

TREASURY DEPARTMENT

REGULATIONS
FOR
THE UNITED STATES
COAST GUARD

1916

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WASHINGTON
GOVERNMENT PRINTING OFFICE
1916

TREASURY DEPARTMENT

REGULATIONS

FOR

THE UNITED STATES
COAST GUARD

TREASURY DEPARTMENT.

Document No. 2767.

Office of U. S. Coast Guard.



U.S. GOVERNMENT PRINTING OFFICE
1910

TREASURY DEPARTMENT,
Washington, December 4, 1915.

By authority of the act of Congress approved January 28, 1915,
the following regulations are published for the government of the
United States Coast Guard, and they will be strictly observed.

W. G. McADOO,
Secretary.

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REGULATIONS

FOR THE

UNITED STATES COAST GUARD.

CHAPTER I.

ORGANIZATION.

1. The United States Coast Guard was established by the act of Establishment. Congress approved January 28, 1915, which provides as follows:

"That there shall be established in lieu of the existing Revenue-Cutter Service and the Life-Saving Service, to be composed of Section 1 of act of Jan. 28, 1915. those two existing organizations, with the existing offices and positions and the incumbent officers and men of those two services, the Coast Guard, which shall constitute a part of the military forces of the United States, and which shall operate under the Treasury Department in time of peace and operate as a part of the Navy, subject to the orders of the Secretary of the Navy, in time of war or when the President shall so direct. When subject to the Secretary of the Navy in time of war the expense of the Coast Guard shall be paid by the Navy Department: *Provided*, That no provision of this act shall be construed as giving any officer of either the Coast Guard or the Navy military or other control at any time over any vessel, officer, or man of the other service except by direction of the President."

2. The Revenue-Cutter Service was organized by act of Congress approved August 4, 1790, as a part of the Treasury Department. Establishment of the Revenue-Cutter Service.

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

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

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

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

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

REGULATIONS, U. S. COAST GUARD.

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

d. Division of Engineering: To have cognizance of matters relating to the construction of and repairs to the motive power of vessels and boats and the machinery of all other property.

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

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

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

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

Coast Guard districts. 8. Coast Guard stations are grouped into districts, and each of the latter shall be in charge of a district superintendent.

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

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

VESSELS.

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

(a) Cruising cutters.

(b) Harbor cutters and launches.

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

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

DIVISIONS.

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

(a) Eastern division: From the eastern limits of Maine to Gay Head, Mass.

Eastern division.

(b) New York division: From Gay Head, Mass., to the Delaware Breakwater, Del.

New York division.

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

Northern division, Pacific coast.

(d) Southern division, Pacific coast: From Cape Blanco, Oreg., to the southern limit of California.

Southern division, Pacific coast.

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

Patrol of the coast line.

STATIONS AND DISTRICTS.

41. Stations and houses of refuge are grouped into 13 districts, **How grouped.** as follows (acts of May 4, 1882, June 6, 1900, and January 28, 1915):

- (a) First district, embracing the coasts of Maine and New Hampshire. **First district.**
- (b) Second district, embracing the coast of Massachusetts. **Second district.**
- (c) Third district, embracing the coasts of Rhode Island and Fishers Island, N. Y. **Third district.**
- (d) Fourth district, embracing the coast of Long Island, N. Y. **Fourth district.**
- (e) Fifth district, embracing the coast of New Jersey. **Fifth district.**
- (f) Sixth district, embracing the coast between Delaware and Chesapeake Bays. **Sixth district.**
- (g) Seventh district, embracing the coast between Chesapeake Bay and the northern boundary of South Carolina. **Seventh district.**
- (h) Eighth district, embracing the coasts of South Carolina and Georgia and the eastern coast of Florida. **Eighth district.**
- (i) Ninth district, embracing the coast of the United States bordering on the Gulf of Mexico. **Ninth district.**
- (j) Tenth district, embracing the coasts of Lakes Ontario and Erie, and a station at Louisville, Ky. **Tenth district.**
- (k) Eleventh district, embracing the coasts of Lakes Huron and Superior. **Eleventh district.**
- (l) Twelfth district, embracing the coast of Lake Michigan. **Twelfth district.**
- (m) Thirteenth district, embracing the coasts of California, Oregon, and Washington, and a station at Nome, Alaska. **Thirteenth district.**

42. (1) The active season at all stations on the Atlantic and Gulf coasts shall extend from midnight, the beginning of the day, August 1, to midnight, the end of the day, May 31, in each year. **Active season at stations.**

(2) The active season at all stations on the Pacific coast and at the station at Louisville, Ky., shall extend throughout the year.

(3) The active season at stations on the Great Lakes shall cover the period of open navigation on such lakes. (See arts. 1337 and 1426.)

GENERAL DUTIES.
APPOINTMENTS.
PROMOTIONS.

RESIGNATIONS.
RETIREMENTS.

CHAPTER II.

GENERAL DUTIES OF THE COAST GUARD.

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

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

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

(b) Protection of the customs revenue. (R. S., 2747, 2758, 2761, 2762, 2764, 2765, 2773, 3059, 3061, 3067, 3068.) **Customs revenue.**

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

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

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

(f) Enforcement of rules and regulations governing anchorage of vessels. (Act May 16, 1888, 25 Stats., 150; act Feb. 6, 1893, 27 Stats., 431; act Mar. 6, 1896, 29 Stats., 54; act Mar. 3, 1899, 30 Stats., 1081; act June 6, 1900, 31 Stats., 682; act Apr. 26, 1906, 34 Stats., 136; act Mar. 4, 1915.) **Anchorage.**

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

(h) Suppression of mutinies on merchant vessels. **Mutinies.**

(i) Enforcement of navigation and other laws governing merchant vessels and motor boats. (R. S., 4234; act June 9, 1910, 36 Stats., 462.) **Navigation and motor-boat laws.**

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

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

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

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

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

Change of stations of cutters.

103. The Secretary of the Treasury may, from time to time, make such transfer and change of stations of Coast Guard cutters as he may deem desirable for the best interests of the service, and in his discretion may direct any cutter to cruise in any waters to perform the duties of the Coast Guard. (Act Apr. 21, 1910, 36 Stats., 326.)

Public service only.

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

GENERAL DUTIES OF THE COAST GUARD.

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CHAPTER III.

APPOINTMENTS, PROMOTIONS, RESIGNATIONS, RETIREMENTS.

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

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

203. No person, except a constructor, shall be originally appointed to a higher grade in the Coast Guard than that of cadet or cadet engineer. **Original appointments.**

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

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

a. A citizen of the United States.

b. Unmarried.

c. Of good moral character.

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

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

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

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

(4) The educational examination of applicants shall be conducted by a board of commissioned officers of the Coast Guard and shall in all cases be competitive, and no person shall be appointed who does not attain a general average of at least 70 per cent in his examination. The appointments shall be made from **Educational examinations to be competitive.**

those candidates who attain the prescribed general average, the one having the highest mark receiving the first appointment, and so on. The attainment of a general average of 70 per cent does not give assurance of appointment, as the number of candidates who attain that average may exceed the number of vacancies to be filled.

Probationary period of cadets.

206. Cadets and cadet engineers, to be eligible for appointment as commissioned officers, shall serve a satisfactory period under instruction at the Coast Guard Academy for three years and one year, respectively.

Cadet to serve three years as officer.

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

Commissioning of cadets.

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

Sections for filling vacancies in grade of district superintendent.

209. (1) For the purpose of filling vacancies in the grade of district superintendent the coasts of the United States are divided into three sections, as follows:

Section 1. Comprising all stations in the first to ninth districts, inclusive.

Section 2. Comprising all stations in the tenth, eleventh, and twelfth districts.

Section 3. Comprising all stations in the thirteenth district.

Filled by selection from keepers.

(2) Vacancies occurring in any section shall be filled by selection from the keepers in that section.

Eligibility for district superintendent.

210. No keeper shall be appointed to the grade of district superintendent who is less than 35 or more than 55 years of age at the time of appointment, nor until his physical, mental, moral, and professional fitness to perform all the duties thereof have been established to the satisfaction of the examining board.

Physical examination.

211. The physical examination of candidates for appointment as district superintendent shall be conducted by a board of medical officers of the Public Health Service.

Educational examination, competitive.

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

How selected.

Appointment of warrant officer.

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

Probationary period for.

(a) Warrant officers shall be appointed by the Secretary of the Treasury, and no person shall be permanently appointed a warrant officer until he has served a satisfactory probationary period

of at least six months as acting warrant officer and shall have passed the prescribed physical, mental, moral, and professional examinations. (See art. 355.)

(b) At the end of the six months' probationary period or extension thereof of an acting warrant officer the commanding officer or district superintendent shall recommend to Headquarters whether in his judgment the person has the qualifications and general fitness for a warrant, whether his conduct has been satisfactory, and whether he should be examined for permanent appointment or whether the rating should be revoked. In case it be recommended that the rating be revoked, the commanding officer or district superintendent shall report all the facts in the case. Report at end of probationary period.

(c) Any warrant officer is eligible for appointment as warrant officer of another grade, provided he fulfills the requirements of paragraph a of this article. Should he fail to qualify for the new warrant, he shall resume duty where directed under his former warrant. Eligibility for other warrant.

(d) Appointment to the grade of master's mate shall be made by selection from the other grades of warrant officers, subject to the conditions prescribed in paragraph a of this article. Appointment as master's mate.

OATH OF OFFICE.

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

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

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

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

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

_____ and subscribed before me, this _____ day of _____, A. D., 191—.

[Official seal.]

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

PROMOTIONS OF COMMISSIONED OFFICERS.

Date when promotion is effective.

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

Appointment of Captain Commandant.

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

Appointment of engineer in chief.

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

Exempt from examination.

234. Examination is not required under the law for promotion to the grade of Captain Commandant, senior captain, engineer in chief, or captain of engineers.

Fitness for promotion required.

235. (1) No commissioned officer shall be promoted to a higher grade (except as provided in article 234) until his physical, mental, moral, and professional fitness to perform all the duties thereof have been established to the satisfaction of the examining board. (See art. 2458.)

Physical examination.

(2) The physical examination shall be conducted by a board of medical officers of the Public Health Service.

Professional examination.

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

Proficiency in seamanship and navigation required.

Procedure when failing to qualify for promotion.

236. An officer who on examination for promotion is found not professionally qualified shall be suspended from promotion for a period of one year from the date of the approval of the proceedings of the examining board, with corresponding loss of numbers. He shall be reexamined at the end of the year, and if he then fall below the required standard his name shall be placed at the foot of the list of officers of his grade, and thereafter he shall be considered out of the line of promotion.

Not permitted to waive examination.

237. No commissioned officer shall be permitted to waive an examination for promotion. Should a commissioned officer fail to

present himself for such examination when so ordered and not satisfactorily explain such failure to Headquarters, he shall be required to submit his resignation. If he should not tender his resignation when requested, he shall be tried by a general Coast Guard court.

RESIGNATIONS.

270. (1) The resignation of a commissioned officer shall be addressed to the President of the United States. Of a commissioned officer.
- (2) The resignation of a cadet, cadet engineer, or warrant officer shall be addressed to the Secretary of the Treasury. Of a cadet, cadet engineer, or warrant officer.
- (3) All resignations shall be forwarded through the proper channel to Headquarters, and the persons tendering them shall be considered in service until they are accepted. How forwarded.
- (4) Each resignation shall be accompanied by a statement of the reason therefor or of the circumstances under which it is tendered. Reasons for.
271. A resignation tendered under charges shall be forwarded as above directed, accompanied by a report of the case, and, if practicable, by a copy of the charges. Under charges.
272. Any commissioned or warrant officer who, having tendered his resignation, quits his post or proper duties without leave and with intent to remain permanently absent therefrom, prior to due notice of the acceptance of such resignation, shall be deemed and punished as a deserter. Desertion by resignation.

RETIREMENTS.

280. When any commissioned or warrant officer or enlisted person has reached the age of 64 years he shall be retired from active service; and when any commissioned or warrant officer or enlisted person has become incapable of performing the duties of his office he shall be retired from active service unless such incapacity is the result of his own vicious habits and not due to an incident of service, in which case he shall be dropped from the service as provided by law. For age or physical disability.
281. A commissioned officer, warrant officer, or enlisted person who has served 30 years (upon suitable application and, as to commissioned officers, upon approval by the Secretary of the Treasury) may be retired from active service. In computing length of service all creditable service in the Army, Navy, Marine Corps, Revenue-Cutter Service, and Life-Saving Service shall be included. For thirty years' service.
282. Any person retired from active service by reason of disability or by reason of having served 30 years may be assigned to such duties as he may be able to perform. Certain retired persons may be assigned to duty.

ENLISTMENTS.
RATINGS.
DISCHARGES.
TRANSFERS.

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

CHAPTER IV.

ENLISTMENTS.

- 301.** The complement of a vessel or station of the Coast Guard shall include the commissioned and warrant officers assigned from time to time by Headquarters, and such number of petty officers and other enlisted persons as may be authorized for such vessel or station. **Complements of vessels and stations.**
- 302.** The number of persons authorized in any rating shall not be exceeded except to make up a deficiency in a superior rating, or by express authority from Headquarters. **To make up deficiency.**
- 303.** The number of petty officers and other enlisted persons authorized for a vessel or station shall not be exceeded, except under special circumstances, a report of which shall be promptly made to Headquarters. **No excess in complement, except.**
- 304.** Should the authorized complement be temporarily exceeded (as in the apprehension of a deserter after his place has been filled, the revocation of the rating of an acting warrant officer, or the disrating of a permanently rated petty officer by sentence of a Coast Guard court, etc.), the commanding officer of a vessel, or the district superintendent, shall cause a return to the proper complement as soon as circumstances permit. (See arts. 337 and 355-*g*.) **Procedure when complement is exceeded.**
- 305.** A vacancy shall be deemed to exist as follows:
- (a) On the day following the date upon which, under these regulations, a person is noted a deserter. (See arts. 400, 401, 402, 403, and 405.) **When vacancies exist. When noted a deserter.**
- (b) On the day following the date upon which a person is delivered to the proper authority for imprisonment in accordance with the sentence of a Coast Guard court. **When delivered for imprisonment.**
- (c) On the day following the date upon which a person dies, resigns, or is retired, promoted, or discharged. **In case of death, resignation, etc.**
- 306.** The term of enlistment of all enlisted persons shall be one year. Enlistments shall be for general service, without reference to a particular vessel or station, and enlisted persons may be transferred from one vessel or station to another. The term of enlistment may be terminated at any time by direction of Headquarters. (See arts. 389, 390, and 391.) **Term of enlistment.**
- 307.** An enlisted person shall be considered to have served a full term of enlistment:
- (a) At the expiration of one year from date of enlistment; the date of the expiration to be the day of the month next preceding the anniversary of the date of enlistment. (See arts. 334-*b*, 335, and 337.) **Date of expiration of enlistment.**
- (b) When the enlistment is terminated for the convenience of the Government, and not by reason of inaptitude, undesirability, or unfitness. **When enlistment is terminated by Headquarters.**

Physical examination.

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

Persons required to pass standard "A" examination.

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

Persons required to pass standard "B" examination.

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

When second applicant for enlistment is not to be designated.

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

Vaccination against smallpox and typhoid fever.

(4) Each person shall upon original enlistment be vaccinated against smallpox and typhoid fever at such time as may be determined by Headquarters, but vaccination against these diseases will not be required if the person produces a satisfactory certificate from a reputable physician stating that such person was successfully vaccinated against smallpox and typhoid fever within a period of four years previous to such enlistment. Each person shall upon reenlistment be vaccinated against smallpox and typhoid fever unless he produces satisfactory evidence to Headquarters that he has been successfully vaccinated against smallpox and typhoid fever within a period of four years previous to such reenlistment. Each person enlisted or reenlisted shall agree to be vaccinated against smallpox and typhoid fever at such times as may be prescribed by Headquarters.

Educational qualifications.

309. No person shall be originally enlisted who can not read and write some language, and readily understand and speak the English language. (See art. 363.)

A minor.

310. No person under the age of 21 years shall be enlisted or reenlisted without the written consent of his father, only surviving parent, or guardian, except that if the applicant has none of these within the United States or its territorial or island possessions where application is made, and shall so certify on the enlistment contract and record, he may be enlisted.

311. No person who has been in the military or naval service of the United States, or of any of the several States, shall be enlisted (or reenlisted except under circumstances which entitle him to continuous service) unless he produces an honorable discharge, or an ordinary discharge with recommendation for reenlistment, from each of the services in which he has served, and certifies in writing that the discharge or discharges is or are the latest received by him from said services. If the applicant is enlisted, this certificate shall be attached to his enlistment contract and record and made a part thereof. In all other cases where an applicant for enlistment claims to have had military or naval service under the United States, or under any of the several States, all the facts shall be reported to Headquarters and its decision in the premises obtained before said applicant is enlisted.

Discharges from military or naval services to be produced.

312. No person under 14 or over 35 years of age (except as provided in articles 326, 328, and 329), no insane or intoxicated person, no person of known bad character or known to have committed a crime, no deserter from the Revenue-Cutter Service, Life-Saving Service, Army, Navy, Marine Corps, or the military or naval service of any of the several States, and no person under 5 feet 4 inches in height shall be enlisted. This last requirement shall not apply to ship's writers, electricians third class, stewards, cooks, and boys, who shall be not less than 4 feet 9 inches in height. No person shall be originally enlisted as surfman who is under 18 years of age, weighs less than 135 or more than 205 pounds, and is not a good swimmer. (See art. 1425.)

Age requirement for enlistment.

Qualifications for surfmen.

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

Fraudulent enlistment.

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

Radio license accepted.

315. No person shall be originally enlisted on a harbor cutter or launch until authority therefor is obtained from Headquarters. Whenever there is a vacancy or a prospective vacancy in the complement of any such vessel, the commanding officer shall advise Headquarters as early as possible, in order that steps may be taken to fill such vacancy by transfer.

Enlistment on harbor vessels.

Headquarters notified of vacancy.

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

Preference in enlisting.

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

Head tax for aliens.

- Enlisting officers.** 318. Enlisting officers shall be the commissioned, warrant, and acting warrant officers in responsible charge of units of the Coast Guard, and the executive officers of cutters under the direction of their commanding officers. In the enlistment of persons for the engine department of a vessel, the senior engineer officer attached shall be consulted. (See art. 359.)
- Enlistment contract to be explained.** 319. The enlistment contract shall be read aloud to the applicant, and the main facts pertaining to pay, uniform outfit, clothing, and other allowances, discharges, and the requirements of war and service with the Navy, shall be explained to him by the enlisting officer prior to his signing the agreement and contract.
- Full name to be entered in log and record.** 320. The full name of each person enlisted shall be written in the enlistment contract and record and entered in the log of the ship or station. Each person shall, upon originally enlisting, sign his own name in the place provided therefor on the enlistment contract and record and shall take and subscribe the oath of allegiance. A commissioned, warrant, or acting warrant officer in responsible charge of a unit is authorized to administer this oath, which he shall subscribe with his name and rank and the name of the unit of which he is in command or in charge. If a person who enlisted in the Revenue-Cutter Service, Life-Saving Service, or the Coast Guard, prior to May 1, 1915, can not write, he shall, on reenlistment, make his mark in the proper place on the enlistment contract and record, in the presence of the enlisting officer.
- Shall subscribe oath.**
- Address of next of kin.** 321. Each person enlisted shall be required to furnish to the enlisting officer the name and address of his wife, mother, if living, and children under 16 years of age, or, if he has none of these, his nearest of kin; if he have no wife or relative he shall give the name and address of some person who is interested in him. This information shall be entered on the enlistment contract and record at the time of enlistment. (See art. 354.)
- Enlistment contract made in triplicate.** 322. The enlistment contract and record shall be made and executed in triplicate. The original (*a*) shall be forwarded to Headquarters; one copy (*b*) shall be permanently filed at the vessel or station where the enlistment was made; a second copy (*c*) shall be retained until the discharge, death, desertion, or retirement of the enlisted person, when it shall be properly completed and forwarded to Headquarters. In case the person is transferred to another vessel or station, the procedure indicated in article 392 shall be followed. (See art. 405.) In the enlistment of surfmen a third copy (*d*) of the contract and record shall be made and forwarded to the district superintendent for the files of his office, the other copies being disposed of as provided above. In case the enlistment is made by the district superintendent in person, he shall send two copies of the contract and record to the keeper of the station where the person is to serve. Each enlistment contract and record shall be complete. (See arts. 390 and 391.)
- Procedure when transferred.**
- Quadruplicate contract.**
- Enlistment by district superintendent.**
- Enlistment, acting petty officers.** 323. Ship's writers and electricians of the third class may be originally enlisted as acting petty officers. (See arts. 357-*a* and 364.)

REENLISTMENTS.

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

Restrictions upon reenlistment.

Exceptions, steward, cook, or mess attendant.

325. The enlistment of any person who has previously served in the Revenue-Cutter Service, the Life-Saving Service, or the Coast Guard shall be considered a reenlistment. (See art. 545.)

Definition of reenlistment.

326. A person who has received an honorable discharge from the Coast Guard is entitled—

Reenlistment, honorable discharge.

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

On day following discharge.

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

Within 30 days.

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

(c) To reenlistment at any ship or station within 60 days from the date of his discharge, without regard to age, provided—

Within 60 days.

1. That he held a permanent rating as petty officer at the time of his last discharge.
2. There is a vacancy that his discharge qualifies him to fill.
3. That he passes the prescribed physical examination. (See arts. 308 and 310.)

(d) To reenlistment at any ship or station at any time, provided—

At any time.

1. There is a vacancy that his discharge qualifies him to fill.
2. That he passes the prescribed physical examination. (See arts. 308 and 310.)
3. That he is not over 35 years of age. (See art. 329.)
4. That he has not been separated from the service for more than three consecutive years.

(e) To have his service considered continuous when his re-entry takes place within 30 days from the date of his last discharge.

Continuous service.

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

Exceptions to reenlistment.

328. A person who has received an ordinary discharge from the Coast Guard, with recommendation for reenlistment, is entitled—

Reenlistment, ordinary discharge.

On day following discharge.

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

Other conditions.

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

Continuous service.

(c) To have his service considered continuous, when his reentry takes place within 10 days from the date of his last discharge.

Reenlistment over 35 and not over 45 years of age.

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

Continuous service.

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

Latest discharge to be produced on reenlistment.

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

Entry to be made on previous discharges.

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

Procedure if found physically disqualified for reenlistment.

333. When any person holding an honorable discharge applies for reenlistment within 30 days from the date thereof, or any person holding an ordinary discharge with recommendation for reenlistment applies for reenlistment within 10 days from the date thereof, and is found physically disqualified, a copy of the record of his physical examination shall be forwarded immediately to Headquarters with the recommendations of the medical officer, and of the commanding officer of a vessel, or of the district superintendent. Should Headquarters not authorize the reenlistment of the applicant, an indorsement to the effect that the applicant

is physically disqualified shall be made on his discharge, and said discharge shall not thereafter entitle the holder thereof to reenlistment. Pending the decision of Headquarters the said discharge shall be retained by the enlisting officer, and the said applicant for reenlistment may, if he so elect, remain during such time on board ship or at a station, and be subsisted, provided he is not suffering from a communicable disease. If he be assigned to a mess which receives commuted rations only, vouchers covering the cost of his subsistence shall be forwarded to Headquarters for settlement.

334. When the term of an enlistment (see article 307) expires at sea, or beyond the limits of any State of the United States, or when the vessel is absent from her Headquarters, and the person concerned declines to sign the waiver prescribed in article 375, the following procedure shall be observed:

Expiration of enlistment outside of United States.

(a) If the person concerned is entitled to an honorable discharge, or an ordinary discharge with recommendation for reenlistment, he may be discharged and reenlisted the following day with the understanding that he will be discharged at his own request whenever the vessel arrives at a port within the limits of any State of the United States. (See art. 371-i.)

Within limits of a State.

(b) If the person concerned does not desire to reenlist under the conditions of the preceding paragraph, or if he is not entitled to an honorable discharge, or an ordinary discharge with recommendation for reenlistment, the commanding officer shall extend his enlistment until the first arrival of the vessel at a port within the limits of any State of the United States where his accounts can be settled. (See arts. 339, 340, and 371-i.)

Extension of enlistment.

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

Of sick person.

336. When the commanding officer of a vessel or the keeper of a station considers that the discharge of a person at the expiration of the term of his enlistment would seriously interfere with the efficient performance of the duties of the vessel or station, he may extend the enlistment until the urgent necessity for the person's services has passed. In each such case Headquarters shall be informed immediately of all the circumstances. (See arts. 334, 339, and 340.)

Extension, urgent necessity.

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

Extension, returned deserter.

338. When an enlisted person, sentenced to imprisonment on land or to other punishment, is undergoing or awaiting trial by a Coast Guard court or is awaiting action by the department upon the finding and sentence of a court by which he has been tried,

Extension on account of imprisonment or while awaiting action by Department.

or upon charges and specifications preferred against him, or upon the proceedings and recommendation of a board of investigation convened to determine his fitness for the service, his term of enlistment shall, if necessary, be extended until the expiration of his term of imprisonment, or other punishment, or until final action in the premises has been taken by the department, as the case may be.

To continue in same rating upon extension of enlistment.

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

Entry in log.

340. In all cases arising under articles 334, 335, 336, 337, 338, and 339, appropriate remarks shall be entered in the enlistment contract and record of the person concerned, and in the log of the ship or station.

GENERAL CONDITIONS.

Relatives.

341. No enlisted person shall be assigned to duty on any vessel or at any station who is a relative of a commissioned or warrant officer attached to such vessel or station; nor shall an enlisted person be transferred from one to another vessel or station on which he has such relative serving as a commissioned or warrant officer; nor shall two regularly enlisted members of the same family serve or be detailed for duty at any one station. The degree of relationship contemplated herein shall include father, brother, son, nephew, father-in-law, brother-in-law, and son-in-law. This article does not apply to the employment of temporary surfmen and substitutes. (See arts. 344 and 345.)

Duty to correspond to rating.

342. Every enlisted person shall be assigned and required to perform the duties of the position corresponding to his rating, except as provided in these regulations, or as may be incident to special temporary cases or to emergencies. (See art. 358.)

Enlisted person not to be employed on shore as attendant.

343. No enlisted person shall be utilized on shore by any officer as cook, attendant, or servant, except when detailed for shore duty with a landing party or expedition, or for other public service.

Employment of temporary surfmen.

344. Whenever the number of enlisted persons at a station falls below the prescribed complement for that station, a vacancy so caused may be filled by the employment of a temporary surfman until the enlistment of a surfman, at which time the services of the temporary surfman shall be dispensed with.

Employment of substitutes.

345. Whenever a keeper or surfman is absent from duty during the active season, except on liberty or accumulated liberty, a substitute shall be employed. The substitute shall be the best qualified person obtainable and able to perform the duties of a surfman, and his services shall be dispensed with immediately upon the return of the absent member of the crew to duty. Temporary surfmen and substitutes shall receive the base pay and ration of regular surfmen while so employed and shall be paid on the station pay roll. Their services shall be dispensed with on the last day of each active season.

Not entitled to benefits.

346. Temporary surfmen and substitutes are not regularly enlisted persons and are not entitled to any of the benefits provided by the act of January 28, 1915; nor are their widows, children, or dependent mothers so entitled.

ENLISTMENT CONTRACT AND RECORD.

349. An enlistment contract and record, which is to accompany each person during the term of his current enlistment, shall be prepared on board the vessel or at the station or office where the enlistment is made. It shall be signed by the person enlisting and by the commanding officer, district superintendent, or keeper. Prepared at place of enlistment.

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

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

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

352. The following entries shall be made on the enlistment contract and record, and the instructions contained thereon shall be carefully complied with: Entries during service.

(a) When occurring—

1. The date of any appointment.
2. Rating or acting rating.
3. Disratings and revocations of acting ratings and causes therefor.
4. Meritorious conduct commended by Headquarters, briefly stated.
5. Punishments adjudged by Coast Guard courts, and the dates of approval by all authorities necessary to render the sentence operative.
6. Credits attained by qualification and competition at small-arm target practice.

(b) Upon expiration of enlistment—

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

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

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

1. Date, place, cause, authority for, and character and serial number of discharge and state of account certified by commanding officer or district superintendent.

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

3. All written requests of enlisted persons regarding discharge while absent from the United States or from the coast of the United States, where they may have enlisted, in which claims to transportation at Government expense to the Atlantic or Pacific coasts of the United States may be waived, shall, as soon as granted, be attached to the enlistment contract and record.

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

On desertion.

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

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

On death.

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

1. Date, place, cause, place of burial or disposition of remains.
2. Disposition of effects or action taken with a view to their disposition. The forwarding of the enlistment contract and record to Headquarters shall not be delayed awaiting instructions from relatives at distant points as to the final disposition to be made of the effects.

3. Statement of account for pay and clothing.

On retirement.

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

Disposition of enlistment record.

(h) In case of transfer the enlistment contract and record shall accompany the person. Upon discharge, desertion, death, or retirement it shall be forwarded to Headquarters. (See art. 405.)

Vaccination, etc.

(i) The date on which the person was last vaccinated for smallpox and last received antityphoid inoculation.

Naval or military engagement.

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

Errors and losses.

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

Application for copy.

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

Relatives and next of kin.

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

- a. Wife, if any.
- b. Each child under 16 years of age, if any.
- c. Mother, if living.
- d. Nearest of kin or person interested, if there are none of the above. (See art. 321.)

RATINGS.

Acting warrant officers.

355. Ratings as acting warrant officers shall be made as follows:

Vacancies in grade of.

(a) When a vacancy occurs in the grade of warrant officer (except that of master's mate), the commanding officer or district superintendent shall notify Headquarters and recommend for its consideration the petty officer under his command whom he considers best qualified to fill the vacancy, and no person shall be rated acting warrant officer without previous authority therefor from Headquarters. Such rating shall be for a probationary period of six months, which may be extended for a further period of not exceeding three months when circumstances require such action. A recommendation for an extension shall include all the facts in the case. In case there be under his command no

petty officer qualified and available for the vacancy he shall make full report of the case and recommend the best qualified available person.

(b) No person shall be recommended for the rating of acting warrant officer unless he is— Qualifications, acting.

1. A citizen of the United States.
2. Not less than 25 nor more than 42 years of age.
3. A permanently rated petty officer at the time (except as provided in paragraphs *a* and *c* of this article and in paragraph *c* of article 213).
4. Unless he has passed the prescribed standard "B" physical examination (Form 2502).

5. Deemed to be able to pass the educational examination for permanent appointment as warrant officer. (See Appendix E.)

(c) By authority from Headquarters a person may be enlisted as seaman and rated acting carpenter, or as fireman and rated acting machinist, when there is no qualified permanently rated petty officer available. Acting carpenter or machinist.

(d) A petty officer or other enlisted person rated acting warrant officer shall be regarded as continuing in his status as an enlisted person until permanently appointed a warrant officer. (See art. 339.) Status of acting.

(e) If a person's enlistment expires while he is an acting warrant officer, it may be extended until he is permanently appointed, is discharged, or the rating revoked. Headquarters shall be immediately advised of such extension. (See arts. 340, 371-*e*, and 541.) Extension of enlistment during rating.

(f) 1. A rating as acting warrant officer shall be revoked only by authority from Headquarters. If a person holding a rating as acting warrant officer proves unsatisfactory for any reason, the commanding officer or district superintendent shall immediately report all the facts in the case to Headquarters, with recommendations. Rating as acting warrant officer revoked only by Headquarters.

2. If the rating be revoked during the year of the person's current enlistment, he shall resume his former rating, or be discharged if he so desire. Revocation during current enlistment.

3. If the rating be revoked during an extension of enlistment, the person shall be discharged, and, if he desire, be immediately reenlisted in his former rating. Revocation during extension of enlistment.

(g) 1. A person holding a rating as acting warrant officer on a cutter, who resumes his former rating, or is reenlisted in that former rating, shall be carried as an extra number on that cutter until a vacancy occurs in his former rating, or until he is transferred elsewhere, when the complement of the cutter shall be reduced to the regular number. Return to former rating on a cutter.

2. A person holding a rating as acting keeper, who resumes his former rating, or is reenlisted in that former rating, shall be assigned to duty as petty officer at that station from which is selected the petty officer to fill the rating for which the former was found disqualified. Return to former rating at a station.

356. A commanding officer or district superintendent shall from time to time recommend to Headquarters such petty officers under his command as he deems specially qualified for appointment as warrant officers, stating fully the reasons for his recommendations. Eligible list warrant officer.

Acting petty officer.

357. Vacancies in the grade of petty officer shall be filled in the following manner:

Probationary period aboard a cutter.

(a) A commanding officer may rate an enlisted person as acting petty officer for a probationary period of three months, which may be extended for a further period of not exceeding three months, when circumstances require such action, but Headquarters shall be informed of such extension and the reason therefor. At the end of the three months' probationary period, or extension thereof, the person shall be recommended to Headquarters for a permanent rating, if satisfactory. (See par. *g* of this article and arts. 323 and 364.)

Action at end of probation.

Probationary period at a station.

(b) 1. When a vacancy occurs in the grade of petty officer at a station, the district superintendent shall notify Headquarters and make recommendation for filling the vacancy, accompanying his recommendation in each case with a certificate showing that the person so recommended is, in his opinion, the best fitted available person under his authority for the position. Headquarters may then rate the person as acting No. 1 surfman for a probationary period of three months, which may be extended by the district superintendent for a further period of three months, if necessary. When the acting rating is extended, the district superintendent shall at once report to Headquarters the reason therefor.

Unsatisfactory probationary period.

2. If a person holding a rating as acting No. 1 surfman proves unsatisfactory for any reason during the probationary period or extension thereof, the district superintendent shall immediately report all the facts to Headquarters and recommend that such rating be revoked. The rating of acting petty officer at a station shall be revoked only by authority of Headquarters. If the person's services have been satisfactory, the district superintendent shall, at the end of the three months' probationary period or extension thereof, recommend him to Headquarters for a permanent rating, to date from the expiration of such period or extension thereof.

Action at end of probation.

Permanent ratings.

(c) Permanent ratings will be made only by Headquarters and only when the commanding officer or district superintendent certifies to the good conduct of the person recommended, his proficiency in the rating for which he is recommended, and that he is a citizen of the United States. When there is no competent person who has accomplished his citizenship available for the rating, a person who has legally declared his intention to become a citizen may be recommended for the rating of petty officer on a cutter.

Second probation unnecessary.

(d) A person who has received an honorable discharge, or an ordinary discharge with recommendation for reenlistment, while holding a permanent rating as petty officer shall not be required during a subsequent enlistment to serve a probationary period for the same rating or an inferior rating. (See par. *a* of this article.) The fact of such discharge shall be conclusive of the proficiency of the holder.

Expiration of permanent rating.

(e) A permanent rating as petty officer shall expire with the current enlistment of the holder, unless he reenlists in the same rating within the period which entitles him to continuous service.

When probation not required.

(f) A person who has held a permanent rating as petty officer, or who has been recommended for such rating, and, during the

current enlistment, has been disrated at his own request, shall not be required to serve another probationary period for the same or a lower rating.

(g) A person holding a permanent rating as petty officer shall not be disrated except at his own request after approval by Headquarters, in the manner provided in article 361, or by sentence of a court, after such sentence has been approved at Headquarters. A commanding officer may revoke a rating as acting petty officer whenever, in his judgment, it should be done. How disrated.

(h) Whenever a petty officer is reduced to a lower petty officer's rating, the commanding officer shall indorse such action and the reason therefor upon the certificate of his former permanent rating, and that document shall thereby become a permanent rating in the grade to which the petty officer is reduced. Indorsement on certificate of permanent rating in case of reduction in rating.

(i) 1. The date of an acting rating shall be the date upon which the person was so rated by Headquarters or the commanding officer. Date of acting rating.

2. The date of a permanent rating shall be the date of the expiration of the person's probationary period or extension thereof, which date shall be stated in the letter to Headquarters recommending his permanent rating. Date of permanent rating.

3. If the enlistment of an acting petty officer expires before the completion of his probationary period, and such person reenlists in the Coast Guard on the day following his discharge therefrom, he shall be reenlisted in the rating he held before being rated acting petty officer under his former enlistment and shall, if his probationary service as such was satisfactory, be rated acting petty officer as of the date of his reenlistment. If he be rated acting petty officer upon reenlistment, as provided herein, his probationary period shall be considered as continuous from the date of his previous rating as acting petty officer. Reenlistment of acting petty officer.

358. Enlisted persons may be detailed to perform temporarily the duties of other ratings than those they hold. Such details will not involve change of pay. (See art. 342.) Temporary details to duty in another rating.

359. All ratings and disratings in grades below that of petty officer shall be made by the commanding officer. In making changes in ratings in the engine department he shall call upon the senior engineer officer for recommendations. (See art. 318.) Commanding officer to rate or disrate.

360. Under the provisions of law no person may be disrated as a punishment except by sentence of a court. A commanding officer may disrate an enlisted person (other than a permanently rated petty officer) only for incompetency as evidenced by the fact that he does not properly or efficiently perform the duties of his rating, and not as a punishment for any offense or infraction of discipline. A commanding officer may disrate an enlisted person (other than a permanently rated petty officer) upon his own request, which request shall be in writing and shall be forwarded to Headquarters with the action taken noted thereon. Disrating for incompetency and upon request.

361. (1) Incompetency in rating, not being an offense, does not come within the jurisdiction of Coast Guard courts. When a petty officer on a cutter, holding a permanent rating, is considered manifestly incompetent to perform the duties of his rating, the commanding officer shall convene a board of investigation to inquire into the alleged incompetency. The report of the board shall set forth distinctly in what respect the petty officer is alleged to be incompetent and upon what particular acts or Disrating of petty officer for incompetency.

failure in the performance of duty the allegation is based. The report of the board shall be forwarded to Headquarters by the commanding officer with his approval or disapproval and recommendations.

Incompetency of No. 1 surfman.

(2) In case a permanently rated No. 1 surfman is considered incompetent to perform his duties, the matter shall be reported by the district superintendent to Headquarters, which will convene a board of investigation to inquire into the alleged incompetency. This board shall make report as provided in article 361-1. (See art. 357-b-2.)

Ratings and dis-ratings noted on enlistment record.

362. All cases of rating, disrating, or revoking a rating shall be noted with the date thereof on the enlistment contract and record, and the cause of disrating shall likewise be stated, as "Disrated from quartermaster to coxswain by sentence of a minor Coast Guard court, approved _____, 19-"; or "Disrated from seaman to ordinary seaman for incompetency by the commanding officer, _____, 19-"; or "Rating as acting quartermaster revoked by commanding officer, _____, 19-"; or "Disrated from quartermaster to coxswain at his own request, _____, 19-"; or "Disrated from No. 1 surfman to surfman for incompetency by an order from Headquarters, dated _____, 19-."

Requirements for acting petty officer ratings.

363. No person shall be advanced to the rating of acting petty officer unless he can read, write, and speak the English language sufficiently well to meet the requirements of his duties. (See art. 309.)

Age requirements for ratings.

364. Except by authority from Headquarters in cases of special fitness no person shall be rated acting petty officer unless he is a citizen of the United States and shall have reached the age of 21 years; nor seaman nor fireman until he shall have reached the age of 20 years; nor ordinary seaman nor coal heaver until he shall have reached the age of 18 years; nor shall any person be advanced to any of these ratings unless he is capable of performing the duties incident thereto. This shall not prevent the enlistment of ship's writers and electricians of the third class who shall have reached the age of 18 years. (See art. 323.)

