error on the part of the majority, it shall, in declining to concur in the judgment of the majority, submit a separate report and point out the conclusions with which it takes issue, and show wherein such conclusions are erroneous or not in accord with the facts of the case as developed in the evidence. **Opinion of the majority.**
- 783.** Officers on boards will take their seats in order of rank. **Rank.**
- 784.** An officer whose conduct is to be investigated by a board need not necessarily be kept under suspension or arrest for that purpose; he may, however, if necessary, at **Need not be kept under arrest.**

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his own request, be excused by his superior or commanding officer from attending to particular duties during such and investigation.

- The whole or any part of charges.** **785.** The board may find the accused guilty of the whole or of any part of the misconduct charged, according to the evidence, and recommend punishment for so much as shall be found proved.
- Proper courtesy to all persons.** **786.** The president of the board shall be responsible that all persons called before it are treated in a becoming manner; in all cases of impropriety, whether in language or behavior, on the part of a person connected with the public service, the offender, if necessary, will be reported to the Department
- Absence of member of board.** **787.** No member of a board of investigation shall, after the proceedings are begun absent

himself therefrom, except in case of sickness, or upon an order from competent authority.

**Interests of the Government.**

**788.** It is the duty of the board to carefully guard the interests of the Government. The president will at all times prevent the accused, if not assisted by counsel, from advancing anything which may tend to either criminate him or prejudice his case; and will also see that no illegal testimony is brought against him.

**Loss, grounding, or collision.**

**789.** Whenever a board shall be appointed to investigate the causes of the loss of a vessel, or of her having touched ground, the following points are invariably to be included in the investigation; and, when the vessel has been in collision, such of the points are to be considered as may be pertinent.

**Books and chart.**

1. The rough log, the captain's night order book, and the chart by which the vessel was navigated, or a similar one, must, if practicable, be produced before the board.

**Position of vessel.**

2. The board will investigate whether the proper chart was used; whether the position of the vessel, at the last favorable opportunity was accurately determined, and if not when it was so determined.

**Courses and distances.**

3. The board shall also determine whether the courses steered and distances run were correctly inserted in the logbook, and whether or not recourse was frequently had to the use of the lead.

**Steps taken of accident.**

4. If land was seen before the vessel struck, what were taken to correct the ship's run or to avoid the accident

**Tide, weather, and sea.**

5. The rate and direction of the tide stream or current the state of the tide, the direction and force of the wind, and the condition of the weather and sea, should be carefully ascertained.

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6. The board will rigidly investigate the manner in which the instructions to commanding officers bearing on the case have been observed, and, in case of collision, whether the established rules for preventing collisions, etc., were properly carried out. **Rules as to collisions.**

7. All other essential facts regarding the case will be definitely inquired into. **Other facts.**

**790.** Whenever investigation is made into the grounding or loss of a vessel, or as to a collision or other serious accident, the board will call for the official report of the commanding officer, containing a narrative of the disaster, and this report shall be read by the recorder of the board in the presence of the commanding officer and of such of the surviving officers and crew as can be assembled. **Official report of commanding officer.**

**791.** After the survivors have been sworn as witnesses the following questions will be put to them, respectively, by the president of the board, and answers obtained **Questions to survivors.**

1. (To the commanding officer.) Is the narrative just read to the board a true statement of the disaster (or accident) to the revenue cutter

2. (To the commanding officer.) Have you any complaint to make against any of the surviving officers and crew of the said vessel on that occasion?

3. (To the surviving officers and crew.) Have you any-thing to object to in the narrative just read to the board, or anything to lay to the charge of any officer or man with regard to the aforesaid disaster (or accident)?

### CHARGES AND SPECIFICATIONS.

**792.** In drawing up charges and specifications, all extraneous matter is to be carefully avoided, and nothing shall be alleged but that which is culpable and which the prosecution is prepared to substantiate before a board of investigation. **Drawing up charges.**

**793.** Facts of a perfectly distinct nature must not be included in one and the same charge and specification of a charge, but each different fact shall be the subject of a distinct charge and specification. **Facts.**

**794.** When the offense is a neglect or disorder specially provided for, the regulation or law for the government of the Service which is involved shall be quoted; but when the offense is not provided for it should be charged as "scandalous conduct tending to the destruction of good morals," or, "conduct to the prejudice of good order and discipline." **Charge of the offense.**

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**No part to be in figures.** **795.** No part of the charges or specifications should be in figures; numbers, dates, proper names, titles, etc., must be written at length and without abbreviation.

**Intention.** **796.** A charge made against an officer for signing a false return or other document, etc., must be laid to have been done "knowingly;" and for embezzling or wasting public property, etc., to have been done "fraudulently."

**Specifications.** The specifications of each charge, one or more, must be---

**Brevity.** 1. Brief, clear, and explicit.-The facts, circumstances, and intent constituting the offense must be set forth with certainty and precision, and the accused charged directly and positively with having committed it.

**Party accused.** 2. Certain as to the party accused. He must be described by his title and rank, Christian name and surname written at full length, with the addition of his vessel or service at the time the offenses with which he is charged took place.

**Time and place.** 3. Certain as to time and place.-The time when and place where the alleged offenses occurred should be set forth minutely and precisely. Should any doubt exist in regard to either, it may be set forth in the specification that the act was committed "on or about" such a time, "at or near" such a place, but the limitation as to the date must embrace a reasonable time only.

**Person against whom offense was committed.** 4. Certain as to the person against whom the offense was committed.-In the case of offenses against the person or property of individuals, the Christian name and surname with the rank and station or duty of such person, if he have any, must be stated at length, if known. If not known, the party injured must

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be described as a "person unknown."

**Facts and circumstances.**

5. Certain as to the facts, circumstances, and, where intent forms an ingredient of the offense, the intent constituting the offense.-It is not sufficient that the accused be charged generally with having committed an offense, as, for instance, with habitual violation of orders or neglect of duty, but the particular acts or circumstances constituting such offenses must be distinctly set forth in the specifications..

**Written instruments.**

**798.** Written instruments, where they form part of the gist of the offense charged, must be set out verbatim, or where part only of the written instrument is included in the offense that part alone is necessary to be set out. Great care is to be taken to set them out correctly.

**Substance only.**

**799.** When the substance only is intended to be set out it should be introduced by the words, "In substance as follows." The word "tenor" implies that a correct copy is set out.

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**800.** Where particular words form the gist of the offense they must be set forth with particularity, or declared to be of the like meaning and purport. Where the language is profane or obscene, its nature may be indicated only in general and becoming terms.

**Particular words.**

**801.** After a charge has, by proper authority, been ordered to be investigated, it is not competent for any other person to make any alteration in it without first having obtained the consent of such authority.

**Alterations.**

BOARDS IN GENERAL.

**802.** Boards for the transaction of any business of a special nature connected with the Service maybe ordered at anytime by the Secretary of the Treasury.

**Convening authority.**

**803.** On all boards, when the president and recorder have not been named in the convening order, the senior and junior member, respectively, shall act as such.

**President and recorder.**

**804.** Whenever the exigencies of the Service require it, the Secretary of the Treasury will convene boards for the examination of candidates for appointment or of officers for promotion. The necessary physical examination shall be conducted by a board of surgeons designated, under proper authority, by the Supervising Surgeon-General of the Marine Hospital Service.

**Examinations for appointment or promotion.**

**805.** Boards for the professional examination of officers for promotion shall consist of not less than three commissioned officers of the Service senior in rank to the officer to be examined, and they will be selected from the same corps as that to which the candidate belongs.

**Composition.**

**806.** The board of examiners before proceeding to investigate the mental or professional fitness of a candidate must receive the certificate of the medical officers that he is physically qualified for appointment or promotion.

**Must be physically qualified.**

**807.** The board shall have power to examine all matters on the files and records of the Department in relation to any officer whose case shall be considered by them.

**Officer's record.**

**808.** Any officer or other witness may, if deemed necessary, be questioned by the board relative to a candidate's fitness. Any candidate whose case is thus brought before the board shall have the right to be present at the taking of such testimony, or to examine any written evidence that may be offered.

**Testimony.**

**809.** Any candidate who may take exception to the rulings or report of the board may submit a written statement of his case.

**Taking exception.**

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**Examination to be thorough.**

**810.** No officer shall be rejected until after a thorough public examination of himself and of the records of the Department in his case, unless he shall fail to appear before the board after having been duly ordered.

**Record of proceedings and report.**

**811.** The record of an examining board proceedings will be signed by all tile members, and the final report, based upon the opinion of the majority, by the members who concur, and both transmitted to the Secretary of the Treasury.' those who do not concur in the report shall append their reasons for dissent, and subscribe their names thereto. A tabulated form, containing the result of the examination in each subject, shall accompany the report.

**Recommendation for**

**812.** The recommendation of an officer for promotion shall be as follows: "We hereby certify that, in our

<b>promotion.</b>	Judgment, has the mental, moral, and professional qualifications to perform efficiently all the duties of the grade for which he was examined, and we recommend him for promotion."
<b>Boards.</b>	<b>813.</b> Commanding officers may convene boards as follows
<b>Board of survey.</b>	1. Board of survey-
<b>Property.</b>	(a) For the examination of property or material for the purpose of determining its serviceableness and value to the Government.
<b>Condition of vessel.</b>	(b) To report upon the condition of the vessel, or any part thereof, or her machinery and its dependencies.
<b>Stores.</b>	(c) When stores are received on board and the contents of the packages containing the same do not agree with the in-voice.
<b>Coal.</b>	(d) When coal, or any other stores in bulk, are received onboard, for the purpose of ascertaining weights, measures, and quality, in order that the Government may suffer no loss.
<b>Provisions.</b>	(e) To report upon the quality of provisions.
<b>Case of petty officer of the first class.</b>	2. Board to investigate and report upon a case involving the discharge or disrating of a petty officer of the first class in accordance with the provisions of paragraph 639.
<b>Disabilities of deserter.</b>	3. Board to report upon the expediency of removing the disabilities of a deserter, as explained in paragraph 673.
<b>Loss or damage to vessel.</b>	4. Board in case of loss or serious damage to the vessel or her machinery, by reason of collision, grounding, fire, or other accidents.
<b>Loss of property.</b>	5. Board to investigate robbery or the loss of public money or property.
<b>Composition.</b>	<b>814.</b> Boards convened by commanding officers shall consist only of officers under their command, and of not less than three nor more than five members. On vessels of the

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third class, when there are not three officers available, the commanding officer may invite other officers of the Service to become members of a board.

**815.** An order convening a board must be in writing. Full and explicit proceedings of boards must be submitted to the convening authority, and if the latter be the commanding officer of a vessel, he shall forward them with proper indorsement or recommendation to the Department. **Proceeding to be properly forwarded.**

**816.** No action will be taken by a commanding officer or other person upon the recommendation of a board, unless in the case of spoiled provisions, or under circumstances of great urgency or distress, until the same has been approved by the order of the Department. **Action not to be taken until approved.**

**817.** The Government shall be put to no expense by commanding officers in the matter of convening boards, or during their deliberations. **No expense to be incurred,**

ARTICLE XV.

INSPECTING OFFICERS.

**818.** A captain of the Revenue Cutter Service will from time to time be detailed by the Department to act as inspecting officer, whose duties shall be as follows **Detail.**

1. He shall visit such vessels and stations as the Department may designate. **Vessels.**

2. He shall thoroughly inspect the condition of the hull, spars, rigging, sails, boats, and machinery of the vessel, and all her equipments. **Inspection.**

3. He shall cause to be produced for his personal inspection all books, papers, nautical instruments, arms, provisions, and other movable articles of public property, and note whether the same are in accordance with her inventory, or properly accounted for. **Inventory,**

4. He shall cause the officers and crew to be mustered in his presence, and see that all hands are present or **Muster.**

accounted for, and that each person is employed in the duties belonging to his rating, and he shall also listen to and investigate any complaints made by subordinates.

5. He shall ascertain whether proper discipline has been and is maintained. and the regulations prescribed for the government of the Service properly observed and enforced; also if there has been any wasteful expenditure of provisions or other stores, or unnecessary consumption of fuel.

**Discipline and expenditures.**

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**Performance of duties.** 6. He shall take such measures as may seem proper to ascertain whether the officers have been zealous in the performance of their duties, and conducted themselves generally with credit to the Government.

**Report.** 7. After completing such inspection he shall fill out and sign the official form for inspection and make a full and detailed report to the Department, setting forth such facts as may come within his knowledge, and making such recommendations as may seem proper.

**Commanding officers to afford facilities.** 819. Commanding officers are required to afford every facility to inspecting officers--to enable them to carry out this regulation.

**ARTICLE XVI.**

PRESERVATION AND REPAIRS OF VESSELS.

**REPAIRS.**

**When vessel requires repairs.** 820. When a revenue cutter or her machinery requires repairs, the fact must be reported by the commander of the vessel, through the collector of customs of the district, to the Department, setting forth the actual state or condition of the defective part or parts so far as can be ascertained, the probable length of time it will require to do the work, and the probable cost.

**Proposals.** 821. When the Secretary of the Treasury shall deem it advisable to have repairs made on a revenue cutter or her machinery, it shall be the duty of the commanding officer to obtain, in writing, proposals from the proprietors of not less than three establishments (if there be so many at the port, or in the immediate vicinity) having the necessary means and facilities for doing the work promptly and satisfactorily, which he shall transmit, with an abstract and an explanatory letter, to the Secretary of the Treasury.

**Doubt as to ability.** 822. In cases of doubt as to the ability of any party or parties submitting offers for work to comply satisfactorily with the terms. it will- be the duty of the commanding Officer to ascertain the true state of facts, and. report them to the Department, with the bids or offers.

**Written contract.** 823. When the Secretary of the Treasury shall have decided by whom the repairs shall be made, if by contract, a written contract in triplicate will be executed by the Department, with the party or parties designated, one copy to be sent to the contractor, and another to the superintendent of repairs for his use in carrying on the work and certifying the bills; the third copy will be retained by the Department.

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PRESERVATION AND REPAIRS OF VESSELS.

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824. In drawing up contracts for work of repairs and materials, it must be specifically stipulated that no work is to be done, labor or materials furnished, nor any other expense incurred which is not specially authorized by the Department; and that neither the commanding officer nor the superintendent of the work shall authorize any additional work to be done or labor or materials to be furnished.

**Stipulations.**

825. It must also be stipulated in the contract that in the event of disagreement between the contractor and the superintendent, the work is to cease without any further or additional expense to the United States than may have been already incurred for authorized labor and materials to that time, and the vessel is then to be considered as being entirely subject to the disposition of the superintendent, and the decision of the Department without appeal.

**In case of disagreement.**

826. Commanders of revenue cutters when attached will, unless specially otherwise directed by the Department, super-intend all works of repair, alteration, and refitting of the vessels under their command, and the senior engineer will supervise the repairs of engines and boilers.

**Superintendence of work.**

827. When revenue cutters requiring repairs or refitting are not in commission, or under the command of

**Revenue cutters not in**

an officer, the Department will designate a competent person to super-intend authorized repairs and refittings.

**com-mission.**

**828.** No person other than an officer of the Service shall be employed as superintendent of repairs, refitting, or construction, until he shall have taken and subscribed the oath prescribed by law, and furnished satisfactory evidence to the Department of his ability to conduct the work to be intrusted to him, and that he is in no way, directly or indirectly, interested in the business, yard, or personal welfare of the contractor whose work he is to superintend. (See. 1756, R. S., as amended by act of May 13, 1884, sec. 2.)

**Competency.**

**829.** The superintendent of repairs must inspect all materials that may be offered; receive such only as may be found to be of good and suitable quality for the purpose, and reject all which are not of good quality, or which are unsuited to the repairs in hand.

**Inspection of materials.**

**830.** Any collusion, fraud, or willful neglect of duty on the part of a superintendent of work or repairs, will subject him to dismissal and loss of all pay due him at the time; and if he be an officer of the Revenue Cutter Service, to such further punishment as the law may inflict.

**Collusion or fraud.**

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U. S. REVENUE CUTTER SERVICE.