Change in rating.

365. Every change in rating, with the reasons therefor, shall be fully entered in the log of the ship or station.

DISCHARGES.

By commanding officer or district superintendent.

369. (1) Discharges shall be issued only by a commanding officer or a district superintendent, except as provided in article 378.

No duplicate or copy of, to be made or issued.

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

Discharge form defaced or lost.

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

Discharge on recommendation of a board.

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

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

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

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

(d) When a board recommends the discharge of an enlisted person serving his first enlistment on account of inaptitude, undesirability, or unfitness, and the commanding officer approves in writing the proceedings, findings, and recommendations, he shall at once discharge the person, giving him an ordinary discharge, whereon shall be stated the cause for which the discharge is given. The commanding officer shall immediately report his action to Headquarters, submitting the record in the case. If the person be serving other than his first enlistment he shall be discharged only by authority from Headquarters. A regular surfman shall be discharged only by authority from Headquarters, except as provided in articles 371, 372, 373, and 374-2. (See art. 733.) Procedure upon recommendation for discharge.

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

371. A commanding officer or district superintendent shall grant a discharge without recourse to boards as follows: Persons not to be discharged on recommendation of a board.

(a) Upon expiration of term of enlistment, except when the enlistment is extended as provided in articles 334-b, 335, and 336. (See art. 307-a.) Without recourse to boards.

(b) To ship's writers, electricians third class, surfmen, buglers, stewards, cooks, and boys who prove unsatisfactory within three months after date of enlistment. Expiration of enlistment.

(c) When an enlisted person is suffering from physical or mental disability not incident to service, as provided in article 374. Unsatisfactory probationary period.

(d) When a discharge is authorized by Headquarters. Disability not incident to service.

(e) When an enlisted person is given a permanent appointment as warrant officer. Authorized by Headquarters.

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

(g) When an acting warrant officer who proves unsatisfactory within the probationary period requests his discharge. (See art. 355-f.) Sentence of court.

(h) Upon the written request of an enlisted person, as provided in articles 372, 375, and 733. Unsatisfactory probation for acting warrant officer.

(i) To a person who has been enlisted, or whose enlistment has been extended under articles 334-a and 334-b, upon the first arrival of the vessel at a port within the limits of any State of the United States where his accounts can be settled. Written request.

- Sentence of civil court. (j) When an enlisted person has been imprisoned by sentence of a civil court.
- Procedure upon written request for discharge. **372.** (1) A commanding officer or district superintendent may discharge an enlisted person upon his written request if the reasons given in the request appear to him sufficiently urgent to require immediate action, and the person has a good service record.
- Request to be referred to Headquarters. (2) If the reasons given are not considered sufficiently urgent, or if the person has not a good service record, the request shall be referred to Headquarters for its action.
- Requests to be forwarded to Headquarters. (3) All such requests shall be forwarded to Headquarters with the action taken and reasons therefor indorsed thereon.
- Discharge during winter season on Great Lakes or inactive season at stations. (4) If an enlisted person desires his discharge from the Coast Guard while on leave of absence without pay from a cutter on the Great Lakes during the winter season or from a station during the inactive season, he shall make application therefor to his commanding officer not less than 20 days before April 1, or to his district superintendent not less than 20 days before the expiration of such inactive season. (See art. 733.)
- When surrendered to United States court. **373.** An enlisted person who is surrendered in compliance with an order of a United States court may be discharged by the commanding officer or the district superintendent.
- Physical or mental disability. **374.** (1) When an enlisted person is suffering from physical or mental disability, or is sent to a hospital or a medical officer for treatment, the commanding officer or district superintendent shall make inquiry and ascertain whether or not the disability is incident to service, the determination of this fact to be based upon such information as he may obtain regarding the attendant circumstances and upon a certificate which shall be furnished him by the proper medical officer or officers. This certificate shall state whether or not the disability is, in the judgment of such medical officer or officers, incident to service. In case the disability is considered incident to service and not necessarily permanent, the person shall receive medical treatment until cured, but if the disability be considered permanent all papers in the case shall be forwarded immediately to Headquarters.
- Incident to service. (2) If it be found that the disability is clearly not incident to service and that hospital treatment probably will be required for more than 30 days, the person shall be discharged from the Coast Guard at the expiration of 30 days from the date on which he was sent to the hospital. If it be found that the disability is the result of disease due to his own vicious habits and communicable to others, and which will require more than 30 days' treatment, the person shall be discharged from the Coast Guard at once. Any enlisted person discharged for disability not incident to service shall be retained in hospital for treatment, if he so desire, as long as the medical officer in charge deems necessary.
- Not incident to service. **375.** No enlisted person shall be discharged in a foreign country, in Alaska, the Panama Canal Zone, or the island possessions of the United States, except as follows:
- Place of discharge. (a) By an order from Headquarters.
- From Headquarters. (b) On the expiration of his term of enlistment, upon his own written request, provided the applicant in said request waives all claim for transportation to the United States at public expense and all consular aid. This request shall be signed by the appli-
- Expiration of enlistment beyond limits of State of the United States.

cant in the presence of a commissioned officer, who shall also sign thereon as a witness to the person's signature, and the same shall be forwarded promptly to Headquarters. All necessary facts in the case shall be entered on the person's enlistment contract and record, and appear in the discharge. (See art. 337.)

(c) At the expiration of the term of enlistment in the same territory in which he enlisted. (See art. 337.) Where enlisted.

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

376. The order of a commanding officer to an executive officer for the discharge of a person may be verbal; such an order of a district superintendent to a keeper shall be written. The name and rating of the person discharged, cause of discharge, and other pertinent matter, if any, relating thereto, shall be entered in the log. Order to discharge.

377. An enlisted person deemed undesirable for reenlistment shall be informed of the fact at least seven days before the expiration of his term of enlistment. When a keeper deems a surfman undesirable for reenlistment he shall notify the district superintendent of that fact at least 20 days prior to the expiration of the surfman's enlistment. Undesirable for reenlistment.

378. Persons undergoing imprisonment by sentence of a Coast Guard court shall not be discharged until the expiration of their terms of imprisonment. The discharge will be prepared at and issued by Headquarters. (See art. 369-1.) Discharge of imprisoned persons.

379. (1) Two blank forms of discharge are issued—"Honorable discharge" and "Ordinary discharge." Each enlisted person shall receive an honorable discharge when he has served a full term of enlistment and his record for proficiency in rating, sobriety, obedience, and conduct each averages not less than "Good" during the period of his current enlistment. (See arts. 307 and 371-a.) Discharge forms. Honorable discharge.

(2) A person permanently appointed a warrant officer shall receive an honorable discharge. Appointed warrant officer.

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

(a) Expiration of term of enlistment.

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

(c) By reason of permanent appointment as warrant officer.

381. The following enlisted persons are entitled to an ordinary discharge only: Ordinary discharge.

(a) All whose record averages less than "Good" for either proficiency in rating, sobriety, obedience, or conduct during the period of the current enlistment.

(b) All who are discharged prior to the expiration of their term of enlistment at their own request and for their own convenience, or by reason of physical or mental disability not incident to service. (See art. 374.)

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

- a. Expiration of term of enlistment.
- b. At his own request, by authority from Headquarters.
- c. At his own request, under the provisions of article 334-a or article 372-1.
- d. Incompetency in rating as acting warrant officer.
- e. Undesirability.
- f. Inaptitude for the service.
- g. Unfitness for the service.
- h. Physical or mental disability not incident to service.
- i. Sentence of a Coast Guard court.
- j. Imprisoned by sentence of a civil court.
- k. Surrendered in compliance with an order of a United States court.

Discharge to show.

(2) Each ordinary discharge shall show whether or not the person is recommended for reenlistment.

Meritorious conduct.

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

Dishonorable discharge by sentence of court.

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

Bad-conduct discharge.

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

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

386. The efficiency marks shall not be entered on a "Dishonorable discharge" or "Bad-conduct discharge," but the blank spaces therefor shall be ruled in a manner to prevent subsequent entries, and the word "Ordinary" in the caption of the blank shall be ruled out in red ink.

TRANSFERS.

Permanent transfer.

389. No permanent transfer of an enlisted person from one vessel or station to another, or from a vessel to a station, or vice versa, shall be made except by authority from Headquarters. (See arts. 322 and 392.)

Procedure upon application for transfer.

390. An enlisted person desiring to be transferred from one vessel or station to another, or from a vessel to a station, or vice versa, should make written application therefor to his commanding officer, or his district superintendent, who shall, if he approve the transfer, add his indorsement and forward the application to the commanding officer of the vessel, or the superintendent of the

district comprehending the station (if without his district) to which transfer is requested. In all cases the application shall have the indorsements of the commanding officer of the cutter or the keeper of the station where the person may be serving, and of the commanding officer of the cutter or the keeper of the station to which he desires to be transferred, before it is forwarded to Headquarters. A commanding officer, or a district superintendent, receiving a properly approved request for transfer will indorse it as he sees fit, having regard to vacancies in his complement, and if he disapprove the transfer, he shall state his reasons therefor and return it to the officer first indorsing it. Should he approve it he will forward the application to Headquarters. In case the request be disapproved at Headquarters both officers will be duly advised. Should the transfer be authorized, no part of the expense involved will be paid by the Government. Accompanying all such requests for transfer must be a statement showing the applicant's proficiency in rating, sobriety, obedience, and conduct during his current enlistment, and when the transfer is desired from a ship to a station, the statement shall show whether the applicant is a good swimmer. (See arts. 3209-4 and 3213.)

391. A warrant officer, petty officer, or other enlisted person who may desire to be transferred to a harbor cutter or launch, shall make official application for the same to Headquarters through his commanding officer or district superintendent. In making such transfers preference shall be given those with the longest creditable service.

Transfers to harbor vessels.

392. (1) When an enlisted person is transferred from one vessel to another, from a vessel to a station, or vice versa, or from one district to another, the commanding officer of the vessel, or the superintendent of the district, from which he is transferred, shall notify in writing the commanding officer of the vessel, or the superintendent of the district, to which he is transferred, of such transfer, and shall state the person's name and rate of pay, date of transfer and authority therefor, and transmit a copy of the person's enlistment contract and record, completed to date of transfer. The person transferred shall be furnished with an order or letter of instruction. The officer receiving such notice shall have a copy of the person's enlistment contract and record made for the files of his vessel or office, and when the transfer is to a station shall notify the keeper of that station, as above, who shall also make a copy for the files of his station.

Report of transfer.

(2) There shall be kept on every vessel and at every station at which an enlisted person is serving or has served, a copy of his enlistment contract and record for its permanent files. A similar copy of the enlistment contract and record of every enlisted person who is serving or has served in any station of a district shall be kept in the files of the superintendent of that district. The copy of the enlistment contract and record received with a transferred person shall be completed and sent through the proper channels to Headquarters, as provided for copy (e) under article 322. (See art. 541.)

Copy of enlistment contract and record to be kept for permanent files.

393. Division commanders are authorized to make temporary transfers of officers junior to commanding officers, and enlisted persons, between vessels attached to their divisions, when no

Temporary transfer by division commanders.

travel expense is involved. They shall report promptly to Headquarters all such transfers and the reasons therefor. (See art. 392.)

Temporary transfer by commanding officers.

394. A temporary transfer of an enlisted person between vessels may be made, when the interests of the service require it, by mutual agreement of the commanding officers of the vessels affected, in which case Headquarters shall be informed without delay of such action. (See art. 392.)

Transfers by district superintendent.

395. Whenever a district superintendent considers it necessary or desirable in the interest of efficiency to transfer any keeper, No. 1 surfman, or surfman from one station to another in his district, he shall forward his recommendation for such transfer, with his reasons therefor, to Headquarters, but such transfer shall not be made until authorized by Headquarters.

DESERTIONS.

To check desertions.

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

Straggling.

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

Manifest Intention.

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

Willfully remaining behind when ship sails.

402. If a person leave his ship which is about to sail, or overstay his leave or liberty until after the ship sails, with manifest intention of escaping duty, and deliver himself on board another ship or at a station, or present himself on board his own ship when she returns to port, such offense shall be considered desertion.

Leaving station to escape duty.

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

Entries and determination of.

404. The provisions of articles 399 to 403 are intended for guidance in making the proper entries on the records when persons absent themselves, but not for the guidance of courts in judicially determining whether a person is guilty of desertion.

Date of desertion.

405. In case of desertion from duty, the date of desertion shall be the date when the person left his duty. When the desertion is from leave of absence or liberty, the date of desertion shall be the date on which the leave or liberty expired. In all cases where the unauthorized absence amounts to desertion the commanding officer of a vessel or the keeper of a station shall immediately report to Headquarters all the circumstances connected therewith, and shall transmit 20 days thereafter the enlistment contract and record in the case of an enlisted person. If the person return to the service, or be apprehended and returned, a report, including all the attendant circumstances and a recommendation, shall be made at once

to Headquarters by the commanding officer of the vessel or the keeper of the station to which he surrenders himself or is delivered. Headquarters will then decide what further action shall be taken. No compensation shall be paid him until final action is taken. (See art. 516.)

406. If a person overstay his leave or liberty, with no apparent intention to desert or escape duty, and promptly communicate with his commanding officer, division commander, or keeper of his station, giving a satisfactory reason for such unauthorized absence, and use reasonable diligence in returning to his ship or station, such offense shall not be considered desertion.

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

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

Excusable, if unavoidably left behind.

408. (1) Any commanding officer, district superintendent, or keeper has authority to apprehend and arrest or cause to be apprehended and arrested by the force under his command a deserter from the Coast Guard wherever found, and also has authority to call upon all persons to assist in such arrests, and all persons so assisting are vested by law with the power and authority of deputy United States marshals and shall, if practicable, deliver the offender on board of the vessel or at the jail nearest the station from which he deserted. A commanding officer, district superintendent, or keeper is authorized to receive and hold a deserter pending further action by Headquarters.

Authority to arrest deserters. Hold deserter pending action.

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

Descriptive list of deserter sent out.

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

Reward for apprehension of deserter.

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

Place of settling reward.

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

Aid of civil authorities.

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

Forfeiture of pay and clothing.

Retention of
pay of deserters.

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

Effects to be In-
ventoried.

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

Effects of surf-
men.

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

Procedure upon
sale of effects.

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

Deserter not to
be enlisted.

416. No person who has deserted from the Coast Guard shall afterwards be enlisted or employed therein, or enlisted in any other naval or military service under the United States, unless his disability shall have been removed. (See art. 311.)

Removal of
disability of
desertion.

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

CHAPTER V.

PAY AND ALLOWANCES.

PAY IN GENERAL.

501. The pay and allowances of the personnel of the Coast Guard are regulated by law. Regulated by law.

502. "Base pay" is the pay of a grade or rating exclusive of increase for length of service. Base pay.

503. A commissioned, warrant, or petty officer is entitled to an increase of 10 per cent of his base pay for each five years of service (longevity pay), but the total increase shall not exceed 40 per cent of such base pay. The service need not be continuous. The maximum pay for officers above the rank of first lieutenant is limited by law independent of longevity increase. Longevity pay of commissioned, warrant, and petty officers.

504. In computing longevity pay all service in the Coast Guard, Revenue-Cutter Service, Life-Saving Service, Army, Navy, and Marine Corps shall be included except service as a cadet or cadet engineer subsequent to August 24, 1912. Service for longevity pay.

505. Each enlisted person below the grade of petty officer is entitled to receive as compensation, in addition to his base pay, an increase of one dollar (\$1) per month for each three years of continuous service; but such increase shall be limited to five dollars (\$5). Such service must be continuous for consecutive three-year periods, as well as from year to year. Increased pay for three-year periods.

506. When a person is rated a petty officer, or an acting petty officer, his increase of compensation under the preceding article shall cease as of the date immediately preceding that on which he is so rated. When a person is disgraced from petty officer, or his rating of acting petty officer is revoked, he shall resume the increase of compensation to which he may be entitled under the preceding article, in the computation of which the time of his service as petty officer or acting petty officer shall be included. Petty officer not to receive increase for three-year period.

507. A person originally appointed or commissioned in the Coast Guard is entitled to compensation from and including the day that his appointment or commission becomes legally effective. (See art. 224.) Date when pay for original commission or appointment begins.

508. When a commissioned officer is promoted to a higher grade, except that of Captain Commandant or engineer in chief, he shall be entitled to the pay of the grade to which he is promoted from the date of the occurrence of the vacancy. Pay on promotion.

509. Commissioned officers on leave of absence shall receive full pay or half pay as provided by law. (See arts. 704 and 705.) Pay of commissioned officers on leave.

510. (1) When a commissioned officer, cadet, warrant officer, or enlisted person is absent without leave no pay shall accrue to him during such absence, unless the absence is satisfactorily explained and excused as unavoidable. Forfeiture of pay for absence without leave.

Commissioned or warrant officer absent from duty.

(2) When a commissioned or a warrant officer is absent from duty without leave, or after leave or liberty has expired, such absence falling short of five days, the commanding officer or district superintendent shall, unless the absence be satisfactorily explained and excused as unavoidable, impose punishment prescribed by law (see article 2031 et seq.), or prefer, or cause to be preferred, charges against him for trial before a general court. (See art. 512.)

Cadet or enlisted person absent from duty without leave.

511. When a cadet or enlisted person is absent from duty without leave, or after leave or liberty has expired, such absence falling short of five days, the officer in responsible charge of the unit shall, unless the absence is satisfactorily explained and excused as unavoidable, have recourse to one of the following methods in punishing the offense:

Forfeiture of pay.

(a) He shall impose a forfeiture of two days' pay for each day of such absence, but no further deduction of pay shall be inflicted on account of said absence.

Charges to be preferred.

(b) He shall prefer, or cause to be preferred, charges against the offender for trial before a Coast Guard court, but no punishment shall be imposed on account of said absence other than that adjudged in the sentence as approved by the reviewing authority, and no compensation shall be paid until final action has been taken in the case.

Date of unauthorized absence.

512. If a person be in unauthorized absence for twenty-four hours or more, he shall be noted as absent on the day upon which the unauthorized absence begins and on the following days during its continuance, but present on the day of return to duty, if he return before meridian. (See art. 405.)

Pay on resignation or dismissal.

513. An officer who resigns, or is dismissed, shall be paid to and including the day upon which he receives official notice of the acceptance of his resignation or notification of the dismissal, unless some other date is particularly mentioned as the date upon which it shall take effect.

Pay of retired persons. When to commence.

514. (1) A person placed upon the retired list shall receive his active-duty pay to include the last day he is on the active list and thereafter 75 per centum of the duty pay, salary, and increase of the rank or rating upon which he has been retired, but no longevity or increase shall be allowed for any length of service accruing after retirement.

Not to receive retired pay and disability pay for same time.

(2) No person shall receive for the same time retired pay and the extra pay for disability incurred in the line of duty provided by section seven (7) of the act of May 4, 1882.

No pension to be paid.

(3) No pension shall be allowed or paid to any commissioned officer, warrant officer, or enlisted person in the Coast Guard either on the active or retired list.

Pay ceases when noted as a deserter.

515. When a person is absent from duty without leave, or after leave or liberty has expired, he shall be noted as a deserter at the expiration of five days of said unauthorized absence. In both cases his pay shall cease from the date such absence begins. If he has absented himself from duty without leave, or after leave or liberty has expired, with a manifest intention not to return, he shall at once be noted as a deserter.

Pay status of person in desertion.

516. If a person in desertion surrenders himself or is delivered up, he shall be taken up for pay from the date of his return

or delivery on a vessel or at a station; but no compensation shall be paid him until final action is taken in his case. (See arts. 400, 401, 402, and 405.)

517. When any person is imprisoned by sentence of a Coast Guard court, his pay during imprisonment shall be as follows: Pay when imprisoned.

When a court imposes a sentence of imprisonment upon any person for not more than two months, the pay shall be \$5 per month; when the sentence is for more than two months and not more than six months, \$3 per month; when the sentence is for more than six months, \$2 per month; and such pay accumulating during imprisonment shall be paid at the time of his discharge. (See art. 566.) Rate of pay upon imprisonment.

518. (1) When a person, absent on account of sickness or other physical disability, is under treatment at a marine hospital or a relief station of the Public Health Service, or is elsewhere under the medical supervision of an officer of that service, he shall be paid monthly on the pay roll, or as otherwise directed by Headquarters, as if present for duty. (See art. 562.) When pay of person absent on account of sickness is not retained.

(2) When a person, absent on account of sickness or other physical disability, receives medical treatment in any other manner than as specified in paragraph 1 of this article, or is absent under the conditions specified in paragraph 6 of article 2805, he shall receive no pay or allowances for the period of his absence until his application for sick leave has been approved by Headquarters. Such pay as accrues during the period of his absence shall be carried on the pay roll in the column "Retained wages" for the month during which the absence begins, or in which it occurred, and in the columns headed "Amount due on last roll" and "Retained wages" on subsequent rolls, until such absence has been approved by Headquarters, when it shall be paid on the next regular pay roll. There shall be no entry in the "Retained wages" column for the month in which the payment is made. (See art. 2805-4.) When pay of person absent on account of sickness is retained.

ALLOWANCES.

QUARTERS.

525. (1) Officers and enlisted persons entitled to quarters shall, when on duty where there are no public quarters available for their use, be allowed commutation of quarters in accordance with their rank, as follows: Commutation of quarters.

- a. Captain Commandant, seven rooms.
- b. Senior captains, six rooms.
- c. Captains, five rooms.
- d. First lieutenants, four rooms.
- e. Second lieutenants, three rooms.
- f. Third lieutenants, two rooms.
- g. Warrant officers, one room.
- h. Petty officers, one room.
- i. Other enlisted persons, one room.

(2) In computing the money value of the allowance, each room shall be reckoned at \$12 per month, except that in the case of warrant officers, petty officers, and other enlisted persons the allowance shall be at the rate of \$10. Value of allowance.

Allowances for heat and light.

526. Commissioned officers entitled to quarters, when on duty where quarters are not provided by the Government, shall be reimbursed for heat and light necessary for the quarters to which they are entitled, in accordance with the allowances prescribed for officers of the Army of the same rank. (See Appendix D.)

Commutation of quarters during absence.

527. An officer on shore duty does not lose his right to quarters at his permanent station, nor to commutation therefor, during a regular leave of absence, or when temporarily absent on duty, but does lose such right during sick leave. If he be relieved from such duty and then granted leave, his commutation shall cease.

COMMUTED RATIONS.

Ration or commutation therefor.

531. (1) Each cadet, warrant officer, and enlisted person attached to a cutter or station shall be allowed a ration or commutation therefor in accordance with law and regulations. No warrant officer or enlisted person shall be allowed rations, or commutation therefor, when furnished subsistence at the expense of the Government.

Value of. For whom commuted.

(2) Commuted rations shall be at the rate of 30 cents per diem per ration. Rations of cadets, warrant officers, acting warrant officers, and surfmen shall be commuted, except when otherwise specifically directed by Headquarters. Rations of stewards, cooks, and such boys as are detailed by the commanding officer for the cabin, wardroom, and steerage messes shall be commuted. (See art. 3333.)

Commuted rations, to whom paid.

(3) All money for commuted rations of the general mess shall be paid to the commissary officer. All money for commuted rations of stewards, cooks, and boys shall be paid to the treasurer of the wardroom mess, who shall distribute it to those to whom it is due. All money for commuted rations not included in the foregoing shall be paid to the individuals whose rations have been commuted. All persons to whom the money for commuted rations is paid in accordance with the provisions of this paragraph shall sign the pay rolls for the respective amounts.

Commuted rations during absence.

532. Warrant officers, stewards, cooks, officers' mess attendants, and other enlisted persons shall not, when absent for a period of one day or longer from the units to which they are attached, be allowed rations or commutation of rations for themselves or for the benefit of the messes to which they belong.

CREDIT FOR CLOTHING.

Credit for clothing.

541. An enlisted person upon first entering the Coast Guard shall have credited to his account the sum of \$45, and upon each subsequent enlistment the sum of \$20, for uniform clothing; and such amount shall be paid to said enlisted person when he is discharged, if he has served a full term of enlistment as prescribed by the Secretary of the Treasury, and has received an honorable discharge. (See arts. 307, 355-e, and 545.) When the person enlists, the above clothing credit shall be entered in the column on the pay roll headed "Credit upon enlistment for clothing," and shall be continued in that column opposite the person's name from month to month, but not carried into any other column on the roll. No change shall be made in the amounts in the column

Contingent upon honorable discharge.

"Credit upon enlistment for clothing" without first obtaining the authority of Headquarters. When the person is discharged, if he is entitled to receive his clothing credit and is paid on the pay roll, the amount in the column headed "Credit upon enlistment for clothing" shall be placed in the column "Amount due on last roll or accrued clothing credit," and added in the column "Net amount payable in present month," and there shall be entered in the column of remarks opposite his name the following: "Honorably discharged, having served a full term of first (or subsequent, as the case may be) enlistment for clothing." If the circumstances attending the discharge are such as not to entitle the person to the clothing credit, a red line shall be drawn through the amount in the column "Credit upon enlistment for clothing," and an entry made in the remarks showing why the same is not due. If a discharged person who is entitled to receive his clothing credit is paid on a voucher, the amount shall be placed on the voucher as a separate item and a statement entered that the person "has served a full term of first (or subsequent, as the case may be) enlistment for clothing and received an honorable discharge." If the circumstances attending the discharge are such that the person is not entitled to the clothing credit, the amount shall not be placed on the voucher, but there shall be entered a statement showing the circumstances that operate to prevent the clothing credit being due him. When an enlisted person is permanently transferred from one vessel or station to another there shall be inserted in the notification of transfer referred to in article 392 a statement showing the amount of the "Credit upon enlistment for clothing."

Voucher for pay upon discharge.

542. A sufficient sum shall be stopped from the pay of each person drawing clothing to cover the cost thereof; the sum thus stopped on the pay roll shall be retained by the disbursing officer or special disbursing agent settling the roll. Each newly enlisted person will be required to draw his outfit by degrees as the amount necessary for payment for his clothing becomes due him, but he shall not be compelled to expend more than 75 per cent of his pay each month in obtaining his original outfit. (See art. 2214.)

Payment for clothing drawn.

543. The stoppage mentioned in the preceding article shall be from the compensation accruing during the fiscal year in which the clothing is issued, and no clothing shall be issued to an enlisted person during the quarter ending June 30 that can not be liquidated from the compensation accruing to him before that date.

Clothing must be paid for within fiscal year.

544. Enlisted persons shall be permitted to purchase, through the clothing officer, under the direction of the commanding officer, shoes, rubber boots, rain clothes, and southwesters, from dealers or manufacturers. Vouchers for articles thus purchased, properly certified, approved, and receipted, shall be submitted to Headquarters, and the amount due therefor checked against the pay of the persons, respectively, on the pay rolls. These articles shall be issued to the men requiring them and accounted for on the quarterly clothing return.

Permission to purchase certain articles of clothing on shore.

545. When a person enlists in the Coast Guard, having had no service in the Revenue-Cutter Service between April 16, 1908, and

Credit for clothing upon enlistment.

January 28, 1915, but having had previous service in the Life-Saving Service, such enlistment shall be deemed his first enlistment for the purpose of crediting his account for uniform clothing. Certifying officers will be held responsible for all overpayments resulting from a disregard of the instructions regarding clothing allowance. (See art. 325.)

Gratuity to dependent widow, children, or mother.

546. If a person on the active list dies by reason of perilous service, or any wound or injury received or disease contracted in the line of duty, leaving a widow, or a child or children under 16 years of age, or a dependent mother, such widow and child or children and dependent mother shall be entitled to receive in equal portions during a period of two years the same amount, payable quarterly as far as practicable, that the husband, father, or son would be entitled to receive as pay if he were alive and continued in the service. (Act Mar. 26, 1908.)

ALLOTMENTS.

Allotments.

551. Officers and others in the Coast Guard may, in the discretion of Headquarters and under such regulations as may be prescribed, make allotments from their pay for the support of their families or relatives, for their own savings, or for other proper purposes, during such time as they may be absent at sea, on distant duty, or under circumstances warranting such action. (See art. 555.)

Allotments by cadets.

552. No cadet shall be permitted to allot any portion of his pay, except as provided in the regulations governing the Coast Guard Academy.

Application to state circumstances.

553. Applications for allotments in the cases of persons who are not absent at sea or on distant duty shall show all the circumstances, in order that Headquarters may determine whether favorable action is warranted.

Application to state relationship and name.

554. An application for an allotment shall give the full name of the financial institution or of the person in whose favor it is requested and also the relationship existing between the applicant and such person. In case the allotment is to be paid to a married woman, her Christian name, and not that of her husband, shall be stated.

Amount of allotment.

555. (1) An allotment, in the case of a commissioned or warrant officer, shall not exceed 75 per cent of his pay and, in the case of an enlisted person, 60 per cent of his wages. (See art. 582.)

(2) If any person in the Coast Guard, from whose compensation an allotment has been authorized, sever his connection with the service by reason of death, resignation, discharge, or desertion, the officer in responsible charge of the unit to which the person was attached shall immediately notify Headquarters, and the special disbursing agent or the disbursing officer authorized to pay the allotment, of the fact by the quickest means at his disposal, and request that payment of the allotment be stopped for the month in which the death, resignation, discharge, or desertion occurred, unless such shall have taken place on the last day of the month.

When payable.

556. An allotment shall not be paid before the end of the month for which the pay is due.

PAY ROLLS.

561. Commissioned officers, cadets, warrant officers, enlisted persons, temporary surfmen, and substitutes, in the order named, shall be paid monthly by a disbursing officer or a special disbursing agent upon a properly receipted and certified pay roll or on voucher. (See art. 3370-1.)

Payment of personnel by disbursing agent or officer.

562. The pay accounts of a person in hospital shall be carried on board the vessel or at the station to which he is attached, unless otherwise directed by Headquarters. (See art. 518.)

Pay of persons in hospital.

563. A person who is discharged shall be paid on voucher up to the date of his leaving his ship or station.

Paid on voucher.

564. When a discharge occurs before the end of the month, one original voucher and two memorandum copies (one copy for the files) shall be prepared and certified in proper form, covering the amount due the discharged person. The fact that such person has been discharged from the service, and that payment is authorized under this article, shall be shown on the face of the original voucher and on the memorandum copies. (See arts. 3367-1 and 3367-2.)

Pay when discharged.

565. Disbursing officers and special disbursing agents for the Coast Guard are authorized to settle vouchers for pay, after discharge, on presentation, from any funds in their hands available for the purpose.

Authorization for pay on discharge.

566. The preceding article does not authorize the payment of money due persons imprisoned. Such persons are not discharged until the expiration of their terms of confinement, and payment of any compensation due them shall not be made unless specifically authorized by Headquarters. (See art. 517.)

No payment to persons imprisoned.

567. The pay of any person other than a commissioned officer, against whom charges for trial before a court have been preferred, shall be retained until the reviewing authority has taken final action in the case. No other retention of pay of the crew, nor of any member thereof, shall be made except upon authority from Headquarters or as provided by the regulations.

Retained pay.

568. The payments of salaries and wages of officers and crews shall be made on board the vessels or at the stations to which they belong, except as otherwise provided in these regulations, and only to the officers and others entitled to receive the same. When payment is made to the crew of a cutter it shall be in the presence of a commissioned officer, except that in case payment be made to a member of the crew while in hospital, the presence of a commissioned officer shall not be required. (See art. 561.)

Payment made to those entitled to receive it.

569. Payments of salaries and wages of officers and crews of cutters shall be made in lawful money of the United States, and payments of salaries and wages of officers and crews of stations shall be made by check.

In lawful money or check.

570. A parent or guardian of an enlisted minor is entitled to collect the latter's wages, unless the certificate on the enlistment contract and record relinquishing that right is duly signed by a parent or guardian.

Wages due a minor to be paid to parent or guardian.

571. The original pay roll shall be receipted by each person receiving pay thereon, when payments are made in cash. The original and one memorandum copy of each roll shall be delivered to the disbursing officer or special disbursing agent who disburses

Original pay rolls receipted.

the money and one copy shall be kept on board the ship or at the station. The disbursing officer shall accompany his monthly account by the original roll, and the special disbursing agent shall submit the original roll with his monthly account.

Names and signatures to agree.

572. In making out pay rolls care shall be taken that the names in the second column agree with the signatures.

Columns to be footed.

573. All columns on a pay roll containing amounts due or payable, or to be deducted, shall be footed in pencil before submitting the pay roll for settlement.

Length of service to show on pay rolls.

574. The pay rolls shall show, for warrant and petty officers, the total length of service on which longevity pay is computed, and for other enlisted persons the total length of continuous service. In each case the length of service shall show completed years only.

Increase of pay for longevity.

575. (1) When a commissioned, warrant, or petty officer, or other enlisted person, becomes entitled to an increase in compensation by reason of longevity or continuous service, this additional pay shall not be included in the pay roll for the first month of the first period for which it is due, but a voucher shall be submitted to Headquarters for such increase for that month. When the voucher shall have been allowed and settled, the increase shall be included thereafter in the regular pay rolls.

Subsequent increases in pay.

(2) All subsequent increases in compensation by reason of longevity or continuous service shall be included in the regular pay roll without previous reference to Headquarters.

Names of discharged persons and deserters to appear on pay rolls.

576. The names of discharged persons and deserters shall be borne on the pay roll of the vessel or station for the month during which the discharges or desertions occurred, but the "Net amount payable in present month" and "Balance remaining due and payable" shall be omitted therefrom, and in the column "Remarks" shall appear the dates of the discharges or desertions, and, in the case of a discharge, the fact that payment was made on voucher. If a deserter be indebted to the Government for clothing, the amount of such indebtedness shall be carried on the pay roll in the column "For clothing drawn," that it may be retained in the balance of the disbursing officer or special disbursing agent as a credit to the clothing account. The names of discharged persons and deserters shall appear at the end of the pay roll and the amounts due them shall appear in the column "Retained wages." In the case of discharged persons and deserters and of persons sentenced to forfeiture of pay by a Coast Guard court, or awaiting trial by such a court, this column shall show the proper amounts less the deductions for clothing drawn, and in the column of "Remarks" shall appear an explanation in each case of the amounts entered in the "Retained wages," "Amount forfeited," and "Amount paid on voucher" column.

Discharged persons and deserters. Preparation of pay rolls.

Claims on account of death.

577. In the case of the death of an officer or other person in the service, or of any person having claims against the United States on account of service in the Coast Guard, payments, when duly authorized, shall be made only to the legal representative of the party.

Small claims.

578. In every case in which Headquarters may 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 paying the money for the United States to take ample security, in writing, to the effect that the money may not be claimed thereafter on the plea that it was paid to parties not legally entitled to receive it.

PAY ROLLS AND PAY VOUCHERS.

579. (1) A person on leaving a post of duty, other than a Coast Guard station, shall obtain from the special disbursing agent who has been settling his accounts, except when payments have been made at Headquarters, a certificate showing to what date, inclusive, he has been paid and the amount of the last payment. This certificate shall be delivered to the special disbursing agent at the new post of duty, and shall be appended by him to the pay roll for the first payment of the person at that post of duty as a part of the voucher therefor. If a voucher for compensation be submitted to Headquarters, the certificate shall be attached to the voucher.

Certificate of last payment.

(2) A person on being transferred from a station in one district to a station in another district shall be furnished the certificate provided for in the preceding paragraph by his former district superintendent, disbursing officer. This certificate shall be delivered to the keeper of the station to which he is transferred and shall be attached to the pay roll for the first payment of the person at that station as a part of the voucher therefor.

Certificate of last payment on transfer of persons at stations.

Certificate attached to pay rolls.

580. Upon the receipt by any person of orders transferring him to another vessel or station, or elsewhere, the special disbursing agent at the headquarters of the vessel or the disbursing officer of the district, as the case may be, is authorized to settle his pay accounts to the date of his leaving the vessel or station, on the presentation of a voucher duly approved by the officer in responsible charge of the unit to which he was attached. (See art. 583.)

Payment upon receipt of orders of transfer.

581. (1) Officers and enlisted persons on shore duty, waiting orders, not attached to vessels or stations, or retired, shall, on proper authority, receive their monthly compensation, at maturity, from certain disbursing officers, or special disbursing agents, or from Headquarters, as may be directed. Vouchers for compensation shall not be certified prior to the last day of the period covered by said vouchers, and shall show the date of certification.

Payment when on shore duty.

(2) When an officer desires to be paid his compensation by Headquarters, or elsewhere than at his regular station, while on leave of absence, he shall forward to Headquarters a written request to that effect through his immediate commanding officer or direct, if he has none.

Payment of officers on leave.

582. An officer submitting a voucher for compensation for a part of a month shall not deduct from the amount required a proportionate part of his allotment, if he have any, but shall see that, considering the allotment, his account be not overdrawn by the voucher. (See art. 555.)

Allotment.

583. (1) A person transferred from one vessel or station to another shall be allowed pay on the pay roll of the vessel or station to which he is assigned from the date of his last payment (if in the same fiscal year) on presentation of the certificate of last

Pay when transferred.

payment required by these regulations (and in the case of an enlisted person upon receipt of his enlistment contract and record), showing the date to which last paid; and authority is granted to carry the name of such officer or enlisted person on the pay roll of the vessel or station as of that date, with proper remarks.

Former fiscal year.

(2) In case part of the compensation is payable from a former fiscal year, that part shall be included in a voucher and submitted to Headquarters for settlement, and the balance remaining due shall be placed upon the pay roll.

TRAVEL EXPENSE.

Travel.

Actual expenses or mileage.

591. An officer or other person, when traveling under orders from proper authority, shall be allowed his actual necessary traveling expenses, usual and essential to the ordinary comfort of travelers, in accordance with instructions issued by the department. When the orders involve a permanent change in station, a commissioned officer shall be allowed mileage by the shortest practicable route. The order for travel shall in each case specify whether actual expenses or mileage will be allowed.

To advance travel expense.

592. An officer or other person shall be required to provide for the expenses of travel, and a delay in obeying orders involving travel will not be excused on the plea that he did not have sufficient funds to defray his expenses.

Travel expense from leave status to new station or duty.

593. When the assignment of an officer to a station or duty is changed while he is on leave of absence, or immediately upon the expiration thereof, he shall, on joining the new station, be entitled to actual expenses or mileage for the distance to the new station from the place where he received the order directing the change, provided the distance be no greater than from the old to the new station or duty; but if the distance be greater he shall be entitled to actual expenses or mileage for a distance equal to that from the old to the new station only. (See art. 591.)

Vouchers to be itemized.

594. (1) Vouchers for travel expense incurred under orders shall be itemized and in duplicate, and accompanied by copies of the orders authorizing the travel. Such vouchers shall, when practicable, be accompanied by receipted bills. In the case of receipts ordinarily procurable, if they be not attached to an account as subvouchers, a statement of the reasons for not obtaining them shall invariably be filed with the voucher. Charges shall be confined to necessary expenses actually incurred, and in accordance with instructions issued by the department from time to time. No person shall be reimbursed on account of moneys paid out by him for meals or transportation while at his station.

Necessity for expenditure.

(2) Each item of the expense shall stand upon its individual merit, and the necessity for the expenditure shall be clearly shown.

Baggage allowance.

595. (1) When a person is traveling under orders which entitle him to actual travel expense, he shall not be allowed extra baggage except in cases where the extra weight consists of public property or private property to be used for public purposes, the necessity for which shall be explained. In all cases in which extra expense is incurred for excess of baggage, such expense shall be supported by a receipt from the carrier as a subvoucher, showing the number of pounds of excess baggage and the price per pound charged.

(2) If the order involving travel specify that mileage will be allowed, no bill for excess baggage shall be paid by the department. No excess baggage for mileage.

596. (1) In changing stations under orders from Headquarters, an officer entitled thereto may have his authorized allowance of personal effects packed, crated, carted, and transported as freight by ordinary freight lines. The freight to be transported at public expense upon change of station shall not exceed, when packed and crated, the following gross weights: Packing and transporting personal effects.

Permanent change of station:	Pounds.
Officers above the rank of first lieutenant.....	7,200
Officers of the rank of first lieutenant.....	6,000
Officers of the rank of second lieutenant.....	5,100
Officers of the rank of third lieutenant.....	4,500
Warrant officers.....	1,500

(2) These allowances are in addition to the baggage transported free of charge, under the regular fare, by public carriers, but transportation of freight over land-grant or bond-aided railroads shall be charged for at Government rates. Bond-aided railroads.

(3) Freight in excess of the foregoing allowances may be shipped by an officer upon the same bill of lading with his allowance. Upon receipt at Headquarters of the voucher for transportation of freight, the officer will be required to remit a sum sufficient to cover the freight charges on the excess weight. Excess paid by officer.

597. Bills of lading covering shipments of baggage shall in all cases carry the notation "Released valuation \$10 per 100 pounds," unless the owner files written authority with the shipping quartermaster to ship his entire baggage unreleased, in which case the bills of lading shall carry the notation "Unlimited valuation," provided the owner deposits with the shipping quartermaster a sum equal to the additional commercial cost of the shipment at "Unlimited valuation." In cases where the shipment is not made through the Quartermaster Corps of the Army, the bills of lading shall bear in each case a notation as provided above, and if it is made at "Unlimited valuation," the officer concerned shall notify Headquarters to that effect and shall deposit thereat at once a sum equal to the additional commercial cost of the shipment. Shipments to be at released valuation.

598. Whenever practicable, shipments shall be made through the Quartermaster Corps of the Army, in which case articles shall be properly packed and crated before delivery to that corps. Where shipment can not be made that way, it shall be made through the agent of the railroad or steamship line as a Government shipment. Procedure when at unlimited valuation.

599. In lieu of the allowance authorized for personal effects on change of station, an officer under orders for extended service over the sea or for duty in Alaska is entitled to have his full allowance transported from the station he leaves to his home or to the nearest convenient place of storage, and upon resuming duty in the United States, from such place to his point of duty; or, if he so desires, a part of his allowance may be shipped abroad and the balance to such point in the United States as may be designated for storage. Shipments to be made through Army quartermaster.

For use of the Department of the Army only.

Duty in Alaska, etc.

Maximum for packing and crating.

600. The maximum money allowance for packing and crating for officers of each grade, exclusive of professional books and papers, shall be as follows and shall not be exceeded. When less than the maximum allowance for each grade is transported, a proportionate decrease in the cost of packing and crating shall be made:

Permanent change of station:

Officers above the rank of first lieutenant.....	\$43. 20
Officers of the rank of first lieutenant.....	36. 00
Officers of the rank of second lieutenant.....	30. 60
Officers of the rank of third lieutenant.....	27. 00
Warrant officers	9. 00

Professional books and papers.

601. In changing station under orders from Headquarters, officers are entitled to have their professional books, including standard works of fiction, which they certify belong to them and pertain to their official duties, packed, crated, and transported as freight by ordinary freight lines. Invoices of packages turned over to the Quartermaster Corps for shipment shall be accompanied by the certificate of the officer as to the character of the books, and a certified copy shall be attached to the bill of lading issued at the initial point of shipment. Shipments of professional books will be made at "Released valuation," except as provided for the baggage allowance in article 597.

Cartage.

602. In changing station under orders from Headquarters, an officer is entitled to cartage on his authorized allowance of personal effects, including professional books and standard works of fiction. Proposals for cartage shall in each case be obtained, if possible, from at least three persons. The officer shall accept on behalf of Headquarters the lowest bid. Such accepted bid or proposal shall be considered, when vouchers are submitted, as obtained "Under written proposal and acceptance." If the orders of the officer are such as to render it impracticable to obtain proposals for cartage, he shall submit with the voucher a statement to that effect, certifying that the charges for cartage are not in excess of the regular rates for such work.

Oath to travel expense.

603. (1) Officers and enlisted persons shall make oath to travel expense vouchers, whenever practicable, before the commanding officer of a vessel of the Coast Guard. A commanding officer shall make oath to his vouchers, whenever practicable, before another commanding officer.

Subscribing oath.

(2) Whenever a commanding officer certifies to having administered an oath he shall subscribe his name and rank and the name of the vessel he commands.

No fee for oath. Change of residence.

(3) No fee for oath to travel expense shall be allowed.

604. An officer who changes his official residence without due notice to Headquarters shall not, if ordered to duty, be entitled to travel expense or mileage in excess of what would have been incurred had he remained at his former place of residence. (See art. 593.)

Expense when examined for original appointment.

605. No allowance shall be made for the travel or other expense of persons undergoing examination for original appointment into the service.

CHAPTER VI.

LEAVES OF ABSENCE.

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

702. In computing a leave of absence, expressed in days, during any leave year, every day of such absence shall be counted; but in aggregating such absence 30 days, whether consecutive or otherwise, shall be regarded as a month's leave. Each day of absence counted.

703. When the exigencies of the service permit, leave of absence on full pay, not exceeding 30 days in a fiscal year, may be granted a commissioned officer, or a warrant officer attached to a cutter. Thirty days' leave allowed each year.

704. All leaves of absence for commissioned officers (except sick leave) in excess of 30 days in any one fiscal year shall be on half pay, except as provided in the following article. Leave on half pay.

705. Commissioned officers on duty may be allowed, in the discretion of Headquarters, 60 days accumulative leave of absence, without deduction of pay and allowances, provided the same be taken once in two years; and provided further, that the leave of absence may be extended to three months if taken once only in three years, or to four months if taken once only in four years. Accumulative leave.

706. A leave of absence shall begin on the day following that on which an officer or other person departs from his ship or duty. The day of departure, whatever the hour, shall be counted as a day of duty, and the day of return as a day of absence, except when such return is made before meridian, in which case it shall not be counted as a day of absence. When the return is after meridian this fact shall be entered in the log and noted in the column of "remarks" on the muster roll. He shall be accounted for as present on the muster roll in the proper column. (See art. 512.) Date when leave begins. Date of return.

707. An application for a leave of absence shall be made in writing to Headquarters, except as provided in articles 709, 711, 729-2, 733-2, and 733-5. If leave of absence on account of sickness be desired, the application shall so state. (See art. 2805-2.) Application for leave to be in writing.

708. A division commander, commanding officer, officer in charge on special duty, or district superintendent shall not, except in cases of emergency and where there is no opportunity to communicate with Headquarters by letter or telegraph, absent himself from his command, duty, or office for a period of 24 hours or longer without the express authority of Headquarters. When he does so absent himself without previous authority, or when he permits a subordinate officer to so absent himself, he shall, at the first opportunity, report to Headquarters the duration of such absence and the reason therefor. Such absences shall be checked against the leave due. Certain officers not to absent themselves.

- Leave division commander may grant.** 709. Except as provided in article 715, a division commander may grant leaves of absence not to exceed seven days at one time to the commissioned officers attached to his office and to the harbor cutters and launches under his control; and the commanding officer of a cruising cutter, or of the depot or the academy, may grant such leaves to the commissioned officers attached thereto.
- Leave commanding officer may grant.**
- Limit of leave.** The aggregate number of days of leave granted to an officer during any fiscal year in this manner and by Headquarters shall not exceed 30 days, except as provided in article 705.
- When commanding officer may grant leave.** 710. The authority given in article 709 to grant to commissioned officers leaves of absence for periods not exceeding seven days at one time shall be construed to mean that such leaves may be granted only in emergencies and when the circumstances are such that the delay necessary in communicating with Headquarters would cause inconvenience or hardship.
- Application for emergency leave to be in writing.** 711. (1) An application to a division commander or a commanding officer for such leave of absence as he has authority to grant shall, in the case of a commissioned officer, be in writing, and shall state the reason for desiring the leave and the emergency. The division commander or commanding officer, as the case may be, shall indorse this application and forward it to Headquarters, stating what action he took in the premises, and the reason therefor.
- Leaves entered in log and on muster roll.** (2) All leaves taken by a commanding officer or granted to a commissioned officer shall be entered in the log and on the muster roll of the vessel to which such officer is attached.
- Leave granted cadets.** 712. Cadets serving on cruising cutters may be granted leaves of absence, not exceeding 30 days in any one fiscal year, in the discretion of Headquarters. While at the academy they may be granted leaves of absence in accordance with the regulations for the government of the academy.
- Application for leave shall state time for which it is desired.** 713. Except as provided in article 709, all leaves of absence in the cases of commissioned officers shall be granted by Headquarters only. An application for a leave of absence shall state definitely the duration of time for which it is desired and the date on which it will commence. The officer shall promptly report to Headquarters the date of his departure on leave and the date and hour of his return to duty.
- On resignation.** 714. Leave of absence will not be granted on tender of resignation, unless the resignation be unconditional. (See arts. 270-3 and 270-4.)
- Leave during winter cruising.** 715. Commanding and other officers attached to cutters on winter cruising duty shall not be granted leaves of absence except in cases of urgent necessity, which shall be definitely stated, and never on the authority of the commanding officer when time will permit of action by Headquarters upon an application for leave.
- Liberty for less than 24 hours not leave of absence.** 716. The verbal permission granted to an officer to go on shore for less than 24 hours shall not be considered "leave of absence," and need not be reported to Headquarters nor entered in the ship's log.
- Report of absence without leave.** 717. In case a commissioned officer be absent without leave, his commanding officer shall submit to Headquarters, as soon as practicable, a detailed report of the facts and attendant circumstances, with his recommendations in the premises.

718. 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 presence of the executive officer during such absence. The provisions of this article shall not apply when the commanding officer is temporarily absent from the vessel on other duty, leave of absence, or by authority of Headquarters, as in such case the executive officer succeeds to the command of the vessel.

Executive officer's absence from the vessel.

719. The executive officer and all officers senior to him in rank shall make application for, and report their return from, leave to the commanding officer. If authorized by the commanding officer, officers of the ship junior in rank to the executive officer shall make application for, and report their return from, leave to him. An officer shall never absent himself from his ship or duty without the consent of his immediate commanding officer, except as provided in this article and in articles 720, 721, and 722.

Application for permission to leave the ship, and reporting return.

720. During the temporary absence of the commanding officer, and under his direction, the executive officer may grant permission to those officers whose duties permit to absent themselves from the vessel for less than 24 hours. (See art. 1217.)

Granting leave during temporary absence of commanding officer.

721. The junior engineer officers shall obtain the consent of the senior engineer officer before asking permission to leave the vessel.

Engineer officers; permission to leave vessel.

722. When two or more medical officers are attached to vessels that are in port together, the senior commanding officer shall arrange so that at all times there shall be one medical officer present for duty. (See art. 1379.)

Medical officer to be present for duty.

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

Application for extension of leave.

724. When an officer is ordered to change stations or duty he shall not apply for leave of absence or permission to delay en route, except on account of personal illness, sickness or death in his family, or some other occurrence which would work unnecessary hardship upon him. When such an application is made, all the facts in the case shall be at once reported to Headquarters in writing. (See arts. 1633 and 1634.)

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

725. Permission to go beyond the seas will be granted only by Headquarters.

Permission to go beyond seas.

726. The telegraph shall not be used by officers in applying for leave of absence except when the delay in applying by mail would involve injury or hardship. The expense of the telegraphing both for the message and the reply thereto shall be borne by the officer desiring the leave of absence. (See art. 3242.)

Use of telegraph.

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

Leave of absence granted to officers outside the United States.

such officer reaches the United States, and as terminating on the date on which he departs from the United States to return to his station.

Leave on reenlistment.

728. (1) Each person who reenlists on a cutter upon the expiration of his current enlistment may receive 10 days' leave of absence with pay, provided the exigencies of service permit. The commanding officer is authorized to regulate these leaves of absence by withholding them, if necessary, for a short period after reenlistment, in order that the available force at his command may not be reduced injudiciously.

Leaves to be regulated.

Leave granted warrant officers and enlisted persons.

(2) Commanding officers may grant to warrant officers and enlisted persons such leaves of absence as they may deem proper, but shall not, except as provided in the following paragraph, grant more than 10 days' leave at one time without the approval of Headquarters. The aggregate of such leaves granted by a commanding officer shall not exceed 30 days in any one fiscal year in the case of a warrant officer or 15 days (in addition to the leave granted on reenlistment) in the case of an enlisted person. Commanding officers shall be responsible for any loss to the Government resulting from having granted leaves of absence in excess of those provided for in this article.

Responsibility for excess of leave granted.

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

(3) A commanding officer of a cutter on the Great Lakes is authorized to grant leaves of absence without pay to those enlisted members of the crew who are not retained in the winter complement, or not transferred to coast cutters, from the date the cutter is placed out of commission for the winter until the 1st day of the following April.

Accumulated liberty as leave of absence.

(4) In lieu of the annual leave authorized in paragraphs 1 and 2 of this article for warrant officers and enlisted persons, keepers and enlisted surfmen shall be permitted to accumulate liberty days and to utilize the same as leaves of absence without loss of pay, as provided in article 781.

Excess leave to be without pay.

(5) All leaves of absence granted to warrant officers and enlisted persons in any one fiscal year in excess of that authorized by the preceding paragraphs of this article shall be without pay. Except as otherwise provided in these regulations, leaves of absence without pay shall be granted only by authority from Headquarters. (See arts. 510 and 511.)

Application for leave of absence.

729. (1) An application of a keeper or surfman for more than five days' leave of absence shall, except as provided in paragraph 2, article 733, be addressed to Headquarters, and for five days or less to the officer authorized to grant it, and shall state that leave is desired without pay. It shall also state definitely the duration of time for which leave is desired, the date upon which it is to begin, the purpose for which it is requested, and the amount of leave, exclusive of liberty, the applicant has had during the current fiscal year. The application of a keeper shall bear the recommendation of the district superintendent, and that of a surfman the recommendation of both the keeper and the district superintendent.

Recommendations of superiors.

Leave of absence granted by district superintendent or keeper.

(2) A district superintendent may, in cases of emergency, grant a keeper a leave of absence without pay for a period not to exceed five days at any one time, and a keeper may in similar cases grant a like leave to an enlisted surfman. In all cases where such

emergent leaves are granted, the action of the officer granting them shall be indorsed on the application, which shall be forwarded to Headquarters, and such leave shall not be extended without authority from Headquarters.

(3) District superintendents on the Atlantic and Gulf coasts and on the Great Lakes are authorized to grant, prior to the close of each active season, leaves of absence without pay for the period of the ensuing inactive season to such surfmen in their respective districts as apply therefor. (See art. 733.) District superintendents authorized to grant leaves during inactive season.

(4) Prior to his departure on leave of absence, or on accumulated liberty, the keeper shall file in the station records, for the information of the surfman who takes his place, a copy of the letter or telegram authorizing such absence. He shall report in writing to the district superintendent the date of his departure and the date and hour of his return from leave of absence. A keeper when leaving the station premises temporarily shall notify the highest ranking surfman present of his intended absence, destination, and probable time of return. (See art. 782.) Keeper shall leave address when going on leave.

730. The district superintendent and the keeper shall exercise proper discretion in the approval of applications for leave of absence, bearing in mind the injurious effect upon discipline and efficiency resulting from the frequent absence of regular members of the crew. Applications for leave during the active season to enable a person to engage in temporary employment for gain shall be disapproved. Discretion to be used in approving applications for leave of absence.

731. A leave of absence granted a keeper or enlisted surfman shall not operate to deprive him of his turn of liberty, unless such turn occurs during his absence. (See arts. 771, 775, and 776.) Turn of liberty not lost.

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

733. (1) In consequence of the law which requires that Coast Guard stations on the Atlantic and Gulf coasts and on the Great Lakes be manned only during the active season, all the enlisted members of the crews of such stations shall at the close of the active season be discharged from the Coast Guard, or granted leave of absence without pay for the period of the inactive season, at the option of the persons concerned. Discharge or leave of absence during inactive season.

(2) Each enlisted person at the stations mentioned in the preceding paragraph shall, at least 20 days prior to the close of each active season, make application in writing to the district superintendent for discharge at the close of each active season, or for leave of absence without pay for the period of the ensuing inactive season. (See arts. 728-4 and 729-3.) Enlisted persons at stations shall make application for.

(3) Enlisted surfmen who have been granted leave of absence for the period of the inactive season shall report for duty at their respective stations at the beginning of the next active season, as they may be directed by the keeper. (See art. 1426.) Shall report for duty when.

(4) All of the enlisted members of the crews of cutters on the Great Lakes who are not retained in the winter complements of those vessels, or are not transferred to coast cutters when said cutters are placed out of commission for the winter, shall be discharged from the Coast Guard, or granted leave of absence without pay until the 1st day of the following April, at the option of the persons concerned. Discharge or leave of absence during winter season.

Enlisted persons on cutters shall make application for.

(5) Each enlisted person on cutters on the Great Lakes who is not to be retained during the winter or transferred to a coast cutter shall, prior to the 25th day of November in each year, make application in writing to his commanding officer for discharge when the cutter is placed out of commission, or for leave of absence without pay during the ensuing winter season.

Shall report for duty.

(6) Enlisted persons who have been granted leave of absence without pay for the winter season on the Great Lakes shall report for duty on the cutters to which they are attached on the 1st day of the following April. (See arts. 372-4 and 728-3.)

LEAVE OF ABSENCE ON ACCOUNT OF SICKNESS.

Sick leave on medical officer's certificate.

740. A leave of absence on account of sickness may be granted by Headquarters upon a certificate of inability to perform duty given by a medical officer of the United States Public Health Service or, if no such officer be available, upon the certificate of a reputable practicing physician. The medical certificate shall be on Form 2522, and shall be forwarded to Headquarters with the application for sick leave. (See art. 2802.)

Sick leave on report of board of medical officers.

741. Applications for leave or for detachment from duty on account of ill health or disability from whatever cause shall be made to Headquarters. If the illness or disability is of such nature as will probably incapacitate the person for the performance of duty for a long period, Headquarters may, if circumstances warrant, order the person to be surveyed by a board of medical officers of the United States Public Health Service, and such board shall determine the character and cause, if possible, of the ailment of the applicant and its probable duration; and such leave of absence on account of sickness as may be recommended by the board will be considered by Headquarters. Upon the expiration of such leave on account of sickness as may be granted, the person will be resurveyed, if it be deemed necessary, by a board of medical officers to ascertain whether or not the disability for which the leave was granted has disappeared or is yielding to treatment or whether it is of such a character as permanently to unfit the person for duty. The report of the board shall be submitted to Headquarters through the Surgeon General of the United States Public Health Service. (See art. 2805.)

Application for extension of sick leave.

742. When an officer not on duty applies for an extension of leave on account of sickness, he shall forward with his application a medical certificate of disability. (See art. 2802.)

Report to be made every 15 days.

743. A person on sick leave shall forward to Headquarters at the end of each 15-day period a brief and comprehensive statement in duplicate on Form 1946-a-b-c (Public Health Service), showing the person's condition. This statement shall be obtained from a medical officer of the Public Health Service or, if no such officer be available, from some reputable private physician.

CONDUCT GRADES.

Conduct grades.

751. The enlisted force of each cruising cutter shall be arranged, without regard to ratings, in three conduct grades. (See art. 758.)

SPECIAL GRADE.

752. The special grade shall be composed of those persons who **Special grade.** give strict attention to duty; yield implicit and ready obedience to orders; are sober and quick; show evidence of courageous and good conduct; are neat in person and dress and quick and respectful in demeanor; show that they know and take an interest in their duties and perform them well; are generally useful in their respective ratings and can be depended upon to return to duty on time. These persons must have a mark of not less than "very good" in "Proficiency in rating," "Sobriety," "Obedience," and "Conduct." Any serious offense committed by a special-grade person shall always involve his reduction in grade, in addition to any punishment inflicted.

753. The first-conduct grade shall be composed of those persons **First grade.** whose general efficiency is "good," but who fall short of the requirements in ability or conduct sufficiently to fit them for the special grade.

754. The second-conduct grade shall be composed of all those **Second grade.** not in the special and first grades.

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

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

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

758. (1) The executive officer shall keep a conduct book in **Executive officer's conduct book.** which shall be entered a record of such offenses as may be committed by members of the crew. (See art. 751.)

(2) Each entry shall show the date, nature of the offense, and **Entries in conduct book.** punishment, and shall be made at the time of the occurrence. In the absence of any entries against the name of a person in the conduct book, during any particular period, his record for conduct for that period shall be considered "excellent."

759. (1) The keeper shall keep a conduct book and shall make **Keeper's conduct book.** entries therein as required in the preceding article.

(2) The entries for any month shall be considered in determin- **Entries to be considered.** ing the mark given for conduct in the report on surfmen for that month made to the district superintendent. The conduct record of any member of the crew shall be considered when granting extra privileges.

LIBERTY.

765. Liberty is a privilege which should be granted only to the **Granting liberty.** deserving and may be denied anyone because of infractions of discipline, violations of regulations, or for other good and sufficient reasons. All liberty and other privileges must be subordinate to the efficiency and welfare of the service, and no liberty shall be taken or granted when inconsistent therewith.

Liberty lists to be prepared.

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

Sufficient force to be kept on board when granted.

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

Liberty book.

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

Liberty depends on conduct.

769. (1) The granting of liberty and other privileges by the commanding officer shall depend upon the conduct grade. Persons in the special grade shall be allowed special privileges whenever it is possible to extend them. Persons in the first grade shall be allowed every indulgence compatible with the demands of duty and the exigencies of the service. A clear distinction should be made between them and persons in the second grade in regard to liberty and privileges.

Extra liberty.

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

Liberty not to be stopped ordinarily.

(3) 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, except by order of the commanding officer within the limits of law and regulations, or when confined by sentence of a court, or under arrest for trial.

Encouraged to return to ship.

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

Keeper shall grant liberty.

771. The keeper shall grant liberty in accordance with these regulations to the crew, one at a time, in turn, for not exceeding 24 consecutive hours. Liberty shall begin and end at such hours, which shall be the same for every person, as the keeper may determine. He shall also grant accumulated liberty as provided in article 781.

Keeper's liberty.

772. A keeper may take the same liberty, subject to the same restrictions, as is granted to other members of his crew and in rotation with them.

Keeper and No. 1 surfman not to be absent at the same time, except.

773. The keeper and the No. 1 surfman shall not be absent from duty at the same time, except in cases of urgent necessity, provided that during an extended absence of either the keeper or the No. 1 surfman the other shall not be deprived of his regular turn of liberty if the No. 2 surfman is competent to take charge.

Shall be just in granting liberty.

774. He shall exercise care that no injustice is done and that no unjust discrimination is made in granting liberty to the deserving. He may require any person about to go on liberty to remain

through a drill of any kind in which he lacks proficiency. (See art. 765.)

775. He shall not grant liberty during official visits of the district superintendent or of an inspecting officer, or when engaged in assistance work which would warrant the employment of an extra man. When liberty is not granted for any of the above reasons, an entry of the fact shall be made in the log, and such days may be accumulated or exchanged by the persons entitled thereto, as provided by these regulations. (See arts. 776 and 781.)

When liberty shall not be granted.

776. He shall not allow enlisted persons to exchange liberty days without his permission, nor, except in case of such exchange and as provided by article 781, shall he or any other person entitled to liberty be absent a second day until every other member of the crew has had his day's liberty. Should a person decline his regular liberty or be deprived of it as a punishment, the keeper shall require him to perform his regular duties and shall allow the next man in turn to go in his stead.

Exchange of liberty days.

777. He shall grant temporary surfmen or substitutes who have served for seven consecutive days 24 hours' liberty in turn with the enlisted members of the crew, but shall not allow them to accumulate liberty as provided in article 781.

Liberty to temporary surfmen and substitutes.

778. If a person on liberty is in the immediate vicinity of the station when his services are needed at a wreck, the keeper shall require him to return at once.

May recall a person on liberty.

779. He may require any person going on liberty to take the mail to or bring it from the post office and to perform other similar errands which will not materially interfere with his liberty.

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

780. (1) If a keeper fails to return from liberty on time, he shall report all the facts in the case to the district superintendent.

Failure of keeper to return from liberty on time.

(2) If a surfman fails to return from liberty on time, the keeper shall investigate the case and shall award a punishment therefor in accordance with the regulations, unless he deems such failure excusable. (See arts. 511 and 512.)

Failure of surfman to return from liberty on time.

781. (1) In lieu of annual leave a keeper or an enlisted surfman shall, by not taking his regular turn of liberty, be entitled to accumulate not more than five liberty days at any one time, and such accumulated liberty shall begin on any regular turn of his liberty, provided that a keeper of a station which is closed a portion of the year shall be entitled to accumulate during the active season not exceeding 15 liberty days, to be taken during the inactive season. No person shall have liberty for more than five days at any one time during the active season, and no liberty shall be taken by the keeper or granted to an enlisted person while anyone else is absent on accumulated liberty. No person shall accumulate liberty during the inactive season. (See arts. 775 and 778.)

Accumulated liberty.

(2) A person absent on accumulated liberty shall not be required to return to duty during its continuance, unless he be in the immediate vicinity of the station at a time his services are urgently needed. No substitute shall be employed in place of a person absent on liberty or accumulated liberty. A person deprived of liberty as a punishment shall forfeit all liberty days accruing while undergoing such punishment.

A person absent on accumulated liberty not required to return to duty, except.

Shall notify district superintendent before taking accumulated liberty during active season.

782. A keeper shall not take during the active season more than 48 hours of accumulated liberty at any one time without previous notice to the district superintendent, except in cases of emergency and when there is no opportunity to communicate with that officer by letter or telegram. When he does leave his station in cases of emergency, he shall, at the first opportunity, report his reasons therefor, in writing, to the district superintendent. (See art. 729-4.)

Absence of keeper during inactive season.

783. During the inactive season a keeper shall not leave the vicinity of his station except on official business, leave of absence, or the accumulated liberty accruing to him from the active season, provided that the district superintendent may in good weather grant him special liberty for not more than 12 hours at any one time. He shall not take accumulated liberty without first obtaining authority therefor from Headquarters. His application for leave or accumulated liberty shall give the names of regular surfmen available to take charge during his absence, and no accumulated liberty or leave of absence except in cases of emergency will be granted a keeper during the inactive season unless a regular surfman is available to be employed as caretaker.

Unauthorized absences to be reported.

784. All unauthorized absences from duty of a keeper or surfman shall be entered in the log and reported by the keeper to the district superintendent. In all such cases the time the person left his station or duty and returned thereto shall be stated.

**RANK.
COMMAND.**

DUTIES OF OFFICERS.

CHAPTER VII.

RANK, DUTY, AND COMMAND.

RANK—COMMISSIONED OFFICERS.

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

802. The commissioned personnel as established by law is as follows: Captain Commandant, senior captains, captains, first lieutenants, second lieutenants, third lieutenants, engineer in chief, captains of engineers, first lieutenants of engineers, second lieutenants of engineers, third lieutenants of engineers, constructors, and district superintendents. (See art. 814.) Commissioned personnel.

803. Captains of engineers, first lieutenants of engineers, second lieutenants of engineers, and third lieutenants of engineers have the rank of captain, first lieutenant, second lieutenant, and third lieutenant, respectively, and constructors have the rank of first lieutenant. Officers take precedence in their several grades according to the official register of the service. Precedence between line and other commissioned officers of the same rank shall be regulated by the precedence list in the official register. Rank and precedence.

804. Cadets and cadet engineers shall be considered as officers next below the rank of third lieutenant and third lieutenant of engineers, respectively. Rank of cadets.

805. Officers of the line shall take rank and exercise command in the following order: Command and authority.
Line officers.

Captain Commandant.
Senior captain.
Captain.
First lieutenant.
Second lieutenant.
Third lieutenant.
Cadet.

806. Engineer officers shall take rank and exercise command in their department as follows: Engineer officers.

Engineer in chief.
Captain of engineers.
First lieutenant of engineers.
Second lieutenant of engineers.
Third lieutenant of engineers.
Cadet engineer.

Relative rank of district superintendents. 807. District superintendents shall have relative rank with other commissioned officers as follows, their seniority for this purpose being determined by their length of service as district superintendent:

Senior district superintendent.....Captain.
 Next three superintendents.....First lieutenant.
 Next four superintendents.....Second lieutenant.
 Junior five superintendents.....Third lieutenant.

Titles in written communications. 808. Every commissioned and warrant officer shall, in written official communications, be given the title provided by law and prescribed by these regulations.

Titles in oral communications. 809. In oral communications all commissioned officers of the rank of captain, or of a higher rank, shall be addressed as "Captain"; all commissioned officers below the rank of captain shall be addressed as "Mister."

Use of title. 810. No officer shall use, either officially or otherwise, any other title than that to which he is entitled under these regulations.

Warrant officers addressed as "Mister." 811. Warrant officers shall, in oral communications, be addressed as "Mister."

Authority of officers. 812. Commissioned officers of the line exercise military command; in the absence of all such officers, the senior commissioned engineer officer present shall have this authority. Except as provided in article 843, only officers on duty can exercise, or are subject to, command.

Obedience to naval authority when operating as a part of the Navy. 813. Whenever the Coast Guard is operating, in accordance with law, as part of the Navy, its officers and enlisted persons shall be subject to the orders of the Secretary of the Navy.

Rank with officers of Army and Navy. 814. The commissioned officers of the Coast Guard have rank with officers of the Army and Navy as follows: The Captain Commandant, with colonel in the Army and captain in the Navy; senior captains and the engineer in chief, with lieutenant colonels in the Army and commanders in the Navy; captains and captains of engineers, with and next after majors in the Army and lieutenant commanders in the Navy; first lieutenants and first lieutenants of engineers, with and next after captains in the Army and lieutenants in the Navy; second lieutenants and second lieutenants of engineers, with and next after first lieutenants in the Army and lieutenants (junior grade) in the Navy; third lieutenants and third lieutenants of engineers, with and next after second lieutenants in the Army and ensigns in the Navy. (See art. 1.)

Procedure under detail to another department or bureau. 815. Officers detailed to duty under any other department or bureau of the Government shall report as directed in their orders and shall obey the directions of the head of such department or bureau. They shall conform to the regulations of the Coast Guard, in so far as such regulations are not inconsistent with the special service in which they are engaged. They shall be responsible for the care of persons and property under their control.

**WARRANT OFFICERS, PETTY OFFICERS, AND OTHER
ENLISTED PERSONS.**

816. The warrant officers shall be as follows :

Warrant officers.

- (a) Master's mates.
Keepers.
Boatswains.
Gunners.
Machinists.
Carpenters.

(b) They shall take precedence in the above order and their precedence in their respective grades shall be determined by length of service in that grade. Order of precedence.

817. Petty officers and other enlisted persons shall take precedence according to the following classification: Petty officers and other enlisted persons with order of precedence.

(a) Petty officers of the first class—

- Masters-at-arms.
No. 1 surfmen.
Electricians.
Electricians, first class.
Yeomen.
Ship's writers.
Wheelmen.
Signal quartermasters.
Machinists, first class.
Carpenters, first class.
Sailmakers, first class.
Oilers, first class.
Blacksmiths, first class.
Plumbers, first class.
Painters, first class.

Petty officers of the first class.

(b) Petty officers of the second class—

- Assistant masters-at-arms.
Quartermasters.
Electricians, second class.
Carpenters, second class.
Oilers, second class.
Coxswains.
Water tenders.
Blacksmiths, second class.
Plumbers, second class.
Painters, second class.

Petty officers of the second class.

(c) Petty officers of the third class—

- Electricians, third class.
Baymen.

Petty officers of the third class.

(d) Other enlisted persons—

- Seamen.
Surfmen.
Firemen.
Buglers.
Ordinary seamen.
Coal heavers.

Other enlisted persons.

Cabin stewards.

Wardroom stewards.

Cooks.

Steerage cooks.

Boys, first class.

Boys, second class.

Obedience to
warrant and
petty officers.

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

DUTY.

Performance of
duty.

819. Officers shall perform such duty, consistent with law, as may be assigned them by proper authority.

SENIOR CAPTAIN.

Duties of a
senior captain.

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

CAPTAIN.

Duties of a
captain.

821. A captain may command a cruising cutter and perform such other duties as may be assigned him.

FIRST LIEUTENANT.

Duties of a first
lieutenant.

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

SECOND LIEUTENANT.

Duties of a second
lieutenant.

823. A second lieutenant may serve as executive or watch officer on a cruising cutter and perform such other duties as may be assigned him.

THIRD LIEUTENANT.

Duties of a third
lieutenant.

824. A third lieutenant may serve on any cutter, and shall perform such duties as may be assigned him.

THE ENGINEER IN CHIEF.

Duties of en-
gineer in chief.

825. The engineer in chief shall have charge of the division of engineering at Headquarters. (See arts. 5-d and 867.)

CAPTAIN OF ENGINEERS.

Duties of a cap-
tain of engi-
neers.

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

FIRST LIEUTENANT OF ENGINEERS.

827. A first lieutenant of engineers may have charge of the machinery of any cutter and shall perform such other duties as may be assigned him. Duties of a first lieutenant of engineers.

SECOND LIEUTENANT OF ENGINEERS.

828. A second lieutenant of engineers may serve on any cutter and shall perform such other duties as may be assigned him. Duties of a second lieutenant of engineers. Senior second lieutenants of engineers may be assigned to the charge of the machinery of any cutter.

THIRD LIEUTENANT OF ENGINEERS.

829. A third lieutenant of engineers may serve on any cutter and shall perform such duties as may be assigned him. Duties of a third lieutenant of engineers.

CONSTRUCTORS.

830. The constructor for hulls shall be attached to Headquarters and assigned to the Division of Construction and Repair, and shall perform such duties as may be assigned him. Duties of a constructor for hulls.

831. The constructor for engineering duty shall be attached to Headquarters and assigned to the Division of Engineering, and shall perform such duties as may be assigned him. Duties of a constructor for engineering duty.

DISTRICT SUPERINTENDENT.

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

CADET OR CADET ENGINEER.

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

WARRANT OFFICER.

834. (1) A warrant officer, other than a keeper, may serve on any cutter, and shall perform such other duties as may be assigned him. (See art. 1401.) Duties of a warrant officer.

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

ENLISTED PERSONS.

835. An enlisted person may serve on any cutter or at any station. Duties of enlisted persons.

SEA DUTY AND OTHER DUTY.

836. Officers are entitled to credit for sea duty while attached to cruising cutters in commission. Officers attached to harbor cutters or launches shall be credited with harbor duty. Officers when performing under orders any duty which does not entitle them to credit for sea duty or harbor duty shall be credited with "special duty." Sea duty and other duty.

COMMAND.

Established principles.

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

Command and direction.

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

Organization, police, and inspection.

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

Commanding officer can not delegate his duties.

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

Can not delegate authority to grant liberty to a senior.

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

Authority by virtue of rank and otherwise.

(e) No officer of any grade is authorized by virtue of his own mere rank and authority to give any order or grant any privilege, permission, or liberty to his senior in rank; nor is any senior officer required to receive such order, privilege, permission, or liberty from his junior unless such junior is at the time in command of a vessel to which the senior is attached or in command or in direction of the expedition or duty on which such senior is serving or is, as aid or executive, executing the orders of the commanding officer.

Authority of any officer representing commanding officer.

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

Death, disability, or absence.

(g) In case of the death, disability, or absence of an officer in command of a division, cutter, or depot, or in direction of an expedition or duty, this command or direction, with all its authority and precedence, shall devolve and rest upon the line officer next in rank who may be present and on duty with such command. (See art. 812.)

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

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

839. (1) For the relief of the commanding officer, the duties of organization, police, and inspection are usually intrusted, in their details, to subordinates, but they are performed by his authority and under his direction. On board ship, the line officer next junior to the commanding officer is hereby designated to perform these duties in addition to the ordinary duties assigned 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 independent authority. It is merely the designation of the officer who, for the relief of the commanding officer and by his authority alone, carries out the details of organization, police, and inspection.

(2) As the officer in charge of the police of the ship and the execution of all provisions made for her general good condition, appearance, and safety, his duties are constant and call him everywhere, and give him, as the representative of the commanding officer for that purpose, charge of, and authority over, the details necessary to the proper performance of his duties.

(3) As the inspecting officer of the ship required at stated periods to examine and report her general condition and efficiency in all 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 other officer attached; and all officers in charge of storerooms or other parts of the ship are required to have them in proper condition for his inspection at such times as may be designated by the commanding officer. The reports of officers in charge of the various departments shall be made to the commanding officer through the executive officer.

(4) As the officer to whom the details of the organization of the ship's company are intrusted, 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 customary on such occasions from the officers in charge of departments and divisions and transmit them as a whole to the commanding officer.

(5) Such temporary leaves of absence as the commanding officer is authorized to grant may, under his orders and special direction, be granted by the executive officer to officers who are junior to himself in rank, but officers senior in rank to the execu-

Commanding officer rendered incapable of exercising command.

District superintendent rendered incapable of performing his duty.
Designation of executive officer.

Executive officer in charge of police and general condition of ship.

Inspections.

Executive officer intrusted with organization of ship's company.

Permission to leave the ship, by whom granted.

tive shall obtain permission to leave the ship directly from the commanding officer, when he is on board. Officers junior to the executive shall report their return from leave to him; officers senior to the executive shall report their return to the commanding officer. All officers shall report their permission to leave the ship and their return to the officer of the deck, who shall report to the executive the departure and return of officers senior to the latter.

Organization, police, and inspection.

(6) The duties of organization, police, and inspection devolve upon the executive by virtue of his rank or detail as such, and they, and the exercise of the authority necessary to execute them, are recognized by all military law and usage. But they are duties pertaining to the command, delegated by the commanding officer to the executive, who, in carrying them out, is executing the orders of the commanding officer, and the authority exercised as necessary to their execution is the authority of the commanding officer, exercised by the executive officer, and not the authority of the executive officer himself. The executive officer has no independent authority as such executive, but exercises only the authority necessarily delegated for the execution of the orders of the commanding officer. This delegated authority confers on the executive precedence over all officers attached to the ship, of whatever rank or corps, and shall be obeyed and respected accordingly. But this special precedence is given to him only while acting in the capacity of executive.

Executive shall keep himself informed of the commanding officer's opinions and wishes.

(7) 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 commanding officer, to the end that the authority of the commanding officer may be used only in carrying out the latter's views. The commanding officer shall keep the executive officer informed of his opinions and wishes relative to his methods of performing duty, and shall furnish him with such information and direction as may be needed for his guidance, in order that the executive officer may continue the policy of the commanding officer during the temporary absence of the latter. (See arts. 961 and 1086.)

Commanding officer shall keep executive informed.

Authority of the executive officer.

(8) The details 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 than those which come within the scope of the above description; any other authority exercised by him must be such 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 is to be exercised only according to the general rules governing all officers of every grade.

Delegated character of orders contemplates obedience.

(9) It is not necessary, nor is it consistent with military usage and efficiency, that the executive should be required to announce with every order given, or authority exercised by him as such, that he is executing the orders of the commanding officer. The

delegated character of his authority is fully understood, and contemplates obedience to it as such by all officers attached to the vessel.

(10) 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 for the purposes of organization, police, and inspection as aforesaid, nor to confer upon any such officer the right to interrupt the ordinary course of military organization or duty, while in actual execution, for the purpose of making such communication.

Complaint or appeal.