- Accountability.** **831.** Certifying officers or persons will be held strictly accountable for the correctness of the matters certified to, and for the proper care and use made of the articles received by them for public use.
- Actual emergency.** **832.** In case of actual emergency the commanding officer is authorized to make any repairs that the emergency re-quires, reporting immediately to the Department the steps taken and the reasons therefor. The reasons must be such as to show that an emergency existed.
- Force of the vessel.** **833.** The force of the vessel shall be utilized in the work of repairs as far as possible.
- Deviations from specifications.** **834.** Those concerned in superintending the construction of a vessel or the work of repairs shall under no circumstances, except those of justifiable emergency, allow any deviations or alterations to be made from the specifications as authorized by the Department.
- Material changes.** **835.** Should it appear at any time that material changes in the work, or further repairs are necessary, the officer in charge shall report without delay to the superintendent of construction and repair, the consulting engineer, or the Department, as the case may be, and await instructions.
- Diligence and economy.** **836.** The utmost diligence is to be exacted of all concerned in the repairs of vessels in commission. A careful and systematic economy shall be observed in the purchase of material for repairs.
- Requiring repairs to be made.** **837.** The senior engineer shall report to the captain all work necessary for the proper care and preservation of the machinery and boilers. The captain shall thereupon, if the service upon which the vessel is engaged permits of her remaining in port long enough, require all needed repairs to be made, when such repairs can be effected by the force under his command.

CARE OF IRON AND STEEL VESSELS.

- Care and preservation'** **838.** The commanding officer shall give strict attention to preservation of iron the following subjects in the care and or steel vessels
- Corrosion.** 1. Corrosion at the water line, and of the under water exterior of the vessel, including valves, propellers, rudder, and all other fittings that are accessible.
- Topsides and inner hull.** 2. All parts of the topsides and inner hull.
- Pumps.** 3. The efficiency of all steam and hand pumps, testing them frequently for draining the bilges and for fire purposes.
- Compartments.** 4. Frequent inspection of all compartments.

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PRESERVATION AND REPAIRS OF VESSELS.

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5. That there is kept on hand a sufficient quantity of cement, composition, and paint, such as is used to prevent corrosion. When places showing corrosion are detected, they should be carefully scaled, dried, and coated with anti-corrosive material. **Anticorrosive material.**

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|---|----------------------------------|
| 6. That due recommendation is made to the Department when the vessel needs docking.   | <b>Docking.</b>                  |
| 7. That the surfaces of coal bunkers, which are subject to excessive abrasion, are kept properly painted and free from orrosion.  | <b>Coal bunkers.</b>             |
| 8. That rubber gaskets of water-tight doors, manholes, hatches, air ports, etc., shall be neither painted, greased, nor oiled.  | <b>Rubber gaskets,</b>           |
| 9. That an iron or steel unsheathed vessel is never moored for any extended time alongside of or close to a vessel sheathed with copper.  | <b>Moorings.</b>                 |
| 10. That great care is observed that no loose articles of copper or bronze, filings of the same, or rust scale are allowed to rest on the bottom in immediate contact with the iron or steel, and that the leaden pipes, strainers, or such other parts in the bilges are kept in good condition. | <b>Loose articles of copper.</b> |
| 11. That bronze screw propellers are coated with the same anticorrosive paint or composition as the hull and in the same manner, and that they are as far as possible kept free of marine growth. Zinc protectors must be placed near them.   | <b>Bronze screw propellers.</b>  |
| 12. That whitewash is never applied to any of the iron or steel parts of the vessel.  | <b>Whitewash.</b>                |

**PAINTING VESSELS.**

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| <b>839.</b> Commanding officers shall be governed by the following rules in painting ship   | <b>Painting.</b>                            |
| 1. Unless the authority of the Department has been previously obtained they shall make no alterations in the out- side paintwork of a vessel which shall tend to materially change her general appearance. Nor shall they, without permission, make any decided change in the paintwork of interior apartments. | <b>No decided changes to be made. to be</b> |
| 2. In repainting a vessel the hull outside above load water line shall be either black or white.  | <b>Hull.</b>                                |
| 3. The bulwarks inside shall be white.  | <b>Bulwarks.</b>                            |
| 4. The top rail of bulwarks may be white when the hull is black.  | <b>Top rail.</b>                            |
| 5. Masts, bowsprits, doublings, yards, etc., shall be either kept bright or painted yellow.   | <b>Masts, bow-sprits, etc.</b>              |

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**U. S. REVENUE CUTTER SERVICE.**

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| <b>Smokestacks, and fixtures.</b>    | 6. Smokestacks and all fixtures above the houses and decks shall be so painted as to harmonize with the other paintwork.  |
| <b>Boats.</b>                        | 7. Boats of all vessels shall be painted white outside and the same inside except the bottoms, which may be drab or other suitable color.   |
| <b>When vessel shall be painted.</b> | 8. The outside of the hull from waterline up shall be painted not oftener than twice a year; all other outside work, such as inside of bulwarks and outside of houses, shall be painted not oftener than once a year. The berth deck shall be painted not oftener than once in two years; the cabin and wardroom not oftener than once in three years. This is not intended to prohibit the touching up of places where the paint has worn off: |

**ARTICLE XVII.**

**CARE OF ENGINES AND BOILERS.**

**THE ENGINES.**

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|---|---|
| <b>Cylinders, receivers, and steam jackets.</b> | <b>840.</b> The cylinders, receivers, and steam jackets must be gradually and thoroughly heated by opening connections between the boilers and engines as soon as the fires are lighted before steam or full pressure is admitted to them. The greatest care must be exercised that "water rams" are guarded against by carefully draining all pipes while raising steam. |
| <b>Water.</b>                                   | <b>841.</b> Water must not be allowed to accumulate in the jackets or receivers, but must be kept at such height in the traps as will give assurance that it is escaping from the jackets and receivers as rapidly as it is formed, and care shall be taken that steam is not being blown through traps.  |
| <b>Indicators.</b>                              | <b>842.</b> The indicators shall not be allowed to remain attached to the cylinder when not wanted for immediate use; and they shall be dried, cleaned, and lightly lubricated with cylinder oil before being put away.   |
| <b>Mineral oil.</b>                             | <b>843.</b> No tallow or oil of vegetable or animal origin shall be used for the lubrication of cylinders and valves,   |

but mineral oil only shall be used for this purpose.

**Interior lubrications.**

**844.** As little oil as possible shall be used for interior lubrication; this prohibition is intended to apply to every steam cylinder on the ship. for whatever purpose intended.

**Cylinders and pistons.**

**845.** The cylinders, piston rings, piston springs, followers, follower bolts, main and cut-off valves shall be examined at least once in three months, and their condition noted in the steam log.

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CARE OF ENGINES AND BOILERS.

**846.** When not under steam, the engines and main valves are to be moved every day, when possible, the fact being noted in the steam log.

**847.** All holding-down bolts shall be examined at least once in three months, and care taken that the nuts of pillow- block bolts do not become set fast.

**848.** The tubes of surface condensers shall be examined at least once in six months and kept clean. If not examined, the reasons for the omission are to be stated in the steam log. If any considerable amount of steaming has been done, the condensers shall be examined before the expiration of the time mentioned.

**849.** The valves of air and circulating pumps shall be examined frequently.

**850.** The interiors of evaporators shall be frequently examined and the tubes or coils cleaned and scaled when necessary. When in use, the pressure on the evaporating side shall be carried at the lowest point at which dry steam can be obtained.

**851.** When evaporator tubes or coils are made of iron or steel, zinc plates shall be fitted for protectors, as in boilers.

**852.** When an evaporator will not be required for use for several days, the shell and coils shall be drained and kept dry until needed for service.

THE BOILERS.

**853.** Special mention shall be made in the steam log of the condition of the boilers and the means which have been employed for their preservation.

**854.** In order that good results may be obtained, metallic contact between the zinc plates and the boilers must be maintained.

**855.** No tallow or oil of vegetable or animal origin shall be allowed to enter the boilers. This prohibition applies to all boilers in use aboard ship.

**856.** The dry pipes in boilers are to be examined frequently to ascertain if the holes in them are clear.

**857.** The boilers, when empty, are to be kept dry by such means as are at the disposal of the engineer officer in charge. The water bottoms and lower part of the fronts are to be kept free from scale and rust, and well painted.

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**Engines and main valves.**

**Holding-down bolts.**

**Condensers,**

**Pinups.**

**Interiors or evaporators.**

**Evaporator tubes.**

**Evaporator not required for use.**

**Condition.**

**Metallic contact.**

**Tallow or oil allowed.**

**Dry pipes.**

**Boilers when empty.**

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**Exteriors.** **858.** The exteriors are to be kept as dry as possible, and nothing wet or combustible is to be stowed over or around them. The bilges in the fire rooms are to be kept dry and well painted.

**Temperature.** **859.** Sudden changes of temperature in the boilers are to be avoided; and, when circumstances will permit, at least six hours should be occupied in raising steam from cold water.

**Uptakes.** **860.** The uptakes shall be kept free from dirt and well painted.

**ARTICLE XVIII.**

PAY AND ALLOWANCES.

**Pay of commissioned officers.**

**861.** The pay of commissioned officers in the Revenue Cutter Service is regulated by Congress.

<b>Wages of crew.</b>	<b>862.</b> The wages of petty officers and seamen of the Revenue Cutter Service are regulated by the Secretary of the Treasury in accordance with law.
<b>Oath of office.</b>	<b>863.</b> The pay of all commissioned officers will commence on the date of their oath of office.
<b>Temporary leave.</b>	<b>864.</b> A temporary leave of absence does not detach an officer from duty nor affect his rate of pay.
<b>Preparatory orders.</b>	<b>865.</b> Preparatory orders do not change the rate of pay of an officer receiving them.
<b>Resignations and dismissals.</b>	<b>866.</b> Officers resigning from the Service or dismissed shall be paid up to, and inclusive of, the day upon which they receive official notice of such dismissal or of the acceptance of resignation, unless some other date is particularly mentioned as the date from which it shall take effect.
<b>Absence without leave.</b>	<b>867.</b> Petty officers or other 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.
<b>Commutation for quarters.</b>	<b>868.</b> Officers on duty where there are no public quarters assigned them will be paid commutation therefor at the following rates
	Captains, forty dollars per month.
	First lieutenants. thirty dollars per month.
	Chief engineers
	Second lieutenants twenty-five dollars per month.
	First assistant engineers,
	Third lieutenants twenty dollars per month.
	Second assistant engineers

PAY AND ALLOWANCES.

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<b>869.</b> An officer does not lose the right to quarters at his permanent station, nor to commutation therefor, during a temporary leave of absence. If he is relieved from duty at the station and then granted a leave, his commutation ceases.	<b>Commutation for quarters during absence.</b>
<b>870.</b> Each officer of the Revenue Cutter Service is entitled to one Navy ration, or to commutation therefor, while on duty.	<b>Officers entitled to rations.</b>
<b>871.</b> All enlisted men and boys attached to any revenue cutter or station shall be allowed a ration or commutation therefor.	<b>Enlisted persons.</b>
<b>872.</b> Any person embarked on a revenue cutter in an official capacity shall be subsisted as follows:	<b>Persons embarked in an official capacity -</b>
<ol style="list-style-type: none"> <li>1. If in the cabin at two dollars per day; if in the ward- room at one dollar and fifty cents per day; if not in an officers' mess, at the rate of one ration per day.</li> <li>2. No other charge shall be made; the caterer of the mess in which the person may live shall collect of him the amount such charged.</li> </ol>	
<b>873.</b> An officer not on duty shall be entitled to full pay on and after the date of his starting to report for duty in obedience to official orders-not from the date of the receipt of such orders.	<b>Full pay orders obeying orders.</b>
<b>874.</b> Allotments of pay for the support of the families or other relatives of officers of the Revenue Cutter Service may be authorized on application therefor, in the discretion of the Department, for a sum not to exceed, in any case, seventy per cent of the monthly pay of the officer desiring it, and for such time only as he may be stationed apart from his family on public duty. It shall not be made payable before the last day of the month.	<b>Allotments by officers.</b>
<b>875.</b> Enlisted men and boys, when the approval of the Department is obtained, will be allowed to allot, for the benefit of their families or relatives, when absent from them, a sum not exceeding fifty per cent of the wages corresponding with their rating.	<b>Allotments by enlisted persons.</b>

**876.** The officers and crew shall be paid monthly by the collector upon a pay roll made out in triplicate, according to the prescribed form, certified by the commanding officer, showing the amount due to each person.

**Officers and crew to be paid monthly.**

**877.** The collector may at the time of any payment, upon the written request of the commanding officer, giving sufficient reason therefor, retain from the pay of the petty officers and crew one month's wages, provided no such retention shall have before been made. A note of such reten-

**Retention of pay crew of t h e**

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tion shall be entered upon the pay roll and the amount paid o the respective owners at the close of their enlistment or time of discharge.

**Payments to be made onboard.**

**878.** The payments of salaries and wages of officers and crews are to be made on board the vessels to which they belong, and only to the officers and others entitled to receive the same, taking their receipt on the rolls at the time of making the payment; and when payment is made to the crew, it must be made in the presence of a commissioned officer, and the evidence of each payment must appear by the signature of the witness in the proper column of the pay roll, opposite the name of each of the men so paid.

**In lawful money**

**879.** Payments of salaries and wages of officers and crews must be made in lawful money of the United States, or in the funds actually furnished to the collector or disbursing officer for that purpose.

**Payment to be made to the person.**

**880.** Care will be taken to exclude from the pay rolls wages of enlisted men who have deserted; and to protect the Government and the crew from imposition, collectors are enjoined to cause all dues to be paid to the persons to whom they are due, unless such persons are minors, in which case they will be paid to the parent or guardian, or to the officer in command, he producing the written order of the parent or guardian.

**Copies of payroll.**

**881** Pay rolls shall be receipted by each person, and two copies retained by the collector and one copy on board ship. The collector shall accompany his monthly account by one copy of the pay roll as a voucher.

**Names and signatures.**

**882.** In making out pay rolls care shall be taken that the names in the second column accurately agree with the signatures.

**Claims on account of death.**

**883.** In the case of the death of an officer or other person in the Revenue Cutter Service. or of any person having claims against the United States on account of the Service, payments, when duly authorized, are only to be made to the legal representatives of the party. No departure from this rule will be sanctioned unless authorized specially by the Secretary of the Treasury, to whom a report of the case, with the reasons for dispensing with legal forms, must first be transmitted by the collector or disbursing officer.

**Small claims.**

**884.** In every case in which the Department may see fit to authorize the payment of any small claim to the family of a deceased person, without requiring letters of administration to be taken out, it shall be the duty of the person

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PAY AND ALLOWANCES.

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paying the money for the United States to take ample security, in writing, to the effect that the amount may not be claimed thereafter, on the plea that it was not paid to parties legally entitled to receive it.

**885.** Advances of money shall not be made to any person belonging to, or employed in, the Revenue Cutter Service, unless specially directed by the Secretary of the Treasury in writing.

**Advances of money.**

**886.** An officer on leaving a station will obtain from the collector or disbursing officer a certificate showing to what date, inclusively, he has been paid. This certificate is to be delivered to the collector or disbursing officer at the new station, and is to be appended by him to the receipt of the officer for the first payment at that station, as part of the voucher therefor.

**Certificate of payment.**

**887.** Upon receipt by an officer of orders transferring him to another station, the collector may pay whatever of his salary that is then due, issuing to him the prescribed certificate.

**Orders of transfer.**

**888.** An officer on waiting orders or not attached to a vessel will, on authority being granted, receive his pay of the collector of the port nearest his place of residence, or direct from the Department, upon his submitting properly prepared vouchers.

**Officers on waiting orders.**

**889.** The oath to pay rolls and pay vouchers, prescribed by sections 1790 and 2693 of the Revised Statutes,

**Oath to pay rolls and**

shall not be taken in advance of the last date covered in said pay roll or voucher.

**vouchers.**

**890.** Officers shall be governed as follows in the matter of travel:

**Travel.**

1. When traveling under orders of the Department they will be allowed their actual traveling expenses while so engaged, by the shortest practicable route, in accordance with the instructions issued by the Secretary of the Treasury.

**Allowed actual expenses.**

2. Officers will advance their own traveling expenses, except over land-grant lines of railroad. Transportation orders over such lines will be issued by the Department.

**Officers to advance traveling expenses.**

3. The allowance of baggage to officers in changing stations in obedience to orders will be not more than one hundred pounds in excess of that usually allowed by railroad and steamboat companies on a single fare. In all cases this

**Allowances of baggage.**

\* The lines referred to are the Central Pacific, Kansas Pacific, Union Pacific, Central Branch Union Pacific, Western Pacific, Sioux City and Pacific, and their branches and leased lines

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allowance shall be for baggage actually owned and checked by the officer. Bills for express charges will not be allowed.

**Passes.**

4. Officers whose duties require them to travel on official business, and who may receive passes or similar privileges from transportation companies, are directed to report the facts to the Department with the names of the companies granting such passes or privileges, and the places and periods between which travel may be authorized thereby.