Right to communicate with commanding officers.

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

Communication with commanding officer.

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

Officers other than of the line.

(2) Officers other than of the line, attached to cutters, shall, under the commanding officer, have all necessary authority within their particular departments for the due performance of their respective duties, and shall be obeyed accordingly by their subordinates. They shall not by virtue of their rank and precedence have any additional right to quarters; nor shall they have authority to exercise command, except as provided in article 812. They shall not take precedence of their commanding officer, nor of the executive officer of the vessel to which they are attached except as provided in articles 2123-5 and 2316; nor shall they be exempted from obeying the lawful commands of officers of the line who may be charged by proper authority with the details of duty incident to the service.

Authority of officers other than of the line.

841. Except as otherwise provided in these regulations, the commanding officer of one vessel shall have no authority over, nor control the movements of, another vessel, or the officers thereof. (See arts. 842 and 844.)

Authority in command.

842. Concerted action between units of the Coast Guard is required whenever practicable. When two or more units are operating together, the senior line officer present shall assume

Command in cooperation of units.

command and direct operations, and officers in charge of all other units present shall obey his instructions.

Passengers except Captain Commandant or division commander not to attempt control.

843. No officer (except the Captain Commandant, or a division commander embarked on a vessel of his division), whatever his rank, being a passenger on board a Coast Guard cutter shall control, or attempt to control, or in any manner interfere with the movements of the vessel or the discipline of the crew. But any officer being such passenger, and junior to the officer commanding the vessel may be assigned to duty, if an emergency render it necessary, of which necessity the commanding officer shall be the sole judge. Any officer being a passenger, may be placed on duty at his own request. Passengers thus assigned shall have the same authority as though regularly attached to the vessel, but shall not displace any officer belonging to her complement in his quarters or in his regular duties. Passengers, not officers of the service, may be required to perform any duties which, in the judgment of the commanding officer, may be necessary for the discipline or the safety of the vessel. (See art. 812.)

Authority of senior officer present.

844. When vessels on independent duty meet, either at sea or in port, the junior in command shall obtain permission from the senior commanding officer present, by signal or otherwise, to continue on his course, to anchor, to get underway, or to perform any other evolution or act of importance, except in cases where immediate action is necessary to avoid danger.

Command of body of men from two or more units.

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

CHAPTER VIII.

DUTIES OF COMMISSIONED OFFICERS.

THE SUPERINTENDENT OF CONSTRUCTION AND REPAIR.

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

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

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

Superintendent of construction and repair and engineer in chief to confer. 863. No change affecting both the hull and machinery sections shall be made until the superintendent of construction and repair and the engineer in chief have had opportunity to consider and confer upon the same.

Custody of records. 864. He shall, in the discretion of the Captain Commandant, have charge and custody of the plans, books of record, and correspondence pertaining solely to the Division of Construction and Repair.

THE ENGINEER IN CHIEF.

Duties and responsibilities. 867. The engineer in chief shall have charge of the Division of Engineering, and be responsible for all that relates to the designing, building, installing, and repairing of steam or other machinery used for the propulsion of vessels and boats; all power auxiliaries; refrigerating apparatus; dynamos and all electric machinery located in the engine department; steam and other piping, except that assigned to the superintendent of construction and repair; steam machinery necessary for actuating all of the apparatus of vessels and boats; installation of traction engines, and the machinery of all other property; the location of all sea-valve connections, after consultation with the superintendent of construction and repair; steam radiator systems; and all parts of the sanitary system installed in the engine department.

Plans and specifications. 868. He shall have plans and specifications prepared for all machinery, boilers, and appurtenances thereof, to be constructed or extensively repaired, and shall confer with the superintendent of construction and repair and furnish him all necessary plans and data of machinery installation.

Custody of records. 869. He shall, in the discretion of the Captain Commandant, have charge and custody of the plans, books of record, and correspondence pertaining solely to his office.

Original designs not to be changed. 870. No material changes or alterations from the original designs, distribution of weights of machinery and boilers, and appurtenances thereof, shall be made without the approval of the Captain Commandant.

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

Status of assistants. 874. An officer designated to superintend the work on the hull or machinery of a vessel or boat in course of construction shall be an assistant to the superintendent of construction and repair, or to the engineer in chief, as the case may be.

Commanding and senior engineer officers to be assistants. 875. When a vessel is undergoing extensive repairs (except at the depot at Arundel Cove), the commanding officer and the senior engineer officer attached thereto shall be assistants to the superintendent of construction and repair and the engineer in chief, respectively, when so designated by Headquarters.

Execution of orders. 876. Such assistants shall carry out all orders and instructions received from the superintendent of construction and repair or the engineer in chief, and shall submit the following reports:

Weekly reports. (a) At the end of each week, a report of the work accomplished in his department during that period and of other important matters relating thereto.

(b) At the end of each month, if directed, a report of the actual finished weights of all articles pertaining to his department that have been placed into the vessel during that period, together with the total amount of such weights on the date of each report. Monthly reports.

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

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

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

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

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

THE INSPECTOR.

885. The inspector shall have charge of, and be responsible for, the proper performance of the duties assigned to the division of inspection, and shall be assisted by boards of inspection and by such commissioned officers as may be detailed by Headquarters as assistant inspectors. Responsibility of. Assistants.

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

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

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

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

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

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

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

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

- Food and water.** (f) The system of messing; the sufficiency, variety, and preparation of food; and the character and quality of the fresh-water supply.
- Fire protection.** (g) The protection of vessels, boats, and buildings against fire and other damage.
- Records.** (h) The keeping of official records.
- Regulations.** (i) The proper observance of the regulations.
- Number of inspections.** 889. Unless otherwise directed by Headquarters, stations, harbor cutters and launches shall be inspected twice, and cruising cutters once, during each fiscal year, with an interval of not less than three months between consecutive inspections of the same unit.
- Inspection of stations.** 890. Subject to the preceding article the inspection of stations, harbor cutters and launches shall be made at such times and by such assistant inspectors as may be directed by the inspector.
- Method of conducting inspections prescribed by inspector.** 891. Except as otherwise provided in these regulations, the method of conducting inspections and the procedure followed shall be prescribed by the inspector with the approval of the Captain Commandant.
- Report and recommendations of inspector.** 892. The inspector shall make report to the Captain Commandant upon the results of the several inspections, noting particularly such irregularities and defects as have not been corrected, with such recommendations as he may deem proper.
- Inspector's annual report.** 893. At the close of each fiscal year the inspector shall submit to the Captain Commandant a report of the operations of his division during the preceding year, together with such recommendations for the improvement of the service, or any of its units, as he may deem necessary.

THE ASSISTANT INSPECTOR.

- Headquarters.** 901. (1) An assistant inspector shall make his headquarters at the place designated in the order assigning him to duty.
- Under direction of inspector.** (2) He shall be under the immediate direction of the inspector, and shall report by letter to that officer immediately upon assuming the duties of his office.
- Travel to be authorized by Headquarters.** (3) He shall comply with such orders and instructions as may be issued by the inspector, but shall incur no travel or other expense unless authorized by Headquarters, except as provided in article 3344.
- To make investigations.** 902. He shall make investigations as may be directed by the inspector or by Headquarters, as follows:
- (a) Loss of life from vessels or boats within the scope of operations of a Coast Guard station.
- (b) Irregularities or misconduct of any person.
- (c) Any other matter affecting the discipline, efficiency, or competency of the personnel.
- To guard against injustice.** 903. (1) He shall exercise the greatest care that he does no injustice to individuals. When investigating accusations prejudicial to the character of any person, he shall make known to that person the nature of the accusations, and afford him an opportunity to make his own statement in writing, which shall accompany the report.

(2) He shall follow the procedure prescribed for boards for such purposes, and shall refrain from informal conversation or comment upon the subjects under investigation. (See art. 2373 et seq.) Procedure same as for boards.

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

(2) Replies to letters from the Captain Commandant and other officials at Headquarters, except the inspector, shall be addressed to the Captain Commandant. (See arts. 2486-2 and 2486-4.) Communications to be addressed to Captain Commandant.

THE DIVISION COMMANDER.

911. Whenever in the regulations, instructions, general orders, special orders, or circular letters the expression "division commander" is used, it shall be construed to mean the officer in direction of the cruising cutters, harbor cutters, and launches within the limits of a division, as defined in article 31. (See art. 929.) Definition of "division commander."

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

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

914. He shall, from time to time, issue to the commanding officers in his division such instructions concerning the movements and duties of their commands as he considers expedient. He shall require from them full reports of their special operations, which reports he shall forward with comments to Headquarters. (See art. 303.) To issue instructions concerning movements of vessels.

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

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

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

Readiness of vessel to get underway.

918. Except in cases of emergency, no work or other operation which would prevent the vessel getting underway within six hours after receiving a call or order shall be begun without obtaining authority therefor from the division commander. (See art. 958.)

Personal investigation of necessity for repairs.

919. He shall, whenever practicable, personally investigate the necessity for repairs to hulls, and shall cause the division engineer to investigate in person the necessity for repairs to the machinery of vessels in his division. He shall report the result of these investigations to Headquarters, with recommendations in each case. (See arts. 935 and 3341.)

Authorization for travel.

920. Whenever it is necessary for the proper execution of the duties of his office, he is authorized to proceed, or to direct any person attached to his office to proceed, to any point within the limits of his district, and to incur actual necessary traveling expense therefor. In every instance of such travel a statement shall accompany the voucher setting forth the purpose of, and the necessity for, the travel.

Officer who signs official papers during absence of.

921. Whenever the division commander is absent for more than 24 hours, all letters, telegrams, reports, and other official papers shall be signed "By direction of the Division Commander," by the line officer next in rank attached to the office, or, if there be no such officer, by the division engineer.

Duties relative to requisitions.

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

General supervision over repairs to cutters. Steam trials.

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

924. He shall have steam trials conducted, as provided by the regulations. (See art. 2681 et seq.)

Care of warrant officers and enlisted persons attached to absent vessels.

925. If a warrant officer or enlisted person report for duty under orders, or from a hospital, or if a straggler return, at a port where there is a division commander, when the cutter to which such person is attached is absent, he shall report to the division commander, who shall assign him to the nearest cutter of his division until such person can be returned to his own cutter without expense. The division commander shall immediately report his action to Headquarters. Appropriate entries shall be made in the logs of the cutters concerned, and when the person is transferred to his own cutter the circumstances in the case shall be reported to Headquarters by his commanding officer. (See art. 1637-2.)

Report on fitness of commanding officers. To appoint boards.

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

927. He shall appoint boards as required by regulations. (See art. 2304.)

To forward official reports.

928. He shall forward to Headquarters all correspondence, reports, and official papers as required by regulations.

Vessels operating together.

929. When two or more cutters are operating under the direction of an officer specifically designated to command them, they shall be regarded as a division, and the officer so designated shall have the same duties and authority as a division commander. (See art. 911 et seq.)

THE DIVISION ENGINEER.

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

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

935. He shall make to the division commander such suggestions and reports, as he may deem for the best interests of the Government, concerning supplies of fuel and stores for the engine departments of the vessels; the efficiency, condition, and preservation of their motive machinery; and any measures that will tend to improve or promote economy in the engine departments of the vessels of the division. (See art. 919.) Suggestions relative to efficiency.

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

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

THE SUPERVISOR OF ANCHORAGES.

939. (1) The supervisor of anchorages at any port or place shall be charged with and shall be responsible for the enforcement of the laws, rules, and regulations promulgated by proper authority for the government of vessels anchoring in and navigating the waters under his supervision. Duties of.

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

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

THE SUPERVISOR OF LIFEBOATS.

941. The supervisor of lifeboats shall be the commissioned officer detailed to superintend the construction and repair of boats and other apparatus for stations. Duties of.

942. (1) He shall be charged with and shall be responsible for the prompt execution of such work of construction and repair of boats and apparatus as may be assigned him by Headquarters, and of such repairs to the hulls and machinery of boats at stations as may be referred to him by the superintendents of the fourth, Responsibility of.

fifth, sixth, seventh, eighth, ninth, tenth, eleventh, and twelfth districts. He shall perform such other work as may be assigned him.

Authorization to incur expense.

(2) He is authorized to incur expense in making such repairs as may be referred to him by the superintendents of the districts specified in the preceding paragraph in sums not to exceed \$15 in any one instance.

Limitation of expense incurred.

(3) Where the repair of any individual boat is likely to involve a sum in excess of \$15, he shall first obtain authority therefor from Headquarters.

Authorization for travel.

943. Whenever it is necessary for the proper execution of the duties of his office, he is authorized to proceed, or to direct any person attached to his office to proceed, to any point within 100 miles of his headquarters and to incur actual necessary travel expense therefor. In every instance of such travel, a statement shall accompany the voucher setting forth the purpose of, and the necessity for, the travel. If it is necessary for him or any of his subordinates to proceed to a greater distance than 100 miles from his office, he shall in each such instance first obtain authority therefor from Headquarters, reporting all the circumstances in the case.

THE PURCHASING OFFICER.

Duties and responsibilities of.

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

Not to incur expense.

947. He shall not incur expense except as authorized by Headquarters.

Submit stores report.

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

Governed by regulations.

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

THE COMMANDING OFFICER.

Definition of "commanding officer."

951. Whenever in the regulations, instructions, general orders, special orders, or circular letters, the term "commanding officer" is used, it shall be construed to mean the person in command of a vessel, the depot, or the academy.

952. When an officer is assigned to the command of a vessel of the Coast Guard, the following procedure shall be observed:

Procedure upon assuming command of vessel in commission.

(a) Upon assuming command of a vessel in commission, the officer about to be relieved shall make a thorough inspection of the ship in company with his successor before the transfer is effected, and shall cause the crew to be exercised in his presence at general quarters, fire quarters, and abandon-ship drill, unless

the weather or other conditions render it impracticable or inadvisable. He shall point out to his successor any defects, giving reasons therefor, if possible, and shall explain fully any peculiarities in the construction or arrangement of the vessel. A report of this inspection shall be made by the relieving officer, who shall submit it to the officer relieved for such comment as he may desire to make. This report shall be forwarded to Headquarters. The commanding officer about to be relieved shall deliver to his successor the originals of all unexecuted orders relating to the vessel. He shall also deliver to him all documents received for his guidance in command, and such other official correspondence, documents, and information concerning the vessel, her qualities, and the officers and crew, as may be of service. He shall not carry away the original letters, documents, or papers concerning the vessel, or her officers and crew. He shall turn over to his successor the keys to the magazine and ammunition room, and all other articles of the vessel's outfit in his possession. He shall sign the ship's log, machinery 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 called to general muster, 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.

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

Officer relieved entitled to courtesies.

(c) Upon assuming command of a vessel not in commission, he shall at once, in company with the executive officer and the senior engineer officer, personally inspect the ship throughout, thoroughly informing himself as to her condition, arrangements, equipments, and state of preparation for service.

Procedure on assuming command of a vessel not in commission.

953. In placing a vessel in or out of commission, the following ceremony shall be observed:

The officers and crew shall be mustered on the quarter deck as for general muster, the officers in dress uniform and the enlisted force in blue or white. If going into commission, the commanding officer shall read aloud the order assigning him to the command, assume formal charge, have the national and Coast Guard ensigns and his pennant broken out with the ceremony of morning colors, dismiss the muster, and cause the watch to be set. If going out of commission, the commanding officer shall read aloud the order to place the vessel out of commission, the national and Coast Guard ensigns and his pennant shall be hauled down, and the muster dismissed. (See arts. 952-a and 1053.)

Ceremony of placing a vessel in commission.

Of placing a vessel out of commission.

954. When a vessel is placed in, or out of, commission, the commanding officer shall at once report the fact by letter to Headquarters, specifying the hour when the ceremony took place. (See arts. 953 and 1053.)

Report when vessel is placed in, or out of, commission.

955. (1) When an officer assumes command of a vessel attached to a division, he shall report in person to the division commander within 24 hours after his first arrival at the latter's headquarters.

To report to division commander.

To report vessel's arrival to division commander.

Uniform not necessary.

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

Detailed report of vessel's condition.

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

Direction and control of vessels and personnel.

Discipline.

Executive officer to be kept informed.

Responsibility.

To relieve officer of the deck when handling vessel himself.

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

(3) When making these reports, uniform need not be worn.

956. Whenever a vessel is within the limits of a division to which she is not regularly attached for more than 24 hours, her commanding officer shall report his noon position to the commander of that division and be subject to his orders while his vessel remains within those limits. (See art. 915.) Such reports shall be in addition to the reports required to be made to the commander of the division to which he is attached. (See art. 914.)

957. After assuming command, he shall use every effort to maintain the vessel in an efficient condition for any service she may be called upon to perform, and shall make a detailed report of her condition to Headquarters whenever he may deem it necessary.

958. He shall see that, except in case of an emergency, no work or other operation is begun which will prevent his command from getting underway within six hours after receiving a call or order, unless he has the previous authority of Headquarters or, if his vessel be attached to a division, of the division commander. A report of emergency work done without previous authority, with the reasons therefor, shall immediately be made to Headquarters or to the division commander, if attached to a division. This article shall not be construed as preventing the procuring of the supplies necessary for the duty designated. (See art. 918.)

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

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

961. He shall in general issue all orders relative to the duties of the vessel and her officers and crew to the executive officer, and shall keep the latter informed of his own methods of performing duty. (See arts. 839-7 and 1086.)

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

963. He shall be responsible for all important evolutions of the vessel under his command, and, if necessary, shall give personal directions to the officer who may be handling her. Should he deem it necessary to handle the vessel himself, he shall regularly relieve the officer of the deck and assume sole charge. It should be his general practice to intrust the handling of the ship to the executive officer, not only as a mark of confidence and respect, but also as adding materially to the dignity of the commanding officer. The executive officer can not demand such recognition as a right. (See art. 1084.)

964. He shall at reasonable times afford the executive officer an opportunity to paint the vessel, break out and air the holds, overhaul and care for the chain cables, keep the boats in order, and do other necessary work. He shall see that the spars, rigging, and sails are properly protected from chafe, and that the vessel at all times presents a neat, trim, and seamanlike appearance. To keep vessel in order.
965. He shall see that the guns, their mounts, the implements belonging to them, and the small arms are kept in good order for service, and shall himself inspect them at least once a month. (See art. 2305-a-4.) Guns, mounts, and small arms.
966. (1) He shall see that the regulations and instructions issued by Headquarters from time to time, regarding the painting of the vessel and her boats, are adhered to. (See Appendix B.) Painting.
- (2) Should paint be applied in confined spaces, proper precautions shall be taken to prevent injurious effects to the health of the crew. Paint in confined spaces.
967. He shall see that the limbers are kept clear, that offensive matter is promptly removed from the bilges, that they are clean and free of water, and that the pump wells are frequently cleaned and disinfected. Every possible means shall be taken to maintain a free circulation of air in all parts of the vessel. Hatches shall be kept off whenever the weather and the duties of the vessel permit. Limbers and bilges.
968. He shall comply with the requirements of article 1697 relative to sanitary matters. Observe sanitary precautions.
969. He shall, if possible, avoid visiting, or calling at, any port or place where there is an infectious disease, or where a contagious disease is epidemic; but should he for any reason be compelled to go to a port or place so infected, he shall restrict the amount of liberty ordinarily given, or refuse it altogether, if he deem such course necessary to preserve the health of the ship's complement. Infected ports.
970. Should any vessel have had communication with, or have visited, any infected port, or have any disease on board which would subject her to quarantine, her commanding officer shall cause the quarantine flag to be displayed to warn all persons from attempting to communicate with her. Quarantine flag.
971. He shall afford all the assistance in his power for the enforcement of the Federal and local quarantine and health laws. To assist in enforcing quarantine laws.
972. He shall be the custodian of the keys of all rooms containing ammunition and explosives, and shall not permit these rooms to be opened without his knowledge and consent. He shall see that the keys or wrenches for operating magazine flood cocks are kept near the flooding valve stems and constantly ready for use. Custodian of magazine keys.
973. He shall designate the places for the stowage of dry gun-cotton and fulminate fuses. In no case shall they be kept in the same room nor within 75 feet of each other. Designate places for stowage of fuses, etc.
974. Whenever explosives are being taken on board or sent out of the vessel, he shall cause a red flag to be displayed at the fore, and another in the boat conveying the explosives. All unauthorized lights and fires shall be extinguished. To display flag when receiving or sending out explosives.

- To keep confidential ordnance documents. 975. He shall be responsible for the safe-keeping of the confidential ordnance documents.
- Precautions for lighting magazines. 976. He shall see that no naked light, candle, lamp, or lantern is taken into a magazine containing explosives, or used in the vicinity of magazine doors or hatches. Portable electric lights may be used if absolutely necessary for the examination of the bilges of the magazines, or for temporary examinations in special cases.
- To enforce regulations for care of ordnance stores. 977. He shall see that the regulations governing the examination, storage, and care of ordnance materials and explosives are carried into effect. (See arts. 1861-1892.)
- To detail mail orderly. 978. He shall detail some trustworthy enlisted person to perform the duty of mail orderly, and may give him authority to receive the mails, purchase stamps, and transact other necessary business at the post office.
- Preparation of official papers. 979. He shall see that all official papers and documents provided for by article 3419-2 and elsewhere in these regulations are promptly and correctly prepared and submitted by the officers charged with their preparation.
- Clerical assistance. 980. He shall see that the heads of the various departments of the vessel have, under the direction of the executive officer, the necessary clerical assistance of the ship's writer, if there be one. (See art. 1551.)
- Communications to be delivered. 981. All orders and other official communications received by him for any person under his command shall be immediately delivered or communicated to the person affected thereby, unless a time be specified for their delivery.
- Economy in maintenance. 982. He shall be responsible for the economical maintenance of his ship and the use of all auxiliaries, and shall require from all under his command a rigid compliance with the regulations relative to the receipt and expenditure of stores.
- Economy in fuel expenditure. 983. Economy in the expenditure of fuel is enjoined upon each commanding officer, but no restriction is placed upon such expenditure, if the interests of the public service would suffer thereby. He shall not leave port with a fuel supply below the minimum prescribed by Headquarters.
- Minimum supply. 984. He shall, if practicable, personally investigate offenses and award punishments therefor within the limits of his authority as prescribed by law and these regulations. (See art. 2033.)
- Investigation of offenses. 985. He shall observe and cause all under his command to observe all sanitary and other local laws, ceremonies, customs, and regulations of all ports visited.
- Shall observe local laws in places visited. 986. (1) He shall preserve, so far as possible, cordial relations with the representatives of the United States in foreign countries, and extend to them the honors, salutes, and other official courtesies to which they are entitled by these regulations.
- To preserve cordial relations with representatives of the United States in foreign countries. To consider request for service. (2) He shall carefully consider any request for service or other communication from any such representative.
- To give weight to advice, but is solely responsible. (3) Although due weight should be given to the opinions and advice of such representatives, a commanding officer is solely and entirely responsible to his own immediate superior for all official acts in the administration of his command.

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

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

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

(3) Target practice shall not be held within foreign territorial waters or at any point from which shots may fall therein without permission of the country concerned. No target practice without permission.

989. He shall afford all assistance in his power to vessels of a foreign State at peace with the United States. To afford assistance to foreign vessels.

990. He shall carry out the regulations relative to reports on the fitness of officers as prescribed in article 3403. Reports on fitness of officers.

991. He shall have steam trials conducted as provided in article 2681 et seq. Steam trials.

992. He shall cruise over all parts of the district assigned to his command in the performance of the duties of the service, and enter all available harbors therein. So far as possible and consistent with the due performance of his duties, these cruises shall be made in daylight. The utmost vigilance shall be maintained at all times in patrolling the coasts, enforcing the laws, and assisting vessels and persons in distress. He shall cause a sharp lookout to be kept for distress signals, wrecks, derelicts, and other obstructions to navigation. To cruise over district.

To maintain lookout.

993. (1) As aiding vessels in distress is one of the important duties of the service, he is enjoined to use every means at his command to obtain knowledge of such vessels, and to relieve them and their crews. He shall promptly investigate the truth of reports and rumors of disasters or accidents to vessels within the limits of his cruising district, obtaining all the data possible regarding the same. He shall be particularly alert during and immediately after stormy weather, and shall, as soon as a storm or gale has somewhat abated and shows signs of subsiding, put to sea, if in port, and cruise over his station. Enjoined to obtain knowledge of marine disasters.

Promptly investigate rumors of disasters.

(2) Commanding officers of vessels on winter cruising stations shall have each boiler, which has been under steam for more than 400 boiler hours up to November 20, cleaned before November 30. During winter cruising the 700-hour schedule shall be effective as at other times. (See art. 2625-a.) Cleaning boiler prior to winter cruising.

994. (1) He shall respond promptly to appeals for help, and should stand by a disabled or distressed vessel, which is in danger, until she is relieved or it becomes evident that she is beyond help of the kind that can be given by him. To respond promptly to appeals for help.

(2) Should there be a reasonable chance of affording assistance, he shall proceed with all dispatch to the place where such assistance may be rendered and give such assistance as lies in his power. In case of the wreck of a vessel he shall render all the Shall proceed with dispatch to render assistance.

assistance in his power to the crew and passengers, if any, and use his utmost endeavors to save and protect her cargo and fittings.

Not to jeopardize vessel.

(3) In rendering aid he will use sound discretion and not uselessly or unnecessarily jeopardize his vessel or the lives of his officers and crew.

Interference with private enterprise.

995. In extending assistance to vessels he shall not interfere with private enterprise, though he may assist private effort, and it shall be his duty to do so when he deems it necessary. He shall not use his vessel for towing private craft, except in cases of distress, and not even then if there be other and sufficient assistance at hand; but he shall not permit undue advantage to be taken of a master whose vessel is in a perilous position or otherwise in distress.

Towing.

Dereellets and other dangers to navigation.

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

To notify Hydrographer.

997. (1) Whenever a derelict or other floating obstruction, or a sunken obstruction to navigation, has been removed or destroyed, the commanding officer shall communicate immediately with the Hydrographer at Washington by radio, giving the following information:

a. The date of removal or destruction.

b. Name of derelict or character of the obstruction.

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

Information to branch hydrographic office.

(2) The same information shall be communicated by letter to the branch hydrographic office in the district affected. (See art. 3407-4.)

To detail officer to have charge of photographic outfit.

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

Photographs forwarded to Headquarters.

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

Photographic supplies furnished by Headquarters.

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

Descriptive legend on each photograph.

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

Reciprocal privileges between United States and Canada.

999. By proclamation of the President, by virtue of the authority of the act of Congress of May 24, 1890, Canadian vessels and wrecking appliances may render aid and assistance to Canadian and other vessels and property wrecked, disabled, or in distress in the waters of the United States contiguous to the Dominion of Canada, including the canal and improvements of the waters between Lake Erie and Lake Huron and the waters of the St. Marys

River and Canal. United States vessels and wrecking appliances may salvage 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.

1000. He shall keep his vessel properly supplied with good running lines and hawsers, so stowed as to be immediately available in an emergency, and shall see that she is otherwise prepared to aid vessels in distress. **Hawsers and running lines.**

1001. (1) On every vessel equipped with radio apparatus he shall cause a constant radio watch to be maintained. **Radio operator on duty at all times.**

(2) He shall have enlisted persons, other than the electricians, instructed in sending and receiving radio messages and given practice with buzzer sets or other practice apparatus, in order that there may be men on board available to fill temporary vacancies in case of emergency. **Instructions in radio work.**

1002. He shall report to Headquarters all important hydrographic or other information he may obtain of interest to shipping. In case a buoy or other aid to navigation is found to be out of position or out of order he shall, in addition, telegraph the information to the lighthouse inspector concerned. In such cases the report to Headquarters shall quote the telegram sent to the lighthouse inspector. (See art. 3234-2.) **Reporting hydrographic information.**

1003. He shall, when his duties and other circumstances permit, cause a careful survey and chart to be made of any shoals, harbors, or dangers to navigation that he may discover or find to be inaccurately located. He shall forward such charts to Headquarters through the usual official channels, with all the original data and computations used in their construction. (See art. 1128.) **Shall survey shoals and construct charts.**

1004. He shall arrange with district superintendents for the prompt transmission and receipt of information relative to derelicts, obstructions to navigation, wrecks and other casualties to shipping which may involve need of assistance, and shall report to Headquarters the details of these arrangements. **Shall arrange with district superintendents for receipt of information of marine casualties, etc.**

1005. A derelict taken into port by a cutter shall be promptly turned over to the owner or his representative, if known, otherwise to the United States marshal, and a receipt taken. In each case the commanding officer shall immediately notify the collector or other chief officer of the customs, in writing, of the delivery of the derelict, giving such description as will serve to identify it, if possible, and stating the nature of its cargo. **Disposition of wrecked property recovered by cutters.**

1006. Merchandise picked up at sea, or recovered from a derelict or an abandoned wreck, shall be turned over to the collector or other chief officer of the customs upon the first arrival of the cutter in port, and a receipt for the same taken. **Disposition of recovered merchandise.**

1007. He shall take cognizance of, and promptly investigate, all complaints by merchant seamen of cruel treatment, or of improper and insufficient food served them. **Cruel treatment of merchant seamen.**

1008. He shall extend aid to officers of merchant vessels in suppressing mutinies on board their craft, taking such steps, not inconsistent with law, as each case may require. (See art. 3502.) **Suppressing mutinies.**

1009. In the enforcement of the customs-revenue and navigation laws he shall, except as herein noted, take every opportunity **Boarding.**

to have all vessels boarded and examined, if within the jurisdiction of the United States or within 4 leagues of the coast thereof and bound to a port in the United States. The public vessels and dispatch boats of foreign nations with which the United States are at peace, and merchant vessels exempt from search by treaty, shall not be boarded and examined, nor shall vessels belonging to the Government of the United States be boarded or searched in the enforcement of the above-mentioned laws, unless such action be deemed necessary in any particular case or cases. (See art. 1228-*j*.)

Merchant ves-
sels not to be
boarded unneces-
sarily often.

1010. He shall see that the same vessel is not boarded unnecessarily often. (See art. 1228-*k*.) In the matter of boarding, particularly as regards coastwise, lake, and river vessels, he shall exercise a wise discretion so as not needlessly to embarrass or incommode vessels in their usual and legitimate work. Boarding at unreasonable times, except when absolutely necessary, shall be avoided. Commanding officers should bear in mind that the Coast Guard is charged with other important duties in the interests of the Government, and should endeavor to maintain the efficiency of the service as a whole, according to the requirements of law and these regulations, and not neglect one essential for the supposed benefit of another.

Foreign officer
not to examine
a cutter.

1011. He shall not permit a foreign customs officer, or any other person representing a foreign State, to make any examination whatsoever on board the ship or boats under his command, or to take out of her or them any of the officers or crew, so long as he has power to resist.

To keep in com-
munication with
vessel's head-
quarters.

1012. He shall, as far as possible, keep in communication with the vessel's headquarters, so that timely notice may be received of any wreck, marine disaster, or violation of law. He shall from time to time confer with the collectors or other chief officers of the customs at the ports visited by him, and shall extend to those officers all the aid in his power with the forces under his command in the due execution and enforcement of the laws. (See art. 1014.)

Information of
post-office ad-
dress.

1013. Except when the interests of the public service require information to be withheld, he shall, before leaving on a cruise, advise the executive officer for the information of the ship's company, of the probable post-office address of the vessel, in order that they may make provision regarding their personal mail.

Collector of
customs to com-
municate.

1014. Whenever the collector or other chief officer of the customs shall desire any duty to be performed by a cutter within the limits of her cruising district, which is necessary under the customs-revenue or navigation laws, he shall communicate his wishes in writing to the commanding officer of such cutter. (See art. 1012.)

Seizure.

1015. If a commanding officer seize a vessel for any cause whatever, except in time of war, he shall remove such of the officers and crew as may be necessary, taking them on board his vessel, where they can be more securely guarded until they can be given into the proper custody, and shall place the prize in charge of one of his officers, with the men necessary to take it into the most convenient port or to retain control of it until it can be delivered to a collector of customs or a United States

marshal. If necessary, the officers and crew of the seized vessel may be placed in irons or confinement. (See art. 3503.)

1016. When cruising at night, or when at other times he deems it necessary, the commanding officer shall keep a night order book in which he shall enter all orders (including courses to be steered) issued for the guidance of the officer of the deck during the night. This book shall be preserved as a part of the official records of the ship.

Night order book.

1017. He shall cause the navigating officer to make deviation tables for the standard and the steering compasses, and shall afford him opportunity to swing ship at least once every six months for this purpose. (See art. 1119.)

Deviation tables.

1018. He shall keep himself informed of the errors of the standard and the steering compasses.

Error of compasses.

1019. He shall see that the vessel is properly supplied with sailing directions, charts, latest lists of lights, buoys, and day marks of the section of the coast which he patrols, and the latest lists of lights and fog signals, and that they are kept corrected to date. He shall keep himself informed as to all hydrographic notices and notices to mariners, particularly those applicable to his own cruising district, and shall carefully preserve all information that he may receive, or be able to procure, concerning the safe navigation of the vessel. (See art. 1129.)

Aids to navigation.

1020. When on soundings, or in the vicinity of or approaching land, he shall see that soundings are taken as often as may be necessary and that the results are reported to him. During thick weather frequent soundings shall be taken. When going into or out of port or approaching anchorages, shoals, or rocks, he shall keep a hand lead going. When in the vicinity of land, he shall have the cables bent, and when approaching an anchorage the anchors shall be ready for letting go.

To take soundings.

1021. He shall observe every precaution required by law and these regulations to prevent collisions and other accidents on the high seas and inland waters.

To prevent collisions.

1022. He shall never, through inattention or negligence, suffer the vessel under his command to be stranded, run upon a rock or shoal, or hazarded.

Vessel not to be hazarded.

1023. Commanding officers may employ pilots whenever in their judgment such employment is necessary for the safety of the ship, or for other sufficient reasons. If a pilot be employed, the reason therefor shall be reported to Headquarters.

Pilots may be employed.

1024. A pilot is merely an adviser to the commanding officer, and his presence on board shall not relieve the commanding officer or any of his subordinates of the responsibility for the proper performance of the duties concerning the proper navigation of the vessel with which he or any of them may be charged. (See art. 1163.)

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

1025. He shall select a safe place to anchor, and at the time of anchoring shall have such bearings and angles taken as are necessary to locate the exact position of the ship on the chart. These bearings and angles shall be noted in the log. (See art. 1123.)

Shall select safe anchorage.

1026. If the ship be anchored at a place not surveyed, he shall, if practicable, have the depth of water and character of

Soundings at anchorages.

the bottom ascertained within a radius of at least 400 yards of the ship. The general result of this examination shall be entered in the log.

Night lookouts when underway. 1027. When underway at night, he shall have a lookout stationed forward and others elsewhere if necessary. He shall see that the running lights are kept in order and burning brightly, unless it be expedient to conceal them.

Night lookouts at anchor. 1028. When at anchor at night, he shall have the proper lookouts stationed, and shall require that the anchor lights be kept burning brightly. He shall see that lookouts are stationed during the day as may be necessary, and shall always have at least

Lookouts when underway in thick weather. one lookout stationed forward when underway in thick weather due to fog, mist, falling snow, heavy rain storms, or other causes. In all cases the commanding officer shall require a strict compliance with the "Rules for preventing collisions."

Fires not to be hauled in threatening weather. 1029. He shall not permit fires to be hauled during heavy or threatening weather unless the vessel has two or more boilers, in which case fires may be hauled under one of them if the necessity is urgent. (See art. 1253.)

Collision. 1030. In the event of a collision between a cutter and another vessel, he shall proceed as follows:

Assistance. (a) He shall at once offer such assistance to the other vessel as he may be able to render, and do all in his power for the safety of both vessels and their crews and passengers, if any.

Investigation. (b) He shall at once investigate the matter, ascertain as nearly as possible the loss or damage to each vessel, and endeavor to fix the responsibility. (See art. 2392.)

Report of particulars. (c) If the collision occur in the waters of the United States or at sea, and it result in the loss of life or damage to person or property, he shall make a report of the facts, giving the number of lives lost, if any, and the probable amount of damage to each vessel, respectively, together with a description of the vessel with which the collision occurred and, if obtainable, the nature of her cargo, the names and residences of her owner or owners, consignee, and master, the port from which she last sailed, and to what port she was bound when the accident happened.

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

Libel proceedings. (e) Should it become necessary to libel a vessel in a foreign port, such libel proceedings should be instituted in the name of the United States. In such case, he shall inform Headquarters of his action.

Board of investigation after grounding, etc. 1031. He shall convene boards of investigation as required by article 2305-b, and shall report to Headquarters every instance in which a ship under his command touches the ground, has a collision, fire on board, any serious accident to the hull, spars, machinery, or boilers, or other important mishap of like nature. He shall forward with the report a statement of all the circumstances attending the accident.

Shipwreck. 1032. In case of shipwreck or other disaster whereby the vessel may be lost, he shall proceed as follows:

fulfillment of all the objects for which the service was established and is maintained, and not with a view of covering distance only.

1048. The following regulations shall be observed as to passengers and guests:

(a) He shall receive no passengers on board without permission of Headquarters or as provided in this article, and in article 1046, nor, except as stated in article 843, shall he permit a passenger to interfere in any manner in the management of the vessel.

Passengers.
Permission of Headquarters.

(b) He shall not permit a woman to reside on board the vessel, nor, without permission of Headquarters, to take passage thereon which may last overnight.

A woman shall not reside on board.

(c) When the vessel is actively participating in any public ceremony, or naval parade, or is ordered on any special mission or service, he shall see that only official persons are received on board, except by direction or permission of Headquarters.

Official guests.

(d) The provisions of that part of paragraph a of this article relating to passengers shall not be construed as applying to a male person who may be the guest of an officer for a limited period and whose presence on board will in nowise interfere with the comfort of others or the proper discipline of the vessel. The commanding officer is enjoined to use discrimination in such matters, and his consent shall invariably be obtained before such person is received on board.

Guests of an officer.

(e) Whenever a person is received on board, under the provisions of the preceding paragraph, for more than one day, the commanding officer shall report the fact to Headquarters, giving the name of such person and the time of his coming on board and leaving, together with the name of the officer who invited him.

Names of guests to be reported to Headquarters.

(f) No person shall be quartered in the wardroom whose presence there would not be agreeable to the wardroom officers, except in the interests of the public service. (See art. 2706.)

Persons in wardroom.

(g) He shall always receive on board distressed seamen of the United States and shipwrecked persons, having due regard for the health of his own officers and crew. He shall also extend such aid as lies in his power to distressed vessels and seamen of countries with which the United States are at peace. They shall be furnished rations and transportation to the nearest or most convenient port of the United States, and shall bind themselves to conform to the regulations of the vessel while on board.

Distressed seamen and shipwrecked persons.

1049. He shall not permit new work or alterations of any kind to be erected, constructed, or put into any part of a vessel under his command, unless the same shall have been authorized by Headquarters. (See art. 2646.) He shall, when he deems it important, recommend any reasonable changes or alterations in the vessel which would, in his opinion, render her more efficient or improve her qualities in any particular, and, if practicable, state the probable cost of such changes or alterations. He shall, as far as possible, and when in accordance with the interests of the Government, cause all repairs to the hull, machinery, spars, boats, and all other articles of equipment and outfit to be made by the ship's company. (See art. 2669.)

Changes and alterations in vessel and her equipment.

Repairs to be made by ship's force.

- Wharfage.** 1050. He shall not, except in case of stress of weather, disabled machinery, or other exigencies of the service, incur expense for wharfage without the permission of Headquarters. The attendant circumstances in each such case shall be reported to Headquarters.
- Employment of a boat or vessel.** 1051. He shall not, except in emergencies that will not permit of delay, hire or employ any boat or vessel without first obtaining authority therefor from Headquarters; but if such an emergency arise, he shall, as soon as possible, report the fact to Headquarters, stating particularly the necessity for the employment of the boat or vessel and the price agreed to be paid for her services. (See art. 2673.)
- Enforcement of the provisions of law.** 1052. He shall be vigilant and firm in the performance of his duties and shall act at all times with proper discretion in executing those provisions of law with the enforcement of which the Coast Guard is charged by employing all proper and legal means at his command, but without injury to commerce and navigation or encroachment upon the legal rights of individuals.
- Vessel placed out of commission.** 1053. He shall, when a vessel under his command is placed out of commission, see that all prescribed returns are made; that the deck and engine departments are in proper condition, and that the ship and her equipments are turned over to the designated authority. (See art. 954.)
- Settlement of ship's bills.** 1054. When detached from a vessel, depot, or office, or when permanently leaving a port, he shall, before taking his departure, see that the necessary steps are taken for the settlement of all bills against the Government. (See art. 1981.)
- Authorized to administer oaths.** 1055. The commanding officer of a cutter is authorized to administer oaths of allegiance and such other oaths as may be necessary for the proper conduct of the service, and also to administer oaths generally in Alaska. (See art. 603.)

THE EXECUTIVE OFFICER.

- Definition.** 1081. The line officer next in rank to the commanding officer shall be the executive officer. If detached, disabled, placed under arrest, suspended from duty, or otherwise unable to perform the duties of his office, his duties shall devolve upon the line officer next below him in rank attached to and on board the ship. He shall, when on board ship, regard himself as always on duty.
- Represents commanding officer.** 1082. It is the intent of these regulations to constitute the executive officer the direct representative of the commanding officer in maintaining the military and general efficiency of the ship. As such representative, and in order that he may properly perform the duties imposed upon him, he shall, while executing the orders of the commanding officer, have all necessary authority for the performance of such duty. (See art. 839.)
- No independent authority.** 1083. He has no authority independent of the commanding officer, from whom his orders shall be considered as emanating, and the details of duty hereinafter laid down shall be regarded as in the execution of the orders of the commanding officer. He shall receive all orders relating to the general duties of the ship directly from the commanding officer, and shall transmit them to

the other officers as may be necessary. He shall be responsible for their faithful execution.

1084. The executive officer shall take the deck whenever all hands are called for any particular duty, exercise, or evolution, and, unless otherwise directed by the commanding officer, shall see that every officer of the ship fit for duty is at his station. (See art. 963.)

Station at "all hands," etc.

1085. He shall carry out all details of duty in connection with the cleanliness, good order, efficiency, and neat, trim, and seamanlike appearance of the vessel. For the strict performance of these duties he shall be responsible to the commanding officer.

Details of duty.

1086. He shall keep himself informed of the policy of the commanding officer as required in articles 839-7 and 961.

To keep informed of policy of commanding officer.

1087. He shall not occupy the cabin for his quarters during the temporary absence of the commanding officer, nor shall he permit the cabin to be used for other purposes, except by proper authority or in emergencies.

Not to occupy cabin.

1088. He shall not be required to stand watch or day's duty, except as provided in article 1603, but may relieve the officer of the deck, as a matter of accommodation, for short periods.

Watches and day's duty.

1089. He shall not be required to do boarding duty nor be detailed for duty requiring his absence from the vessel except as provided in article 1040.

Duty away from vessel.

1090. When not standing the morning watch, he shall keep a morning order book, in which he shall enter the morning orders for the guidance of the officer of the deck. (See art. 1192.)

Morning order book.

1091. He shall keep a conduct book and a liberty book. (See arts. 758 and 768.)

Conduct book and liberty book.

1092. He shall carry out, under the direction of the commanding officer all details of duty in connection with the organization, police, inspection, discipline, exercise, and efficient condition of the crew as set forth in these regulations.

Carry out details of organization.

1093. He shall, under the immediate direction of the commanding officer, conduct the exercises at general quarters and quarters for inspection, and collision, boat, and fire drills. He shall prepare and submit on the prescribed form the report of fire drills.

General quarters and drills.

1094. (1) He shall be responsible for the cleanliness and good condition of all compartments, and of all bulkheads, doors, valves, and pipes within them, except those under the supervision of the senior engineer officer. He shall also be responsible for the cleanliness and appearance of the casings and bulkheads around all machinery outside of the engine department, and of all pipes, the smokestack, hatches, ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the commanding officer. He shall see that the water tanks are kept clean and properly cemented. He shall see that all spare articles, and that the spars, standing and running rigging, sails, and hawsers, are at all times in good order and protected from chafe.

Good condition of compartments, casings, bulkheads, pipes, spars, rigging, etc.

(2) He shall, under the direction of the commanding officer, be responsible for the care and good condition of the vessel's ground tackle, and shall see that the chains are distinctly marked

Ground tackle.

- Readiness for use.** at each shackle, properly fitted, the ends securely fastened below, the shackle pins in good order and ready for slipping, and that all arrangements are perfected for getting underway, anchoring, mooring, unmooring, shifting and slipping, without unnecessary delay. The chain cables shall be overhauled every six months. They shall, if practicable, be roused out of the chain lockers and thoroughly overhauled each time the vessel is taken out of the water. Kedges and boat anchors shall be kept ready for use, and stowed in convenient places.
- Chain cables to be overhauled.**
- Kedges and boat anchors.**
- Watch buoys.** (3) When advisable, a suitable watch buoy, with a sufficient length of buoy rope, shall be attached to each working anchor, and spare buoys shall always be kept on board. When anchoring in unsurveyed or exposed localities or on a rocky bottom, anchors shall be properly buoyed.
- Capstan and windlass.** (4) Particular attention shall be given to the capstan, windlass, and compressors, and they shall be overhauled whenever necessary and kept in the highest state of efficiency.
- Inspections.** 1095. All parts of the ship shall be open for his inspection, and he shall make a daily inspection at such hour as may be prescribed in the daily routine bill, and report the fact and such matters as may require attention to the commanding officer.
- Bathrooms and water-closets.** 1096. He shall detail an enlisted person of the deck department as "captain of the head," whose special duty shall be to keep the bathrooms and water-closets forward clean and sanitary.
- Shall detail gunner's assistant.** 1097. He shall, as occasion may require, detail a competent enlisted person to assist the gunner.
- Knowledge of the physical and other abilities of each member of crew.** 1098. He shall keep himself informed, as far as possible, of the physical capacity, service, record, and experience of each member of the crew, in order that he may station him to the best advantage. If he has any doubt as to a person's physical ability to perform the duty required of him, he shall report the fact to the commanding officer.
- Sick call.** 1099. He shall attend sick call when no medical officer is attached and present for duty.
- Binnacle list.** 1100. He shall cause the binnacle list, if any, to be posted daily before 9.30 a. m. (See art. 1375.)
- Safety of the vessel at night.** 1101. He shall see that all necessary precautions for insuring the safety of the vessel at night are taken before 8 p. m.
- Magazine.** 1102. Whenever the magazine or ammunition rooms are opened he shall see that all necessary precautions to guard against accidents are taken, and that the provisions of article 976 are strictly observed. (See arts. 1865, 1866, and 1867.)
- To consult commanding officer.** 1104. He shall not begin any important work without consulting the commanding officer and obtaining his consent.
1105. He shall perform the following duties relative to stores and stowage:
- (a) When a vessel which has been temporarily laid up goes into commission he shall examine the "Record of public property" and shall report to the commanding officer all discrepancies, omissions, and other errors found therein. When a vessel is fitting out or when a new vessel goes into commission, he shall examine and make a memorandum of all stores and equipments placed in his charge, reporting any defects or deficiencies to the commanding officer.

- (b) He shall designate the places for the stowage of all articles, and they shall not be changed therefrom without his permission. **Stowage of articles.**
- (c) He shall, under the direction of the commanding officer, superintend the stowing of the ballast, provisions, and all other articles that are placed in the holds and shall see that they are so disposed as to trim the vessel properly, and that everything is well chocked to prevent fetching away in heavy weather. He shall inspect the holds frequently, break them out once in six months, or oftener when necessary, and shall see that they are kept clean and sweet at all times. **Stowage and inspection of holds.**
- (d) He shall be responsible for the proper care, use, and economical expenditure of all supplies and outfits for which he is accountable in the "Record of public property." **Expenditure of stores.**
1106. He shall exercise a general direction and supervision over all work of the deck department and shall be responsible for its proper performance. **Supervision over work.**
1107. He shall read to the officers and crew at the first general muster after their receipt all orders and other matters from Headquarters which are required to be published to the ship's company, and the fact shall be entered in the ship's log. **General orders.**
1108. He shall, under the direction of the commanding officer, be the enlisting officer of the vessel. (See art. 318.) **Shall make enlistments.**
1109. He shall, under the direction of the commanding officer, have immediate supervision of all repairs and alterations to the vessel, except those pertaining to the engine department. **Supervision of repairs.**
1110. He shall communicate to the officer of the deck any instructions or orders concerning the vessel or crew that he desires to have carried into effect. (See arts. 1082 and 1086.) **Instructions to officer of deck.**
1111. He shall aid the commanding officer in every way possible in performing the duties assigned him. **To aid commanding officer.**
1112. When the post-office authorities deliver mail matter to a cutter for transportation to some other port or place, the executive officer shall be responsible for its safe-keeping and prompt delivery to the proper authorities. He shall also see that all "ship letters" received on board a cutter are promptly delivered to the postal authorities upon arrival at the first port at which there is a post office. **Safe-keeping and delivery of mail matter.**

THE NAVIGATING OFFICER.

1115. The navigating officer shall have charge of the navigator's department and shall perform the duty of navigating the vessel. (See art. 1602-c.) **To perform navigating duties.**
1116. He shall be responsible for the care and good order of the steering gear in general, except the steam steering engine, and shall be furnished with the necessary means for keeping it always ready for use. He shall also be responsible for the care and good order of the pilot house, chart room, and navigator's storeroom and lockers. **Responsibilities.**
1117. He shall be responsible for the care, use, and economical expenditure of all supplies and outfits in the "Record of public property" for which he is accountable. **Charge of stores.**

- Compasses.** 1118. He shall give the standard and the steering compasses personal attention and frequently calculate their errors and compare them. (See art. 1017.)
- Corrected deviation tables.** 1119. He shall prepare and keep corrected deviation tables of the standard and the steering compasses, each to be distinctly marked to show to which compass it belongs, framed under glass, and placed where it can be easily referred to by those concerned with the navigation of the ship. (See art. 1017.)
- Standard compass not to be disturbed.** 1120. He shall not move the standard compass nor in any manner disturb its compensating apparatus unless authorized to do so by the commanding officer; and, so far as possible, he shall see that no disturbing articles or substances are placed near the compasses.
- Courses and bearings.** 1121. All courses and bearings that are entered in the ship's log shall be marked to show whether they are magnetic or by standard or steering compass. When bearings are given, the ship's head by standard or steering compass also shall be stated.
- Boat compasses.** 1122. He shall see that all boat compasses are properly stowed and always in order and ready for use.
- To locate anchorage position.** 1123. He shall, at the time of anchoring, accurately locate the vessel's position and enter in the ship's log the necessary data for plotting its position on the chart. (See art. 1025.)
- Chronometers and deck clocks.** 1124. The chronometers and deck clocks shall be under his charge, and he shall regulate the ship's time. He shall attend personally to the chronometers, unless prevented by other duties or temporary absence; shall wind them daily at 8 a. m., and immediately thereafter report them wound to the commanding officer. In case he is prevented from attending to these duties, the officer of the deck shall perform them. He shall avail himself of every opportunity to verify the errors and rates of the chronometers and shall compare them frequently, noting the comparisons in a book which he shall keep for that purpose.
- To ascertain ship's position.** 1125. He shall, when cruising, 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. He shall take such observations and make such calculations concerning the ship's position as the commanding officer may deem necessary.
- To study charts, sailing directions, and pilotage.** 1126. He shall make a careful study of the charts, sailing directions, and other aids to navigation in whatever waters the vessel may cruise, and shall avail himself of every opportunity to acquire a thorough knowledge of the necessary pilotage.
- To call attention to shoals.** 1127. He shall call the attention of the commanding officer to all shoals, and other dangers to navigation, not properly charted, as soon as they are discovered.
- To locate and report shoals.** 1128. He shall, if practicable, accurately locate such rocks or shoals as are not properly charted, and shall make report in writing to the commanding officer, giving all data of an important nature concerning them that he can obtain. (See art. 1003.)
- Charts and books to be kept corrected.** 1129. He shall see that the charts, sailing directions, and light and buoy books are kept corrected to date, in accordance with his personal observations and such reliable information as may be supplied him, or as he may be able to obtain. He shall see that

all charts are corrected to date before using them. (See art. 1019.)

1130. When the vessel is approaching land, shoals, or rocks he shall remain on deck, should the commanding officer deem it necessary, and give particular attention to the courses and soundings. If it appear to him that the ship is running into danger, he shall at once notify the commanding officer if the latter be on the bridge; otherwise he shall immediately advise the officer of the deck as to a safe course to be steered, and shall promptly report the circumstances to the commanding officer. (See arts. 1168 and 1183.)

To navigate vessel when approaching land.

1131. His station during any particular duty, exercise, or evolution, when the vessel is underway, shall be on the bridge or where the commanding officer may direct; when entering and leaving port, his station shall be on the bridge. When on the bridge, in these cases, he shall con the ship under the direction of the commanding officer.

Station during exercises and when entering or leaving port.

1132. The navigator shall, upon request, furnish the senior engineer officer such data from the ship's log as may be required for entry in the machinery log.

To furnish data for machinery log.

1133. He shall supervise and be responsible for the proper preparation of the ship's log. (See art. 1666.)

Preparation of ship's log.

THE ORDNANCE OFFICER.

1139. The ordnance officer shall have charge of the ordnance department and be responsible for the care, use, and economical expenditure of all ordnance stores and equipment. (See art. 2305-a-4.)

Duties.

1140. He shall give particular attention to the breech mechanism of all guns; the cleanliness and good condition of the magazines, armory, ammunition rooms, and storerooms of his department; the proper stowage, care, preservation, and service of ammunition and of all other explosives on board ship; and such inspections, examinations, and tests thereof as may be prescribed.

Responsibilities.

1141. (1) He shall frequently inspect the battery and small arms, and all the appurtenances, equipments, and other materials belonging to the ordnance department, the magazines, ammunition rooms, passages, light boxes, flood cocks, and outlet and overflow pipes.

Inspection of equipment and ammunition rooms.

(2) He shall ascertain whether the magazines and ammunition rooms are dry and thoroughly tight, the means for flooding and draining them are efficient and in order, and the arrangements for the stowage of the ammunition are complete, and shall see that the appliances for lighting the rooms are in good order, the lenses clean, carefully set, and without fracture, the lighting apparatus in order, well ventilated, ample in power, and capable of burning at least four hours, and that the means for supplying ammunition to the battery are safe and efficient. (See arts. 1102, 1865, 1866, 1867, and 1868.)

Condition of ammunition rooms.

(3) He shall regularly inspect the dry guncotton weekly and monthly, and the wet guncotton quarterly. These inspections shall be conducted in accordance with the instructions contained in the pamphlet "General Description of the Manufacture, Stor-

Inspection of guncotton.

age, Care, and Handling of Gun Cotton," and their results shall be entered in the ship's log. Defective guncotton shall be delivered to the commandant of the nearest naval station, and a statement of the facts, in duplicate, made to Headquarters.

Inspection of magazine.

1142. Magazines on shipboard containing powder or fixed ammunition shall be critically examined daily. The temperature shall be noted and recorded, and it shall be observed whether the air is good and untainted, and whether normal conditions exist, and the fact of such inspection shall be noted in the ship's log with appropriate remarks. This daily examination shall be made under the supervision of the ordnance officer by the gunner or such other person as the commanding officer may designate. The flood cocks shall be tested weekly and their condition reported to the executive officer, and entered in the ship's log. He shall see that they are examined, and overhauled if necessary, whenever the ship is taken out of the water.

Gunner his assistant.

1143. In the discharge of his duties he shall be assisted by the gunner.

Opening of magazine or ammunition rooms.

1144. Whenever in the performance of his duties it becomes necessary to open magazines or ammunition rooms, the ordnance officer shall obtain the keys from the commanding officer, and notify the executive officer before opening the rooms.

THE RADIO OFFICER.

Responsibility.

1147. The radio officer shall have charge of and be responsible for the upkeep, efficiency, and operation of all electrical equipment other than that assigned to the engine department. In the performance of this duty the electricians are his assistants. (See arts. 1537 and 2645.)

To keep informed of laws and regulations governing radio communication.

1148. He shall inform himself regarding the installation and operation of the radio equipment, the laws and service regulations governing radio communication, and the practice and accounting methods of the same, in order that he may intelligently administer the affairs relating thereto. (See art. 3242.)

In charge of monetary transactions concerning commercial radiograms.

1149. He shall be responsible for and have charge of all monetary transactions involved in the transmission of commercial radiograms on the vessel, and shall collect and forward to Headquarters all moneys due on such messages, together with duly notated copies of the radiograms covered. All radiograms of this class originating on the vessel shall be submitted to the radio officer, and by him to the commanding officer for approval, before they are transmitted.

To inform commanding officer relative to qualifications of the electricians.

1150. He shall examine into the qualifications of candidates for enlistment or advancement in the grades of electrician, availing himself of the services of the senior electrician in such manner as he may deem advisable, and shall keep the commanding officer informed as to the ability and efficiency of each electrician.

Radio books and blanks.

1151. He shall see that the vessel is kept supplied at all times with the necessary books and blanks for recording radio operations, and that the same are properly filled in and submitted to Headquarters in accordance with the regulations.

1152. (1) The ship's file of all official and commercial radio-grams shall be open to his inspection at all times, but his information in this respect shall invariably be confidential. Radiograms open to his inspection.

(2) He shall submit to the commanding officer, before 9 a. m. each Tuesday morning, copies of all radiograms received, relayed, and transmitted during the preceding week ending with Saturday, and duplicate copies of all commercial radiograms so received, relayed, and transmitted, for forwarding to Headquarters. Copies of radiograms submitted to commanding officer weekly.

1153. He shall see that the radio log is properly prepared and submitted as required. (See arts. 1680 and 1681.) To see radio log properly kept.

THE COMMISSARY OFFICER.

1155. The commissary officer shall have charge of and be responsible for the money and stores of the general mess. (See art. 2731.) Responsibility.

1156. He shall, when practicable, be present and receive the stores of the general mess when they are delivered on board, and shall always satisfy himself that they are good and wholesome, and, in respect to quantity and quality, in compliance with the contract. When necessary he shall be present when rations are issued for the crew. Inspection of general mess stores.

1157. He shall be responsible for the cleanliness and good order of the storerooms in which the provisions for the general mess are stored, and shall inspect them frequently and report their condition to the executive officer. Condition of storerooms.

1158. As the officer in charge of the general mess he shall have under his direction as aids the master-at-arms and his assistant, the cook, and the general mess attendants, and shall be responsible for the cleanliness of the general mess outfits. Assistants for conduct of general mess.

1159. When an officer for any reason ceases to have charge of the general mess, he shall turn over by duplicate return, duly certified by him, to the officer who succeeds him all stores and money on hand. These returns shall be received by the officer taking charge and approved by the commanding officer. One copy shall be immediately forwarded to Headquarters, and the other retained for the ship's files. Procedure when commissary is relieved.

THE CLOTHING OFFICER.

1161. The clothing officer shall have charge of and be responsible for the clothing supplies. Responsibility.

1162. He shall be responsible for the cleanliness and good order of the clothing storerooms, and shall inspect them frequently and report their condition to the executive officer. Cleanliness and good order of storerooms.

1163. (1) He shall give personal attention to the preservation and issue of clothing supplies. (See arts. 2253 and 2254.) Preservation and issue of clothing.

(2) He shall, at the end of each quarter, make out and submit upon the prescribed form for the approval of the commanding officer, a "Quarterly return of clothing received and issued." If he be detached or relieved before the end of a quarter he shall turn over his accounts, together with any clothing remaining on hand, to his successor, taking his receipt therefor; and a copy of the return, properly receipted, showing the clothing transferred, shall be submitted to Headquarters. Clothing return.

Condition of packages to be noted. 1164. (1) Before packages containing clothing are accepted from railroad, steamboat, express, or other transportation agencies, the condition of the packages shall be carefully noted by the officer receiving them, and this condition clearly written in ink upon the face of the receipt.

Inspection of packages of clothing. (2) Upon the receipt of clothing ordered, the packages shall be opened in the presence of the clothing officer and the invoices verified by him. Should the clothing or any portion thereof be damaged in any way, or the quantity be short of the invoice, the facts shall be reported at once in writing to the commanding officer. (See art. 2511-3.)

Reporting discrepancies. (3) In case of discrepancies between the quantities marked on regular bales and their actual contents, the numbers on each bale and the initials on the burlap, and also on the paper inside the bale, shall be stated in the letter reporting the differences.

To report damaged clothing to commanding officer. 1165. In the event of clothing becoming damaged or unserviceable by being kept on board, the clothing officer shall report the fact to the commanding officer, who shall at once convene a board of survey to report upon such clothing. (See art. 2511-2.)

Reporting defects in clothing. 1166. In reporting defects in garments which have proved unsatisfactory, the garment tickets shall be inclosed, if possible, and samples of the garments or other articles complained of, with description of wear, washing (whether washed on board ship or ashore and what washing agent was used), and the general treatment the garments have received, shall be forwarded with the report, which shall be addressed to Headquarters.

THE OFFICER OF THE DECK.

Definition. Responsibility. 1168. The officer of the deck is the officer on watch. He shall be responsible for the safety of the ship, subject to any orders received from the commanding officer. (See arts. 1024, 1130, and 1183.)

Authority. 1169. He is the representative of the commanding officer, and every other person on board subject to the orders of that officer, except the executive officer, shall be subordinate to him.

To remain on deck until relieved. 1170. He shall, when the vessel is underway, and at all other times when sea watches are being stood, remain on deck and in charge until regularly relieved. He shall not engage in any occupation that will distract or tend to distract his attention from the care of the vessel.

To be on deck during working hours. 1171. When in port and not standing regular sea watches he shall remain on deck during working hours, except when the proper performance of his duties requires his temporary absence therefrom, and shall remain in charge of the deck until regularly relieved. He shall not engage in any occupation that will interfere with the duties and responsibilities devolving upon him as officer of the deck. After working hours he shall make frequent inspections about decks and guard against irregularities.

Pilotage. 1172. The officer of the deck and all other line officers are required and particularly enjoined to make an early and careful study of the pilotage of the cruising districts of the vessels to which they are respectively attached, so that they may be fully

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

1173. Before taking charge of the deck an officer shall make himself thoroughly acquainted with the position of the vessel with reference to vessels in sight, and to any land, shoals, or rocks that may be near, or which the vessel may be approaching; with the general condition of the weather; with the course, speed, condition, and amount of sail set; with all orders that remain unexecuted, and the instructions in the night order book, which latter he shall initial; with the condition of the running lights, if they be set, and any other appliances required by law to be in operation or at hand in order to prevent collision; and with the distribution of the force on deck available for duty. He shall also receive from the officer whom he is to relieve all other information which any special circumstances may render important for his guidance. After becoming familiar with the foregoing particulars he shall relieve the officer of the deck and assume charge.

Duties before taking charge.

1174. He may, when the vessel is underway, decline to relieve the deck until the relief watch is up and ready for duty, or until any particular movement or evolution that is being performed shall be completed, and the sails properly trimmed. If the vessel be in a perilous position, he may decline to relieve the deck until he has reported the fact to the commanding officer and received his orders.

May decline to relieve deck under certain circumstances.

1175. The officer of the deck shall bear in mind that his manner of performing duty has a great influence upon the discipline of the crew and the efficiency of the ship; that he should be dignified, discreet, zealous, energetic, and subordinate, displaying a feeling of deference to superior officers and a spirit of kindness to subordinates. He shall himself scrupulously obey all orders and regulations, and shall require obedience to the same of his subordinates. He shall avoid the use of harsh language, and while never permitting any duty to be performed in a careless, indifferent, or dilatory manner, shall protect the crew from all unnecessary annoyance.

Bearing and manner.

1176. He shall, when giving orders, use only the phraseology customary in the service, without any unnecessary repetition; he shall use a decided and authoritative tone, sufficiently loud only for the occasion. He shall, when giving orders that are to be repeated or passed, use the exact words proper to pass them and not permit any changes or additions by his subordinates. He shall instruct and require the crew to avoid unnecessary noise and confusion by obeying orders silently, and shall not permit any unseamanlike singing out.

Manner of giving orders.

1177. He shall report at once to the executive officer any defect or deficiency of which he may become cognizant.

To report defects.

1178. He shall see that the warrant and petty officers of the watch are attentive to their duties, and that they require the men on deck to be on the alert and ready for a call.

Warrant and petty officers of the watch.

To keep ship
out of danger.

1179. When at sea, and especially when approaching land, or in pilot waters, the officer of the deck shall keep himself informed of the position of the ship; whether land or lights are in sight, or whether either are likely to be seen, and of all other particulars which may be of use to him in keeping the ship out of danger. He shall have frequent soundings taken in thick weather when on soundings. At all times when near land or shoals, he shall have the means of taking soundings at hand and ready for use, and at such times whenever in doubt as to the position of the vessel shall have soundings taken frequently.

Precautions to
prevent acci-
dents.

1180. He shall see that the lookouts and other members of the watch are at all times alert, at their stations, attentive, and ready for duty; that every necessary precaution is taken to prevent accidents; that a boat is always ready for lowering and the life-buoys ready for letting go; that the sails are trimmed to the best advantage, and that everything is ready for shortening sail, particularly in squally weather. He shall exercise great care that the ship is skillfully steered and kept on her course, and shall keep a correct account of the courses, the speed and leeway made. He shall see that the running lights are kept burning brightly from sunset to sunrise, and that their condition is reported to him every half hour, except, when for any reason they are not set (see article 1699-*k*), he shall have them ready for immediate use; that the provisions of law to prevent collisions are fully complied with when approaching vessels and at all other times; that such extra lookouts as may be deemed necessary are stationed; that nothing is placed near the compasses that will change their errors; and that the signals for closing the water-tight doors are sounded at once when there is danger of a collision.

Duties while
cruising.

Running lights.

To prevent col-
lisions.

Lookout and
trick at the
wheel to be
two hours each.

1181. A regular trick at the wheel, and the length of time a lookout may be required to remain at his post, shall be two hours. This time shall not be extended, nor shall the same person be compelled to stand a lookout and a trick at the wheel during the same watch, except in cases of necessity, the nature of which shall be stated in the ship's log. When these persons are exposed during very inclement weather, the officer of the deck shall have them relieved as frequently as he may judge necessary to preserve their health. To insure the vigilance of the lookouts, he shall require them to call out their stations every half hour, and to report at the same time the condition of the running lights, if they be set.

Coxswains to
make proper re-
ports.

1182. He shall require the coxswains of the lifeboats to report to him daily at sunset the condition of the boats in respect to their readiness for service; and at sea he shall require the coxswain of the lifeboat's crew of the watch to make the same report at the beginning of each watch, and every half hour during its continuance.

Speed and
course.

1183. He shall not, except to avoid danger, change the course, alter the speed, or perform any important evolution without directions from the commanding officer, and he shall report the change to him as soon as possible. This shall not be so construed as to require the reporting of any temporary change of course in meeting or passing other vessels, unless so directed by the com-

manding officer. When on soundings he shall regard advice from the navigator as sufficient authority to change the course, but shall report the change to the commanding officer at once. (See art. 1130.)

1184. When the commanding officer is on the bridge the officer of the deck shall not change the course, alter the speed, nor perform any important evolution without consulting him.

Shall consult commanding officer as to change of course. Reports made to commanding officer.

1185. He shall promptly report to the commanding officer all vessels which he may deem necessary to specially notice, and all vessels whose proximity is made known during the night, or in foggy or other thick weather, by their signals. He shall promptly report all lights, buoys, and day marks; all land, shoals, rocks, or discolored water made or sighted; all wrecks and derelicts; all material changes in the weather or shifts of wind; all signals made; all changes in course or speed made by himself; any marked change in the barometer, force of the wind, state of the sea, or marked indications of bad weather; the display of storm signals on shore; all serious accidents; the hours of 8 a. m., noon, and 8 p. m., and in general, all occurrences worthy of notice. He shall make these reports in person when the commanding officer is on the bridge, otherwise by messenger. He shall, if he deem it necessary, request the presence of the commanding officer on deck.

1186. If he discover that a buoy or other aid to navigation has been shifted or otherwise displaced from its proper position, or is out of order, he shall communicate the fact to the commanding officer at once.

Displacement of aids to navigation.

1187. When the vessel is underway, or when sea watches are stood, the officer of the deck shall be provided with a bridge book in which he shall note all of the necessary data for entry in the ship's log.

Bridge book.

1188. He shall, when his watch as officer of the deck is ended, and as directed in articles 1672 and 1673, immediately write and sign in the ship's log the data and remarks covering his period of duty, and then turn the bridge book over to his relief.

Write and sign ship's log.

1189. He shall make no official signals without authority of the commanding officer, except the usual steam whistle signals to passing vessels, or to warn vessels of immediate danger. He shall see that a good lookout is kept for signals; that none is answered until understood; and that the authorized appliances for making signals of all kinds are at hand and ready for use, night and day. He shall see that all official signals and messages, including those transmitted orally, are immediately entered in the bridge book, noting the time and the name of each vessel or station to or from which the signal or message was sent or received.

Shall not make official signals without authority of commanding officer.

Signals entered in bridge book.

1190. When standing sea watches he shall have the relieving watch called 10 minutes before the end of the watch. When the bell is struck he shall have both watches mustered and shall receive the reports of the leaders, whereupon the old watch shall be relieved. He shall then have the lifeboat's crew mustered, requiring each man to recite his station and duties at "Man overboard." During the night he shall require the leader of the watch to visit all accessible parts of the vessel every half hour, or oftener, if necessary, to see that no irregularities are occurring, that no improper lights are burning, that the authorized lights are

Mustering and relieving watches.

Warrant or petty officers of watch to make frequent inspections.

- in good condition, and that the prisoners, if any, are secure and their needs attended to. He shall require the results of these inspections to be reported promptly to him. When sea watches are not being stood, he shall require the anchor watch to visit the prisoners, if any, at least once during his watch, to ascertain their condition and needs, and, when necessary, to report their condition to him. (See art. 1514.)
- Prisoners.** 1191. He shall never, on his own authority, carry sail or alter the speed beyond that ordered when he took the deck, except in case of emergency, when he shall report promptly his action to the commanding officer. He may reduce sail, short of reefing, if he deem it necessary, but when he does shorten sail, he shall report the fact promptly to the commanding officer. He shall inform the engineer officer of the watch when sail is made and also when it is taken in.
- Carrying sail or altering speed.** 1192. He shall, weather and other circumstances permitting, carry out the instructions laid down in the routine bill and morning order book, modifying them as may be necessary to comply with the orders of the commanding and executive officers. (See art. 1090.)
- Routine and morning orders; washing decks.** 1193. When at sea, he shall not permit either the gun ports or air ports to be opened without the knowledge and consent of the commanding officer, and shall see that such as have been opened are closed and secured by sunset, or sooner if in his judgment it be necessary to prevent seas from entering the ship. When getting underway he shall have all air ports closed. While at anchor the ports may be kept open when the weather permits, but not so as to jeopardize the health of the ship's company. (See arts. 1497-3 and 1518.)
- Gun ports and air ports.** 1194. He shall see that mail for the ship's company is properly distributed. (See art. 1757.)
- Distribution of mail.** 1195. He shall be on deck to receive reports, give instructions, and execute routine and other duties, except when personally superintending or directing work in progress below decks.
- Not to give orders from below decks.** 1196. It is not sufficient when carrying on work or performing duty simply to give directions to warrant officers, petty officers, or others, but, in the exercise of his authority as officer of the deck, he shall personally see that the directions given him, or that he may give to others, are executed promptly and in a proper manner.
- Personal attention to duties.** 1197. He shall not permit a boat to come alongside of, or depart from, the vessel without his knowledge and, unless prevented by urgent duty, shall attend the gangway on the arrival and departure of each boat, except between 10 p. m. and "turn to" hour, and as provided in article 1200.
- Arrival and departure of boats.** 1198. He shall see that all officials who come on board or leave the vessel are shown the honors to which they are entitled, and that all persons who come alongside or visit the vessel are received courteously.
- Marks of respect to officials and others.** 1199. He shall be at the gangway to receive, and shall accompany to the side, all commissioned officers unless prevented by urgent duties. (See art. 3036.)
- Commissioned officers.** 1200. He shall be at the gangway when the liberty parties leave the vessel, and also when the liberty boat returns, though it
- Liberty men.**

be later than 10 p. m., and shall see that the men do not bring with them any prohibited articles. (See art. 1197.)

1201. He shall have all boats, tenders, or lighters that come alongside with stores or supplies of any kind discharged promptly, being careful that no prohibited articles are brought on board. Boats promptly discharged.

1202. He shall see that all articles sent away from, or received on board, the vessel are properly handled, stowed, and protected from loss, injury, or damage. He shall cause all necessary precautions to be taken to prevent injury to the ship and boats. Handling and stowage of articles.

1203. He shall give particular and personal attention to the appearance and condition of the ship's boats; and when a boat is called away he shall inspect it and see that it is in order and prepared in all respects for the duty to be performed, that it is properly manned, and its crew suitably dressed. Attention to boats.

1204. He shall see that meals are kept for persons absent on duty from the ship, if no other arrangements have been made for their food. (See art. 1714-c.) Meals kept for persons absent on duty.

1205. He shall report to the executive officer any contemplated movement of the ship's boats of which that officer is presumably not cognizant. He shall see that the boats riding at the booms and astern are in order, and that the ensigns are unshipped, except on prescribed occasions. Movements of boats; boats riding at booms.

1206. He shall cause a good lookout to be kept over all ship's boats that are away and in sight, particularly if they be under sail, and shall dispatch assistance immediately in case of accident. Lookout over ship's boats.

1207. He shall see that a constant watch is kept over all other small boats, whether power, sail, or rowboats, in the vicinity of the vessel, and shall render all possible assistance should an accident occur. Watch kept over small boats.

1208. He shall see that a boat is always ready for lowering. Boat ready for lowering.

1209. He shall carefully and patiently instruct the crew in their duties, pointing out any mistakes made and how a repetition of them may be avoided. Before sending a boat away from the vessel he shall see that the person in charge of it fully understands the nature of the duty to be performed, and how to accomplish it in a proper manner. He may permit or direct the coxswain in charge of a boat to use sail when it can be done to advantage. Instruction of crew.

1210. He shall report to the commanding officer any vessel discovered infringing the navigation, customs-revenue, or other laws of the United States, and, if possible, such vessel shall be boarded and the necessary information obtained for a complete report. He shall take such other action as the case may demand. Report infractions of law.

1211. He shall, when at anchor in a strong tideway, or with a strong wind blowing, keep a drift lead over the side, and, if possible, observe a range on shore, and take all other precautions necessary to ascertain at once if the ship drags. Drift lead.

1212. He shall keep himself informed of the scope of chain to which the vessel is riding and the condition of the hawse, and shall endeavor to keep the latter clear by properly tending ship as she swings. Scope of chain and condition of hawse.

Chains and anchors.

1213. He shall not, except in cases of emergency, pay out or heave in chain, let go a second anchor, nor heave up one that has been let go, without permission of the senior line officer on board; and should it be necessary for him to act in such cases without permission, he shall report the fact, and the occasion therefor, to such officer as soon as possible.

Neat appearance of ship.

1214. He shall see that the vessel presents in all respects a neat, trim, and seamanlike appearance. During rainy or very damp weather he shall cause the running gear to be slacked so as not to endanger it or the spars, but shall keep the yards, booms, and gaffs properly trimmed.

Ensigns and pennant.

1215. He shall see that the ensigns and pennant are displayed in accordance with the provisions of these regulations.

Lightning conductors, hand and drift leads, etc.

1216. He shall see that the lightning conductors, life buoys, and hand and drift leads are ready for use, and that they are properly used when occasion arises.

All persons to report departure and return to officer of the deck.

1217. All persons shall report their permission to leave the ship, and their return thereto, to the officer of the deck. In case of the absence of the officer of the deck from the gangway at the departure or return of an officer, these reports may be made by messenger, but they shall not be omitted. The departure and return of officers senior to the executive shall be reported to the latter by the officer of the deck.

Salutes, honors, and distinctions.

1218. He shall, so far as his authority extends, see that the regulations concerning salutes, honors, and distinctions are carefully observed.

Formation at general muster.

1219. He shall, when the ship is not underway, direct the formation of the crew at general muster, and shall call the roll.

Obtain permission to work engines.

1220. He shall obtain permission from the commanding officer before permitting the engines to be worked when the vessel is not underway, and, if necessary, shall station a responsible person at the engine telegraph or bell and take all possible precautions to prevent accident while they are being worked.

Engine telegraphs.

1221. He shall see that the engine telegraphs and other instruments fitted for transmitting signals to and from the engine rooms, the steam steering gear, and the steam whistle, are carefully tested before getting underway.

Steam steering engine.

1222. He shall, when he is instructed to get the vessel underway, or to have her ready for getting underway at a certain time, see that the senior engineer officer present receives due notice, and when the probable time of anchoring, mooring, docking, or stopping the engine for any other purpose is known, he shall give sufficient notice of the fact, not less than half an hour, if practicable, to the engineer officer of the watch, that he may make suitable preparations therefor.

Striking ship's bell.

1223. When the bell or bugle of a ship or depot commanded by an officer senior to his own commanding officer can be heard, he shall follow it in striking the bell and in sounding routine calls. (See art. 3066.)

Execution of orders and attention to conduct of watch.

1224. He shall punctually and zealously execute all orders that remain unexecuted, and all that he may receive from the commanding and executive officers, and shall see that all subordinates perform their respective duties with diligence. He shall be attentive to the conduct of the watch and of all others of the

ship's company, and shall prevent all profane, abusive, and improper language, and all disturbances, unnecessary noises, and confusion, and shall report to the executive officer those who, by their misconduct, are deserving of punishment.

1225. He shall require prompt obedience to orders, and shall see that men moving about decks on duty do so smartly. Prompt obedience.

1226. The officer of the deck shall, in the manner of performing his duties, be governed by these regulations and such rules not inconsistent therewith nor contrary to law as the commanding officer may from time to time promulgate. Governed in performing duty.

THE BOARDING OFFICER.

1228. The boarding officer shall be particular as to the following matters: Boarding officer.

(a) He shall perform his duties with as much dispatch as is consistent with thoroughness, and shall at all times conduct himself in a dignified, firm, and officerlike manner. Dispatch.

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

(c) He shall, at the request of the masters of the various vessels visited, give them such assistance and information as he is able. Assistance and information to masters.

(d) Before boarding a vessel from a foreign port, or from an infected domestic port, he shall inquire if there be, or has been during the voyage any infectious, contagious, or suspicious disease on board, and, if so, shall not expose himself to it unless absolutely necessary. If the case warrant it, he shall require the vessel to set the quarantine flag and report at the nearest quarantine station without delay. Vessels with disease on board.