**Receipts as subvouchers.**

5. Receipts will be taken in all cases where it is practicable to obtain them and will accompany the traveling account as subvouchers.

**Unnecessary detention.**

6. No charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which travel is required.

**Detention must be necessary.**

7. Detention at any place on the line of travel must be certified by the officer to have been necessarily incurred and all the circumstances pertaining thereto explained.

**Fee for administering oath.**

8. The fee attending the execution of the oath to traveling expenses may be charged in the account of the same.

**Change of residence with-out notice.**

**891.** An officer who changes his official residence without due notice to the Department shall not, if ordered to duty, be entitled to traveling expenses in excess of what would have been incurred had he remained at his former place of residence.

**Expenses of persons under-going examination.**

**892.** No allowance will be made for the traveling or other expenses of persons undergoing examination for original appointments in the Service.

**ARTICLE XIX.**

**LEAVES OF ABSENCE.**

**Permission to leave the United States.**

**893.** Permission to leave the United States will be granted only by the Secretary of the Treasury.

**Applications.**

**894.** Applications for leave of absence must be made to the Secretary of the Treasury.

**Leave by commanding officer.**

**895.** Commanding officers shall not grant to officers under their command a leave of absence longer than twenty-four hours.

**Exception.**

**896.** Exception may be made to the provision of the pre-ceding paragraph when the vessel is in a foreign port, when a temporary leave of absence, not exceeding one week, may be granted by, and in the discretion of, the commanding officer. When such a temporary leave is granted, it shall be duly noted in the ship's log.

**CORRESPONDENCE.**

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**897.** No commanding officer, or officer in charge on special duty, shall leave his vessel or station for a longer period than twenty-four hours, unless by the express authority of the Secretary of the Treasury.

**Commanding officer in charge.**

**898.** An officer may be excused from duty or sent to the hospital on account of ill health or disability, but only upon the certificate, if practicable, of an officer of the Marine-Hospital Service; if that be not practicable a certificate shall be obtained of other reputable physician. The medical certificate shall specify the character of the disease, the degree of disability, if likely to be of long continuance, and as near as may be its probable duration. The commanding officer shall promptly forward such certificate to the Department as a notification and in order that the proper evidence may be on file in adjusting the accounts of disbursing officers.

**Medical certificate in case of sickness.**

**899.** Requests for leave or for detachment on account of ill health or disability must be accompanied by the certificate of a physician, as provided for in the preceding paragraph.

**Requests on account of ill health.**

**900.** Officers temporarily on sick leave in consequence of a medical survey, or on temporary waiting orders from such cause, shall report the state of their health to the Department every fifteen days.

**Report to be made every fifteen days.**

**901.** When an officer not on duty applies for an extension of leave on account of ill health, he shall forward with his application a new medical certificate within the meaning A paragraph 898.

**Extension of sick leave.**

**902.** A temporary leave of absence, not to exceed thirty days in any fiscal year, may be granted to an officer in the discretion of the Department, when the exigencies of the public service will permit. Absence from duty in excess of thirty days, from whatever cause, will be on leave or waiting-order pay.

**Temporary leave of absence.**

**903.** An officer on leave of absence or waiting orders shall keep the Department advised of his post-office address.

**Post-office address.**

**904.** The telegraph will be used by officers in applying for leave of absence only in cases where the delay of applying by mail would involve injury or hardship, and at their own personal expense.

**Use of the telegraph.**

## ARTICLE XX.

### CORRESPONDENCE.

**905.** Letter paper, as nearly as possible 8 by 10 inches in size, only shall be used for official correspondence in the Revenue Cutter Service.

**Letter paper.**

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### U. S. REVENUE CUTTER SERVICE.

**Abbreviation.**

**900.** The abbreviation " U. S. R. C. S. " shall, when necessary, be used to designate the Service.

**Authorities on spelling.**

**907.** The standard authorities on spelling shall be, in the order named, Webster's Dictionary, the Decisions of the United States Board on Geographic Names, and the United States Postal Guide.

**Formulation of letters.**

**908.** Every letter shall be paged, and shall be formulated in the following manner:

1. The name of the vessel, or office, place where written, and the date.
2. The name of the person or office addressed; the title, if any, of the person addressed, and his residence.
3. Sir (or madam)
4. The subject matter.
5. Respectfully yours (or submitted).
6. Signature of the writer, with his rank and official designation.

**Requirements.**

**909.** Special attention is called to the following require-meats

1. No blank sheet shall be used or filed with any letter, report, or paper.
2. The initials found on any letter, report, or paper shall be referred to in the answer to it.
3. All papers shall be so folded, from the bottom to the top of the page, as to conform as nearly as possible to the standard size, which is 321 inches in width by 8 inches in length.

**Indorsements.**

**910.** The first indorsement upon any communication shall commence one inch from the top, writing from the free edge of the fold, and shall be formulated as follows

1. The name of the vessel or office, place where written, and the date.
2. The name of the writer, with his rank and official designation.
3. A brief of the subject matter, in regular sequence, showing all the separate parts and the names of persons and firms referred to.
4. The number of inclosures,(sic) if any.
5. Ruled lines shall be drawn to divide the four subjects named above.
6. No paper shall be attached in any way for additional indorsement until the whole back of the letter sheet is covered, and then, if necessary, a sheet 3 by 8 inches, with a flap for attachment, may be fastened in such manner as not to cover a previous indorsement.

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**911.** The following rules shall be observed relative to official communications:

**Rules as to official communications**

1. Communications must be written in a legible hand and in concise terms.
2. Signatures must be distinctly legible.
3. Abbreviations of words will be avoided.
4. In communications dated on board ship at sea, the latitude and longitude shall be stated.
5. Inclosures shall be properly indorsed and numbered and referred to by their numbers.
6. Separate letters shall be written on separate subjects, unless the subjects are of like nature.
7. Letters shall be written on one side of the paper only.

**912.** In forwarding returns, requisitions, vouchers, re-ports, and accounts on prescribed forms, no letter of transmittal or advice shall be sent unless it contains additional information or explanation.

**Forwarding reports and returns.**

**913.** Every person in the Revenue Cutter Service making an official communication of any kind to any superior authority, other than his immediate commanding officer, shall send the same unsealed to his commanding officer, to be by him remarked upon and forwarded. No written communication shall be received as official which is not thus forwarded through the prescribed channels, and with the indorsements of the officers through whom forwarded.

**Forwarding official com**

**914.** All general orders, directions, and instructions in regard to the duties and movements, repairs and fitments of revenue cutters, will issue from the Department, and be communicated to commanding officers through the collectors of the ports at which such vessels are stationed: and all official communications, not hereinafter excepted, addressed to the Department by commanding officers shall be transmitted through the same channels.

**Orders, directions and instructions.**

**915.** The following-named papers shall be transmitted by commanding officers direct to the Department:

**Papers to be sent direct to Department.**

1. Weekly transcript of journal; monthly abstract of journal ; quarterly provision return; report of assistance rendered; statement of vessels seized or reported for violation of law; quarterly reports of drills; muster roll; return of public property; engineer's log; and in general such forms(not including those relative to purchases and repairs and the disbursement of money), complete in themselves and properly authenticated, as are required to be forwarded at stated times for the information of the Department.

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2. Applications for stations, transfer, or detachment, or for leave of absence, except in the case of commanding officers; acknowledgment of orders; charges preferred against an officer; application for redress of wrongs; letters of inquiry pertaining to administration and discipline; reports provided for in paragraph 813.

**Acknowledgment of**

**916.** The receipt by an officer of any written official order from the Department shall in each case be

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<b>official communications.</b>	acknowledged by return mail. When an order is received by telegraph the acknowledgment will be sent by telegraph only when an answer is so required. In cases where the orders involve change of station, or temporary detachment from the station, the acknowledgment should state specifically the (date of intended departure).
<b>Forwarding communications from subordinates.</b>	<b>917.</b> All officers through whom communications from subordinates are sent for transmittal to higher authority shall forward the same, if in proper form and language, as soon after their receipt as practicable, and shall invariably state their opinions in writing, by indorsement or otherwise, in relation to every subject presented for decision. The term "forwarded" by itself shall be affixed only to such papers as require no action by the Department or other authority.
<b>Communication signed by commanding officer.</b>	<b>918.</b> All communications to the Department relating to the efficiency or the requirements of a command shall be signed by the commanding officer.
<b>Communications to subordinates.</b>	<b>919.</b> All official letters addressed to subordinates onboard ship will be forwarded through the commanding officer.
<b>Papers to be actually signed.</b>	<b>920.</b> All communications, orders bills, requisitions, and papers which by law or regulation are to be signed, approved, or forwarded by the commanding officer of any vessel must be actually signed by such officer; and in his absence by the line officer next in rank and temporarily in command.
<b>Title when in temporary command.</b>	<b>921.</b> No officer left in command of a vessel during the temporary absence of a superior shall be addressed other than by the title of his rank, nor shall he subscribe himself after such title otherwise than by the addition of the words "commanding," or "in charge."
<b>Report in cases of violation of law.</b>	<b>922.</b> In the matter of a vessel found violating the customs or navigation laws, unless a specified method of procedure is authorized, as in the case of manifests, section 2815, Revised Statutes, the boarding officer shall make a full and clear report of the case, quoting the statute or regulation violated, etc., and submit the same to the commanding offi-

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cer, who shall immediately (before the vessel's departure, if practicable) forward it, with his indorsement, to the chief customs officer of the port where the violation was discovered. In case the vessel is boarded at sea, or at a place where no customs officer is located, then the report shall be transmitted to the collector of the district embracing the home port of the vessel.

**923.** In the transmission within the United States of official mail matter free of postage, the following rules shall be observed

1. Officers of the Revenue Cutter Service may send official mail matter between themselves, or to other officers of the Government, or to any of the Executive Departments, by using the penalty envelopes.

2. Official mail matter may be transmitted under cover of the penalty envelope by officers of the Government to private individuals.

3. The penalty envelope may be inclosed with return address by Government officers to private individuals, for use in furnishing information in reply to communications on official business.

**924.** There shall be entered in proper books copies of all official letters sent by commanding officers; and all official documents, or authenticated copies thereof, received by them shall be preserved. The date of receipt and acknowledgment of every document shall be written on its face.

**925.** The official records of all boards, when completed, shall be sent to the Department.

**926.** Commanding officers will keep themselves supplied with the necessary stationery, books, and blanks, by application to the Department at the proper times.

**922.** Officers shall be governed as follows in the use of the telegraph

1. All important information which the Department should possess without delay shall be promptly reported by telegraph direct to the Secretary of the Treasury. The telegraph, however, shall not be used when communication by mail would answer the purpose.

2. Telegrams sent at Government expense shall be as brief as possible and free from unnecessary

**Penalty envelopes.**

**Official documents.**

**Records of boards.**

**Stationery.**

**The telegraph.**

**Important information.**

**Brevity.**

verbiage. The addresses and signatures shall be condensed.

3. An officer telegraphing to the Department on official business will give at the end of the message (after the signature) the following direction for the guidance of the

**Directions to telegraph officials.**

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telegraph officials: "Official business. Government rates. Charge Treasury Department."

**Official telegrams passing between officers.**

4. Official telegrams passing between officers outside of Washington will be paid for in advance at Government rates by the officers sending them, except when sent from or to a place where the sender or receiver is regularly stationed, in which latter case the charge may be paid by either. When it is desired that it be paid by the addressee, the sender will indorse on the message the following: "Official business. Collect. Government rates." The officer paying for the message must retain a copy of it (written in ink), which will accompany his expense account as a voucher, the receipt of the person receiving the money being appended in the following form:

"Received \$-----, in full payment for the above dispatch, the charge being at Government rates.

"-----, Operator."

*For-----Telegraph Co."*

**Excess over Government rates.**

5. Amounts paid for telegrams in excess of Government rates will be disallowed by the accounting officers of the Department.

**Priority.**

6. Telegrams between the Department and its officers or agents over lines which are subject to the provisions of the order of the Postmaster-General fixing Government rates shall have priority over all other business. Officers shall report any failure to transmit them in such priority, and any charge made in excess of the rates prescribed for the current fiscal year.

**Telegrams to confirmed by letter.**

**928.** All telegrams, relating to official business, from officers shall be immediately confirmed by letter, quoting the text of the message and giving such additional information in relation to the subject as may be deemed essential.

**Private telegrams.**

**929.** Telegrams strictly personal, or for the convenience or in the interest of the sender, shall not be transmitted at Government expense.

ARTICLE XXI.

PUBLIC PROPERTY, MONEY, AND ACCOUNTS.

ADVERTISEMENTS.

**Newspapers.**

**930.** Advertisements will be inserted only in such news-papers as the Secretary of the Treasury may direct.

**Annual supplies.**

**931.** Advertisements for annual supplies for each fiscal year will be issued by the collector, under direction of the Department, in the month of April or May preceding.

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**932.** In issuing advertisements for proposals for furnishing articles of any description for the use of revenue cutters, short advertisements only, according to the prescribed form, without tables, lists, or specifications, are to be published in newspapers. Lists of articles or specifications necessary to a full understanding of the proposals advertised for, may be furnished by the collector to persons wishing to bid.

**Short advertisements to be issued.**

BIDS AND CONTRACT.

**933.** No contract made or entered into by any collector, officer of the Service, or other person, for work, labor, materials, or supplies of any kind, will be binding until it shall have been approved by the Secretary of the Treasury, or written authority obtained from him to enter into such contract.

**Approval of Secretary of the Treasury.**

**934.** Proposals for supplies of all kinds, including provisions for crews, for the use of the Service, shall

**Proposals.**

be received by the collector, not to be opened or examined until the time specified in the advertisements for opening them, when all bidders and others so desiring may be present to witness the opening. Each bid or proposal shall be opened and read aloud by the collector, or, in his absence, by a deputy collector; and a clerk or clerks shall make a clear and full record of each bid or proposal.

**935.** After all the bids shall have been opened, read, and the collector or deputy collector, with the assistance of the clerk or clerks, shall publicly compare the record with the bids; and after correcting or finding the record correct, the bids must be attached to the abstract or list in the order in which they were opened, and with an explanatory letter setting forth the character of the lowest bid or bids, whether reasonable or unreasonable, and such other pertinent remarks as the collector may think fit to offer, transmitted to Secretary of the Treasury for his action.

**Bids and explanatory letter too be forwarded.**

**936.** When a bid for supplies is accepted by the Department, the collector will have a contract drawn, in quadruplicate, and duly executed according to the terms of the advertisement and the bid, and the said four copies sent to the Department for approval. Two copies will then be retained by the Department, and two sent to the collector, one of which shall be delivered to the contractor.

**Drawing up contracts.**

**937.** With the view of obtaining uniformity in the preparation of bids, commanding officers are directed that hen repairs are needed upon the hull or steam machinery of revenue cutters, for which proposals should be solicited, or

**When repairs are needed on hull or machinery.**

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when sails, awnings, etc., are required therefor. to cause detailed specifications relative to the same to be prepared, and attach to each copy thereof a form of proposal, leaving blank spaces for the amount, time, etc., to be filled in by the respective bidders.

Submitting bids.

**938.** Letters to the Department submitting bids should recite the name of each bidder with the total amount of his bid, except in the case of annual bids for ship chandlery and engineer's stores.

Members of Congress and officers of Government not to be concerned.

**939.** No member of Congress, collector of customs, revenue-cutter officer, or any other person employed or in the service of the United States, will be allowed to be concerned, directly or indirectly, in any contract for furnishing provisions, supplies, or outfits, or for supplying or furnishing any article for use on board revenue cutters.

REQUISITIONS.

How made out and transmitted.

**940.** All requisitions for ship chandlery, rations, and engineers' stores shall be made out in quadruplicate and properly signed; one copy shall be kept on board in book form and three copies transmitted, through the collector of customs at the port where the vessel is stationed, to the Department for consideration and approval. When authorized, one copy will be retained by the Department and two copies will be returned to the collector, who will deliver them to the commanding officer of the vessel to guide him in receiving the articles. When the requisitions have been properly receipted the commanding officer will return them to the collector.

To be made out monthly.

**941.** Unless otherwise directed by the Department, requisitions will be made monthly and submitted sufficiently in advance to permit of their authorization and enable the contractor to supply all the articles before the first day of the month for which they are required.

Requisitions for rations.

**942.** Requisitions for rations must specify the number of persons on board for whom rations are required and will be made for that number less the number of rations remaining on hand from the previous month and those commuted under the provisions of paragraph 971.