(e) He shall give particular instructions to the coxswain and require him to maintain order in the boat during his absence. He shall allow none of the crew to leave the boat without his permission, which he shall not grant unless good and sufficient reasons are given therefor. When boarding a vessel underway only those of the boat's crew required to assist him shall be allowed to leave their places in the boat. Boat's crew.

(f) He shall be considerate of the health of his men and not expose them unnecessarily, nor cause them to row unreasonably long distances without suitable rests. Shall be considerate of crew.

(g) The boat shall never be left without at least one keeper, and he shall see that every precaution is taken to protect it from injury. Boat to have keeper.

(h) A vessel underway may be required to slacken her speed, stop, or heave to, if necessary, but should not be detained longer than the proper performance of the duties of the boarding officer demands. Vessel should not be detained longer than necessary.

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

Vessels that need not be boarded.

(j) Vessels laid up for repairs, or out of commission, and having no crews on board, or in charge of ship keepers only, and those exempted from examination and search by comity or treaty (see article 1009), need not be boarded except when they are violating the laws regarding the display of anchor lights, or the sounding of fog signals. The names of vessels or boats under 5 tons burden, except motor boats, shall not be entered in the boarding list, unless such vessels are reported for violation of law. The boarding list shall contain only the names of those vessels that have been boarded by an officer.

Motor boats' names to be entered.

Reexamination of vessels.

(k) If on reaching a vessel he find that she has been recently boarded by an officer of the Coast Guard, and that there is no ground to suppose that she is violating a law of the United States, he shall, unless the commanding officer has given him explicit directions to the contrary, use his own judgment as to reexamining her. (See art. 1010.)

Indorsements of boarding officer on manifests.

1229. The boarding officer shall indorse the original manifest and the copy thereof as follows:

On original.

(a) I, _____, certify that the within manifest was this day produced to me as an original manifest of the cargo on board the _____, whereof _____ is master, from _____

In witness whereof I have hereunto signed my name this _____ day of _____, 191___.

Coast Guard Cutter _____

On copy.

(b) I, _____, certify that I have examined the within manifest produced to me this day as a copy of the original manifest of the cargo on board the _____, whereof _____ is master, from _____ with the original, and find the same to agree.

In witness whereof I have hereunto signed my name this _____ day of _____, 191___.

Coast Guard Cutter _____

Boarding book.

1230. He shall keep a boarding book, which he shall use whenever he performs boarding duty and shall enter therein the rig and name in full of each vessel boarded as given in her official papers or the name on her stern if for any reason the papers can not be examined; her hailing port; the name of her master; from what port or place she last sailed; to what port or place she is bound; the nature of her cargo, or that she is light or in ballast if such be the case, and all other particulars concerning the vessel, her cargo, and voyage that he may consider of importance. If any vessel be found violating or evading the laws in any manner, he shall enter that fact in the boarding book, specifying in what manner the law is being violated or evaded, and make such other notes and comments as will enable him to submit a clear and comprehensive report of the case, which he shall do immediately upon his return.

1231. When a vessel is found violating the customs-revenue, navigation, or other laws of the United States, unless a specified method of procedure is authorized, as in the case of manifests (R. S., 2815), the boarding officer shall make a full and clear report of the case, quoting the statute, section, act, or regulation violated, to his commanding officer, who shall immediately (before the vessel's departure if practicable) forward it with his indorsement to the chief customs officer of the port where the violation was discovered. A keeper shall make such a report direct to said customs officer. This report shall contain the name of the vessel, its approximate length, name and address of the owner, name and address of the master or other person in charge, whether at anchor or underway, the place where, time when, and the date on which boarded, and the state of the weather. In case the vessel be boarded at sea or at a place where no customs officer is located, the report shall be transmitted to the collector of customs of the port to which the vessel is bound, unless the violation be one for which the owner alone is responsible, in which case report shall be made to the collector of her home port. (See art. 3219.)

Report in cases of violation of law.

1232. When an officer is placed on board of a merchant vessel going into port, he is entitled to receive suitable accommodations until the arrival of such vessel at her destination.

Accommodations on merchant vessel.

THE SENIOR ENGINEER OFFICER.

1235. The senior engineer officer of a cutter shall have charge of the engine department. If detached, disabled, placed under arrest, suspended from duty, or otherwise unable to perform the duties of his office, his duties shall devolve upon the engineer officer next below him in rank attached to and on board the ship. (See art. 1605.)

Responsibility.

1236. He shall on joining a vessel at once examine and make himself familiar with the engines and boilers and their dependencies, electric plant, and all other machinery of whatever description belonging to the vessel and her power boats, and shall also carefully examine the tanks of his department, coal bunkers, store-rooms, and all other compartments that come under his care. Should he discover any defects or deficiencies, he shall make immediate report of the facts to the commanding officer. When fitting out, he shall give careful attention to everything that pertains to his department, and shall see that all work done and supplies furnished are according to contract.

Duties upon joining a vessel.

1237. He shall see that his department is maintained in the highest state of efficiency practicable. Any accidents that may occur or defects or deficiencies that may be discovered shall be at once reported to the commanding officer, with whom he shall confer on all matters of importance relating to his department.

Efficiency to be maintained.

1238. When an engineer officer reports to take charge of the engine department of a vessel, the commanding officer shall, if practicable, direct a trial of the machinery of not less than two hours' duration. This trial shall include the operation of all the auxiliaries in the engine department and shall be made jointly by the officers taking and relinquishing charge. After this trial, there

Trial of machinery on taking charge.

- shall be a joint examination of the machinery, when the relinquishing officer shall point out to the officer who is to take charge all defects and peculiarities in the machinery of which he is cognizant. The result of this trial and examination shall be submitted in a joint report to the commanding officer, to be forwarded by him to Headquarters, and shall state exactly the condition in which the machinery was found. In case of disagreement, each officer shall make a separate report. The above trial, examination, and report shall be completed in the shortest practicable time. If more than two working days be deemed necessary for carrying out these requirements, an extension may be authorized by the commanding officer upon a written statement by the officers concerned of the necessity for such extension.
- Joint examination and report.** **1239.** He shall carry out the steam trials provided for in article 2681 et seq.
- Steam trials.** **1240.** He shall be responsible for the care, preservation, and efficient working of, the following:
- Responsibility as to care of machinery. Engines, etc.** (a) The engines and boilers and their dependencies, both of the vessel and her power boats.
- Electric apparatus.** (b) The electric generating apparatus, wiring, and attachments up to and including the main switchboard; this shall include the motor generator of the radio apparatus wherever located.
- Sanitary system.** (c) All parts of the sanitary system installed in the engine department.
- Machinery.** (d) All other machinery of whatever description belonging to the vessel and her boats. (See art. 2617.)
- Responsibility as to storerooms and other spaces.** **1241.** He shall be responsible for the cleanliness, condition, and stowage of storerooms and all other parts and spaces within his department.
- Supervision of machinery in operation.** **1242.** He shall personally supervise the operation of the machinery in getting underway or coming to anchor, and, as far as practicable, at all times when unusual care is required in the working of the engines.
- To visit engine department.** **1243.** He shall frequently visit the engine department during the day, and at any time during the day or night when his presence or services there may be necessary.
- Responsibility.** **1244.** When in the engine department he shall be responsible for all duty performed there.
- To relieve engineer officer of the watch if necessary.** **1245.** Should he at any time consider the engineer officer of the watch irresponsible, or incompetent to perform properly and safely the important duties devolving upon him, he shall relieve that officer at once, and report his action to the commanding officer as soon as possible. (See art. 1303.)
- Assignment of routine duties.** **1246.** He shall assign to the junior engineer officers in the engine department their routine and special duties in connection with the care, preservation, and repair of the machinery and boilers. To one officer he shall assign the care of the main and auxiliary engines, including the machinery of the motor launch; to the other, the care of the boilers and pumps. (See arts. 1275 and 1614.)
- Encouragement in acquiring professional knowledge.** **1247.** He shall require them to acquaint themselves thoroughly with all parts of the engines and boilers and their dependencies, and with everything else pertaining to the department, and shall

assist and encourage them to gain professional knowledge and experience. He shall see that they instruct properly the persons under their charge.

1248. He shall see that the junior engineer officers execute their duties promptly, properly, and in a uniform manner; shall direct them in the performance of all work; and shall require them, and all others connected with his department, to conform to these regulations. Shall see that the junior engineer officers perform their duties properly.

1249. He shall instruct, or cause to be instructed, the machinists, oilers, and other persons of his department, that they may become qualified, as far as possible, to operate the engines and boilers and their dependencies, and also that as many of them as possible may become qualified to stand engine-room watches. Instruction of warrant officers and enlisted persons.

1250. He shall keep the executive officer informed as to the qualifications, capabilities, and amenability to discipline of the warrant officers and enlisted persons in his department, and shall report to him all serious cases of neglect of duty or other breaches of discipline. (See arts. 318 and 359.) Report on fitness and discipline of persons in department.

1251. He shall see that the machinery log is properly kept in accordance with regulations. Machinery log.

1252. He shall, when requested, furnish the navigating officer with such information and data from the machinery log as are required to be entered in the ship's log. Data furnished to navigator.

1253. He shall not permit fires to be lighted without orders from the commanding officer. He shall not permit fires to be hauled, except in cases of emergency, without orders from the commanding officer, and in such cases shall report all the circumstances to that officer as soon as possible. Lighting or hauling fires.

1254. He shall not permit the main engines to be worked with steam except in obedience to a signal from, or by permission of, the officer of the deck. Engines not to be worked except by signals or permission.

1255. (1) He shall be responsible for the proper care, use, and economical expenditure of all fuel, stores, supplies, and other articles belonging to the engine department, and shall examine the report of each day's expenditure of fuel and approve it by his signature. Expenditures of fuel and supplies.

(2) In order to secure uniformity and to facilitate comparison of performances, no "spread fire" coal shall be included in the runs, and all coal used for "bell runs" shall be included in the total coal used by the vessel while underway, so that it shall be accounted for "in knots run per ton of coal." Coal used for spreading fires and bell runs, how accounted for.

1256. He shall, before coal is received on board, satisfy himself that the bunkers are in good order and that no unauthorized articles are stowed therein. He shall personally inspect the coal as to its quality and condition. He shall use all practicable means to ascertain the correct amount of all fuel received and shall have it properly stowed. Bunkers. Quality and weight of fuel.

1257. He shall, at least once each week, examine the fuel supply and satisfy himself that the amount on hand corresponds with that entered in the machinery log; in case there be a discrepancy, he shall immediately report the fact to the commanding officer, and shall explain it in the machinery log and make the proper correction therein. Fuel entered in machinery log.

- Fuel report.** 1258. He shall, at 9.30 a. m. each day, hand to the commanding officer or, in his absence, to the senior line officer present a written statement of the amount of fuel remaining on hand at the previous midnight and of the amount received and expended during the calendar day ending at such midnight.
- Tools.** 1259. He shall, as far as practicable, see that his department is always supplied with the necessary tools and articles to make repairs in case of emergency.
- Precautions against accidents.** 1260. He shall, in the stowage and care of the supplies and outfits and in the handling of lights, see that every precaution is taken to guard against accidents by fire or otherwise.
- Oatmeal.** 1261. He shall keep on hand a supply of oatmeal, to be issued to the firemen and coal heavers at such times and in such quantities as circumstances may require.
- Needed repairs.** 1262. He shall, on coming to anchor or on the discontinuance of steaming, report to the commanding officer all such repairs as are needed, distinguishing between those requiring immediate attention and those which, though necessary, may be deferred for a time, and stating the probable length of time that will be required to complete the former.
- When practicable, repairs to be made by engineer force.** 1263. Whenever practicable and the interests of the Government will not suffer thereby, all repairs to the machinery and its appurtenances shall be made by the engineer force. The senior engineer officer shall not put any of the machinery out of use for the purpose of making repairs without the authority of the commanding officer; nor shall he, without such authority, begin any work in his department that will prevent the operation of the engines or that will detain the vessel in port or prevent getting her underway within the usual time for such evolution.
- Undue strain on machinery.** 1264. If at any time the machinery is, in his judgment, driven too hard or an undue strain is brought upon any of its parts, he shall report the fact to the commanding officer, noting such report and the occasion therefor in the machinery log.
- To report probable injury to machinery.** 1265. Should he receive an order the execution of which would, in his opinion, injure the machinery or boilers or tend to extravagance in the consumption of fuel, he shall state his opinion to the commanding officer and suggest a remedy.
- Equalization of power developed.** 1266. He shall use every opportunity afforded to ascertain the proper grades of expansion for different powers in each cylinder of the main engines. The power developed in each cylinder should be equal, or nearly so. When the proper points are ascertained, a careful record of them shall be made in the remark book for future reference.
- Remark book.** 1267. He shall keep a remark book in which he shall enter the dates and particulars of all important repairs, examinations, and adjustments of bearings, the sizes of parts and packings, and all other important data relative to the engine department which might be of use to himself or his successor. When detached, he shall deliver this book to his successor.
- Report on engineering efficiency of officers.** 1268. He shall report to the commanding officer at the end of the first and third quarters of each calendar year, and at such other times as may be required, on the engineering efficiency of officers performing engineering duty.

THE JUNIOR ENGINEER OFFICERS.

1271. The junior engineer officers shall include such engineer officers and other commissioned officers assigned to engineering duty as are junior to the senior engineer officer of the ship. Definition.

1272. When the senior engineer officer is temporarily absent or off duty, his general orders, routine, or other permanent dispositions shall not be changed unless so directed by the commanding officer. Routine not to be changed.

1273. They shall stand watches and take day's duty as provided in article 1605. Watches.

1274. They shall, immediately on reporting for duty in the engine department of a vessel, familiarize themselves with the engines and boilers and their dependencies, with all other machinery on board, and with every other part of that department. Shall familiarize themselves with machinery.

1275. They shall give particular attention to those parts of the engine department assigned to them, respectively. Each shall be responsible for the cleanliness and proper condition of everything under his charge, and for all repairs in the engine department assigned to his care, under the supervision of the senior engineer officer. This division of the duties of the junior engineer officers shall not relieve the engineer officer actually on duty or on watch of his responsibility for the proper performance of the detailed work of the day or watch. (See art. 1246.) Responsibility.

1276. They shall thoroughly familiarize themselves with their duties under all circumstances, and each shall give such instructions to his subordinates in the engine department as will tend to insure proficiency. To familiarize themselves with duties.

1277. The ranking junior engineer officer shall have charge of and shall see that the proper entries are made in the machinery log, and shall prepare all the required data therefor. (See arts. 1675, 1693, and 3418-k.) Senior to prepare data for log.

1278. The junior engineer officers shall do such official clerical work as may be assigned them by the commanding officer and the senior engineer officer, respectively. (See arts. 3418-k and 3418-l.) Official clerical work.

1279. The junior engineer officers shall perform the duties of boarding officers when so directed by the commanding officer. Boarding duty.

1280. Whenever it is found necessary to repair, overhaul, or adjust any part of the machinery or boilers or their dependencies, the junior engineer officers attached shall supervise such portions of the work involved as may be assigned them by the senior engineer officer. Junior engineers to repair machinery, etc.

1281. The junior engineer officer shall write and be responsible for the neatness and correctness of the smooth copy of the machinery log, which shall be a true copy, and shall have it ready at the time required by article 3419. Junior to write smooth machinery log.

THE ENGINEER OFFICER OF THE WATCH.

1285. The engineer officer of the watch is the officer who has charge of the motive power of the vessel for the time being. He shall be responsible, during the continuance of his watch, for the care, preservation, proper working, and efficiency of the engines and boilers and their dependencies. He shall give his undivided attention to his duties. Definition.

- Relieving the watch.** 1286. The engineer officer about to take charge of the watch shall not relieve his predecessor until he has personally satisfied himself as to the condition of the machinery, boilers, and other important features of the department, and that the watch is properly relieved.
- Station.** 1287. His station shall be in the engine department, and he shall not depart therefrom during his watch unless regularly relieved.
- Competent person always at operating gear.** 1288. If, when underway, he has occasion to leave the vicinity of the operating gear of the engines, he shall station a competent person at that place.
- Supervision of department.** 1289. He shall exercise supervision over the engine department, and shall require all persons on watch to attend strictly to their duties. At all times when underway he shall give personal attention to the working of the engines and boilers and their dependencies. He shall see that sufficient water is carried in the boilers; that the density of the water is not too great; that the furnaces are kept properly clean, and the fires in good condition.
- To execute orders from deck.** 1290. He shall, when the engines are in operation, cause to be executed promptly any order received from proper authority, whether by signal or otherwise.
- Necessity for a change in orders.** 1291. Should anything occur to necessitate a change in the orders under which he is acting, or should special attention to any object be required, he shall at once report the facts to the officer of the deck and to the senior engineer officer.
- To report any probable derangement of machinery.** 1292. He shall report at once to the officer of the deck any present or probable derangement of the machinery which may affect the maneuvering powers of the ship. He shall not permit the speed of the engines to be altered without orders from the deck, except through necessity, when he shall immediately report the same.
- Notice to discontinue use of engines.** 1293. He shall, upon receiving notice of an intention to anchor or to discontinue the use of the engines even for a short time, regulate the production of steam so as to avoid, if possible, the necessity for blowing off when the engines are stopped.
- Turning gear.** 1294. When the engines have been stopped he shall not allow any person to work in or around them until he has personally had the turning gear put into place.
- Entries in and signing of machinery log.** 1295. He shall enter in the machinery log each hour such data as are called for. When his watch is ended he shall, as directed in articles 1678 and 1679, write and sign in the machinery log the proper remarks covering his period of duty.
- Attention to duty when in port.** 1296. He shall, when standing day's duty, remain in the engine department during working hours, exercising supervision therein, and shall not engage in any occupation that may distract his attention from duty. After working hours he shall make frequent inspections of the department to see that no irregularities take place.
- Shall see orders properly executed.** 1297. He shall see that all orders received from proper authority, and those remaining unexecuted when he assumed charge, are properly carried out. In the manner of performing the routine and other duties in connection with the engine department

he shall be guided by the instructions of the senior engineer officer, to whom he shall immediately report any important or unusual circumstance.

1298. He shall, on receiving instructions to be ready for getting underway at a given time, personally see that all necessary preparations in his department are made; that the signaling apparatus in the engine room is in working order; that steam is on the windlass, steering engine, and whistle; that the fires are in good condition, and that no delay is occasioned by lack of steam. He shall have the engines turned by hand, and personally see that all is clear, and then have the turning gear thrown out before attempting to move the engine by steam. He shall report to the officer of the deck when all is ready for turning the engines by steam, and execute the orders received from him by signal or otherwise relative to working the engines.

Preparations for getting underway.

Report when ready.

1299. He shall be careful to prevent waste of coal, oil, or other stores in the engine department.

Stores.

1300. He shall see that cotton waste and other materials that have been used for wiping and which are saturated with oil are destroyed immediately after using. (See art. 1703-a.)

Oily cotton waste to be destroyed.

1301. He shall see that order is preserved among the men in his watch, and shall require them to attend to their duties and execute his orders and instructions without comment; any insubordination among them shall be promptly reported to the senior engineer officer. If that officer be on watch he shall make report to the executive officer. He shall be impartial in dealing with the men under his charge, and shall avoid the use of harsh language. He shall, in the performance of duty, be governed in his bearing toward the men in his watch by the provisions of articles 1175 and 1176.

Bearing and manner.

1302. He shall at all times execute the orders received from proper authority.

Execution of orders.

1303. Should he be relieved at any time, under the provisions of article 1245, he shall have the right of appeal to the commanding officer, and may submit to the latter, in writing, such explanation in his defense as he may think proper or necessary.

When relieved from duty under certain circumstances.

THE CONSTRUCTOR FOR HULLS.

1305. The constructor for hulls shall assist the superintendent of construction and repair, and shall carry out such orders and instructions as may be received from him.

Assistant to superintendent of construction and repair.

1306. He shall immediately report to the superintendent of construction and repair all defects that may be discovered in the course of repairing any vessel or boat, suggesting such modifications as would remedy them at the lowest possible cost.

To report defects.

1307. He shall make to the superintendent of construction and repair such suggestions relative to the design, construction, and repair of vessels or boats as he may deem for the best interests of the service.

To make suggestions.

1308. He shall act as superintendent of construction and repair in the absence of that officer, and while so acting, shall sign all mail, reports, recommendations, etc., "By direction of the Superintendent of Construction and Repair."

Acting superintendent of construction and repair.

THE CONSTRUCTOR FOR ENGINEERING DUTY.

Assistant to engineer in chief.

1310. The constructor for engineering duty shall assist the engineer in chief, and shall carry out such orders and instructions as may be received from him.

To report defects.

1311. He shall immediately report to the engineer in chief all defects that may be discovered in the course of repairs in the engine department of any vessel, suggesting such modifications as would remedy them at the lowest possible cost.

To make suggestions.

1312. He shall make to the engineer in chief such suggestions relative to the design, construction, and repair of the machinery and boilers and their dependencies as he may deem for the best interests of the service.

Acting engineer in chief.

1313. He shall act as engineer in chief in the absence of that officer, and while so acting shall sign all mail, reports, recommendations, etc., "By direction of the Engineer in Chief."

THE DISTRICT SUPERINTENDENT.

GENERAL DUTIES.

To be governed by laws and regulations.

1317. The district superintendent shall be governed by the laws of the United States applicable to the Coast Guard and by regulations and orders from superior authority consistent therewith, and all orders issued by him shall be in accordance with the same.

Responsibility.

1318. He shall be vigilant in inspecting the conduct of all persons under his authority; shall be responsible for the proper discharge of the duties of his office and for the discipline and efficiency of the station crews in the district to which he is attached; and shall be regarded as on duty at all times.

Superintendence over business affairs. Powers as inspector of customs.

1319. He shall exercise a general superintendence over the business affairs of his district. He is invested with the powers and shall perform the duties of an inspector of customs whenever occasion requires.

Fix patrol limits and prepare schedules and watches.

1320. He shall submit to Headquarters for approval recommendations as to the proper limits of the patrols for each station in his district. Each recommendation shall include a full description of the route and characteristics of each patrol and shall be forwarded in duplicate. He shall also submit to Headquarters for approval a schedule, in duplicate, of patrols, lookouts, and watches for each station. (See art. 1432.)

Examine and approve daily routine bills, etc.

1321. He shall examine the fire, cleaning, and daily routine bills submitted by the keepers for his approval, shall make such changes in them as will secure uniformity and the best practice at the various stations in his district, and, after approving them, shall return them to the keepers to be framed and posted. He shall require a strict observance of these approved bills. (See art. 1432.)

General orders and circulars.

1322. He shall keep a file of all general orders, circular letters, and other official matters of like tenor.

Official documents.

1323. He shall see that copies of all official letters and telegrams sent by him or those under his authority are kept in proper books and that all official documents relating to his office received by him are preserved and properly filed, and that all

official documents received by the stations under his authority are preserved in like manner. The date of the receipt and of the acknowledgment of every document shall be written or stamped upon its face.

1324. He shall carefully examine the weekly transcript of each station in his district and forward it to Headquarters with the following indorsement: Examine weekly transcripts.

"Examined and forwarded.

"-----
"District Superintendent.

"-----, 19--."

1325. When practicable and for the best interests of the Government, he shall see that all minor repairs at a station are executed by the crew thereof, and, except as provided in article 3341-4, proposals for such materials as may be necessary to effect them shall be submitted to Headquarters, with a statement of the facts in the case. Minor repairs to be made by crews.

1326. He shall carefully examine the monthly reports by keepers on the proficiency of their crews and conditions at their stations, and shall take steps to correct irregularities and deficiencies shown thereon. Monthly reports by keepers.

1327. He shall file in his office separately for each station the keepers' monthly reports, and the copies of all official papers, such as reports of assistance, muster rolls, pay rolls, vouchers, returns of public property, etc. To file copies of official papers.

1328. He shall see that all punishments imposed by warrant officers under his authority are, so far as practicable, uniform for like offenses. Uniformity of punishments.

1329. He shall arrange with division commanders and commanding officers of cutters for the prompt transmission and receipt of messages from himself and keepers relative to the cooperation of cutters in relief work. He shall report to Headquarters the details of these arrangements. Arrange for cooperation.

1330. He shall see that keepers and surfmen are properly instructed in regard to their powers and duties as inspectors of customs and in reporting violations of the customs and navigation laws, or any suspicious circumstances which indicate smuggling. Crews shall be instructed in regard to duties in enforcement of customs and navigation laws.

1331. (1) He shall visit each station in his district at least twice in each fiscal year during the active season. An interval of not less than three months shall elapse between these visits. He is authorized to incur the actual necessary travel expense in making these regular visits, and also in making an additional visit at any time to any station, should he deem it necessary in the interests of the Government. Visit stations at least twice in each year.

(2) He shall not visit any station in his district oftener than three times in any fiscal year, where travel expense is incurred, without first receiving authority therefor from Headquarters. Not visit a station oftener than three times a year.

(3) He shall advise Headquarters a sufficient time in advance, by telegram, if necessary, of the probable date of his departure from his office on a visit to stations which will require an absence of more than one day. He shall furnish an itinerary of his contemplated route and shall report by telegram his return from every such visit on official business. Advise Headquarters of proposed visit to stations. Report return from visit.

Instruct in drills.

1332. (1) He shall be the drill officer of his district, and in drilling and instructing the station crews under his authority he shall not permit any change or deviation from, nor introduce any new features in, the prescribed service drills, without written authority therefor from Headquarters.

Exercise crews.

(2) On each regular visit to a station, he shall cause the crews to be exercised in the use of the boats, including launching, and going and returning through the surf, when possible and when the state of the sea will permit, and in the operation and running of power boats under varying conditions; in the use of the beach apparatus with the life car or breeches buoy, and in the resuscitation drill, all in the same manner as if actually engaged in saving life; also in international and general service code signals and at fire drill.

Examine station buildings, apparatus, etc.

1333. On each regular visit to a station during the active season he shall examine all the buildings, apparatus, ordnance, boats, boat carriages, life cars, hawsers, and gear, and all other public property of every description at the station, and ascertain whether every portion of the equipment is in working order and what supplies or repairs are needed.

Articles essential for use at wrecks.

1334. Upon finding a shortage of any article essential for use at wrecks, or that any such article is worn out and useless, he shall immediately advise Headquarters of the fact and make suitable recommendation by the most expeditious means the circumstances warrant.

Examine into discipline and proficiency of crew.

1335. (1) He shall cause the keeper and surfmen of each station to be mustered in his presence at each regular visit and determine whether each person is qualified for the discharge of his duties. He shall especially ascertain whether the duty of patrolling the beaches is rigorously performed in accordance with the schedule approved by Headquarters and whether each person faithfully and intelligently performs the other duties appertaining to his position.

Ascertain how patrols are performed.

(2) He shall, at every muster of the crew, inquire of each member, including the keeper, whether he has any complaint to offer, and shall patiently listen to any that may be preferred. Complaints or disputes of a trivial character, he should be able to settle at once by the exercise of good judgment and kindly treatment. (See arts. 1922, 1924, and 1925.)

Investigate complaints made at muster of crews.

Report to Headquarters.

1336. (1) He shall make a full and detailed report to Headquarters of the conditions existing at each station officially visited by him. This report shall include all matters requiring administrative action, with his recommendations.

Ascertain whether members of crew are numbered according to merit.

(2) He shall ascertain whether the members of the crew are numbered according to individual merit. Should the record of practice and his own observation indicate that such is not the case, he shall, if convinced that a change would be for the interests of the service, instruct the keeper to reduce or advance any enlisted person below the No. 1 surfman to the proper number, or he may caution any such person whose number he deems above his merits that he will be reduced if he does not become more proficient.

1337. (1) Each district superintendent on the Great Lakes shall notify Headquarters each year a sufficient time in advance of the opening and closing of navigation at stations in their respective districts for Headquarters to issue the necessary instructions to said district superintendents relative to the opening and closing of such stations.

District superintendents on Great Lakes to notify Headquarters of opening and closing of navigation.

(2) Such district superintendents shall, upon receiving instructions from Headquarters, immediately notify the keepers in their respective districts of the dates on which the stations under their charge shall open and close. (See arts. 42 and 1426.)

Notify keepers of dates of opening and closing of stations.

DUTIES AS DISBURSING OFFICER.

1345. Upon taking the oath of office a district superintendent shall immediately execute the required bond as disbursing officer and forward it to Headquarters, together with his official signature. The exact form of this signature, and no other, shall thereafter be used in all matters requiring his signature as disbursing officer.

Execute bond. Section 4, act of May 4, 1882. Official signature.

1346. He shall submit an estimate on the prescribed form for the funds he will need to defray the disbursements for each month, so that it will reach Headquarters not later than the 12th day of the month, and shall submit special or supplemental estimates when necessary.

Estimates for funds.

1347. Upon receipt and approval of such estimate funds will be placed to his official credit with the Treasurer of the United States, and the necessary check books will be furnished by Headquarters.

Advance of funds.

1348. Upon receipt of notice that funds have been placed to his credit, he shall open a regular account with the United States, upon such blanks as are furnished by Headquarters, crediting the United States with all moneys received, noting numbers of warrants, and charging the United States with all disbursements, specifying to whom money is paid and for what purpose. He shall also open and keep a separate account with each appropriation from which moneys are advanced to him.

Account with United States.

1349. (1) He shall draw upon moneys deposited to his credit by check in favor of the payee by name and payable to order. In drawing a check he shall state in brief thereon the object for which it is drawn, as "Pay," etc. He shall be careful to see that the entries on the stub correspond in each case to those on the check drawn.

Disbursements to be made by checks.

(2) He shall make disbursements on account of pay and allowances for himself, clerk, and the keepers, surfmen, temporary surfmen, and substitutes in his district. He shall, in addition, make disbursements on account of such other expenses connected with the Coast Guard as may be authorized by Headquarters.

What disbursements shall be made.

(3) He shall draw no checks for salary or wages not due.

Advance of salary prohibited.

1350. Upon receipt of notice that any check drawn by him has been lost, stolen, or destroyed he shall notify the Treasurer of the United States, describing the check by its date, number, and amount, and the name of payee, and requesting that payment of the same be stopped. Duplicate checks may be issued in accord-

Loss of check.

ance with the provisions of department regulations dated September 15, 1913, Form 1343, "Instructions concerning duplicate checks."

Account current.

1351. At the earliest practicable date, and within 10 days after the close of each month, he shall prepare and submit to Headquarters an accurate account current of all moneys actually received and disbursed during such month, retaining a duplicate copy for the files of his office. The monthly account current shall show the following:

Balance due the United States for preceding month.

(a) The balance, if any, due the United States on the last day of the preceding month, as shown by that month's account current.

Credit to the United States.

(b) A credit to the United States for all moneys actually received during the month only.

Charge against the United States.

(c) A charge against the United States for all moneys paid out during the same period.

Balance due the United States at close of month.

(d) The balance, if any, due the United States at the close of the month.

Schedule of disbursements.

1352. There shall accompany the account current a schedule of disbursements made during the month, and also all pay rolls, arranged and numbered consecutively, as follows: Pay of superintendent; pay of clerk; pay rolls of the stations in his district in the order given in the official register; and miscellaneous vouchers in order of date. The items of the schedule shall be numbered to correspond with the vouchers. A memorandum set of pay rolls, together with a duplicate schedule, shall be retained for the files of his office. If the disbursements have been made from two or more appropriations, a separate schedule shall be rendered for each. Vouchers transmitted to Headquarters for payment are not to be taken up in the schedule of disbursements.

Checks outstanding.

1353. He shall promptly compare the monthly statement of his account current rendered by the Treasurer of the United States with his stub books of checks drawn, and note on the statement any checks drawn by him against the balance reported which remain outstanding and unpaid at the date when the statement was rendered. If the statement rendered to him does not agree with his account current he shall immediately notify the Treasurer.

Deposit of unexpended balance at close of year.

1354. As early as practicable, and not later than September 30, he shall deposit with the Treasurer of the United States, or with any national bank designated as a United States depository, "to the credit of the general account of the Treasurer of the United States," any unexpended balance that remains on hand and not checked against at the close of the previous fiscal year as a repayment to the appropriation from which the funds were originally advanced, for which a certificate in duplicate will be issued, the original of which will be forwarded to the Secretary of the Treasury by the depository and the duplicate retained by the depositor.

Payment to legal representative.

1355. (1) Upon the death of any warrant officer, enlisted person, temporary surfman, or substitute, he shall, except as provided in the following paragraph, require from the legal representative of such person an authenticated copy of the letters of administration, or of his last will and testament, as the case may

be, and forward the same to Headquarters. After being authorized by Headquarters, he shall pay such legal representative the amount due and payable to the deceased.

(2) If such person has no other estate and but a small amount due him, and the taking out of letters of administration would be attended with expense to his family, the district superintendent shall report all the facts to Headquarters and receive instructions before making payment. (See art. 578.)

Payment to family of deceased.

1356. He shall deposit the proceeds of sales of condemned public property with the Treasurer of the United States, or with a national bank designated as a United States depository, "to the credit of the general account of the Treasurer of the United States, on account of special fund 'Rebuilding and improving Coast Guard stations, proceeds of sales,'" for which duplicate certificates of deposit will be issued, the original being forwarded by the depository to the Secretary of the Treasury and the other delivered to the disbursing officer, who shall include the amount thereof in his regular monthly account current, showing on the credit side the value of the articles sold and the authority for such sale, and on the debit side a full description of such certificate. There shall be attached to the account current a statement of proceeds of sales prepared on the form furnished for the purpose.

Proceeds of sales of condemned property.

THE MEDICAL OFFICER.

1361. Commissioned officers of the Public Health Service shall be assigned to duty on vessels of the Coast Guard when deemed necessary.

Assignment.

1362. Commissioned officers of the Public Health Service have relative rank with commissioned officers of the Coast Guard as follows: Senior surgeon with and next after senior captain; surgeon with and next after captain; passed assistant surgeon with and next after first lieutenant; assistant surgeon with and next after second lieutenant.

Relative rank of officers of Public Health Service.

1363. Officers of the Public Health Service shall not exercise military command when serving with officers of the Coast Guard.

Military command not exercised.

1364. The medical officer shall keep himself informed relative to the condition of the medical and surgical supplies and equipments, together with any additional needs, and report upon the same to the commanding officer when necessary. (See art. 3312-c.)

Medical and surgical supplies.

1365. He shall have charge of, and be responsible for, the cleanliness and proper condition of all medical storerooms, medicine lockers, surgical instruments, and the sick bay, and shall see that they are ready for inspection by the time the executive officer makes his morning inspection of the ship. A competent person shall be detailed to assist him in the care of his department and shall obey his lawful orders.

Cleanliness of storerooms, etc.

1366. He shall have charge of all medical stores and of all ardent spirits received as medical supplies. (See art. 1959.)

Charge of medical supplies.

1367. No medical stores shall be used when the medical officer is on board, except with his sanction and under his direction.

Use of medical stores.

1368. He shall accompany the officers making the regular daily and weekly inspections of the living spaces, galley, store-

Inspection of ship.

rooms, prison, and holds of the vessel, and shall, if he consider it necessary, make a written report of the sanitary condition of the vessel to the commanding officer, suggesting remedies for any defects that he may discover.

Parity of water. **1369.** Whenever a supply of water is obtained from shore, he shall satisfy himself as to its purity. When in doubt as to its safety for use, he shall report the fact to the commanding officer in writing.

Instructor at academy. **1370.** The medical officer attached to the Coast Guard Academy shall, in addition to his regular duties as medical officer, instruct the cadets in such subjects as may be assigned him by the superintendent.

Physical examination of applicants for enlistment. **1371.** He shall examine all applicants for enlistment and re-enlistment, except as provided in article 326-a, with a view to ascertaining their fitness for the service, and shall report their physical condition on the usual form to the enlisting officer. The instructions relative to physical examinations prescribed in Form 2502 shall be followed. (See art. 308.)

Health of port. **1372.** He shall keep himself informed as to the health of the port in which the ship or station may be, and shall immediately report to the commanding officer the presence or appearance of any contagious disease or epidemic which may come to his knowledge.

Precautions to be taken. **1373.** If the climatic conditions be such as to require particular precautions to be taken to preserve the health of officers and crew, he shall so inform the commanding officer and suggest the proper course to pursue.

Bill of health. **1374.** He shall, when about to depart on a foreign cruise or from an infected or foreign port, procure a bill of health. He shall be prepared to exhibit the bill of health to the health officer of any port the ship may visit and to answer any question that may be asked regarding the sanitary condition of the vessel.

Sick call to be attended. **1375.** He shall attend sick call every morning at such hour as may be prescribed in the daily routine bill, and shall attend upon the sick as often as in his professional opinion it may be necessary. He shall place the names of those persons unfit for duty on a "binnacle list," which he shall hand to the executive officer daily before 9.30 a. m.

Medical log. **1376.** He shall keep a medical log, in which he shall record daily the names and ranks or ratings of all persons treated professionally during the preceding 24 hours, together with the ailment, condition, treatment, and recommendation (if any) in each case. (See art. 1689.)

Monthly report. **1377.** (1) He shall make a monthly report to the commanding officer, for transmission to Headquarters, of the number of physical examinations made, of the names of those examined, and of all patients treated, both on shore and aboard ship during the month, together with any items of professional interest that may have come under his observation. Should he be detached, he shall submit such a report up to the date of his leaving the ship.

Report on individuals treated. (2) He shall, upon the completion of any professional services rendered by him to any officer or enlisted person of the Coast Guard, submit to the commanding officer a report of the same on the prescribed form.

1378. He shall, in the discretion of the commanding officer, render medical assistance, free of charge, to sick and disabled seamen wherever found, to all destitute persons, and to all persons employed in the Government service who are deprived of other medical aid. If in Alaskan waters or those of the insular possessions of the United States, he shall also render medical assistance to the natives of the country, but not so as to interfere with the private practice of resident physicians.

Assistance to persons outside the service.

1379. When two or more medical officers are attached to vessels that are in port together, the senior commanding officer shall arrange so that at all times there shall be one medical officer present for duty. (See art. 722.)

Cooperation.

1380. He shall prepare those portions of the "Record of public property" and "Return of public property" which relate to his department.

To prepare "Record of public property."

1381. He shall, when attached to a ship or station, be subject to the regulations of the Coast Guard and shall be required to perform all the duties of his profession.

Subject to regulations.

THE CADET AND THE CADET ENGINEER.

1385. A cadet and a cadet engineer shall, when at the Coast Guard Academy, be governed by, and shall conform to, the rules and regulations promulgated for the government of that academy.

Cadets at Coast Guard Academy.

1386. They shall be considered officers in a modified sense.

Cadets are officers in modified sense.

1387. A cadet or a cadet engineer who has completed the prescribed course at the academy and who has been recommended by the board of instruction for a commission shall be considered as having qualified for the performance of the duties of the office for which he is recommended to be commissioned. Such cadet or cadet engineer, when assigned to duty on a cruising cutter, shall, in the absence of instructions to the contrary, perform the duties of a third lieutenant or third lieutenant of engineers, as the case may be.

To perform duty of commissioned officer.

1388. They shall, if sent to a cruising cutter for further instruction, perform such watch and divisional or other duties as may be assigned them, but shall not, while the vessel is underway, be placed in charge of a watch, except under the immediate supervision of a commissioned officer.

To perform duties assigned them.

CHAPTER IX.

DUTIES OF WARRANT OFFICERS, PETTY OFFICERS, AND OTHER ENLISTED PERSONS.

GENERAL DUTIES OF WARRANT OFFICERS.

1401. (1) Warrant officers are subject to orders, in the discretion of Headquarters, transferring them from one vessel or station to another. Change of station.