PURCHASES.

Obtaining supplies.

**943.** All supplies must be obtained, whenever practicable, by contract after advertisement.

How purchased.

**944.** All articles of supply or outfits for a revenue cutter, for supplying which there is no written or approved con-

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until the bills shall have been duly approved by the Department, and the payments authorized by it.

Vouchers for excess of coal.

**952.** If coal is required and taken on board during any fiscal year in excess of the authorizations for that year, vouchers for such excess, properly certified and receipted, will be submitted to the Department for

settlement, accompanied by a letter explaining the necessity for so exceeding the authorizations; i. e., authorizations for a period or periods subsequent to June 30 of any year will not be drawn upon prior to July 1 of that year. Authorizations for coal lapse with the close of the fiscal year, and will not be drawn upon subsequently thereto; i. e., coal will not be taken onboard subsequent to June 30 on account of authorizations for months prior to July.

**Money from a disbursing agent or outer person.**

**953.** No person belonging to or connected in any way with the Revenue Cutter Service will be permitted to receive, or collect for others, any money from a disbursing agent of the United States, or other person, on bills certified and approved by himself.

**Receipts; vouchers in engineer department.**

**954.** All bills and vouchers are to be properly filled out before being certified, approved, or receipted. Vouchers relating to work in the engineer department shall be certified by the engineer officer in charge as well as by the commanding officer.

#### SUPPLIES.

**No article to be disposed of without authority.**

**955.** No article of furniture, fixture, or supply, belonging to the United States and furnished to a revenue cutter, is to be disposed of in any way without the authority of the Secretary of the Treasury, except as hereinafter provided.

**No article to be disposed of without authority.**

**956.** All articles of supplies, outfits, furniture, and other public property on board of revenue cutters are to be accounted for by the commanding officers; and the value of all articles of fitments and supplies not satisfactorily accounted for will be checked against the pay of the officer responsible for them.

**Inspection or supplies.**

**957.** All provisions, supplies, and articles of every description for the use of revenue cutters shall be carefully inspected by the commanding officer of the vessel at the time they are received, to see that the provisions are sound, wholesome, and of good quality, and that they are in strict accordance with the terms of the contract; and in case of outfits and other articles, to see that they are of good quality, of the proper kind, size, and description required, and properly put up.

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**958.** Articles sent on board any vessel by the contractor, in conformity with previous requisitions or orders, must be delivered to the commanding officer, or such person as he may appoint to receive them, who is hereby required to cause receipts to be given for the same, provided they are of the proper quality, in good order, and accompanied by bills or invoices made out in due form.

**Receipts to be given.**

**959.** All stores sent on board a vessel in commission by a contractor will be carefully examined, when first received, by the officer to whose department they may belong, and such others as the commander of the vessel may appoint; and, if found by them to be of inferior quality, a regular survey will be ordered, and held upon them immediately.

**Survey upon inferior stores.**

**960.** Any articles received from a contractor that may be condemned by survey as unfit for use, or not conformable to contract, may be returned immediately. Report of a survey must be forwarded to the Department, accompanied by such remarks as may be deemed necessary.

**Articles not comfortable to contract.**

**961.** Provisions which have become unfit for the use of the crew, from age, or from any other cause, shall be regularly surveyed by a board of survey, composed of not less than three nor more than five officers.

**Provisions unfit for use.**

**962.** Provisions condemned by a regular board of survey may, if the commanding officer be of opinion that the health of the crew and officers require it, be thrown overboard.

**Disposition.**

**963.** No survey upon provisions shall be ordered by any person on board of a revenue cutter other than the commanding officer; nor shall any officer left in temporary command, or during the temporary absence of his commanding officer, order any survey upon provisions, except in cases of absolute necessity.

**Authority to order survey.**

**964.** Each mess will be supplied with the necessary tin buckets, or keds and cans, tin pans, tin pots or cups, tinplates, tin dishes, iron spoons, and common knives and forks.

**Supplies of messes.**

**965.** Commanders of revenue cutters will allow the cooks, or members of the men's messes who may be selected for purchasing such necessary articles for their messes as are not embraced in the ration, every reasonable facility for doing so, and are enjoined to see that they are not imposed upon in making purchases of these articles.

**Purchases for messes,**

**966.** Each revenue cutter will be allowed a fishing seine of suitable length, which may be used for the benefit of the officers' and men's messes whenever the duties of the vessel will permit.

**Fishing seine.**

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- Fishing lines.** 967. Fishing lines and hooks will be allowed to each revenue vessel, which the commanding officer will see properly distributed among the men's messes.
  - Allowance of water.** 968. The officers and crews of revenue cutters are to be furnished a full and reasonable allowance of water for drinking and cooking purposes.
  - Medicine chest.** 969. All revenue cutters without medical officers will be allowed a suitable medicine chest, containing such medicines as the commanding officer may think necessary.
- RATIONS.**
- Articles and quantities.** 970. The articles in the quantities designated in the table under paragraph 984 shall compose the ration to be issued to the crews of all revenue cutters in commission.
  - Commutation not a right.** 971. Rations may be commuted at the rate of thirty cents per diem for not more than one out of every five men in each mess of enlisted men. Messes of seven or less men may have the ration of one member commuted. Messes of eight and not exceeding twelve men may have the rations of two members commuted. Messes of thirteen or more men may have the rations of three members commuted.
  - Calendar months.** 972. Rations shall be commuted for whole calendar months only, unless the vessel is placed out of commission and the crew discharged during the month.
  - How paid.** 973. All commuted ration money (except to stewards, cooks, and boys) shall be paid to the individual whose rations have been commuted, and who shall sign the pay roll for the amount. The officer witnessing the payment shall see that the money is paid over to the caterer of the mess of which the individual is a member.
  - Commutation not a right.** 974. Commutation of rations to enlisted men is not a right which they can claim, and is only allowed by executive authority for the sole purpose of affording means for adding to and increasing the variety of the food provided by the Government. It is not intended to be used for increasing the pay of cooks, or as a personal emolument to any individual, and when it is found by commanding officers that the privilege has been thus misused, further commutation will not be permitted.
  - Absence.** 975. Whenever an enlisted man is absent from his vessel, either with or without leave, for a longer period than twenty-four hours, his ration or commutation therefor shall cease.
  - Entries on abstract and quarterly return.** 970. The number of rations commuted by the enlisted men (not including those of stewards, cooks, and boys) will

TABLES AND FORMS.

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be stated on each monthly abstract and on each quarterly provision return, before submitting them to the Department.

977. Rations for revenue cutters will be delivered before the end of each month, unless otherwise directed, for the maximum number of persons authorized and entitled to rations in kind.

**Delivery of rations.**

DISPOSITION OF PROPERTY.

978. No sale of articles belonging to the United States shall be made without the authority of the Department.

**No sale without authority.**

979. When authority has been obtained from the Secretary of the Treasury to dispose of property belonging to the Revenue Cutter Service, it will be sold at public auction, after due public notice, or as may be otherwise indicated by the Department, at some suitable place for the attendance of bidders.

**When authority has been obtained.**

980. No property belonging to the Revenue Cutter Service shall be disposed of at private sale.

**No property at private sale.**

**ARTICLE XXII.**

TABLES AND FORMS.

981. Oath of office prescribed for all persons accepting appointments in the Revenue Cutter Service [The oath shall be taken, in

duplicate, before a collector of customs or other officer authorized to administer oaths generally. One copy shall be transmitted to the Department for the Commissioner of Customs, and the other retained by the appointee]

I, -----, having been appointed, do solemnly that I will use my best endeavors to prevent and detect frauds against the laws of the United States imposing duties upon imports. And I do further that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

and subscribed before me, this -----day of-----, A. D. 18--.[OFFICIAL SEAL.]

**982. Certificates of boarding officer to be indorsed on the original manifest and the copy thereof**

[On the original.]

I,-----, certify that the within manifest was this day produced to me as an original manifest of the cargo on board the-----, ----- whereof is master, from -----.

In witness whereof I have hereunto signed my name, this ----- day of -----, 18--.

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[On the copy.]

I,-----, certify that I have examined the within manifest produced to me this day as a copy of the original manifest of the cargo on board the ----- whereof is master, from -----with the original, and find the same to agree. In witness whereof I have hereunto signed my name, this ----- day of -----, 18--.

**983. List of forms used in the Revenue Cutter Service**

No.	TITLE.
2002	Shipping Articles. (Book, 3 quires, 18 by 11.)
2003	Requisition for Books and Blanks. (10 by 8.)
2004	Requisition for Stationery. (10 by 8.)
2005	Requisition for Engineers' Stores. (Book, 150 leaves, 16 by 10. Blank, 16 by 10.)
2006	Requisition for Ship Chandlery. (Book, 2 quires, 16 by 10. Blank, 16 by 10.)
2007	Requisition for Rations. (Book, 3 quires, 10 by 8. Blank, 10 by 8.)
2009	Provision Return. (8 by 14. )
2010	Statement of Vessels seized, or reported for violation of law. (9 by 17. )
2011	Report of Drills and Target Practice. (17 by 11.)
2012	Discharge of Enlisted Men. (Block of 50,10 by 8. )
2013	Ship's Journal or Log Book. (3 quires, 15 by 10.)
2013	Weekly Transcript of Journal. (14 by 8.)
2014	Abstract of Journal. (16 by 20. )
2015	Report of Assistance Rendered. (Book, 3 quires, 14 by 8. Blank, 14 by 17.)
2016	Muster Roll. (Book, 3 quires, 18 by 11. Blank, 19 by 24.)
2017	Pay Roll. (Book, 3 quires, 19 by 12. Blank, 19 by 24.)
2018	Voucher for Services. (10 by 8.)
2019	Voucher for Purchases, Repairs, etc. (11 by 8. )
2020	Voucher for Actual Traveling Expenses. (10 by 8.)
2021	Record of Receipts and Expenditures. (3 quires, 8 by 7. )
2023	Coal Report (in blocks of 100 sheets each). (3 by 7.)
2024	Blanks for Facilitating Calculations. (16 by 10. )
2025	Report of Inspecting Officer.
2026	Indicator Cards. (3 by 7.)

- 2027 Engineer's Journal. (42 leaves, 13 by 13.)
- 2028 Record of Letters. (3 quires, 11 by 8. )
- 2029 Record of Orders. (3 quires, 11 by 8:)
- 2030 Boarding Book. (100 leaves, 6 by 3.)
- 2031 Return of Public Property. (Pamphlet, 48 pages, 11 by 9. )
- 2032 Record of Public Property, Armament, Equipments, etc. (128 leaves, 11 by 9.)
- 2035 Blank Book. (2 quires, 8 by 6.)
- 2036 Blank Book. (1 quire, 8 by 6.)

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<b>984. Ration table for crews of revenue cutters:</b>											Total quantity issued weekly or seven rations.
DAY OF THE WEEK.											
			<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday.</i>		
Meat:											
	Salt beef	lbs					1				1
	Salt pork	lbs			1				1		2
	Canned, fresh beef or mutton	ozs	12								12
	Chicago corned beef	ozs				12					12
	Ham, bacon, or sausage	ozs		12							12
	Dried, smoked, or pickled fish	ozs						12			12
Vegetable											
	Flour	ozs	8			8					1 lb.
	Raisins	ozs	2			2					4
	Rice	ozs			8						8
	Beans	pint			1/2				1/2		1
	Pickles	ozs		4					4		8
	Pease	pint		1/2							1/2
	Tomatoes, fresh or canned	ozs					6				6
Biscuit		ozs			14				14		1 3/4 lbs.
Flour		lbs	1	1		1			1		4
<i>Either</i>											
	Cornmeal	lbs					1				1
	Oatmeal	lbs					1				1
Sugar		ozs	4	4	4	4	4	4	4		1 3/4 lbs.
Coffee		ozs	2		2		2		2		8
<i>Either</i>	-										
	Tea	ozs		1/2		1/2			1/2		1 1/2 or 6

	Cocoa	ozs		2		2		2		
Buffer		ozs	2			2		2		6
Molasses		pint					1/2			1/2
Vinegar		pint			1/2					1/2

One and one-fourth pounds of fresh meat may be issued on Sundays, Mondays, Wednesdays, or Fridays in lieu of meat or fish portion of the ration for those days, and when so issued, one pound of fresh vegetables, seventy-five per cent of which shall be potatoes, and twenty-five per cent shall be onions, cabbage, turnips, or other small vegetables in proportion to make a good soup, shall be issued in lieu of the vegetable portion of the ration for that day.

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**985.** Dimensions of revenue ensigns and pennants, jacks, and flags:

Number or kind.	Ensigns.			Narrow pennants.			Jacks.		President's and Secretary's flags.			Remarks.
	Hoist.	Whole length.	Length of union.	Hoist.	Whole length.	Length of union.	Hoist.	Length	Ft In.	Feet		
	Ft. In.	Feet	Feet In.	Feet.	Ft. In.	Feet.	Feet	Length	Ft In.	Feet		
1	10 0	16	8	6	30	7 5	5	7				
2	7 6	12	6	5	20	5 0			7	6	12	
3	5	8	4	4	9	2 3						(*)
4	2 6 4	2	3	6	1	6						Boat

\*Storm ensign and night pennant.

Revenue ensigns are to have sixteen perpendicular stripes, alternate red and white, beginning with the red at the hoist. In upper quarter, next the head, is the union, composed of the coat of arms of the United States in dark blue on a white field, eight-sixteenths of the length of the flag, and extending down the hoist halfway. The whole depth of the ensign is to be ten-sixteenths of its whole length.

Narrow pennants are to have the union composed of blue stars (thirteen for Nos. 1 and 2 and seven for Nos. 3 and 4) on a white field, one-fourth the length of the pennant, the remaining three-fourths of its length to be alternate red and white stripes, as in the ensign, ending in red in the narrow part of the taper.

Meal pennants, red, two feet hoist, and six feet long, tapering to a point in the fly.

**986.** Prescribed Service code for visual and telegraphic signaling:

ALPHABET.

A	22	J	1122	S	212
B	2112	K	2121	T	2
C	121	L	221	U	112
D	222	M	1221	V	1222
E	12	N	11	W	1121
F	2221	O	21	X	2122
G	2211	P	1212	Y	111
H	122	Q	1211	Z	2222
I	1	R	211		

NUMERALS.

1	1111	2	2222
3	1112	4	2221
5	1122	6	2211
7	1222	8	2211
9	1221	0	2112

TABLES AND FORMS.

ABBREVIATIONS.

a	after.	n.	not.	ur.	your.
b	before.	r	are.	w	word.
c	can.	t.	the.	wi.	with.
h	have.	u	you.	y	why.
	x x 3, `numerals follow"		or "numerals end."		sig. 3, signature.
	End of a word		3 Repeat last word		121. 121. 3
	End of a sentence		3 Repeat last message		121. 121. 121. 3
	End of a message		333 Error		12.12. 3
	"I understand" ..		22. 22. 3 Move a little to the right		211. 211. 3
	Cease signaling		22. 22. 22. 333 Move a little to the left		221. 221. 3

CODE CALLS.

A. S. U. Action or Battle Signals Use.	C. A. U. Cipher "A" Use.
I. C. U. International Code Use.	C. B. U. Cipher "B" Use, etc.
T. D. U. Telegraphic Dictionary Use.	N. L. U. Navy List Use.
G. L. U. Geographical List Use.	V. N. U. Vessel's Numbers Use.
G. S. U. General Signals Use.	

INSTRUCTIONS FOR USING THE CODE.

The whole number opposite each letter or numeral stands for that letter or numeral.

TO SIGNAL WITH FLAG OR TORCH.

There are but *one* position and *three* motions.

The *first position* is with the flag held vertically in front of the center of the body, butt of staff at height of waist, signalmen facing squarely towards the station with which it is desired to communicate.

The *first motion*, or "one" or "1," is a motion of the flag to the right of the sender, and will embrace an arc of 90°, starting with the vertical and returning to it, and will be made in a plane exactly at right angles to the line connecting the two signal stations.

The *second motion*, or "two" or "2," is a similar motion to the left of the sender.

To make the *third motion*, "front" or "three" or "3," the flag is waved to the ground directly in front of the sender, and instantly returned to the first position.

Numbers which occur in the body of a message must be spelled out in full. Numerals may be used in signaling between stations having Naval Signal Books, using the Code Calls.

TO SEND A MESSAGE.

"To call" a station, signal its initial or "call letter" until "acknowledged." "To acknowledge," signal "I understand," followed by its initial or "call letter."

Make a slight pause after each " letter, " also after each ``front."

FOG-SIGNALS.

To apply this code to the "fog-whistle" or "fog-horn:"  
 One (1) *toot* (about 1/2 second) will be "one" or "1."  
 Two (2) *toots* (in quick succession) will be "two" or "2."  
 A *blast* (about 2 seconds long) will be "three" or "3."

The signal of execution for all tactical or drill signals will be one (1) *long blast*, followed by two (2) *toots* in quick succession.

The *ear* and not the *watch is* to be relied upon for the *intervals*.

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U. S. REVENUE CUTTER SERVICE.  
 TO SIGNAL WITH FLASH LANTERN.

Same as in fog-signals ; substitute "short flash" for "toot" and "long steady flash" for "blast." The elements of a letter should be slightly longer.

"To call" a station.-Drake the initial or "call letter" until "answered." Then turn on a steady flash until answered by a steady flash. The station called will "acknowledge" and cut off its flash and the calling station will proceed with the message.

No abbreviations will be used in the body of the message. All other conventional signals are the same as for flag or torch.

**987.** The following signals, recommended by the International Marine Conference for adoption by all institutions for saving life from wrecked vessels, have been adopted by the Life-Saving Service of the United States

1. Upon the discovery of a wreck by night, the life-saving force will burn a red pyrotechnic light or a red rocket to signify, " You are seen; assistance will be given as soon as possible."

2. A red flag waved on shore by day, or a red light, red rocket, or red Roman candle displayed by night, will signify, "Haul away."

3. A white flag waved on shore by day, or a white light slowly swung back and forth. or a white rocket or white Roman candle fired by night, will signify, "Slack away."

4. Two flags, a white and a red, waved at the same time on shore by day, or two lights, a white and a red, slowly swung at the same time, or a blue pyrotechnic light burned by night, will signify, "Do not at-tempt to land in your own boats; it is impossible."

5. A man on shore beckoning by day, or two torches burning near together by night, will signify, "This is the best place to laud."

**988.** The following reports and returns, with such others as are called for by these regulations, will be made and forwarded

Subject.	Under whose charge.	When to be ready.	How forwarded.	Copies to be forwarded.
Report of grounding .	Commanding officer	When occurring	Department, direct	One.
Report of collision	do	do	Department and collector.	Two.
Report of shipwreck	do	do	do	Two.
Report of employment of another vessel.	do	do	Department	One.
Report relative to seizure or other customs matters.	do	When necessary	Collector or U. S. district attorney.	One.
Estimate of expenses and statement regarding vessels assisted.	do	do	Collector	Two.
Receipts relative to pro-visions or other articles furnished in	do	do	Department and collector.	Two.

assisting  
vessels in  
distress.

Records of boards	do	do	Department, direct.	One.
Return of public property	Executive officer Chief engineer	July 15 and Jan. 15.	do	One.

TABLES AND FORMS.

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*Reports and returns-Continued.*

Subject.	Under whose charge.	When to be ready.	How forwarded.	Copies to be forwarded.
Muster roll	Executive officer	3d of following month.	Department, direct	One.
Requisitions for ship chandlery.	do	(*)	Through collector	Three,
Requisitions for stationery	do	January and July	do	One.
Requisitions for books and blanks.	do	March and Sept	do	One.
Report of exercises at fire quarters.	do	End of quarter	Department, direct	One
Payroll	Navigating officer.....	Not later than end of month,	Collector	Two
Report of artillery exercises.	do	End of quarter	Department, direct	One.
Requisitions for rations	Third lieutenant	(*)	Through collector	Three
Provision return	do	3d of following month.	Department, direct	One,
Report of infantry exercises.	do	End of quarter	do	One.
Transcript of journal	do	Tuesday	do	One.
Weekly return to collector	do	do	Collector	One.
Abstract of journal	do	3d of following month.	Department, direct	One.
Statement of vessels seized or reported.	Boarding officer	End of month, when necessary.	do	One,
Report of assistance rendered.	do	When occurring	do	One.
Requisitions for engineers' stores.	Chief engineer.	(x)	Through collector	Three.
Steam journal (smooth)	Junior engineer	3d of following month.	Department, direct	One.
Report of assistant to superintendent of construction and repair.	Assistant	Weekly .	Superintendent of construction and repair.	Two.
Report of assistant to consulting engineer.	do	do	Consulting engineer.	Two.
Vouchers for articles furnished on requisitions.	Contractor	When articles have been furnished.	Through collector	Two.

\*Sufficiently in advance to permit of their authorization and to enable the contractor to supply the articles before the first day of the month for which they are required.

**989.** Form of proceedings of a board of survey

Proceedings of a board of survey, convened on board the U. S. Revenue Cutter ,at -----, by authority of the provisions of paragraphs ----- and -----,Regulations U. S. Revenue Cutter Service, and in accordance with the following order

U. S. REVENUE CUTTER----- ,

First Lieutenant -----,  
Chief Engineer -----,  
Second Lieutenant-----,  
Recorder -----.

GENTLEMEN : You are directed to meet at 3 p. m., to-day, as a board of survey, to examine and pass upon certain articles of provisions, for which Third Lieutenant is responsible. You will make careful survey of the articles submitted for your inspection and submit a detailed report of your proceedings with such recommendations for the disposal of the articles as you may deem for the best interests of the Government.

Respectfully yours,

-----,

*Captain, U. S. R. C. S., Commanding.*

**186**

U. S. REVENUE CUTTER SERVICE.

The board met pursuant to the foregoing order at 3 p. In-----,-----, 18---, all the members being present. The following articles were examined:

- 200 pounds pork.
- 150 pounds beef.
- 500 pounds bread.

The board finds the pork and beef spoiled and unfit for use, and the bread moldy and worthless. The board recommends that the pork, beef, and bread, as above set forth, be expended and immediately thrown overboard.

Respectfully submitted.

-----, 1st Lieut.  
-----, Chief Engr.  
-----, 2d Lieut.,  
-----, Recorder.

The proceedings, findings, and recommendation of the board of survey, as above set forth, are hereby approved, and the executive officer will see that the recommendation is carried into effect.

*Captain,-----, U. S. R. C. S., Commanding*

The SECRETARY OF THE TREASURY, *Washington, D. C.*

**990. Form of charges and specifications**

Charges and specifications preferred against----- Lieutenant , U. S.R. C. S., , 18-----, by lieutenant , U. S. R. C. S., both attached to the U. S. Revenue Cutter , at -----.

CHARGE.-----, in violation of paragraphs ----- and -----,Regulations U. S. Revenue Cutter Service.

SPECIFICATION ONE. In this that -----Lieutenant -----, U. S. R. C. S., while in charge of the deck, as officer of the watch from twelve o'clock noon to four o'clock in the afternoon, on the - day of -----, 18--, on board the U. S. Revenue Cutter --- -----, the vessel at the time being under way at sea, was -----,and was relieved from duty as officer of the deck by the executive officer, First Lieutenant -----.

SPECIFICATION Two. In this that ----- on the day and date named the said Lieutenant -----did manifest -----, while on watch between the hours of twelve o'clock noon and four o'clock in the afternoon, by -----, and when placed in arrest by Captain -----, U. S. R. C. S., did say "-----," or words to that effect.

All this on the day and date and between the hours of the same, as above set forth. Respectfully submitted.

*Lieut., U. S. R. C. S.*

The SECRETARY OF THE  
TREASURY, *Washington, D. C.*

Respectfully forwarded. [With comments and recommendation.]

*Captain, U. S. R. C. S., Commanding.*

A list of witnesses, with their titles, if they have any, and their places of residence, shall be written on a separate sheet and accompany the charges and specifications.

991. The following salary tables are prescribed for paying all per-sons in the Revenue Cutter Service who receive annual salaries, and they shall be used in the preparation of pay rolls

TABLES AND FORMS.

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\$2,500 PER ANNUM.

\$625 PER QUARTER.			FIRST QUARTER, 90 DAYS.	SECOND QUARTER, 91 DAYS.	THIRD AND FOURTH QUARTERS, 92 DAYS.			
This column is only to be used in making monthly or quarterly payments.			Days.	Days.	Days.			
FIRST QUARTER.			<b>1</b>	\$6.94	<b>1</b>	\$6.87	<b>1</b>	\$6.79
			<b>2</b>	13.89	<b>2</b>	13.74	<b>2</b>	13.59
January,	31 days,	\$215.30	<b>3</b>	20.83	<b>3</b>	20.60	<b>3</b>	20.38
February,	28 days,	194.40	<b>4</b>	27.78	<b>4</b>	27.97	<b>4</b>	27.17
March,	31 days,	215.30	<b>5</b>	34.72	<b>5</b>	31.34	<b>5</b>	33.97
			<b>6</b>	41.67	<b>6</b>	41.21	<b>6</b>	40.76
SECOND QUARTER.			<b>7</b>	48.61	<b>7</b>	48.08	<b>7</b>	47.55
April,	30 days,	\$206.00	<b>8</b>	55.56	<b>8</b>	54.95	<b>8</b>	54.35
May,	31 days,	213.00	<b>9</b>	62.50	<b>9</b>	61.81	<b>9</b>	61.14
June,	30 days	206.00	<b>10</b>	69.44	<b>10</b>	68.68	<b>10</b>	67.93
			<b>11</b>	76.39	<b>11</b>	75.55	<b>11</b>	74.73
			<b>12</b>	83.33	<b>12</b>	82.42	<b>12</b>	81.52
THIRD QUARTER.			<b>13</b>	90.28	<b>13</b>	89.29	<b>13</b>	88.32
July,	31 days,	\$210.60	<b>14</b>	97.22	<b>14</b>	96.15	<b>14</b>	95.11
August,	31 days,	203.80	<b>15</b>	104.17	<b>15</b>	103.02	<b>15</b>	101.90
September,	30 days,	210.60	<b>16</b>	111.11	<b>16</b>	109.89	<b>16</b>	108.70
			<b>17</b>	118.06	<b>17</b>	116.76	<b>17</b>	115.49
			<b>18</b>	125.00	<b>18</b>	123.63	<b>18</b>	122.28
FOURTH QUARTER.			<b>19</b>	131.94	<b>19</b>	130.49	<b>19</b>	129.08
October,	31 days,	\$210.60	<b>20</b>	138.89	<b>20</b>	137.36	<b>20</b>	135.87
November,	30 days,	203.80	<b>21</b>	145.83	<b>21</b>	144.23	<b>21</b>	142.66
December,	31 days,	210.60	<b>22</b>	152.78	<b>22</b>	151.10	<b>22</b>	149.46
			<b>23</b>	159.72	<b>23</b>	157.97	<b>23</b>	156.25
LEAP YEAR-FIRST QUARTER.			<b>24</b>	166.67	<b>24</b>	164.84	<b>24</b>	163.04
January,	31 days,	\$212.90	<b>25</b>	173.61	<b>25</b>	171.70	<b>25</b>	169.84
February,	29 days,	199.20	<b>26</b>	180.56	<b>26</b>	178.57	<b>26</b>	176.63
March,	31 days,	212.90	<b>27</b>	187.50	<b>27</b>	185.44	<b>27</b>	183.42
			<b>28</b>	194.44	<b>28</b>	192.31	<b>28</b>	190.22
			<b>29</b>	201.39	<b>29</b>	199.18	<b>29</b>	197.01
NOTE.-For fractional parts of any month in the, first			<b>30</b>	208.33	<b>30</b>	206.04	<b>30</b>	203.80

quarter of leap year, use the column under second **31** 215.28 **31** 212.91 **31** 210.60  
quarter, the rate of pad- being same.

<b>188</b>		U. S. REVENUE CUTTER SERVICE.						
		\$1,800 PER ANNUM.						
		\$450 PER QUARTER	FIRST QUARTER, 90 DAYS.		SECOND QUARTER, 91 DAYS.		THIRD AND FOURTH QUARTERS, 92 DAYS.	
			<i>Days.</i>	<i>Days.</i>	<i>Days.</i>	<i>Days.</i>		
<i>This column is only to be used, in making monthly or quarterly payments.</i>			<b>1</b>	\$5.00	<b>1</b>	\$4.95	<b>1</b>	\$4.89
			<b>2</b>	<b>10.00</b>	<b>2</b>	9.89	<b>2</b>	9.78
		FIRST QUARTER.	<b>3</b>	15.00	<b>3</b>	14.84	<b>3</b>	14.67
January,	31 days,	\$155.00	<b>4</b>	20.00	<b>4</b>	19.78	<b>4</b>	19.57
February,	28 days,	140.00	<b>5</b>	25.00	<b>5</b>	24.73	<b>5</b>	24.46
March,	31 days,	155.00	<b>6</b>	30.00	<b>6</b>	29.67	<b>6</b>	29.35
		450.00	<b>7</b>	35.00	<b>7</b>	34.62	<b>7</b>	34.24
		SECOND QUARTER.	<b>8</b>	40.00	<b>8</b>	39.56	<b>8</b>	39.13
April,	30 days,	\$148.30	<b>9</b>	45.00	<b>9</b>	44.51	<b>9</b>	44.02
May,	31 days,	153.40	<b>10</b>	50.00	<b>10</b>	49.45	<b>10</b>	48.91
June,	30 days,	148.30	<b>11</b>	55.00	<b>11</b>	54.40	<b>11</b>	53.80
		450.00	<b>12</b>	60.00	<b>12</b>	59.34	<b>12</b>	58.70
		THIRD QUARTER.	<b>13</b>	65.00	<b>13</b>	64.29	<b>13</b>	63.59
July,	31 days,	\$151.60	<b>14</b>	70.00	<b>14</b>	69.23	<b>14</b>	68.48
August,	31 days,	151.60	<b>15</b>	75.00	<b>15</b>	74.18	<b>15</b>	73.37
September,	30 days,	146.80	<b>16</b>	80.00	<b>16</b>	79.12	<b>16</b>	78.26
		450.00	<b>17</b>	85.00	<b>17</b>	84.07	<b>17</b>	83.15
		FOURTH QUARTER.	<b>18</b>	90.00	<b>18</b>	89.01	<b>18</b>	88.04
October,	31 days,	\$151.60	<b>19</b>	95.00	<b>19</b>	93.96	<b>19</b>	92.93
November,	30 days,	146.80	<b>20</b>	100.00	<b>20</b>	98.90	<b>20</b>	97.83
December,	31 days,	151.60	<b>21</b>	105.00	<b>21</b>	103.85	<b>21</b>	102.72
		450.00	<b>22</b>	110.00	<b>22</b>	108.79	<b>22</b>	107.61
			<b>23</b>	115.00	<b>23</b>	113.74	<b>23</b>	112.50
			<b>24</b>	120.00	<b>24</b>	118.68	<b>24</b>	117.39
		LEAP YEAR-FIRST QUARTER.						
January,	31 days,	\$153.30	<b>25</b>	125.00	<b>25</b>	123.63	<b>25</b>	122.28
February,	29 days,	113.40	<b>26</b>	130.00	<b>26</b>	128.57	<b>26</b>	127.17
March,	31 days,	153.30	<b>27</b>	135.00	<b>27</b>	133.52	<b>27</b>	132.07
		450.00	<b>28</b>	140.00	<b>28</b>	138.46	<b>28</b>	136.96
			<b>29</b>	145.00	<b>29</b>	113.41	<b>29</b>	141.85

NOTE.-For fractional parts of any month in tile **30** 150.00 **30** 148.35 **30** 146.74  
 first quarter of leap year, use the column under **31** 155.00 **31** 153.30 **31** 151.63  
 second quarter the rate of pay being the same.

TABLES AND FORMS.

\$1500 PER ANNUM.

\$375 PER QUARTER.

FIRST QUARTER, 90 SECOND  
DAYS.

THIRD AND FOURTH  
QUARTERS, 92 DAYS.

QUARTER, 91 DAYS.

*This column is only to be used in making monthly  
or quarterly payments*

Days.

Days.

Days.