(2) They shall act as assistants to the heads of the departments to which they respectively belong, and shall perform such other duties as may be assigned them by proper authority. They may be assigned as watch and divisional officers on cutters when there is not a sufficient number of commissioned officers available for such duty, and warrant officers, except machinists and carpenters, shall drill the men when required by the commanding officer. They may be detailed to perform the duties of boarding officer when no line or engineer officer below the rank of first lieutenant is available. Assistants.

(3) They shall frequently examine the equipments and all other articles belonging to their respective stations or departments and shall see that they are in good order. They shall carefully examine all stores received for their respective stations or departments and shall see, under the supervision of the heads of their departments, that they agree in quantity and quality with the invoices or bills accompanying them. To examine articles or stores.

(4) They shall exercise a careful supervision over the expenditure of stores, and shall be responsible to the heads of their respective departments for all articles intrusted to their care. Articles of outfit intrusted to their care that may become worn out, or otherwise rendered unfit for further use, shall be retained for survey, and their responsibility with regard to them shall not cease until the articles have been formally disposed of by a board of survey after approval by Headquarters. Responsibility.

(5) They shall request a survey upon all articles in their respective stations or departments which may be injured or become unfit for service. Survey.

(6) They shall be particularly watchful, and shall make immediate report to the heads of their respective departments of any neglect or misconduct which they may discover in persons having charge of stores. To report neglect.

(7) They shall, when a vessel is being dismantled or prepared for going out of commission, be careful that each article belonging to their respective departments is properly secured and tallied. Dismantling.

with its name and quantity, stating whether "serviceable," "requiring repairs," or "unserviceable," and that all other necessary precautions are taken to prevent the articles being lost, mislaid, or injured.

Reports.

1402. The boatswain, gunner, and carpenter shall report to the executive officer daily at 8 p. m., and at such other hour as may be required, the condition of their respective departments, and the state of the articles and stores therein. The machinist or oiler shall, at the same time, make similar report to the senior engineer officer on board. Each warrant officer shall be held responsible for the neat and orderly appearance of the shops, lockers, store-rooms, and other compartments under his charge.

Order and discipline.

1403. They shall aid to the utmost of their ability, within the scope of their authority, in maintaining good order and discipline, and in promoting all that tends to increase the efficiency of the command. They shall have, under the direction of their superiors, all necessary authority for the due performance of their duties, and shall be obeyed accordingly.

Authority.**Proficient in signals.**

1404. All warrant officers, except machinists and carpenters, shall be proficient in sending and receiving signals as required in article 1038.

Responsibilities of acting warrant officers.

1405. Acting warrant officers shall have all the responsibilities and shall perform all the duties prescribed by these regulations for warrant officers in their respective grades.

Duties during absence; how regulated.

1406. In the absence of the boatswain his duties shall be performed by the gunner; the duties of the gunner at such times, and also during his absence, shall be performed by an enlisted person detailed as his assistant. In the absence of the machinist, his duties shall be performed by the senior petty officer in the engine department. In the absence of the carpenter the inspections and reports required of him shall be made by the ranking warrant officer of the line on board.

THE MASTER'S MATE.**Perform duties assigned him.**

1409. The master's mate shall perform such duties as may be assigned him by the commanding officer.

Duty as watch officer.

1410. (1) The master's mate on a cruising cutter shall, in the discretion of the commanding officer, take a regular tour of duty as watch officer with the commissioned line officers, as prescribed in the regulations.

Keep informed of laws and regulations. To be proficient in signaling.

(2) He shall keep himself informed regarding the customs-revenue and navigation laws and motor-boat laws and regulations.

(3) He shall familiarize himself with the service signal codes and their application, to the end that he may become proficient in their use, and shall assist in the instruction of the vessel's crew therein.

Station at drills.

(4) His station for drills and evolutions, other than signal drills, shall be in the pilot house, or on the bridge, as directed.

Duties on harbor cutters and launches.

1411. If attached to a harbor cutter or launch, when there is not a commissioned officer attached, the master's mate shall be charged with the care and operation of the vessel. His duties in this case shall include those of commanding officer, and the responsibilities and obligations attaching to that position, as set forth in the regulations, shall devolve upon him.

1412. When attached to a vessel on which there are less than two line officers junior to the commanding officer, he shall write the weekly transcript of the log, and perform such other clerical work as the commanding officer may direct. Clerical work.

THE KEEPER.

1415. (1) The keeper shall have command and control of the enlisted and other persons attached to his station, whether on duty or on liberty, and shall be responsible for the drilling, discipline, and efficiency of his crew. Authority and general responsibility.

(2) He shall be regarded as on duty at all times and shall remain at the station premises and sleep thereon, except when on leave, liberty, or other duly authorized absence. On duty at all times.

(3) The keeper of a house of refuge shall reside at his station throughout the year. Keeper, house of refuge.

1416. He can not delegate his authority, responsibility, or duties to any person while he himself is present at the station and physically fit for duty, nor is he authorized to absent himself from the station except as provided by these regulations, or for such periods as may be absolutely necessary to attend to official business, in which case he shall enter the object and duration of such absence in the log. Can not delegate authority.
Absence on official business.

1417. If, during the active season, a keeper is absent, or, because of sickness or accident, is unable to discharge his duties, the No. 1 surfman shall assume charge and shall perform the duties and have the authority and responsibility of the keeper until the latter's return to duty, or until another keeper is designated. In case the No. 1 surfman, by reason of absence or disability is not able to take charge, surfman No. 2 shall assume charge, and so on, the highest numbered member of the crew present always taking charge in the absence or disability of his seniors. A person having charge as keeper shall not be required to perform patrol duty. Precedence in authority.

1418. When a warrant officer is ordered to take charge of a Coast Guard station the following procedure shall be observed:

(a) On assuming charge, during the active season, of a station in commission the keeper about to be relieved shall make a thorough inspection of the station in company with his successor before the transfer is effected, and shall cause the crew to be exercised in his presence at fire quarters, boat drill, beach apparatus drill, resuscitation drill, and signal drill, unless the weather or other conditions render it impracticable or inadvisable. He shall point out to the latter any defects in the station, its apparatus, equipments, and other appurtenances, giving the reasons for the same, and shall explain fully any peculiarities in the construction, arrangement, or management of the boats. A report of this inspection shall be made by the relieving keeper, who shall submit it to the keeper relieved for such comment as he may desire to make. This report shall be forwarded to Headquarters. The keeper about to be relieved shall deliver to his successor the originals of all unexecuted orders, all instructions received for his guidance in charge, and such other official correspondence, Procedure on assuming charge of a station in commission.

documents, and information concerning the station, its equipments, and crew, as may be of service to his successor. He shall not carry away the original documents or papers concerning the station, its equipments, or crew. He shall turn over to his successor the keys to the station and all other articles of the station's outfit in his possession. He shall sign the station log and all other books and papers requiring his approval, up to the date of his relief. After the foregoing formalities have been completed the crew shall be called to muster and the keeper about to be relieved shall read his orders of detachment and turn over the station to his successor. The latter then shall read his orders and assume charge.

Assuming charge during the inactive season.

(b) Upon assuming charge of a station during the inactive season he shall at once, in company with the keeper about to be relieved, personally inspect the station throughout, thoroughly informing himself as to its condition, arrangements, equipments, and state of preparation for service.

Examination of public property.

(c) Upon assuming charge at any time of a station in commission he shall examine and closely compare with the "Record of public property" all the property of every description belonging to the station, and shall note the condition of every article, and see that everything is on hand or properly accounted for before signing receipts.

Newly established station.

(d) Upon assuming charge of a newly established station he shall at once inspect it throughout, thoroughly informing himself of its condition, arrangements, equipments, and state of preparation for service, and shall, as soon as practicable, make a complete inventory of all the articles with which it is supplied. He shall recommend as soon as possible to the district superintendent those applicants for enlistment, except the No. 1 surfman, whom he deems to have the qualifications necessary for a surfman, and shall await instructions from that officer before enlisting any member of his crew. (See art. 1424.)

Ceremony on placing a station in commission and at beginning of active season.

1419. In placing a station in commission, and at the beginning of every active season, the following ceremony shall be observed:

(a) At 8 a. m. of the day on which the station is placed in commission, or opened for operations, the keeper shall muster the crew and read aloud the order assigning him to the charge of the station, or directing that it be opened, assume formal charge, have the national ensign hoisted and broken out at the flagpole, and dismiss the muster.

On placing a station out of commission or closing it.

(b) At sunset of the last day of the active season, or when the station is discontinued, he shall read aloud the order closing the station or discontinuing it, the national ensign shall be hauled down, and the muster dismissed.

Report opening or closing of station.

1420. When a station is placed in commission, or discontinued, or is opened or closed for operations, the keeper shall at once report the fact by letter to Headquarters, specifying the hour when it took place.

Detailed report of condition.

1421. After assuming charge he shall use every effort to maintain the station in an efficient condition for any service it may be called upon to perform and shall make a detailed report of its condition to the district superintendent whenever he deems it necessary.

1422. He shall be governed by these regulations, general orders, circular letters, and orders from superior authority consistent therewith. The "Instructions for Coast Guard Stations" have the same force as these regulations. All orders issued by him shall be in accordance with the foregoing. Governed by regulations.

1423. He shall issue all orders, relative to the duties of the station and its crew, to the No. 1 surfman, and shall keep him informed in all respects of his own methods of performing duty. Orders to No. 1 surfman.

1424. He shall, under direction of the district superintendent, be the enlisting officer and shall be governed by the regulations in the enlistment and reenlistment of surfmen. The physical examination required shall be made not more than five days prior to the date on which the person is enlisted, and where practicable shall be made immediately before enlistment. (See arts. 308 and 1418-d.) Shall be governed by regulations in making enlistments.

1425. He shall not enlist or recommend the enlistment of any person who is within the prohibited degrees of kinship, nor a person who has not, in his judgment, the qualifications necessary for a surfman. He shall require every applicant for original enlistment or reenlistment to demonstrate his ability as a swimmer before enlistment or reenlistment unless the temperature of the water or conditions of weather or surf prevent, when the test shall be made at the earliest opportunity thereafter. When the test is made after enlistment and is unsatisfactory, the keeper shall report the fact to the district superintendent and recommend the discharge of the person. Shall not enlist unqualified persons.

1426. Before the beginning of the active season, and when directed by the district superintendent, the keeper shall notify the members of the crew of the date on which the station will open, and shall direct them to report for duty on that date. Lookouts and patrols shall begin at 12.10 a. m. of the first day of the active season, and shall continue until midnight (12 p. m.) of the last day thereof. Should there be vacancies in the crew at the beginning of the active season, he shall proceed as directed in article 1418-d. (See arts. 42 and 1337.) To direct crew when to report for duty for active season.

1427. Upon the occurrence of a vacancy in the complement of regular surfmen, except in the rating of No. 1 surfman, during the active season, he shall, unless he has been instructed to the contrary by the district superintendent, enlist a properly qualified person as soon as possible. Shall fill vacancies occurring during active season.

1428. Pending the filling of a vacancy in the crew he shall employ the best qualified temporary surfman obtainable until the enlistment of a surfman and immediately report such employment, and the date on which it began, to the district superintendent. If it becomes necessary to continue the employment of a temporary surfman for a longer period than 15 days, the keeper shall report to the district superintendent his inability to find a person suitable for enlistment, and shall make similar report at the end of every 15-day period thereafter, while such temporary surfman is employed. He shall also report the date on which the services of a temporary surfman or a substitute were dispensed with. Shall employ temporary surfman. If Shall report employment of temporary surfman.

1429. (1) Whenever during the active season the keeper or any enlisted person is absent under orders from Headquarters, on leave, or because of sickness or other disability, a substitute shall be employed and assigned the duties of the lowest numbered mem- Substitute to be employed.

ber of the crew, and each person below the absentee shall perform the duties of the number next higher to himself. (See art. 345.)

Keeper absent during inactive season.

(2) In case the keeper be absent or incapable of performing duty on account of sickness or other disability during the inactive season, he shall report the fact immediately to the district superintendent by telegraph, telephone, or other quickest means practicable, and a regular surfman shall be employed as caretaker. The district superintendent shall report all the facts to Headquarters.

Shall organize crew.

1430. He shall organize his crew by arranging and numbering them, except the No. 1 surfman, in the order of their merit, the most competent and trustworthy surfman, after No. 1, being designated No. 2, the next No. 3, and so on. He shall change these numbers as vacancies occur, or whenever, in his judgment, the efficiency of the crew demands it, by promoting the most competent and deserving. He shall make an entry in the log of each case of disrating or change in number, with the reasons therefor. A new man who has never before served at a station shall, as a rule, be placed at the foot of the list.

Shall designate motorman.

1431. (1) He shall designate as motorman that member of the crew who is best qualified to act as such, and shall require him to keep the motor in good condition and ready for any emergency. He may, when necessary, excuse the motorman from day lookout and other station duties, except drills.

Assistant motorman.

(2) He shall designate as assistant motorman a second member of the crew, who, in his judgment, is best qualified for the purpose, to familiarize himself with the care and handling of the motor, in order that he may take charge of it in the absence of the surfman regularly assigned to that duty.

Report changes in motormen to district superintendent.

(3) He shall keep the district superintendent advised of the names of these persons and of any change in these designations, and shall note such change in the log. He shall enter in his monthly report on surfmen the names of all surfmen who are qualified to act as motormen.

Prepare watch and patrol, fire, and routine bills.

1432. He shall prepare and submit to the district superintendent for approval fire, cleaning, and daily routine bills for his station. He shall also submit to the district superintendent, for the latter's consideration, a schedule of the patrols, lookouts, and watches for his station. The fire bill and the cleaning bill shall give the duties of each member of the crew at fire drill and "morning duties," respectively. The daily routine bill shall set forth the time for calling all hands, for each meal, for morning duties, inspection, drill, general work about the station, for knocking off work, "turning in" and "lights out." These bills, as approved by proper authority, shall be framed under glass and posted where they will be accessible to the crew at all times. (See arts. 1320, 1321, and 1751-2.)

To instruct the crew.

1433. He shall teach each newly enlisted person his duties, and shall report to the district superintendent any negligence or disinclination on the part of such person to study and perfect himself in his work, or indication of lack of any essential qualification which would render him unreliable in an emergency.

Entries in conduct book.

1434. He shall keep a conduct book, in which shall be entered a record of offenses committed by members of the crew.

1435. He shall personally investigate all offenses, and such punishments as are awarded shall be within the limits of his authority, as prescribed by law and these regulations. (See art. 2035.)

Investigate offenses and award punishments.

1436. He shall immediately report to the district superintendent any member of his crew who displays cowardice, or who deliberately disobeys or refuses obedience to a lawful order, or willfully neglects or evades lookout, watch, or patrol duty, or encourages or advises others to such disobedience, neglect, or evasion, or who is incompetent to perform the duties of his rating.

Report cowardice, disobedience, etc.

1437. He shall see that the regulations and instructions regarding the patrol and watch of the coast are enforced, and during thick or stormy weather shall give constant attention to the duty of discovering vessels in distress, stranded, or in need of assistance, maintaining such patrol of the beach as may be necessary for the purpose. He shall arrange the hours of duty among the members of his crew in accordance with the watch and patrol bill approved by the district superintendent. He shall require a watch to be kept from the station lookout, unless better observation can be had from the beach or some other point.

Regulations regarding patrols and lookouts to be strictly complied with.

1438. He shall conform to the regulations for uniforms; shall see that such regulations are strictly observed by the crew; and shall prescribe the uniform to be worn each day. Each newly enlisted person shall be required to provide his uniform outfit as the amount necessary for payment therefor becomes due him, but shall not be compelled to expend more than 75 per cent of his pay in any one month in obtaining his original outfit. During his probationary period a surfman shall be required to provide himself only with the cap, working dress, rain clothes, and rubber boots.

Conform to uniform regulations and prescribe uniform for each day.

1439. (1) He shall, when he has knowledge that any vessel is wrecked, stranded, or in distress within reach from his station, at once assemble the crew and give instructions as to the boat and apparatus to be used, and shall notify keepers of adjacent stations within working distance, with which he has telephone connection, of the casualty, and request their assistance if in his judgment it be needed.

Action upon learning of a wreck near his station.

(2) He shall see that the regulations and instructions regarding action at wrecks are complied with.

Shall comply with regulations and instructions.

1440. The keeper and every other member of the crew, except the man operating the engine of a power lifeboat, shall wear a life preserver on all occasions of drill or actual service in boats. The life preserver for each person shall be marked with his number and shall be put on before he takes his place in the boat. The life preserver for the man operating the engine of a power lifeboat shall be kept near at hand when not worn. When passengers are taken into a service boat upon occasion of duty, as at a wreck, each person shall, if practicable, be provided with a life preserver, which shall be worn until he has reached the shore.

Life preservers to be worn in boats.

1441. He shall take prompt measures to revive or resuscitate all persons found apparently drowned or insensible from exposure to cold or other causes. The death of an apparently drowned person shall in no case be taken for granted, but every effort shall be made to resuscitate him, unless the body bears unmistakable

Resuscitation must be attempted.

evidence of having been in the water for too long a time for resuscitation.

Clothing for shipwrecked persons.

1442. He shall be accountable for the proper care and distribution of clothing or other supplies furnished for the benefit of the shipwrecked by benevolent associations or private individuals. Whenever any such supplies are issued to shipwrecked people a brief note to that effect shall be made under "Remarks" in the report of assistance rendered. He shall notify Headquarters when such supplies need renewal.

During the inactive season.

1443. During the inactive season he shall see—

(a) That the station rooms are frequently opened and aired and, where moths are prevalent, that every precaution is taken to protect the flags, blankets, and clothing from damage or destruction by airing and exposing them to the sunlight at frequent intervals.

Boat kept in readiness, inactive season.

(b) That at least one boat is kept in readiness for instant use throughout the inactive season, and that no work which will disable this boat is undertaken without the knowledge and consent of the district superintendent.

Shall keep lookout during bad weather, inactive season.

1444. (1) During inclement or thick weather, in the inactive season, he shall keep a sharp lookout for distressed vessels, boats, and persons. Upon discovering a wrecked vessel or boat or a signal of distress, he shall, unless he alone can render the needed assistance, collect as speedily as possible a sufficient number of enlisted persons and go to the assistance of the vessel, boat, or person. If enlisted persons are not available, suitable men shall be employed in their places. During the time that the services of enlisted persons are utilized in such emergencies it shall be considered that their leaves of absence are temporarily suspended and they shall receive compensation at the rate of \$3 per day. Persons other than enlisted persons shall receive such compensation as their services are reasonably worth; in rendering the bill (Form 2679) for the services of such persons, the keeper shall state the number of hours each was employed and any other circumstances tending to show the value of their services, and shall certify that the services were necessary and that the amount charged is just and reasonable.

Services to be stated and value thereof certified to by keeper.

(2) The authority granted in the preceding paragraph shall not be construed as permitting keepers to employ assistance at the expense of the Government in saving or aiding to save wrecked property when life is not imperiled and when the master, agent, or owner of such property can secure the needed assistance from other sources without injurious delay.

Not to incur unnecessary expense.

Expense not to be incurred in recovery of bodies of drowned persons, except. To prevent smuggling.

(3) No expense to the Government shall be incurred in recovering the bodies of persons drowned as the result of a disaster at which the service did not render assistance.

1445. He shall, as an inspector of customs, take such measures as may be within his power to prevent smuggling; and while patrolmen are in the performance of their duty, at night or by day, a strict watch shall be kept to detect any efforts at smuggling. He shall also, upon the detection of any violation of the customs-revenue laws, forthwith make complaint thereof to the collector of customs of the district and seize goods, wares, and merchandise

in the act of being smuggled or which have been smuggled. He shall notify Headquarters of his action in each such case.

1446. (1) He shall perform such duties in connection with the enforcement of the navigation laws as may be assigned him from time to time by Headquarters. (See art. 1231.) Enforcement of navigation laws.

(2) He shall see that the lights required by law are displayed on the station boats when they are underway, anchored, or moored at night. (See art. 1699-*k*.) Ranning and anchor lights.

1447. He shall write and sign the station log daily. Station log.

1448. He shall see that the regulations and instructions regarding the preparation of muster rolls, pay rolls, and other reports and documents are carried out. (See arts. 3401, 3418-*s*, and 3419.) Preparation of muster rolls, pay rolls, etc.

1449. (1) He shall see that the regulations and instructions regarding telephone lines and equipments are enforced. Telephone lines and equipments.

(2) He shall render all possible aid to officers and employees of the Coast Guard and to other persons authorized to visit the station to perform work or duty upon the request of the officer or other person in charge of such work or duty. Aid to officers, etc., visiting station.

1450. He shall be accountable for the economical use of all station supplies, and shall require from all under his command a rigid compliance with the regulations relative to the receipt and expenditure of Government stores. He shall be careful to prevent waste, theft, and misapplication of all public property intrusted to his care and management. Accountable for use of property.

1451. He shall see that the medicine chest is neatly and compactly stowed, kept in readiness for instant use, and is carried on the beach cart to all wrecks, and shall be responsible for the safety and proper use of its contents. Medicine chest.

1452. (1) He shall observe and cause all under his charge to observe all national and local sanitary laws and regulations. Observe sanitary laws.

(2) He shall exercise great care to keep the station buildings in a clean and sanitary condition. (See art. 1697.) Sanitation of station.

1453. He shall be particular to see that the regulations and instructions regarding the storage of inflammables and other dangerous articles and the precautions against fire are enforced. (See art. 1703.) Inflammable articles. Precautions against fire.

1454. (1) He shall, as directed by the district superintendent, report immediately by telegram, radiogram, telephone, or other quickest means to division commanders or commanding officers of cutters information of all marine disasters and casualties to shipping of which he may have knowledge. Reports to division commanders and commanding officers of cutters.

(2) He shall report to the district superintendent the exact location and nature of any obstruction to navigation which may be discovered, such as a recently sunken vessel, the recent formation of a sandbar in a navigable channel, a derelict raft or vessel, or anything else that might be a source of danger to shipping. When there is urgent need for promptly warning shipping of the presence of a derelict in the paths of navigation dangerous to vessels, he shall transmit this information by telegram and confirm it by letter. Report obstructions to navigation.

(3) He shall report to the lighthouse inspector nearest his station every accident to any of the aids to navigation that may come to his knowledge, such as the displacement or sinking of, Reports relative to aids to navigation.

or damage to, buoys, the failure of lights to show or flash, or of signals to sound. He shall send a copy of each such report to Headquarters.

1455. (1) A keeper shall not establish or engage in any private business on the station premises, nor shall he permit others to do so. He shall not engage in any business which will require his absence from the station more frequently than upon his regular liberty days, nor at any time to the neglect of his official duties.

(2) He shall not keep or sell intoxicating liquors on the station premises, nor shall he permit such liquors to be brought upon the premises to be consumed, sold, or given away. He shall take charge of liquors which may be landed at the station from a stranded or wrecked vessel until removed by proper authority.

(3) He shall eject from the station premises intoxicated persons, except such as require station relief. For the purpose of preventing intoxication on the part of shipwrecked persons receiving relief at a station, the keeper shall seize any liquors in their possession and retain them until the owners thereof are finally leaving the premises.

(4) He shall carry the provisions of paragraphs 2 and 3 of this article into full force and effect and shall permit no violations or evasions of the spirit of them.

(5) He shall not permit the station buildings, grounds, boats, apparatus, gear, or any other of its appurtenances to be used for private purposes, nor shall he loan to private persons any articles belonging to the station, nor shall station axes, hatchets, hammers, purchases, and other similar articles be used for the stripping or dismantling of wrecked vessels.

(6) He shall not permit meetings of a political character in the station or upon its grounds, and shall not permit the premises to be used for political purposes in any way whatever. The discussion of political questions at the station shall be avoided.

1456. (1) He shall read to the crew as soon as practicable after their receipt all orders and other matters received from Headquarters which are required to be published to them. (See arts. 1817 and 1818-c-3.)

(2) He shall keep a file of all general orders and circular letters.

1457. He shall submit to Headquarters a report, on the prescribed form, of each boat received at the station under his charge, and also when any change is made in the hull, machinery, or rig of a boat at the station.

1458. (1) A keeper of a house of refuge shall, as far as they are applicable, be governed by the regulations prescribed for keepers of stations; shall perfect himself in the drills; and shall keep a log and such other books of record as may be ordered. Immediately after storms he shall personally go along the shore to as great a distance as practicable for the purpose of finding and succoring persons in distress. Diligent search shall be made in both directions from the station.

(2) He shall wear the uniform prescribed for a keeper.

Keepers of houses of refuge shall wear uniforms.

Duties.

Shall be governed by regulations for keepers of stations.

Report on boat received.

Orders to be published to crew.

Political discussions.

Station property not to be used for private purposes.

Shall enforce regulations relative to intoxicating liquors.

Intoxicated persons.

Liquor not to be permitted on station premises.

Shall not engage in private business on station premises.

THE BOATSWAIN.

1471. (1) The boatswain shall be on deck generally during the **Duty.** day, and also during the night when his services are needed. He shall see that the men respond quickly to a call, and that they perform their duties properly.

(2) He shall frequently examine the outfits and equipments **To examine out-** in his department, and shall report at once to the officer of the **fits and report** deck any defect or deficiency of which he may become cognizant **defects.** at any time.

(3) He shall at all times be careful that the anchors, boats, **Security of an-** and other movable articles are properly secured, and shall have **chors, boats,** all emergency gear ready at hand. **etc.**

1472. He shall see that the yards, booms, and gaffs are kept **Neat and sea-** properly squared, topped up, or steadied amidships as the case **manlike ap-** may be, except when the necessary work to be done requires other- **pearance of** wise; that the sails are neatly furled; that all gear is taut (ex- **vessel.** cept during wet weather) and neatly coiled on the pins or on deck; that no ropes or other articles are hanging over the rails; that the boats at the davits are squared and steadied, and that the vessel presents a neat, trim, and seamanlike appearance.

1473. (1) He shall see that no paints, oils, inflammable ma- **Stowage of in-** terials, or painted or oiled canvas, are stored in the sail room. **flammables.**

(2) He shall have charge of, and be responsible for, the good **Paint locker.** order of the paint locker, and for the preservation of all the arti- cles and materials stored therein. He shall see that all articles are promptly returned to their proper places after use. Particu- lar attention shall be given to the stowage and care of oils, var- nishes, petroleum spirits, and turpentine. (See art. 1703.)

1474. He shall give careful attention to the ground tackle of **Ground tackle.** the vessel, and shall see that it is kept in good condition and ready for immediate use. When at anchor, he shall see that noth- ing interferes with a readiness to veer, slip, or bring to the chain, or to let go the spare anchors.

1475. He shall supervise all work going on in his department, **Supervision of** and shall be, for the purpose of carrying on the general work of **work.** the ship, the executive officer's assistant.

1476. He shall take care, when stowing the hold, that such **Stowing hold.** articles as may be needed in an emergency are kept accessible as far as practicable.

THE GUNNER.

1481. (1) The gunner shall, under the supervision of the **Duties in gen-** ordnance officer, whose assistant he shall be, have charge of, and **eral.** be responsible for, the care, preservation, and condition of every- thing pertaining to the guns and small arms and their accessories and equipments; for the cleanliness and order of the armory and the ammunition rooms, and for the care and proper stowage of all ammunition and ordnance stores belonging to the ship. He shall perform such other duties as may be assigned him. (See arts. 1142 and 1406.)

- To comply with ordnance instructions and report need of repairs. (2) He shall comply with the ordnance instructions as to the care, preservation, and use of ordnance material, and shall report to the ordnance officer any repairs to the armament or other work in his department that he deems necessary.
- Inform master-at-arms. (3) He shall inform the master-at-arms when the magazine is about to be opened.
- Security of battery. 1482. When at sea he shall attend to the security of the battery, and shall endeavor at all times to prevent injury to any part of the armament.
- To serve out small arms. 1483. (1) He, or his assistant, shall, at general quarters and drills, serve out the required small arms and equipments, accessory boxes, and ammunition.
- Inspection of arms after drills. (2) He shall, after every exercise or drill with arms, carefully inspect each piece used, and, if any has been broken or otherwise damaged, shall report the fact to the ordnance officer.
- Loaded arms not to be placed in armory. (3) Before the small arms are returned to the armory after target or other practice in which ammunition has been used, he shall see that none of the pieces is loaded. Loaded arms shall not be placed in the armory at any time.
- Stores. 1484. (1) He shall issue no ordnance stores without proper authority.
- Condition of armament. (2) He shall be accountable to the ordnance officer for the condition of the armament and of the ordnance equipment and stores in use.
- Supervision. 1485. He shall supervise all work going on in his department.
- Life buoys. 1486. He shall have charge of the life buoys, and shall see that they are kept in good order and ready to be dropped into the water at a moment's warning.
- Record of rounds fired. 1487. He shall keep a correct record, in a book to be furnished for the purpose, of the number of rounds of ammunition fired from each gun of the battery, distinguishing between saluting charges and fixed ammunition, and also of all other ammunition expended. He shall perform such clerical work as the ordnance officer may require in connection with his department.
- Assistant. 1488. He shall, when circumstances permit, have a competent enlisted person to assist him.

THE MACHINIST.

- Duties. 1491. (1) The machinist shall perform such duties in connection with the machinery, boilers, and their dependencies, as may be assigned him by proper authority. (See arts. 1605-c, 1605-d, 1605-e, 1605-f, and 1605-g.)
- Authority and accountability. (2) He shall exercise suitable authority over the enlisted persons in the engine department. He is accountable to the senior engineer officer and to the engineer officer of the watch for the proper performance of his duties.
- Stores to be accounted for. 1492. (1) He shall have charge of the machinery storerooms and stores, and shall see that all supplies requiring it are properly marked; that all supplies are stored so as to be readily accessible; and that they are economically expended.
- Supervision of work. (2) He shall, under the direction of the senior engineer officer, or of the engineer officer of the watch, supervise such work as may be assigned him by those officers.

THE CARPENTER.

1495. (1) The carpenter shall be an assistant to the executive officer, especially in the matter of repairs to the ship and her spars and boats. He shall report to the executive officer any repairs that he may deem necessary. **General duty.**

(2) He shall keep the outfits and equipments under his charge and in his department in good order and shall make frequent examination of the decks and all accessible parts of the hull of the vessel. **Condition of outfits.**

1496. He shall, at 8 p. m., sound the wells and report to the executive officer and the officer of the deck the depth of the water in the compartments of the vessel. He shall sound the wells at other times when so directed. **To sound the wells.**

1497. (1) He shall see that all fire-extinguishing apparatus (except that in the engine department) is kept in order and ready for immediate use. He shall be held accountable for the good condition of all hand pumps, with their attachments, pipes, drains, valves, and other appurtenances, except such as are within the engine department. **Fire-extinguishing apparatus.**

(2) He shall be responsible for the cleanliness and good condition of all capstans, windlasses, winches, and their appurtenances (except the engines). **Condition of capstans, etc.**

(3) He shall see that the air ports and other ports are kept in good order. When getting underway, he shall see that all air ports are closed. When he opens or closes air ports, he shall report the fact to the officer of the deck. (See art. 1193.) **Air ports.**

(4) He shall, immediately before and after coaling ship, or receiving fuel oil, and at such other times as directed, take the draft of the ship forward and aft and report it to the navigating officer and the officer of the deck. (See art. 1673-f.) **Draft.**

1498. He shall assist the executive officer in the inspection and care of all compartments, water-tight doors, double bottoms, and mechanical devices for the management and safety of the vessel, outside the engine department. **Assistant to executive officer.**

1499. He shall frequently examine the lightning conductors and shall see that they are kept in good condition. **Lightning conductors.**

1500. He shall be responsible for the cleanliness and neatness of his shop and for the care, condition, and preservation of the tools and stores in his department. **Shop and tools.**

GENERAL DUTIES OF PETTY OFFICERS.

1505. (1) All petty officers shall aid to the utmost of their ability in maintaining good order and discipline and in promoting all that tends to increase the efficiency of the command. They shall have, under their superiors, all necessary authority for the due performance of their duties, and shall be obeyed accordingly. **To maintain order and discipline.**

(2) They shall carefully examine all the articles belonging to and the stores received for their respective departments, and shall see, under the supervision of the heads of those departments, that the stores agree in quantity and quality with the invoices or bills accompanying them. **To examine outfits and stores.**

THE MASTER-AT-ARMS.

- Chief of police.** 1508. (1) The master-at-arms is the chief of police of the ship and shall exercise a strict surveillance over the conduct of the crew. His assistant shall give him all possible aid in the performance of his duties.
- To preserve order.** (2) He shall exert himself to the utmost to preserve order and to prevent infractions of discipline on the part of the crew. He shall be responsible for the cleanliness of the quarters of the enlisted persons and of all compartments under his charge.
- To report offenders.** (3) He shall report at once to the officer of the deck every violation of the regulations coming to his notice, and, when necessary, shall bring offenders to the mast.
- Charge of general mess.** 1509. (1) He shall have immediate charge, under the commissary officer, of the general mess, and shall be accountable for the care and expenditure of articles of food for that mess. He shall see that the mess gear and the storerooms are kept clean and in good order and that the latter are properly ventilated.
- To weigh out food.** (2) He shall weigh out daily the food for the general mess. He shall apportion the labor of the preparation of the food for cooking among the forward mess attendants, and shall see that they deliver the articles prepared by them to the cook at the proper times.
- Closing and locking storerooms, etc.** 1510. (1) Immediately before 8 p. m. daily he shall examine, close, and lock the storerooms, turning the keys in to the executive officer at 8 p. m., when he makes his report.
- Inspection.** (2) He shall have the berth deck and his storerooms ready for inspection daily in accordance with the routine bill of the vessel.
- Clearing berth deck.** 1511. When an order is given to clear the berth deck, or when all hands are called, he shall see that the order or call is obeyed at once, and that no unauthorized persons remain below.
- Supervision over anchor chains.** 1512. He shall, when the anchor chains are hove in, see that they are properly ranged and stowed in the chain lockers; when an anchor is to be let go, he shall see that the chain is clear for running from the chain locker, and shall make a proper report in each case.
- To check bad conduct.** 1513. He shall check all profane and bad language, gambling, quarreling, and unseemly noises, and shall use every effort to prevent improper conduct in any form.
- Watchful over prisoners.** 1514. (1) When prisoners are confined, or are in irons, he shall be watchful over them, and shall visit them at least once every four hours during the day, and oftener if necessary, to ascertain their condition and needs. (See art. 1190.)
- (2) He shall be the custodian of all prisoners, and shall use his best endeavors to prevent their escape. He shall not release them without orders from proper authority. In case of serious fire, or of any sudden danger whereby the safety of the vessel is imperiled, and when time will not permit a reference to superior authority, he shall release all prisoners at once, reporting the fact immediately to the officer of the deck.
- Inspections and reports.** 1515. He shall, at 8 p. m. and 9 p. m., make the rounds to see that the lights are extinguished as prescribed in article 1699.

The report of the first inspection shall be made to the executive officer, and of the second inspection to the officer of the deck.

1516. He shall, when the magazine or ammunition room is to be opened, see that all unauthorized lights and fires are extinguished, and shall report to the executive officer and to the officer of the deck when this duty has been performed. When ammunition room is opened.

1517. He shall have charge of the smoker's lamp, and shall see that it is kept lighted only during smoking hours. He shall take care that lights and the galley fire are not used by smokers to light their pipes and cigars, and that there is no smoking in unauthorized places. (See art. 1705.) Smoking.

1518. He shall attend to the opening and closing of the air-ports on the berth deck under the provisions of article 1193. Air-ports.

1519. He shall be vigilant in his efforts to prevent intoxicating liquors and other prohibited articles from being smuggled on board and to prevent any of the crew from leaving the ship without permission. In cases in which his suspicions have been aroused, he shall make immediate report to the officer of the deck. Prohibited articles.

1520. He shall use every possible effort to prevent theft and to detect any person who may be guilty thereof. To prevent theft.

1521. He shall take great care that no Government property is injured or taken out of the ship without authority. Property.

1522. He shall take charge of all unclaimed private property found on board until a proper disposition can be made of it. (See arts. 412 and 414-1.) When any enlisted person is sent to a hospital or is absent without leave or has deserted or is suspected of an intention to desert, the master-at-arms shall take charge of such person's bag and hammock and of his personal effects found on board and report his action at once to the officer of the deck. He shall take charge of the effects of liberty men when so directed, and shall be present at the sale of the effects of deserters and deceased persons. Unclaimed property.
Personal effects.
Sale of effects.

1523. At general muster he shall answer for the members of the crew who are absent, stating the reasons for the absences when known; otherwise he shall answer that they are "absent without leave." (See art. 1818-a-4.) Muster.

1524. He shall receive and distribute the mail for the crew at such hours as may be provided by the daily routine of the ship. (See art. 1757.) Mail.

1525. When absent, his duties and the responsibility for their proper performance shall devolve upon the assistant master-at-arms. In case there be no such assistant, the duties of the master-at-arms shall be performed, in his absence, by an enlisted person designated by the executive officer. Absence.

THE NO. 1 SURFMAN.

1531. The No. 1 surfman shall, under the direction of the keeper, carry out the daily routine established for the station. Shall carry out daily routine.

1532. He has no authority independent of the keeper, and when in charge of the station during the keeper's absence shall not change the latter's methods of performing routine duty. Has no independent authority.

Shall prepare transcript, etc. **1533.** He shall prepare the weekly transcript of the log, and shall, when required, assist the keeper in the preparation of the "Return of public property."

Responsible for. **1534.** He shall, under the direction of the keeper, be responsible:

Police and discipline. (a) For the police and discipline of the station, and shall perform such other duties as may be assigned him.

Flags and bunting. (b) For the care and preservation of all flags and bunting, and shall see that all flags in use are kept repaired and in serviceable condition.

Boats and apparatus. (c) For the care, cleanliness, neatness, and general condition of the boats and of the gear and other equipments belonging to the station. He shall see that the boats are properly equipped at all times, promptly reporting to the keeper any deficiencies or defects he discovers, and shall take care that they are well secured and protected from injury. He shall be responsible for the proper stowage of the beach cart, and shall see that all apparatus is properly stored and cared for.

Safety and preservation of libraries. **1535.** (1) He shall have charge of and be responsible for the safety and preservation of the library placed at the station by benevolent associations or persons, and shall see that the books are never taken away from the station. Upon each occasion of their use by any member of the crew or by persons succored at the station he shall cause the name of the person using a volume, and the title of the latter, to be written on a slip of paper, which shall be deposited in the bookcase in the place occupied by the volume, to be handed to the borrower upon its return.

Transfer of libraries. (2) He shall report to the keeper for entry in the log the record of any exchange with another station of libraries in portable cases, with a list of books exchanged and a statement of the condition of each.

Not to occupy keeper's quarters. **1536.** He shall not occupy the keeper's quarters during the temporary absence of the latter, nor shall he permit them to be used by others, except by proper authority or in emergencies.

THE ELECTRICIANS.

Responsible for radio outfit. **1537.** (1) The senior electrician shall, under the supervision of the radio officer, have charge of and be responsible for the care of the radio room, and for the care and efficient operation of the radio outfit and all other electrical appliances outside of those assigned to the engine department. (See art. 1147.)

Familiarity with radio laws and regulations. (2) He shall make himself familiar, and, as far as he is able, shall see that the other electricians are familiar with the laws and regulations governing radio communication.

To file radio messages. **1538.** He shall see that the originals of all messages transmitted and the copies of all messages received are properly filed and that the files are not opened to the inspection of any unauthorized person.