			<b>1</b>	\$4.17	<b>1</b>	\$4.12	<b>1</b>	\$4.08
FIRST QUARTER.			<b>2</b>	8.33	<b>2</b>	8.24	<b>2</b>	8.15
January,	31 days,	\$129.20	<b>3</b>	12.50	<b>3</b>	12.36	<b>3</b>	12.23
February,	28 days,	116.60	<b>4</b>	16.67	<b>4</b>	16.48	<b>4</b>	16.30
March,	31 days,	129.20	<b>5</b>	20.83	<b>5</b>	20.60	<b>5</b>	20.38
		375.00	<b>6</b>	25.00	<b>6</b>	24.73	<b>6</b>	24.46
			<b>7</b>	29.17	<b>7</b>	28.85	<b>7</b>	28.53
			<b>8</b>	33.33	<b>8</b>	32.97	<b>8</b>	32.61
SECOND QUARTER.			<b>9</b>	37.50	<b>9</b>	37.09	<b>9</b>	36.68
April,	30 days,	\$123.60	<b>10</b>	41.67	<b>10</b>	41.21	<b>10</b>	40.76
May,	31 days,	127.80	<b>11</b>	45.83	<b>11</b>	45.33	<b>11</b>	44.84
June,	30 days,	123.60	<b>12</b>	50.00	<b>12</b>	49.45	<b>12</b>	48.91
		375.00	<b>13</b>	54.17	<b>13</b>	53.57	<b>13</b>	52.99
			<b>14</b>	58.33	<b>14</b>	57.69	<b>14</b>	57.07
THIRD QUARTER.			<b>15</b>	62.50	<b>15</b>	61.81	<b>15</b>	61.14
July,	31 days,	\$126.40	<b>16</b>	66.67	<b>16</b>	65.93	<b>16</b>	65.22
August,	31 days,	126.40	<b>17</b>	70.83	<b>17</b>	70.05	<b>17</b>	69.29
September,	30 days,	122.20	<b>18</b>	75.00	<b>18</b>	74.18	<b>18</b>	73.37
		375.00	<b>19</b>	79.17	<b>19</b>	78.30	<b>19</b>	77.45
			<b>20</b>	83.33	<b>20</b>	82.42	<b>20</b>	81.52
FOURTH QUARTER.			<b>21</b>	87.50	<b>21</b>	86.54	<b>21</b>	85.60
October,	31 days,	\$126.40	<b>22</b>	91.67	<b>22</b>	90.66	<b>22</b>	89.67
November,	30 days,	122.20	<b>23</b>	95.83	<b>23</b>	94.78	<b>23</b>	93.75
December,	31 days,	126.40	<b>24</b>	100.00	<b>24</b>	98.90	<b>24</b>	97.83
		375.00	<b>25</b>	104.17	<b>25</b>	103.02	<b>25</b>	101.90
LEAP YEAR-FIRST QUARTER.			<b>26</b>	108.33	<b>26</b>	107.14	<b>26</b>	105.98
January,	31 days,	\$127.70	<b>27</b>	112.50	<b>27</b>	111.26	<b>27</b>	110.05
February,	29 days,	119.60	<b>28</b>	116.64	<b>28</b>	115.38	<b>28</b>	114.13
March,	31 days,	127.70	<b>29</b>	120.83	<b>29</b>	119.51	<b>29</b>	118.21
		375.00						

NOTE.-For fractional parts of any month in the first quarter of leap year, use the column under second quarter, the rate of pay being the same.

<b>30</b>	125.00	<b>30</b>	123.63	<b>30</b>	122.28
<b>31</b>	129.17	<b>31</b>	127.75	<b>31</b>	126.36

<b>190</b>			U S. REVENUE CUTTER SERVICE.					
			\$1,200 PER ANNUM.					
\$300 PER QUARTER.			FIRST QUARTER,		SECOND QUARTER.	THIRD AND FOURTH.QUARTERS,		
			90 DAYS.		91 DAYS.	92 DAYS.		
<i>This column is only to be used in making monthly or quarterly payments</i>			<i>Days.</i>	<i>Days</i>		<i>Days</i>		
			<b>1</b>	\$3.33	<b>1</b>	\$3.30	<b>1</b>	\$3. 26
	FIRST QUARTER.		<b>2</b>	6.67	<b>2</b>	6.59	<b>2</b>	6.52
January,	31 days,	\$103. 30	<b>3</b>	10.00	<b>3</b>	9.89	<b>3</b>	9.78
February,	28 days,	93.40	<b>4</b>	13.33	<b>4</b>	13.19	<b>4</b>	13.04
March,	31 days,	103.30	<b>5</b>	16.67	<b>5</b>	16.48	<b>5</b>	16.30
		300.00	<b>6</b>	20.00	<b>6</b>	19.78	<b>6</b>	19.57
	SECOND QUARTER.		<b>7</b>	23.33	<b>7</b>	23.08	<b>7</b>	22.83
April,	30 days,	\$98.90	<b>8</b>	26.67	<b>8</b>	26.37	<b>8</b>	26.09
May,	31 days,	102.20	<b>9</b>	30.00	<b>9</b>	29.67	<b>9</b>	29.35
June,	30 days,	98.90	<b>10</b>	33.33	<b>10</b>	32.97	<b>10</b>	32.61
		300.00	<b>11</b>	36.67	<b>11</b>	36.26	<b>11</b>	35.87
	THIRD QUARTER .		<b>12</b>	40.00	<b>12</b>	39.56	<b>12</b>	39.13
July,	31 days,	\$101.10	<b>13</b>	43.33	<b>13</b>	42.86	<b>13</b>	42.39
August,	31 days,	101.10	<b>14</b>	46.67	<b>14</b>	46.15	<b>14</b>	45.65
September,	30 days,	97.80	<b>15</b>	50.00	<b>15</b>	49.45	<b>15</b>	48.91
		300.00	<b>16</b>	53.33	<b>16</b>	52.75	<b>16</b>	52.17
	FOURTH QUARTER.		<b>17</b>	56.67	<b>17</b>	56.04	<b>17</b>	55.43
October,	31 days,	\$101.10	<b>18</b>	60.00	<b>18</b>	59.34	<b>18</b>	58.70
November,	30 days,	97.80	<b>19</b>	63.33	<b>19</b>	62.64	<b>19</b>	61.96
December,	31 days,	101.10	<b>20</b>	66.67	<b>20</b>	65.93	<b>20</b>	65.22
		300.00	<b>21</b>	70.00	<b>21</b>	69.23	<b>21</b>	68.48
			<b>22</b>	73.33	<b>22</b>	72.53	<b>22</b>	71.74
	LEAP YEAR, FIRST QUARTER.		<b>23</b>	76.67	<b>23</b>	75.82	<b>23</b>	75.00
January,	31 days,	\$102.20	<b>24</b>	80.00	<b>24</b>	79.12	<b>24</b>	78.26
February,	29 days,	95.60	<b>25</b>	83.33	<b>25</b>	82.42	<b>25</b>	81.52
March,	31 days,	102.20	<b>26</b>	86.67	<b>26</b>	85.71	<b>26</b>	81. 78
		300. 00	<b>27</b>	90.00	<b>27</b>	89.01	<b>27</b>	88.04
			<b>28</b>	93.33	<b>28</b>	92.31	<b>28</b>	91.30
			<b>29</b>	96.67	<b>29</b>	95.60	<b>29</b>	94.57

	<b>30</b>	100.00	<b>30</b>	98.90	<b>30</b>	97.83
NOTE.-For fractional parts of any month in the first quarter of leap year, use the column under the second quarter, the rate of pay being the same .	<b>31</b>	103.33	<b>31</b>	102.20	<b>31</b>	101.90

TABLES AND FORMS.

\$900 PER ANNUM.

\$225 PER QUARTER.			FIRST QUARTER,		SECOND QUARTER,		THIRD AND FOURTHQUARTERS,	
			90	DAYS.	91	DAYS.	92	DAYS.
			<i>Days.</i>		<i>Days.</i>		<i>Days.</i>	
<i>This column is only to be used in making monthly or quarterly payments.</i>			<b>1</b>	\$2.50	<b>1</b>	\$2.47	<b>1</b>	\$2.45
FIRST QUARTER.			<b>2</b>	5.00	<b>2</b>	4.955	<b>2</b>	4.89
January,	31 days,	\$77.50	<b>3</b>	7.50	<b>3</b>	7.42	<b>3</b>	7.34
February,	28 days,	70.00	<b>4</b>	10.00	<b>4</b>	9.89	<b>4</b>	9.78
March,	31 days,	77.50	<b>5</b>	12.50	<b>5</b>	12.36	<b>5</b>	12.23
		225.00	<b>6</b>	15.00	<b>6</b>	14.84	<b>6</b>	14.67
SECOND QUARTER.			<b>7</b>	17.50	<b>7</b>	17.31	<b>7</b>	17.12
April,	30 days,	\$74.20	<b>8</b>	20.00	<b>8</b>	19.78	<b>8</b>	19.57
May,	31 days,	76.60	<b>9</b>	22.50	<b>9</b>	22.25	<b>9</b>	22.01
June,	30 days,	74.20	<b>10</b>	25.00	<b>10</b>	24.73	<b>10</b>	24.46
		225.00	<b>11</b>	27.50	<b>11</b>	27.20	<b>11</b>	26.90
THIRD QUARTER.			<b>12</b>	30.00	<b>12</b>	29.67	<b>12</b>	29.35
July,	31 days,	\$75.80	<b>13</b>	32.50	<b>13</b>	32.14	<b>13</b>	31.79
August,	31 days,	75.80	<b>14</b>	35.00	<b>14</b>	34.62	<b>14</b>	34.24
September,	30 days,	73.40	<b>15</b>	37.50	<b>15</b>	37.09	<b>15</b>	36.68
		225.00	<b>16</b>	40.00	<b>16</b>	39.56	<b>16</b>	39.13
FOURTH QUARTER.			<b>17</b>	42.50	<b>17</b>	42.03	<b>17</b>	41.58
October,	31 days,	\$75.80	<b>18</b>	45.00	<b>18</b>	44.51	<b>18</b>	44.02
November,	30 days,	73.40	<b>19</b>	47.50	<b>19</b>	46.98	<b>19</b>	46.47
December,	31 days,	75.80	<b>20</b>	50.00	<b>20</b>	49.45	<b>20</b>	48.91
		225.00	<b>21</b>	52.50	<b>21</b>	51.92	<b>21</b>	51.36
			<b>22</b>	55.00	<b>22</b>	54.40	<b>22</b>	53.80
LEAP YEAR--FIRST QUARTER			<b>23</b>	57.50	<b>23</b>	56.87	<b>23</b>	56.25
January,	31 days,	\$76.60	<b>24</b>	60.00	<b>24</b>	59.34	<b>24</b>	58.70
February,	29 days,	71.80	<b>25</b>	62.50	<b>25</b>	61.81	<b>25</b>	61.14
March,	31 days,	76.60	<b>26</b>	65.00	<b>26</b>	64.29	<b>26</b>	63.59
		225.00	<b>27</b>	67.50	<b>27</b>	66.76	<b>27</b>	66.03

<b>28</b>	70.00	<b>28</b>	69.23	<b>28</b>	68.48
<b>31</b>	72.50	<b>29</b>	71.70	<b>29</b>	70.92
<b>30</b>	75.00	<b>30</b>	74.18	<b>30</b>	73.37
	77.50	<b>31</b>	76.65	<b>31</b>	75.82

NOTE.-For fractional parts of any month in the first quarter of leap year, use the column under , the second quarter, the rate of pay being the same.

<b>192</b>			U. S. REVENUE CUTTER SERVICE.					
			\$500 PER ANNUM.					
\$125 PER QUARTER.			FIRST QUARTER,		SECOND QUARTER.	THIRD AND FOURTH QUARTERS,		
			90 DAYS.	91 DAYS.	92 DAYS.	92 DAYS.		
<i>This column is only to be used in making monthly or quarterly Payments</i>			<i>Days.</i>	<i>Days.</i>	<i>Days.</i>	<i>Days.</i>		
FIRST QUARTER..			<b>1</b>	\$1.39	<b>1</b>	\$1.37	<b>1</b>	\$1.36
January,	31 days,	\$43.10	<b>2</b>	2.78	<b>2</b>	2.75	<b>2</b>	2.72
February,	28 days,	38.80	<b>3</b>	4.17	<b>3</b>	4.12	<b>3</b>	4.08
March,	31 days,	43.10	<b>4</b>	5.56	<b>4</b>	5.49	<b>4</b>	5.43
		125.00	<b>5</b>	6.94	<b>5</b>	6.87	<b>5</b>	6.79
SECOND QUARTER.			<b>6</b>	8.33	<b>6</b>	8.24	<b>6</b>	8.15
April,	30 days,	\$41.20	<b>7</b>	9.72	<b>7</b>	9.62	<b>7</b>	9.51
May,	31 days,	42.60	<b>8</b>	11.11	<b>8</b>	10.99	<b>8</b>	10.87
June,	30 days,	41.20	<b>9</b>	12.50	<b>9</b>	12.36	<b>9</b>	12.23
		125.00	<b>10</b>	13.89	<b>10</b>	13.74	<b>10</b>	13.59
THIRD QUARTER,			<b>11</b>	15.28	<b>11</b>	15.11	<b>11</b>	14.95
July,	31 days,	\$12.10	<b>12</b>	16.67	<b>12</b>	16.48	<b>12</b>	16.30
August,	31 days,	42.10	<b>13</b>	18.06	<b>13</b>	17.86	<b>13</b>	17.66
September,	30 days,	40.80	<b>14</b>	19.44	<b>14</b>	19.23	<b>14</b>	19.02
		125.00	<b>15</b>	20.83	<b>15</b>	20.60	<b>15</b>	20.38
FOURTH QUARTER.			<b>16</b>	22.22	<b>16</b>	21.98	<b>16</b>	21.74
October.	31 days,	\$42.10	<b>17</b>	23.61	<b>17</b>	23.35	<b>17</b>	23.10
November,	30 days,	40.80	<b>18</b>	25.00	<b>18</b>	24.73	<b>18</b>	24.46
December,	31 days,	42.10	<b>19</b>	26.39	<b>19</b>	26.10	<b>19</b>	25.82
		125.00	<b>20</b>	27.78	<b>20</b>	27.47	<b>20</b>	27.17
			<b>21</b>	29.17	<b>21</b>	28.85	<b>21</b>	28.53
LEAP YEAR--FIRST QUARTER.			<b>22</b>	30.56	<b>22</b>	30.22	<b>22</b>	29.89
January,	31 days,	\$42.60	<b>23</b>	31.94	<b>23</b>	31.59	<b>23</b>	31.25
February,	29 days,	39.80	<b>24</b>	33.33	<b>24</b>	32.97	<b>24</b>	32.61
March,	31 days,	42.60	<b>25</b>	34.72	<b>25</b>	34.34	<b>25</b>	33.97
		125.00	<b>26</b>	36.11	<b>26</b>	35.71	<b>26</b>	35.33
			<b>27</b>	37.50	<b>27</b>	37.09	<b>27</b>	36.68

<b>28</b>	38.89	<b>28</b>	38.46	<b>28</b>	38.04
<b>29</b>	40.28	<b>29</b>	39.83	<b>29</b>	39.40
<b>30</b>	41.67	<b>30</b>	41, 21	<b>30</b>	40.76
<b>31</b>	43.06	<b>31</b>	42.58	<b>31</b>	42.12

NOTE.-For fractional parts of any month in the first quarter of leap year use the column under second quarter, the rate of pay being the same.

APPENDIX.

LAWS RELATING TO THE U. S. REVENUE CUTTER SERVICE.

(From United States Revised Statutes and Statutes at Large.)

**SEC. 2747.** The President may, for the better securing the collection of import or tonnage duties, cause to be maintained so many of the revenue cutters as may be necessary to be employed for the protection of the revenue, the expense whereof shall be paid out of such sum as shall be annually appropriated for the Revenue Cutter Service, and not otherwise. [See - 5318.]

Revenue cutters. 2 Mar., 1799, c.22, ss. 99,100, v.1, p. 699.

4 Aug., 1790, c. 35, ss. 62-64 v.1, p.175

2 Mar., 1796, c., 22 s.3, v1, p.462.

1 July, 1797, c.7 ss. 12, 13 v 1, p 525. 6 Jan., 1809 e. 3, v. 2, p.505. 1 Mar., 1822 e. 21, v. 3 p. 727, *et seg.* 18 Aug 1856 c. 129, v. 11, p. 90. 5 Feb. 1857 c. 32, v.11 p.17. 13 July 1861 c. 3, ss. 3, 7, v. 12, p 257. Aug. ,1861. c. 41, v.12, p 286. 20 Apr., 1866 c. 63, s. 2, v. 14, p. 40. 3 Mar., 1845, c. 78, v.5, p. 795. 20 July, 1868, e. 177, s. 1, v. 15, p.112.

**SEC. 2748.** The President may, from time to time, cause of the revenue cutters as have become unfit for further service to be sold; and the proceeds shall be paid into the Treasury : Provided, That the Secretary of the Treasury may apply in the purchase or construction of revenue cutters any unexpended balance of the proceeds of revenue cutters sold by him under the authority of section two of the act of twentieth April, eighteen hundred and sixty-six, chapter sixty- three.

Useless cutters may be sold, etc.

2 Mar., 1799, c.22, s. 100, v. 1, p, 700.

6 May, 1796, 0.22, s. 3, v.1, p.462

3 Mar., 1845, c.78, v. 5, p. 795

25 July, 1861, c. 63, s. 4, v.12, p.275.

20 Apr., 1866, c. 63, s. 2, v.14, p. 40.

**SEC. 2749.** The officers for each revenue vessel shall be one captain, and one first, one second, and one third lieutenant, and for each steam vessel, in addition, one engineer, and one assistant engineer; but the Secretary of the Treasury may assign to any vessel a greater number of officers whenever in his opinion the nature of the service which she is directed to perform requires it. And vessels of both descriptions shall have such number of petty officers and men as in the opinion of the Secretary are required to make them efficient for their service.

Number of officers and men.

4 Aug., 1790, c. 35, s. 63, v. 1, p. 175.

2 Mar., 1793, c. 24, s. 7, v. 1, p.337

6 May. 1796, c.22 v. 1 p.461

1 July, 1797, c.7, ss.12,13, v.1, p. 525.

22 June, 1798, c. 55., s1, v. 1, p. 569.

2 Mar., 1799, c.22, v.1, p. 699.

18 Aug., 1856, c.129, s. 3, v. 11, p. 90. 25 July, 1861, e. 20, ss. 2, 6, v.12, pp. 275, 276. 15 July, 1870, c. 292, 15 s. 3, v.16, p. 309. 31 July, 1876, e. 246, v. 79, p.107.

*Be it enacted, etc. \* \* \* [Par. 3.]* Hereafter upon the occurring of a vacancy in the grade of third lieutenant in the Revenue Marine Service, the Secretary of the Treasury may appoint a cadet, not less than eighteen nor more than 31 twenty-five years of age, with rank next below that of third lieutenant, whose pay shall be three-fourths that of a third lieutenant, and who shall not be appointed to a higher grade

Cadets maybe appointed for the Revenue Cutter Service.

31 July 1876, c. 246.

R. S., s. 2749.

16 Opins., 288.

until he shall have served a satisfactory probationary term of two years and passed the examination required by the regulations of said Service; and upon the promotion of such cadet another may be appointed in his stead; but the whole number of third lieutenants and cadets shall at no time exceed the number of third lieutenants now authorized by law. \* \* \*

Grades of engineers.

**SEC. 2750.** The grades of engineers shall be chief engineer, and first and second assistant engineer, with the pay and relative rank of first, second, and third lieutenant respectively

3 Mar., 1845, c. 77, s. 7, v. 5, p. 794..

4 Feb., 1863, c. 20, s. 2, v. 12, p. 639. 17 Opins., 532

Appointment of commissioned officers.

**SEC. 2751.** The commissioned officers of the Revenue Cutter Service shall be appointed by the President, by and with the advice and consent of the Senate.

4 Aug., 1790, c. 35, s. 64, v. 1, p. 175. 4 Feb., 1863, c. 20, s. 1, v. 12, p. 639.

Qualifications of captains and lieutenants.

**SEC. 2752.** No person shall be appointed to the office of captain, first, second, or third lieutenant, of any revenue cutter, who does not adduce competent proof of proficiency and skill in navigation and seamanship.

2 Mar., 1855, c. 141, s. 2, v. 10, p. 630

Compensation of officers of Revenue Cutter service.

**SEC. 2753.** The compensation of the officers of the Revenue Cutter Service shall be at the following rates while on duty

4 Aug., 1790, c. 35, s. 63, v. 1, p. 175.

Captains, twenty-five hundred dollars a year each.

First lieutenants and chief engineers, eighteen hundred dollars a year each.

2 Mar. 1793, p. 33, s. 7, v. 1, p. 337.

Second lieutenants and first assistant engineers, fifteen hundred dollars a year each.

22 June, 1798, c. 55, v. 1, p. 569.

Third lieutenants and second assistant engineers, twelve hundred dollars a year each.

2 Mar., 1799, c. 23, s. 3, v. 1, p. 7087

And at the following rates while on leave of absence or while waiting orders:

7 May, 1822, c. 107, s. 16, v. 3, p. 696.

Captains, eighteen hundred dollars a year each.

2 July, 1836, c. 253, v. 5, p. 65.

First lieutenants and chief engineers, fifteen hundred dollars a year each.

31 Aug., 1852, c. 109, s. 1, v. 1, p. 100.

Second lieutenants and first assistant engineers, twelve hundred dollars a year each.

25 July, 1861, c. 20 s. 1; v. 12, p. 275.

Third lieutenants and second assistant engineers, nine hundred dollars a year each.

9 Feb., 1863, c. 25, s. 2, v. 12, p. 646..

28 Feb., 1867, c. 101, s. 1, v. 14, p. 416.

Wages of petty officers and crews.

**SEC. 2754.** The wages of petty officers and seamen of the Revenue Cutter Service shall not exceed the average wages paid for like services on the Atlantic or Pacific coasts, respectively, in the merchant service.

4 Aug., 1790, c. 35, s. 63, v. 1, p. 175.

2 Mar., 1799, c. 23, s. 3, v. 1, p. 708.

4 Feb., 1863, c. 20, s. 1, v. 12, p. 640.

Officers on duty entitled to one Navy ration per day.

**SEC. 2755.** Each officer of the Revenue Cutter Service, day on duty, shall be entitled to one Navy ration per day.

28 Feb., 1867 c. 101, s. 2, v. 14, p. 416. 4 Aug., 1790, c. 35, s. 63, v. 1, p. 175. 2 Mar., 1799, c. 23, s. 3, v. 1, p. 708.

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**SEC. 2756** The Secretary of the Treasury may cause contracts to be made for the supply of rations for the officers and men of the revenue cutters.

Contracts for rations authorized. 2 Mar., 1793, c. 24, s. 7 v. 1, p. 10, v. 12, p. 220

.337. 2 Mar. 1799, c. 22, s. 98, v. 1, p. 699. 2 Mar., 1861, c. 84, s. 10, v. 12, p. 220.

**SEC. 2757.** The revenue cutters shall, whenever the President so directs, cooperate with the Navy, during which time they shall be under the direction of the Secretary of the Navy, and the expenses thereof shall be defrayed by the Navy Department. [See ~§ 1492, 5557, 5558. ]

Revenue cutter officers to cooperate with the Navy

.25 Feb., 1799, c. 13, s. 3, v. 1, p. 621., 2 Mar., 1799, c. 22, s. 98, v. 1, p.

699. 18 Apr., 1814, c.65, v.3, p. 127. 27 Apr., 1816, c.106, v.3. 10 :1 far., 1838, c. 890, v.9,pp. 720-722. 25 July, 1861, c.20, s. 5, v. 12, p.276. 4 Feb., 1863, c.20, s. 4, v. 12, p.640,

**SEC. 1492.** The officers of the Revenue Cutter Service when serving, in accordance with law, as a part of the Navy, shall be entitled to relative rank, as follows: Captains, with and next after lieutenants commanding in the Navy ; first lieutenants, with and next after lieutenants in the Navy; second lieutenants, with and next after masters in line in the Navy; third lieutenants, with and next after ensigns in the Navy.

Revenue cutter officers serving as part of the Navy,  
4 Feb., 1863,c. 20, s. 4, v.12, p. 640.  
2 Mar.,1799, c. 22, s. 98, v. 1, pp. 699,700.  
16 July, 1862,c. 183, ss, 1, 11, v.12, pp.583,585,

**SEC. 4741.** The officers and seamen of the revenue cutters of the United States, who have been or may be wounded or disabled in the discharge of their duty while cooperating with the Navy by order of the President, shall be entitled to be placed on the Navy pension-list, at the same rate pension and under the same regulations and restrictions as are provided by law for the officers and seamen of the Navy.

Pensions to officers and seamen of revenue cutters.  
18 Apr., 1814,e.65, v.3, p.127.  
27 Apr., 1816, v. 6, p. 104.

**SEC. 2758.** The Secretary of the Treasury may direct the performance of any service by the revenue vessels which, in his judgment, is necessary for the protection of the revenue.

Powers of Sec. Of Treasury.

25 July, 1861, c. 3, ss. 3, , v.12, p.275.

**SEC. 5318.** In the execution of laws providing for the collection of duties on imports and tonnage, the President, in addition to the revenue cutters in service, may employ in aid thereof such other suitable vessels as may, in his judgment, be required.

Additional vessels may be employed.

13 July, 1861, c. 3, ss. 3,7, v. 12, p. 257.

3 Aug., 1861, c. 41, v. 12, p. 286.

**SEC. 1536.** The President may, when the necessities of the Service permit it, cause any suitable number of public vessels adapted to the purpose to cruise upon the coast in the season of severe weather and to afford such aid to distressed navigators as their circumstances may require; and such public vessels shall go to sea fully prepared to render such assistance.

Cruising to assist distressed navigators.

22 Dec., 1837,c.1,v.5,p.208  
20 July, 1868,c. 177, v. 5, p.114  
15 July, 1870,c.292,s.3, v.16,p. 309.

**SEC. 2759.** The revenue cutters on the northern and north- western lakes, when put in commission, shall be specially charged with aiding vessels in distress on the lakes.

Aid to vessel son the lakes.

20 July, 1868,c. 117, v. 15, p.114.

15 July,1870,c.292,s.3,v.16,p.309.

Powers and duties of officers of revenue cutters.4 Aug., 1790, e. 35, s. 64, v. 1, p.169  
.2 Mar.,1799,c. 22, s. 99, v. 1, p.700.  
18 July, 1866,e. 201, ss. 2, 3, v. 14, p.178.  
15 Opins., 396.  
16 Opins., 288.

**SEC. 2760.** The officers of the revenue cutters shall respectively be deemed officers of the customs, and shall be subject to the direction of such collectors of the revenue, or other officers thereof, as from time to time shall be designated for that purpose. They shall go on board all vessels which arrive within the United States or within four leagues of the coast thereof, if bound for the United States, and search and examine the same, and every part thereof, and shall demand, receive, and certify the manifests required to be on board certain vessels, shall affix and put proper fastenings on the hatches and other communications with the hold of any vessel, and shall remain on board such vessels until they arrive at the port or place of their destination.

Returns

**SEC. 2761.** The master of any revenue cutter shall make a weekly return to the collector, or other officer of the district under whose direction it is placed, of the transactions of the cutter, specifying the vessels that have been boarded, their names and descriptions, the

2 Mar.,1799, c 22, s. 99, v. 1, p.700.

names of the masters, from what port or place they last sailed, whether laden or in ballast, to what nation belonging, and whether they have the necessary manifests of their cargoes on board, and generally all such matters as it may be necessary for the officers of the customs to know.

Further duties of officers. **SEC. 2762.** The officers of revenue cutters shall perform, in addition to the duties herein before prescribed, such other duties for the collection and security of the revenue as from time to time shall be directed by the Secretary of the Treasury, not contrary to law. [See ~, 4792.]  
2 Mar., 1799, c.22, s. 99, v. 1, p. 700.

Employment of small boats authorized. **SEC. 2763.** The collector of each district may, with the approval of the Secretary of the Treasury, provide and employ such small open row and sail boats, and persons to serve in them, as shall be necessary for the use of the surveyors and inspectors in going on board of vessels and other-wise, for the better detection of frauds.  
2 Mar., 1799, c. 22, s. 101, v.1, p.700.

Ensigns and pendants. **SEC. 2764.** The cutters and boats employed in the service of the revenue shall be distinguished from other vessels by an ensign and pendant, with such marks thereon as shall be prescribed by the President. If any vessel or boat, not employed in the service of the revenue, shall, within the jurisdiction of the United States, carry or hoist any pendant or ensign prescribed for vessels in such service, the master of the vessel so offending shall be liable to a penalty of one hundred dollars.  
2 Mar., 1799, c. 22, s. 102, v. 1, p. 700.

Immunities of officers. **SEC. 2765.** Whenever any vessel liable to seizure or examination does not bring-to, on being required to do so, or on being chased by any cutter or boat which has displayed  
2 Mar., 1799, c. 22, s. 102, v. 1, pp. 700, 701.

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the pendant and ensign prescribed for vessels in the revenue service, the master of such cutter or boat may fire at or into such vessel which does not bring-to, after such pendant and ensign has been hoisted, and a gun has been fired by such cutter or boat as a signal; and such master, and all persons acting by or under his direction, shall be indemnified from any penalties or actions for damages for so doing. If any person is killed or wounded by such firing, and the master is prosecuted or arrested therefor, he shall be forthwith admitted to bail. [See 4843.]

**SEC. 3059.** It shall be lawful for any officer of the customs, including inspectors and occasional inspectors, or of a revenue cutter, or authorized agent of the Treasury Department, or other persons specially appointed for the purpose in writing by a collector, naval officer, or surveyor, to go on board of any vessel, as well without as within his district, and to inspect, search, and examine the same, and any person, trunk, or envelope on board, and to this end to hail and stop such vessel if under way, and to use all necessary force to compel compliance; and if it shall appear that any breach or violation of the laws of the United States has been committed, whereby or in consequence of which such vessel, or the merchandise, or any part thereof; on board of or imported by such vessel, is liable to forfeiture, to make seizure of the same, or either or any part thereof, and to arrest, or in case of escape, or any attempt to escape, to pursue and arrest any person engaged in such breach or violation. [See § 5447.]

Who may make searches.  
18 July, 1866, c.201, s.2, v.14, p. 178.  
2 Mar., 1799, c. 22, s. 54, v. 1, p. 668.  
Gelston v. Hoyt. 3 Wh., 246; U. S. v. Schooner Mars,  
1 Gallis., 237.

**SEC. 3061.** Any of the officers or persons authorized to board or search vessels may stop, search, and examine, as well without as within their respective districts, any vehicle, beast, or person, on which or whom he or they shall suspect there is merchandise which is subject to duty, or shall have been introduced into the United States in any manner contrary to law, whether by the person in possession or charge, or by, in, or upon such vehicle or beast, or otherwise, and to Search any trunk or envelope, wherever found, in which he may have a reasonable cause to suspect there is merchandise which was imported contrary to law; and if any such officer or other person so authorized shall find any merchandise on or about any such vehicle, beast, or person, or in any such trunk or envelope, which he shall have reasonable cause to believe is subject to duty, or to have been unlawfully introduced into the United States, whether by the person in possession or charge, or by, in, or upon such vehicle, beast, or otherwise, he shall seize and secure the same for trial.

Search of vehicles and persons.

18 July, 1866,c. 201, s. 3, v. 14,  
p.178.

[See 5447]

2 Mar., 1799, c. 22, s. 54, v. 1, p.  
688.

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U. S. REVENUE CUTTER SERVICE.

Authority to go on board vessels.  
2 Mar., 1799, c. 662, a. 54, v. 1,  
p. 668.  
18 July, 1866,c.2<sup>n</sup>1, 8. 2, v.14,  
p.178

**SEC. 3067.** It shall be lawful for all collectors, naval officers, surveyors, inspectors, and the officers of the revenue cutters, to go off board of vessels in any port of the United States, or within four leagues of the coast thereof, if bound to the United States, whether in or out of their respective districts, for the purpose, of demanding the manifests, and of examining and searching the vessels; and those officers respectively shall have free access to the cabin and every other part of a vessel.

Penalty for obstructing officers  
in going on board of vessels.  
2 Mar., 1799, c. 22, s. 71; v. 1, p.  
678.  
18 July, 1866,c. 21, s. 6, v.14,  
p.179.

**SEC. 3068.** If any master of a vessel coming into or having arrived at any port within the United States shall obstruct or hinder, or shall intentionally cause any obstruction or hindrance to any officer in lawfully going on board such vessel for the purpose of carrying into effect any of the revenue laws of the United States, he shall for every such offense be liable to a penalty of not more than five hundred dollars nor less than fifty dollars.

Resisting revenue officers  
rescuing or destroying seized  
property, etc.  
18 July, 1866, c. 201, s. 6, v. 14,  
p. 179. 1  
.2 Mar., 1799, c.22 a. 71, v. 1, p.  
678.

**SEC. 5447.** Every person who forcibly assaults, Desists, opposes, prevents, impedes, or interferes with any officer of the customs, or his deputy, or any person assisting him, in the execution of his duties, or any person authorized to make searches or seizures, in the execution of his duty, or who rescues or attempts to rescue, or causes to be rescued, any property which has been seized by any person so authorized, or who, before, at, or after such seizure, in order to prevent the seizure or securing of any goods, wares, or merchandise by any person so authorized, staves, breaks, throws over-board, destroys, or removes the same, shall be fined not less than one hundred dollars nor more than two thousand dollars, on be imprisoned not less than one month nor more than one year, or both; and every person who discharges any deadly weapon at any person authorized to make searches or seizures, or uses any deadly or dangerous weapon in resisting him in the execution of his duty, with intent to commit a bodily injury upon him, or to deter or prevent him from discharging his duty, shall be imprisoned at hard labor for a term not more than ten years or less than one year.

Falsely assuming to be a revenue  
officer.

22 Mar., 1867,c. 169, s. 28, v.14,  
p.484

**SEC. 5448.** Every person who falsely represents himself to be a revenue officer, and, in such assumed character, demands or receives any money or other article of value from any person for any duty or tax due to the United States, or for any violation or pretended violation of any revenue law of the United States, shall be deemed guilty of a felony, and shall be fined five hundred dollars, and imprisoned not less than six months and not more than two years.

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**SEC. 5288.** It shall be lawful for the President, or such person as he shall empower for that

Compelling foreign vessels to  
depart.

purpose, to employ such part of the land or naval forces of the United States, or of the militia thereof, as shall be necessary to compel any foreign vessel to depart the United States in all cases in which, by the laws of nations or the treaties of the United States, she ought not to remain within the United States.

20 Apr., 1818,c. 88, s. 9, v. 3, p.44  
10 Mar., 1838, c.31, ss.1,2,3,8,v. 5,  
pp. 212-214.  
13 July, 1861c. 3, ss. 3, 7,  
v.12,p.257.  
Public vessels, to suppress piracy.

**SEC. 4293.** The President is authorized to employ so many of the public armed vessels as in his judgment the service may require, with suitable instructions to the commanders thereof, in protecting the merchant-vessels of the United States and their crews from piratical aggressions and depredations.

3 Mar., 1819, c. 77. s. 1, v. 3, p.510  
30 Jan., 1823,c.7, v.3, p.721.

**SEC. 4294.** The President is authorized to instruct the commanders of the public armed vessels of the United States to p subdue, seize, take, and send into any port of the United States, any armed vessel or boat, or any vessel or boat, the crew whereof shall be armed, and which shall have attempted or committed any piratical aggression. search, restraint, depredation, or seizure, upon any vessel of the United States, or of the citizens thereof, or upon any other vessel; and also to retake any vessel of the United States, or its citizens, which may have been unlawfully captured upon the high seas.

Seizure of piratical vessels,  
3 Mar., 1819, c.77, 9. 2, v. 3, p.512.  
30 Jan., 1823,c. 7, v. 3, p. 721.  
The Marianna Flora, 11 Wh., 1; The  
Palmyra, 12 Wh., 1.

**SEC. 4297.** Any vessel built, purchased, fitted out in whole or in part, or held for the purpose of being employed in the commission of any piratical aggression, search, restraint, depredation, or seizure, or in the commission of any other act of piracy, as defined by the law of nations, shall be liable to be captured and brought into any port of the United States if found upon the high seas, or to be seized if found in any port or place within the United States, whether the same shall have actually sailed upon any piratical expedition or not, and whether any act of piracy shall have been committed or attempted upon or from such vessel or not; and any such vessel may be adjudged and condemned, if captured by a vessel authorized as hereinafter mentioned, to the use of the United States and to that of the captors, and if seized by a collector, surveyor, or marshal, then to the use of the United States.

Seizure of vessels fitted out for  
piracy.  
5 Aug., 1861,c. 48, s. 1, v. 12,  
p.314.

**SEC. 4298.** The President is authorized to instruct the commanders of the public armed vessels of the United States, and to authorize the commanders of any other armed vessels sailing under the authority- of any letters of marque and reprisal granted by Congress, or the commanders of any other suitable vessels, to subdue, seize, take, and, if on the high

What vessels may be authorized to  
seize pirates.  
5 Aug., 1861,e. 48,13.2, v.12,p.315.

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## LAWS.

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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. 4792.** The quarantines and other restraints established by the health laws of any State, respecting any vessels arriving in, or bound to, any port or district thereof, shall be duly observed by the officers of the customs revenue of the United States, by the masters and crews of the several revenue cutters and b the military officers commanding in an fort or station upon the sea-coast.; and all such officers of the United States shall faithfully aid in the execution of such quarantines and health laws, according to their respective powers and within their respective precincts, and as they shall be directed, from time to time, by the Secretary of the Treasury. But nothing in this Title shall enable any State to collect a duty of tonnage or impost without the consent of Congress.

State health laws to be observed by  
United , States..  
25 Feb., 1799, c. 12, s. 1, v. 1, p.  
619.  
26 May,1866, c.42, v.14, p. 357.  
Gibbons v. Ogden, 9 Wh., 1;  
Passenger Cases, 7 How., 406.

**SEC. 4249.** The Secretary of the Treasury shall provide for the establishment of ten life-saving stations on the coasts of Maine, New Hampshire, and Massachusetts, Virginia, and North Carolina, at such points as he may deem necessary, for the saving of life and property on said coasts: *Provided*, That all life saving stations hereafter erected, shall be erected under the supervision of two captains of the Revenue Service, to be designated by the Secretary of the Treasury, and to be under his direction.

Stations on coasts of Maine, New  
Hampshire, Massachusetts,  
Virginia, etc.  
3 Mar., 1873, c .307, s.1, v.17,  
p.619.

*Be it enacted, etc., \* \* \* SEC. 8.* That the Secretary of the Treasury may detail such officer or officers of

Detail of officers as inspect-or and  
assistant inspectors of lifesaving

the Revenue Marine Service as may be necessary, to act as inspector and assistant inspectors of stations, who shall perform such duties in connection with the conduct of the Service as may be required of them by the general superintendent.

\* \* \* And hereafter nothing in section \* \* \* shall be construed to prevent the Secretary of the Treasury front detailing not. exceeding two officers of the Revenue Marine Service for duty in the office of the Life-Saving Service.

*Be it enacted, etc.,* \* \* \* [Par. 2] Hereafter revenue cutters shall be used exclusively for the public service, and in no way for private purposes. \* \* \*

stations.  
18 June, 1878, c. 265, s. 8, v. 20, p. 164.  
Two officers may be detailed for duty in office of Life-Saving Service.  
Act of Feb.26,1889.  
Revenue cutters to be used for public service only.  
7 July, 1884, c. 332, v. 23, p. 199. R. 8., 2758.  
Proceeds of sales of material.-  
3 May,1872, c. 140, s. 5, v. 17, p. 83.  
20 Apr., 1866, 63, ss. 1, 2, v. 14, p. 40.  
3 Mar., 1847, c. 48, s. 1, v. 9, p. 171.

LAWS.

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. 4792.** The quarantines and other restraints established by the health laws of any State, respecting any vessels arriving in, or bound to, any port or district thereof, shall be duly observed by the officers of the customs revenue of the United States, by the masters and crews of the several revenue cutters and b the military officers commanding in an fort or station upon the sea-coast.; and all such officers of the United States shall faithfully aid in the execution of such quarantines and health laws, according to their respective powers and within their respective precincts, and as they shall be directed, from time to time, by the Secretary of the Treasury. But nothing in this Title shall enable any State to collect a duty of tonnage or impost without the consent of Congress.

State health laws to be observed by United , States..  
25 Feb., 1799, c. 12, s. 1, v. 1, p. 619.  
26 May,1866, c.42, v.14, p. 357.  
Gibbons v. Ogden, 9 Wh., 1; Passenger Cases, 7 How., 406.

**SEC. 4249.** The Secretary of the Treasury shall provide for the establishment of ten life-saving stations on the coasts of Maine, New Hampshire, and Massachusetts, Virginia, and North Carolina, at such points as he may deem necessary, for the saving of life and property on said coasts: *Provided*, That all life saving stations hereafter erected, shall be erected under the supervision of two captains of the Revenue Service, to be designated by the Secretary of the Treasury, and to be under his direction.

Stations on coasts of Maine, New Hampshire, Massachusetts, Virginia, etc.  
3 Mar., 1873, c .307, s.1, v.17, p.619.

*Be it enacted, etc.,* \* \* \* **SEC. 8.** That the Secretary of the Treasury may detail such officer or officers of the Revenue Marine Service as may be necessary, to act as inspector and assistant inspectors of stations, who shall perform such duties in connection with the conduct of the Service as may be required of them by the general superintendent.

Detail of officers as inspect-or and assistant inspectors of lifesaving stations.  
18 June, 1878, c. 265, s. 8, v. 20, p. 164.

\* \* \* And hereafter nothing in section \* \* \* shall be construed to prevent the Secretary of the Treasury front detailing not. exceeding two officers of the Revenue Marine Service for duty in the office of the Life-Saving Service.

Two officers may be detailed for duty in office of Life-Saving Service.  
Act of Feb.26,1889.

*Be it enacted, etc.,* \* \* \* [Par. 2] Hereafter revenue cutters shall be used exclusively for the public service, and in no way for private purposes. \* \* \*

Revenue cutters to be used for public service only.  
7 July, 1884, c. 332, v. 23, p. 199. R. 8., 2758.  
Proceeds of sales of material.-  
3 May,1872, c. 140, s. 5, v. 17, p. 83.  
20 Apr., 1866, 63, ss. 1, 2, v. 14, p. 40.  
3 Mar., 1847, c. 48, s. 1, v. 9, p. 171.

28 July, 1866, e. 299, s. 25, v.14,p.336. surveying expedition authorized by law, shall be deposited and covered into the Treasury as miscellaneous receipts, on account of " proceeds of Government property," and shall not be withdrawn or applied, except in consequence of a

subsequent appropriation made by law.

Proceeds of certain sales, etc., of material.  
8 Mar., 1872, c. 140, s. 5, v. 17, p. 83.

**SEC. 3692.** All moneys received from the leasing or sale of marine hospitals, or the sale of revenue cutters, or from sale of commissary stores to the officers and enlisted men of the Army, or from sales of condemned clothing of the Navy, or from sales of materials, stores, or supplies to any exploring or surveying expedition authorized by law, shall respectively revert to that appropriation out of which they were originally expended, and shall be applied for purposes for which they are appropriated by law.

3 Mar., 1847, c. 48, s. 1, v. 9, p. 171.

20 Apr., 1866, c. 63, ss. 1, 2, v. 14, p. 40.

28 July, 1866, c. 299, s. 25, v. 14, p. 336.

8 June, 1872, c. 348, v. 17, p. 337.

Advertisements for proposals.

27 Mar., 1861, c. 84, s. 10 v. 12, p. 220. [See acts approved Jan. 27 and Apr. 21, 1891.]

U. S. v. Speed: 8 Wall., 77, Childs v. U. S., 4 Ct. Clms., 176; Mason v. U. S., 4 Ct. Clms., 495; Wentworth v. U. S., 5 Ct. Clms., 302.

**SEC. 3709.** 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 exigences 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.

Oaths, when administered by officers, etc.

10 Apr., 1869, Res. No. 15, s. 2, v. 16, p. 55.

7 Mar., 1870, c. 23, v. 16, p. 75.

Collectors or their special deputies may administer oaths.

3 Mar., 1893.

**SEC. 183.** Any officer or clerk of any of the Departments lawfully detailed to investigate frauds or attempts to defraud on the Government, or any irregularity or misconduct of any officer or agent of the United States, shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation.

\* \* \* That collectors of customs or their special deputies shall be competent to administer the oaths to officers of the Revenue Marine Service required under section seventeen hundred and ninety and twenty-six hundred and ninety-three, Revised Statutes.

Establishment of Government Hospital for the Insane.

3 Mar., 1855, c. 199, s. 1, v. 10, p. 682.

The superintendent  
Ibid., s. 3.

**SEC. 4838.** There shall be in the District of Columbia a Government Hospital for the Insane, and its objects shall be the most humane care and enlightened curative treatment of the insane of the Army and Navy of the United States and of the District of Columbia.

**SEC. 4839.** The chief executive officer of the Hospital for the Insane shall be a superintendent. \* \* \*

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## LAWS.

**SEC. 4813.** The superintendent, upon the order of the Secretary of War, of the Secretary of the Navy, and of the Secretary of the Treasury, respectively, shall receive, and keep in custody until they are cured, or removed by the same authority which ordered their reception, insane persons of the following

Admission of insane persons of the Army, Navy, Marine Corps, etc.  
15 June, 1860, c. 66, s. 1, v. 12, p. 23.  
13 July, 1866, c. 179, ss. 1, 2, v. 14,

descriptions: First. Insane persons belonging to the Army, Navy, Marine Corps, and Revenue Cutter Service.

pp. 93, 94.

*Be it enacted, etc.* \* \* \* To enable the Secretary of the Treasury to send a steam revenue vessel to the seal islands of Alaska and maintain the same in cruising in those waters for the protection of the sea-otter hunting grounds and the seal fisheries of the United States \* \* \*.

Revenue cutter to protect sea-otter hunting grounds and the seal fisheries.

3 Mar., 1877, c. 105, v. 19, p. 357.

3 Mar., 1881, c.

1.33, v. 21, p. 441. 73 July, 1861, c. 3, ss. 3, 7, v. 12, p. 257.

*Be it enacted, etc.* \* \* \* That when said revenue vessel or vessels are sent [to the seal islands and sea-otter hunting grounds in Alaska, the United States mails shall be carried therein.

Revenue cutters to carry mail when sent to seal islands and sea-otter hunting grounds.

20 June, 1878, c. 359, v. 20, p. 212.

*Be it enacted, etc.* \* \* \* [Par. 1.] The Secretary of the Treasury is authorized to detail from time to time for duty under the Commissioner of Fish and Fisheries any officers and men of tile Revenue Marine Service whose services can be spared for such duty. . \* \* \*

Details from Revenue Marine for Fish Commission.

3 Mar., 1885, 360.v.23,p.494.

R. S., ss. 4396, 4397. 20 Jan., 1888, c. 1.

For extension of wharf and erection of a building to be used as a warehouse and coal storehouse for Revenue Marine Service, at Wood's Holl (sic), Massachusetts. \* \* \*

Wharf and storehouse for Revenue Cutter Service. 1886.

4 Aug., 1886, c. 902, v. 24, p. 227.

For the establishment of and maintenance of a refuge station at or near Point Barrow, Alaska, on the Arctic Ocean. . \* \* \*

Refuge station at Point Barrow, Alaska.

2 Mar., 1889, c. 411, v. 25, p. 945.

AN ACT relating to the anchorage of vessels in the port of New York.

*Be it enacted by the Senate and House qf Representatives of the United States of America 2n Congress assembled,* That the Secretary of the Treasury is authorized, empowered, and directed to define and establish an anchorage ground for vessels in the bay and harbor of New York, and in the Hudson and East Rivers, to adopt suitable rules and regulations in relation thereto, and to take all necessary measures for the proper enforcement of such rules and regulations.

Anchorage of vessels in the harbor of New York.

16 May, 1888.

SEC. 2. That in the event of the violation of any such rides or regulations by the owner, master, or person in charge of any vessel, such owner, master, or person in charge of such vessel shall be liable to a penalty of one hundred dollars, and the said vessel may be holden for the payment of such pen-

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## U. S. REVENUE CUTTER SERVICE.

alty, and may be seized and proceeded against summarily by ibel for the recovery of the same in any United States district court for the district within which such vessel may be, and in the name of the officer designated by the Secretary of the Treasury.

SEC. 3. This act shall take effect immediately.

AN ACT relating to the anchorage and movement of vessels in the port of Chicago.

Anchorage of vessels in the port of Chicago

6 Feb., 1893.

*Be it enacted by the Senate and House of Representatives of the United ,Sates of America in Congress assembled,* That the Secretary of the Treasury be authorized and directed to define and establish anchorage grounds for vessels in the harbors of Chicago and waters of Lake Michigan adjacent thereto, to adopt suitable rules and regulations in relation to the same, and also to adopt suitable rules and regulations governing the use of marked inshore channels in Lake Michigan, in front of the city of Chicago, and to take all necessary measures for the proper enforcement of such rules and regulations.

SEC. 2. That in the event of the violation of any such rules or regulations by the owner, master, or person in charge of any vessel, such owner, master, or person in charge of such vessel shall be liable to a penalty of one hundred dollars, and the said vessel may beholden for the payment of such penalty and may be seized and proceeded against summarily by libel for the recovery of the same in any United States district court for the district within which such vessel may be, and in the name of the officer designated by the Secretary of the Treasury.

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