To transmit distress messages promptly. Code used. **1539.** (1) All electricians shall use every effort to transmit distress messages to every possible source of aid.

(2) They shall, unless otherwise instructed, use the international Morse code for transmitting all messages by radio, whether official, unofficial, or commercial.

(3) They shall, when on watch, wear on their heads telephones attached to the receiver in operative condition, and shall be alert and attentive in listening for and answering calls. To wear tele-
phones attached
to receiver.

(4) They shall, during their respective watches, make the proper entries in the radio log, and shall sign it at the end of each watch. Entries in
radio log.

1540. The radio apparatus shall not be used for exchange of notes between operators, or for unofficial work of any kind, with the exception of "MSG" messages, which must be authorized and handled in accordance with the provisions of these regulations. No superfluous words or signals shall be permitted. Salutations, greetings, and expressions necessary in polite conversation have no place in radio work other than in the body of a message, and even there brevity should forbid such expressions except in rare cases. The use of any such abbreviations as the following is prohibited: Use of radio
apparatus.

om pls gm ge gn tks tnx 73.

1541. (1) They shall not disclose the contents of any radiogram except by permission of the commanding officer or as authorized in these regulations. Disclosure of
messages forbid-
den.

(2) They shall not divulge the fact of the receipt of a private message, except to the proper authorities; such message after it has been delivered, becomes the property of the addressee. They shall, upon the receipt of a message preceded by "MSG," regard the message as private and transmit it promptly, in writing, to the addressee. Private mes-
sages divulged
to proper au-
thorities only.

1542. They shall, upon receiving a message other than one preceded by the letters "MSG," regard such message as official and transmit it promptly, in writing, to the commanding officer. Official mes-
sages.

1543. They shall send only such messages as have been authorized by the commanding officer or the senior line officer present. Transmission of
authorized mes-
sages only.

1544. Each radiogram, of whatever nature, received, transmitted, or relayed by the vessel, shall be neatly copied in duplicate in ink on its appropriate form, and all the notations necessary for checking and tracing the message shall be entered on the blanks. The electrician sending or receiving the message shall do this copying. All radiograms
to be copied in
duplicate.

1545. They shall number serially in one series all messages received and transmitted, beginning with number one on the first day of each month, and shall mark the capital letter "R" conspicuously with red ink upon all relayed messages. To number mes-
sages serially.

1546. The proper count on radiograms shall be ascertained in each instance, and where there is doubt in this respect when transmitting commercial messages to the stations of other services, the count of such stations shall be ascertained and the charge made accordingly. When such procedure is taken a notation shall be made on the copies for the information of Headquarters. Proper count
on radiograms
ascertained.

1547. The coast tax or ship's rate for a commercial radiogram transmitted (if not certainly known) shall be ascertained from the coast station or ship to which the message is sent, in order that the proper amount may be charged the person sending it. Coast tax to be
ascertained.

To submit to commanding officer all information intercepted relating to accidents, casualties, etc.

1548. The electrician on watch shall take down in rough form and submit to the commanding officer all information he may intercept by radio relating to the positions or movements of vessels, accidents or casualties at sea or along the coasts, public events in which the Government is concerned, and all other matters which might be of interest to the Coast Guard.

THE YEOMAN AND THE SHIP'S WRITER.

Duty.

1551. The yeoman and the ship's writer shall do such official clerical work as may be necessary, and shall be under the direction of the executive officer. (See art. 980.)

Charge of books, etc.

1552. He shall, under the supervision of the executive officer, have charge of the stationery, books, and blanks.

Filing circular letters, general orders, etc.

1553. He shall have charge of and shall be responsible for the proper filing and indexing of the official and circular letters and general orders received, together with the copying and indexing of all official letters transmitted.

Librarian.

1554. He shall have charge of the ship's library, and shall be responsible for the neat, orderly, and systematic arrangement of the books therein.

THE SIGNAL QUARTERMASTER.

Account for stores.

1557. The signal quartermaster shall keep an accurate account of all stores and outfits under his charge, shall be careful in regard to their expenditure, and shall see that they are not improperly used.

Responsible for signal appliances.

1558. He shall have charge of and be responsible for all signal appliances of the ship, except such as are under the supervision of the electricians. He shall be responsible for the care and condition of the signal lockers and the navigating officer's storerooms.

Steering gear.

1559. He shall, under the supervision of the navigating officer, be responsible for the proper care of the steering gear except the steam steering engine.

To stand watch.

1560. He shall stand a quartermaster's watch and shall perform such other duties as may be assigned him.

To be proficient in signaling.

1561. He shall be proficient in sending and receiving signals by means of all signal systems adopted by the service. (See art. 1038.)

THE MACHINIST, FIRST CLASS, AND OILER.

Duties.

1563. (1) They shall perform such duties as may be assigned them by the senior engineer officer. In addition they may be detailed for watch and day's duty in the engine department under the provisions of article 1605.

May perform machinist's duties.

(2) When a machinist, first class, is attached to a vessel the complement of which does not include a machinist, he shall assume the duties of machinist.

THE CARPENTER, FIRST CLASS AND SECOND CLASS.

1565. The carpenters, first class and second class, shall perform **Duties.** such duties in connection with the carpenter department as may be assigned them. When a carpenter, first class or second class, is attached to a vessel the complement of which does not include a carpenter, he shall assume the duties of carpenter. (See art. 1495 et seq.)

THE ASSISTANT MASTER-AT-ARMS.

1567. The assistant master-at-arms shall assist the master-at-arms in all the duties prescribed for that rating, and in the absence of the master-at-arms shall perform the duties and assume the responsibilities of the latter. **Duties.**

THE QUARTERMASTERS.

1569. The quartermasters shall have charge of the lamp locker, running and anchor oil lamps, deck lanterns, oil signal lanterns, leads, and lead lines, and shall be responsible for their proper care. They shall perform such other duties as may be assigned them. **Charge of lamps, etc.**

1570. They shall stand a quartermaster's watch, and as quartermaster of the watch shall strike the ship's bell at the proper times; shall make all routine reports; shall see that the flags and pennants displayed are properly set; shall report to the officer of the deck all boats approaching, all signals within sight, the arrival, departure, or approach of vessels, and in general shall observe and promptly report all occurrences in the vicinity. They shall make the above-required reports in person when the officer of the deck is near by on deck, otherwise by messenger. **Stand watch. Make reports.**

1571. They shall be proficient in sending and receiving signals by means of all signal systems adopted by the service. (See art. 1038.) **To be proficient in signalling.**

THE COXSWAINS.

1573. The coxswains shall, under the direction of the officers in charge, be responsible for the care, cleanliness, neatness, and general condition of their respective boats, and of the gear and other equipment belonging to them. They shall see that the boats are properly equipped at all times, promptly reporting to the officers in charge any deficiencies or defects that may be discovered, and shall take care that the boats are well secured and protected from chafe, both in port and at sea. **General duties.**

1574. They shall take great care that boats in their charge away from the ship suffer no damage. They shall be watchful over the conduct of their crews, shall not allow any of the men to leave the boats without permission, and shall maintain discipline and endeavor to promote the efficiency of the men under their charge. **Duties when in charge of boats away from the ship.**

1575. They shall familiarize themselves with the duties of coxswains as laid down in the "Boat Book, United States Navy." **Boat book.**

- To be proficient in signalling.** 1576. They shall be proficient in sending and receiving signals. (See art. 1038.)
- Leaders of watch.** 1577. They shall, when acting as leaders of watches, perform the duties set forth in article 1190.
- Assignment for quartermaster's duty.** 1578. They may, when necessary, be assigned to perform the duties of a quartermaster. (See arts. 1569, 1570, and 1571.)
- Additional duties.** 1579. They shall perform such other duties as may be assigned them by proper authority.
- Lifeboat duties.** 1580. They shall perform the duties in connection with the lifeboats as set forth in article 1182.

THE WATER TENDERS.

- Duties.** 1582. The water tenders shall, under the supervision of the engineer officer of the watch, have charge of the fireroom, and shall be responsible for the safe height of the water in the boilers, the condition of the fires, and the carrying out of the fireroom routine.
- To remain at stations.** 1583. They shall not, when on watch, leave their stations unless properly relieved.

THE BAYMAN.

- Duties.** 1585. The bayman shall, under the supervision of the medical officer, have charge of and be responsible for the cleanliness and good order of the sick bay and dispensary. He shall give particular attention to the care and preservation of all medical supplies and outfits intrusted to his charge.

ALL OTHER PETTY OFFICERS.

- Duties.** 1587. All other petty officers shall perform such duties as may be assigned them by proper authority.

THE ENLISTED FORCE.

- Members of crew.** 1589. The enlisted force shall on all occasions yield a ready, cheerful, and prompt obedience to those placed over them; shall obey all orders and regulations; shall be attentive to their duties; shall avoid difficulties with one another; shall be neat in their persons and dress; and each shall endeavor by his own good conduct, respectful bearing, and zeal to promote the efficiency of the entire command.

GENERAL INSTRUCTIONS.	LOG BOOKS.
MANNER OF PERFORM- ING DUTY.	ROUTINE.
PROCEDURE UNDER OR- DERS.	REPORTS.
	INSPECTIONS.
	DRILLS AND EXERCISES.

CHAPTER X.

GENERAL INSTRUCTIONS.

1601. All persons belonging to the Coast Guard shall make themselves familiar with, observe, obey, and, so far as lies in their power or in their sphere of action, enforce the laws relating to the Coast Guard, these regulations, and such general orders, circular letters, and other instructions as may be issued by Headquarters for their information and guidance. In the absence of specific instructions they shall conform to the customs and usages of the service.

Observance of regulations and orders.

MANNER OF PERFORMING DUTY.

1602. The duties assigned to the executive, navigating, ordnance, radio, commissary, and clothing officers shall be apportioned as follows:

Apportionment of duties of line officers.

(a) When there are but two line officers junior to the commanding officer attached to a cruising cutter, the senior shall be the executive, navigating, and ordnance officer; the junior shall be the radio, commissary, and clothing officer.

Two junior to commanding officer.

(b) When there are three line officers junior to the commanding officer attached, the senior shall be the executive and navigating officer; the next junior in rank shall be the ordnance and commissary officer; and the junior in rank shall be the radio and clothing officer.

Three junior to commanding officer.

(c) When there are four line officers junior to the commanding officer attached, the senior shall be the executive and navigating officer; the next junior in rank, the ordnance and radio officer; the next junior in rank, the commissary officer; and the junior, the clothing officer.

Four junior to commanding officer.

(d) When there are more than four line officers junior to the commanding officer attached, the senior shall be the executive officer; the next junior in rank, the navigating and ordnance officer; the next junior in rank, the radio officer; the next junior in rank, the commissary officer; and the junior, the clothing officer.

More than four junior to commanding officer.

(e) In all of the above cases the officer next junior in rank to the navigating officer shall be the assistant to that officer and shall perform such duties in connection with the navigator's department as may be assigned him by the commanding officer.

Assistant to navigating officer.

(f) Whenever any one of the above officers is relieved, removed, or detached, he shall deliver to his successor all stores, outfits, equipments, and books for which he is responsible.

Delivery of outfits to successor.

Line officers.

1603. The commanding officer shall require the line officers attached to his command, and present for duty, to perform duty in the following manner:

Watches when there is one line officer junior to commanding officer.

(a) When there is but one line officer junior to the commanding officer, the watches and other duties, both at sea and in port, and shore leaves shall be divided between them as equally as may be practicable, or as may be directed by Headquarters. (See art. 1401.)

Watches when there are two line officers.

(b) When there are two line officers junior to the commanding officer, the watches and other duties on board ship, both at sea and in port, shall be divided between these two as equally as may be practicable. 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. Should the commanding officer require both line officers to be on deck in getting underway, anchoring, mooring, unmooring, or in the performance of any other evolution or maneuver in which all hands are called, the senior shall assume charge of the deck. If at any time it be necessary to send one of these officers away from the vessel on duty of any kind, the officer remaining on board shall assume charge of the deck. (See art. 963.)

Watches when there are three line officers.

(c) When there are three line officers junior to the commanding officer, the executive officer shall, when the ship is underway, take the morning and second dog watches, and the remaining watches shall be taken by the two junior officers. In port he shall not be required to take day's duty, but may, by permission of the commanding officer, relieve either of the other officers for short periods as a matter of accommodation. He shall have general direction of all work that is being carried on. Should the officer of the deck be sent out boarding or away from the vessel on any other duty, the executive officer shall relieve him for that purpose. When sea watches are not being stood, and the executive officer is on board at night, he, instead of the officer having the day's duty, shall superintend the performance of the morning duties and keep the watch until 9 a. m. He shall also, under like circumstances, respond to all calls that may be made during the night after the return of the 10 p. m. liberty boat.

Watches when there are four line officers.

(d) When there are four or more line officers junior to the commanding officer, the executive officer shall not be required to take any watch either at sea or in port, but shall exercise all necessary direction over the men during working hours, shall hold himself in readiness for a call at all times, and shall respond to all calls that may be made during the night after the return of the 10 p. m. liberty boat. Should the officer of the deck be sent out boarding or away from the vessel on any other duty, the executive officer shall relieve him for that purpose. When sea watches are stood, the officer next junior to the executive officer shall take the morning and second dog watches and relieve for meals, and shall take day's duty when in port. The other officers shall stand the remaining watches.

Directions as to command.

1604. The following directions shall be observed as to command:

(a) In the absence of the commanding officer, or during his disability, the senior line officer remaining on duty shall succeed to all the responsibility and all the authority of command, except as noted in paragraphs *b*, *c*, and *d* of this article.

Absence or disability of commanding officer.

(b) An officer, temporarily in command for a period of not more than one day, may, if, in his judgment, it be necessary to preserve discipline, suspend or arrest an officer, or confine an enlisted person, subject to the approval of the commanding officer upon his return to duty. If in command for a period greater than one day he may award punishments for infractions of discipline in the same manner as the commanding officer.

Authority while in temporary command.

(c) When in command for any period during a temporary absence of the commanding officer, he shall not change the general orders, prescribed routine, or other regulations then existing, nor make any unauthorized alterations in the internal arrangements of the vessel.

Unauthorized alterations.

(d) When in command of a cruising cutter during the absence of the commanding officer, for any purpose (as on leave), he is responsible for the vessel's safety and for the efficiency of the duty performed. At such times, while without authority to change the internal affairs of the vessel, he shall be free to direct her movements in accordance with these regulations.

Directing vessel's movements.

1605. The commanding officer shall require the engineer officers attached to his command and present for duty to perform duty in the following manner:

Duties of engineer officers.

(a) When there are four or more engineer officers, the senior shall not be required to take any watch either at sea or in port, but shall exercise all necessary direction over the men in the engine department during working hours, hold himself in readiness for a call at all times, and respond to all calls that may be made during the night after 10 p. m. when in port. When sea watches are stood, the next junior in rank shall take the morning and second dog watches and relieve for meals, and shall take day's duty when in port. The other officers shall stand the remaining watches.

When there are four or more engineer officers.

(b) When there are three engineer officers, the senior shall, when the ship is underway, take the morning and second dog watches and relieve for meals, and the remaining watches shall be taken 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 periods as a matter of accommodation. When sea watches are not being stood and the senior engineer officer is on board at night, he, instead of the officer having the day's duty, shall superintend the performance of the morning duties and keep the watch until 9 a. m., and shall also under like circumstances respond to all calls that may be made during the night after 10 p. m.

When there are three engineer officers.

(c) When there are two engineer officers, and a machinist or competent oiler, the machinist or oiler may, in the discretion of the commanding officer, take an officer's watch in the engine room, in which case the watches shall be stood as provided in paragraph *b* of this article. If there is no machinist or competent oiler attached, the duties shall be divided between the two engi-

When there are two engineer officers.

neer officers as equally as may be practicable. In all cases in getting underway or coming to anchor, mooring and unmooring, and at all times when unusual care is required to be given to the working of the engine, a commissioned officer shall be in the engine room and in control of the handling of the engines.

Duties when there are three machinists.

(d) When there are one engineer officer and three machinists, the watches shall be stood as prescribed in paragraph *a* of this article.

Duties when there are two machinists.

(e) When there are one engineer officer and two machinists, the watches shall be stood as prescribed in paragraph *b* of this article.

Duties when there is a machinist and a competent oiler.

(f) When there are one engineer officer and a machinist and a competent oiler, the two latter may, in the discretion of the commanding officer, take regular engineer officers' watches, in which case the watches shall be stood as provided in paragraph *b* of this article.

Competent machinist or oiler.

(g) When there is only a machinist or a competent oiler in addition to the engineer officer, the latter shall consider himself as constantly on duty, the watches being stood by himself and such machinist, or competent oiler, as equally as possible, with the approval of the commanding officer. When at anchor or lying alongside a wharf with fires hauled or banked, the engineer officer shall be accorded the usual shore leave alternately with the machinist or competent oiler, provided there are no repairs or other work needing his attention, that he has taken proper precautions for the safety of the machinery, and that the machinist or oiler to be left in charge understands the duties to be performed. It is to be understood that his first duty is to insure the proper care of the machinery, and that he shall not leave the ship for any reason until this has been done.

Senior engineer to certify to enlisted man's competency to stand engineer officer's watch.

1606. Except in case of emergency, the nature of which shall be fully entered in the ship's log, no person below the grade of machinist shall be detailed to stand an officer's watch in the engine department, unless the senior engineer officer certifies in writing to the commanding officer that such person is competent to perform such duty.

Engineer officer to be on board.

1607. Except as otherwise provided in these regulations a cruising cutter shall never be left without a commissioned engineer officer on board and ready for duty.

Number of officers to be on board on duty.

1608. When there are two or more line officers junior to the commanding officer attached to a cutter and present for duty, and also two or more engineer officers, a cruising cutter shall never be left without one officer of each department on board, except in cases of emergency, the nature of which shall be fully entered in the ship's log, or as provided in article 1605. When the above complement of officers is not present for duty the commanding officer shall regulate the matter of allowing officers to leave the vessel, but one commissioned engineer officer shall be on board at all times, except as provided in article 1605.

Line officers and engineer officers detailed for engineer and line duty, respectively.

1609. The commanding officer may detail for temporary duty in the engine department any line officer of his command who has qualified for engineering duty; he may also detail for temporary duty as a deck officer any engineer officer who has qualified for

such duty. In each case of such detail an entry shall be made in the ship's log, stating the reason therefor. (See art. 1034.)

1610. Watches shall be stood by the line and engineer officers in their respective departments in regular rotation, and no person shall, without the consent of his commanding officer, absent himself from his duties or exchange with another for their performance. Watches to be stood in rotation.

1611. All officers attached to a vessel shall be considered as present for duty at all times, except when absent on leave granted by proper authority, when on an expedition sent out by the commanding officer, when sick on board or on shore, or when under arrest. Officers present for duty.

1612. An officer can not sever his official relations and responsibilities from the trusts imposed upon him by virtue of his commission or appointment. An officer's responsibilities.

1613. Day's duty shall begin at 9 a. m., if the vessel be in port at that time, and continue until the same hour the following day. The line officer on duty for the day shall, in the absence of the executive officer, or when the latter is not required to take a watch, superintend the performance of the morning duties pertaining to the deck department. Definition of day's duty.

1614. Day's duty shall be performed by engineer officers, in connection with their department, under the same conditions as apply to officers of the line. When it is found necessary to repair, overhaul, or adjust any part of the machinery or boilers, or their dependencies, the junior engineers shall, irrespective of whose day's duty it may be, supervise such portion of the work involved as may be assigned them by the senior engineer officer. (See art. 1246.) Day's duty by engineer officers and officers of the line.

1615. When line officers stand day's duty, which shall be at all times when the vessel is in port, except when, under special circumstances, the commanding officer may deem it necessary to pursue a different course or advisable to keep all hands on board—in which latter case sea watches shall be stood if necessary—the officer whose day's duty it is shall be the officer of the deck for the day, and shall, under the direction of the executive officer, carry on and superintend such work as the latter may designate. He shall not retire until after the return of the 10 p. m. liberty boat. Officer of the deck in port.

1616. Should the condition of the weather or other circumstances be such as to endanger the vessel's safety, an officer shall remain on deck until the danger has passed, and if it be of long duration a regular sea watch shall be maintained. In such emergencies an engineer officer shall be on duty in the engine department (except as otherwise provided in these regulations), if the fires be lighted or the machinery in working order or capable of being quickly put into working order. Watches when vessel is in danger.

1617. The commanding officer shall cause a sufficiently strong watch to be kept in the engine department, under competent charge, whenever the fires are lighted, and shall see that that department is never left without a suitable watch, in charge of a competent oiler, water tender, or fireman, even though the vessel may be at anchor and the fires hauled. Competent watch to be kept.

Important orders to be written.

1618. All important orders to the officer of the deck to be carried out during the night, whether given by the commanding officer or the executive officer, shall be in writing.

Information to officer of the deck.

1619. The executive officer shall give to the officer of the deck for his guidance such orders and instructions as may be necessary concerning the manner of performing the duties of the vessel.

Police of vessel.

1620. In his administration of the police of the vessel the executive shall give such orders and directions to the officer of the deck as he may deem necessary.

System of signals.

1621. The executive officer shall arrange with the line officers a system of signals by which orders regarding the handling of lines in going alongside of and getting away from wharves, docks, or vessels, and in executing other evolutions of a like nature, may be communicated to the officers, and the noise and confusion of signaling thus avoided.

Vigilance required.

1622. (1) The executive officer shall see that all officers of the vessel are vigilant in the performance of their duties; that they perform them properly in a uniform manner, and not perfunctorily; that they maintain a strict and orderly performance of duty; and that they avoid all unnecessary noise and confusion. If necessary to admonish them, he shall do so privately.

Directions to officer of the deck.

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

Discretion to be used in relieving officer of the deck.

1623. The authority given to the executive officer, when the commanding officer is not on deck, to relieve the officer of the deck while the latter is in the performance of an evolution of the vessel or other important exercise, should be used with judgment and discretion. As the peremptory application of such authority might often be considered as reflecting upon the latter officer's competency and ability, it should not be exercised without necessary and sufficient cause.

Rules to prevent collisions.

1624. All persons in the service shall strictly observe the requirements contained in the international "Regulations for preventing collisions at sea" and in the "Regulations for harbors, rivers, and inland waters."

Suggestions as to methods invited.

1625. Officers are invited to forward to Headquarters through official channels well-considered comments and suggestions with a view to promoting the efficiency of the service and the public interests. These should be in regard to things or methods and not a criticism of persons, and should in all cases be accompanied by a well-digested plan for improvement. Such suggestions, if approved by Headquarters, shall be entered on the officers' records, and they shall be duly notified to that effect.

Reports on acts of valor.

1626. Division commanders, commanding officers, district superintendents, and keepers shall make special reports of dis-

tinguished conduct, conspicuous acts of valor, marked devotion in the line of duty, extraordinary courage or ability, or unusual resourcefulness in time of peril or great responsibility, whenever such occasions arise. (See art. 2691-f.)

1627. (1) All provisions, supplies, and articles of every description for the use of the Coast Guard shall be carefully inspected by the officer to whose department they belong, or in his absence, by the officer responsible for the department during such absence, or by the officer of the deck, or such other officer as the commanding officer may appoint, at the time they are delivered, to ascertain whether they are of good quality, of the proper kind, size, and description required, properly put up, and in strict accordance with the terms of the contract or the accepted proposal. Any failure to meet the above requirements shall be reported to the commanding officer.

Inspection of supplies.

(2) Articles delivered by a contractor in conformity with the requirements of the preceding paragraph shall be receipted for by the officer to whom they are delivered, provided they are accompanied by proper bills or invoices.

Receipts to be given.

1628. All articles of supplies, outfits, furniture, and other public property shall be accounted for by the officers responsible for the same, and the value of all such articles as are not satisfactorily accounted for shall be checked against and deducted from the pay of such officers.

Accountability.

PROCEDURE UNDER ORDERS.

1631. (1) All orders involving assignment to duty or change of station or duty shall be issued from Headquarters in writing, unless otherwise provided.

Orders from Headquarters to be written.

(2) All orders from Headquarters shall be acknowledged within 24 hours after their receipt. If the orders be by telegraph, the acknowledgment shall be immediate and by telegraph.

To acknowledge orders.

(3) Orders detaching any person from any cutter or duty shall be forwarded to his commanding officer, if he have one on such cutter or duty, who shall deliver the orders to the person for whom they are intended, indorsing thereon the place, date, and hour of the receipt and delivery, respectively. If the person be attached to a division, the orders shall be forwarded through the division commander. (See art. 3215.)

Orders of detachment forwarded through commanding officer.

(4) Orders detaching a person from a station shall be forwarded through the district superintendent and the keeper of the station. The district superintendent shall at once forward the orders to the keeper of the station at which the person is serving, indorsing thereon the place, date, and hour of their receipt and forwarding, respectively, and the keeper of the station shall indorse on the orders the place, date, and hour of their receipt and delivery, respectively.

Orders of detachment forwarded through district superintendent and keeper.

(5) If the order detach the person from a cutter, station, duty, or office, the acknowledgment shall state the date of intended departure therefrom.

Acknowledgment to state date of intended departure.

1632. A division commander, commanding officer, district superintendent, or keeper, shall not withhold any orders or other communications received from proper authority for a person

Withholding orders.

under his command, except for good and sufficient reasons, which he shall at once report to said authority. If he be authorized to withhold any communication forwarded through him, his receipt of such communication shall be at once reported to Headquarters.

Duty upon receipt of orders.

1633. An order from Headquarters to any person requiring him to proceed to any point, but fixing no date, and not expressing haste, shall be obeyed by leaving within 4 days after its receipt; if the order read "without delay," he shall leave within 48 hours; if "immediately," within 24 hours; if the order be by telegraph, within 12 hours. All persons shall indorse on their orders the place, date, and hour of their receipt. (See arts. 1642, 1643, 1644, and 3203.)

To proceed immediately after leaving ship or station.

1634. The delays authorized in the preceding article shall not be so construed as to permit any person to leave his ship, station, duty, or office before the limit of the time permitted by his orders, as indicated in that article, unless to proceed immediately to the place designated in the orders, or to permit a delay en route, or to permit the spending of the time between the receipt of the orders and the expiration of the time limit for obeying them on shore at the port where the ship or station may be. On leaving his place of duty he shall at once proceed to obey his orders. Until the time of his departure in obedience to his orders he shall be actually present for duty on his ship or at his station or office.

Date of departure in obedience to orders.

Presentation of orders.

1635. (1) Any person who reports for duty in accordance with written orders shall present the orders to the officer to whom he reports, who shall if it appear that there was unnecessary delay en route, require the person to explain the cause thereof in writing. The officer to whom he reported for duty shall forward this explanation with a suitable indorsement to Headquarters. If a division commander, commanding officer, district superintendent, or keeper be delayed in reporting he shall forward his own explanation.

To report to Headquarters date of arrival. Indorsement on orders.

(2) Immediately after reporting for duty a person shall communicate to Headquarters the date and hour of reporting.

Procedure of commissioned officer if vessel be not in port.

1636. Officers shall indorse upon the orders of those who report to them for duty the fact that the person ordered has so reported, and the place, date, and hour of reporting.

Procedure of warrant officer, or enlisted person.

1637. (1) Should the vessel to which a commissioned officer has been ordered for duty not be in the port where he was directed to join her, when he arrives at such port, he shall immediately report the fact to Headquarters by telegraph and await the arrival of the vessel unless otherwise instructed.

(2) Should a warrant officer or enlisted person report for duty at a port under orders as specified in the preceding paragraph, he shall immediately report to the division commander at that port, if there be one. If there be no division commander at the port, he shall immediately report to Headquarters by telegraph and await instructions. (See art. 925.)

Application for change of orders.

1638. An application for the revocation or modification of orders to proceed will not justify any delay 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 shall not be revoked or modified at the suggestion or solicitation of the officer affected, and any attempt to alter or evade them,

except on the grounds before specified, or to obtain assignment to particular duty, or to secure other personal favors through political or other influence, being regarded as prejudicial to good order and discipline, is forbidden. (See art. 1644.)

1639. Application for assignment to duty, or for the revocation or modification of orders not in conflict with the provisions of the preceding article, shall be made by the officer himself in an official manner and through the proper official channels, and shall state the precise reasons for making the application. Reasons shall be stated in application.

1640. Application for assignment to special duty from an officer who has had less than 10 years' service as a commissioned officer will not be favorably considered. Not to apply for special duty.

1641. Officers are forbidden to write personal letters to the Secretary of the Treasury in regard to assignments to duty. Unofficial letters to Secretary forbidden.

1642. Delays in obeying orders, in reporting for duty, or in returning to duty from leave of absence shall not be authorized except by Headquarters. All authorized delays shall be regarded as leaves of absence, unless it be stated in the order granting them that they are in the interests of the public service. (See art. 1633.) Authorized delays in obeying orders.

1643. Any unauthorized delay in obeying orders or in returning from leave shall, if not satisfactorily explained as unavoidable, be regarded as absence without leave; if satisfactorily accounted for, the delay shall be excused, or considered leave of absence, depending upon whether it was occasioned in the interests of the public service, by uncontrollable circumstances, or otherwise. (See art. 1633.) Unauthorized delays.

1644. Officers shall hold themselves in readiness to comply promptly with orders, and shall not upon receipt of the same write or telegraph Headquarters for leave of absence or permission to delay, except on account of personal illness, sickness or death in their immediate families, or other equally cogent reason. (See art. 1638.) Not to apply for leave on receipt of orders.

1645. No commanding officer shall have authority to detach an officer from his command; and no officer shall have authority to annul, revoke, modify, or countermand an order issued by the department or Headquarters, or to order an officer to perform any duty not connected with the service. (See art. 1659.) No authority to detach an officer or revoke an order.

1646. No officer shall, except in cases of urgent necessity, or as provided in article 393, be transferred from one cutter to another without the previous authority of Headquarters. An officer who directs or authorizes such a transfer shall submit a full report of the facts to Headquarters immediately. Transfers of officers in cases of urgent necessity.

1647. Officers shall not be placed upon waiting orders on their own application, but only when Headquarters deems it expedient. Waiting orders.

1648. (1) The tour of duty of a commissioned officer (except division commanders, division engineers, and district superintendents) shall be three years unless otherwise provided by law, except when the interests of the service require his earlier detachment or other modification of this regulation, and an order of Headquarters assigning an officer to any duty, but without any qualification as to the length of time he shall continue to perform such duty, shall be so construed. If the order read "temporary," it shall be construed to mean for an uncertain time. Tour of duty on a station or on special service.

- Tour of duty of division officers.** (2) The tour of duty of division commanders and division engineers shall be four years, subject to the exceptions contained in the preceding paragraph.
- Address when traveling on shore duty.** 1649. Officers on shore duty in connection with the Coast Guard, and moving from place to place under orders, shall keep Headquarters advised of their post-office and telegraphic addresses. Whenever possible, this information shall be furnished when acknowledging receipt of orders.
- Change of residence to be reported.** 1650. An officer on being detached from duty, with permission to choose his place of residence, shall immediately inform Headquarters of his intended place of residence, and of a contemplated change of residence before the change is made.
- To remain where directed to await orders.** 1651. An officer on being detached from duty and ordered to any particular place to await orders shall not depart from such place without permission from Headquarters.
- Address of wife or next of kin.** 1652. Every person, active or retired, shall keep Headquarters informed of his residence, post-office address, and address of his wife or next of kin, and, when contemplating a change of address, shall notify Headquarters before the change is made.
- Post-office address when on leave.** 1653. An officer on leave of absence, sick leave, or waiting orders, shall, when attached to a vessel or a station, keep his commanding officer or district superintendent, as the case may be, advised of his post-office address.
- To register at Headquarters.** 1654. Each officer of the Coast Guard who visits Washington for any purpose whatever shall register at the Headquarters of the Coast Guard within 24 hours after his arrival, stating whether the visit is official or unofficial, its probable duration, and his city address.
- Exchange of stations.** 1655. Officers of the same grade may be permitted to exchange stations or duties in the discretion of Headquarters when such exchange is desired by both officers. This privilege shall not be accorded unless good and sufficient reasons are set forth in the applications, which shall in all cases be addressed to Headquarters. Should such privilege be granted, the exchange shall be effected promptly and without expense to the Government.
- Exhibition of authority.** 1656. An officer ordered by Headquarters to perform any official duty connected with any unit shall first call upon the commanding officer or officer in charge, and exhibit his letter of authority and report his instructions. The commanding officer shall also be notified by Headquarters in regard to the matter.
- Annulment of orders by a superior.** 1657. If an officer receive an order from a superior contradicting, or inconsistent with, one from another superior, or one contrary to instructions or orders from Headquarters, he shall represent, in writing if possible, the facts to the superior from whom the last order was received. If possible, he shall also exhibit his orders, unless they are confidential or he has been forbidden to do so. If, after such representation, the latter shall insist upon the execution of his order it shall be obeyed, and the officer receiving and executing it shall report the circumstances in writing to the superior from whom he received the original order.
- Diversion from duty by common superior.** 1658. An officer who diverts another from any service upon which the latter has been ordered by another superior, or requires him to act contrary to the orders of such superior, or interferes with those under such superior's command, shall immedi-

ately report the facts to Headquarters and show satisfactorily that the public interests required such action. All orders under such circumstances shall be given in writing.

1659. No officer can by virtue of his commission alone attach himself to any command or place himself on any special duty. All officers shall be assigned by order of Headquarters, except as otherwise provided in these regulations. (See art. 1645.)

THE SHIP'S LOG.

1663. The ship's log shall be presented to the commanding officer not later than 9.30 a. m. daily for his inspection; should any inaccuracies or omissions be noticed, he shall have the necessary corrections made, after which he shall check the log by placing his initials on the page. After the log has been daily checked by the commanding officer no change or addition shall be made without his permission or direction, and any change or addition shall be made by the officer in whose watch the matter under consideration occurred. An officer of the watch shall not decline to make a change in, or an addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer or navigating officer unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons therefor. The commanding officer may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature.

1664. The commanding officer shall approve the ship's log at the end of each week, when the vessel is placed out of commission, and upon the day of relinquishing command.

1665. The ship's log shall be kept in civil time and written in watches. At the beginning of each day the location of the vessel, the day of the week, the day of the month, and the year shall be given. On the first page for each day shall be entered the data called for by the columns and tabulations. If the ship be at anchor, such of the data above mentioned as is appropriate shall be entered; the data for the columns shall be recorded at the end of each four hours, or more frequently if required by the commanding officer.

1666. The navigating officer shall carefully examine the ship's log each day and see that all the particulars required to be entered therein are noted in accordance with the regulations. If he observe any omissions or inaccuracies, he shall call them to the attention of the officer in whose watch they occur and have the necessary corrections made. (See art. 1663.) He shall then sign the log under the statement "Examined and found to be complete" and present it to the commanding officer not later than 9.30 a. m.

1667. The navigating officer shall enter in the ship's log daily the data required on the left-hand page concerning time at anchor and underway, distance cruised, ship's positions, number of vessels boarded, number of vessels reported for violation of law, assistance rendered, lives saved, derelicts, regattas, drills held, fuel, and water.

- Entries by commissary officer.** 1668. The commissary officer shall enter daily in the ship's log the number of officers and crew present and the data concerning the general mess. On the date of the receipt of rations called for on requisition he shall also enter the number of rations called for on the requisition, with the statement, "Received the equivalent of _____ rations."
- Entries by junior line officer.** 1669. The junior line officer shall enter in the ship's log, at the close of each month, a summary of the abstract of the log for the month, 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 log.
- Names and residences of officers.** 1670. The navigating officer shall enter on the proper page of the ship's log, the name and residence of each commissioned and warrant officer attached to the vessel, the name and residence of his next of kin, and the post-office address of an officer who has been granted leave of absence. (See art. 1652.)
- Entries by boarding officer.** 1671. The list of vessels boarded and reported shall be entered in the ship's log and shall be signed by the officer who performed the duty. The list shall include the nationality, rig, name, hail port, name of master, where from, where bound, and the nature of cargo of the vessels boarded, and in case a vessel be reported for violation of law, the number of the section of the Revised Statutes, act, or regulation violated. (See art. 1231.)
- Manner of writing ship's log.** 1672. The officer of the deck shall write his watch in the ship's log with ink or indelible pencil and all entries shall be made personally by him, except as provided in articles 1663, 1667, 1668, 1669, and 1671. When cruising, the remarks shall be written for each watch, and when lying in port they shall be written in three watches, from midnight to 9 a. m., from 9 a. m. to 4 p. m., and from 4 p. m. to midnight, except when sea watches are being stood, when they shall be entered as when cruising. The log shall not be written for the entire period of 24 hours (from midnight to midnight, for instance) as one watch. The officer of the deck shall sign his name and rank at the end of his remarks for each watch. When sea watches are being stood, he shall complete his log immediately after he has been relieved. When standing day's duty in port, he shall write up the watch from 9 a. m. to 4 p. m. before retiring for the night; the watch from 4 p. m. to midnight of that day, and from midnight to 9 a. m. of the following day, shall be written before 9.30 a. m. of the day on which his day's duty ends.
- Entries in ship's log.** 1673. The officer of the deck shall enter in the ship's log in the ruled columns for each day the data required under the various headings, and in the "Record of the miscellaneous events of the day," the following particulars:
- Weather, courses steered, etc.** (a) The direction of the wind, condition of the weather, state of the sea, courses steered, the time and the reading of the patent log whenever the course is changed; the kind and nature of any particular evolution, exercise, or service, or of special duty undertaken or accomplished by the officers of the vessel, and the time when each was undertaken, executed, or performed. All courses and bearings that are entered in the ship's log shall be marked to show whether they are magnetic, or by standard or steering

compass. When bearings are given, the ship's head by standard or steering compass also shall be stated.

(b) The name and rank, or rating, of each person who joins the vessel or who is detached, transferred, discharged, granted leave of absence for one day or more, or sent to hospital or to a medical officer for treatment, or who is absent on account of sickness or injury, and of each person who deserts, resigns, is retired, or is absent without leave; the names of all passengers, with the times of coming on board and leaving. (See art. 1048.)

(c) A brief memorandum of any assistance of whatever kind rendered to any vessel or person in distress, giving the full name of the person and the name of the vessel as it appears on her official papers, or on her hull (if for any reason her papers can not be examined), her hailing port, the name of her master, the number of passengers on board, the port or place from which she last sailed and to which bound, the nature of any other service, or any special duty undertaken or accomplished, and the time when each was undertaken or performed and its duration.

(d) The nature and extent of all aid rendered in the interest of any other branch of the Government service, the number of miles cruised on such duty, and all examinations for certificated lifeboat men.

(e) An itemized list of all stores, fuel, or other articles received, from whom received, and the department of the vessel to which they belong. It will not be necessary to itemize the articles received on requisition, but it will be sufficient to note that the stores were received "as per requisition," mentioning the particular requisition, whether "ship chandlery" or "engineer stores," etc., giving its date and naming the party who furnished the articles; a particular account of all stores or other articles condemned or converted to any purpose other than that for which they were intended; an account of all stores loaned or otherwise sent out of the vessel, to whom loaned, or for what purpose sent out of the vessel, and by what authority.

(f) The grounding or touching of the vessel on the bottom, and the loss of or serious injury to boats, spars, sails, rigging, or stores, with the circumstances under which such grounding, loss, or injury occurred, and the extent of the same. The draft before and after coaling or receiving fuel oil, and at such other times as may be required. (See art. 1031.)

(g) The signal numbers with their significations (except when such signals are in secret cipher) of all official signals, except radio messages, made and received and the time corresponding to each.

(h) The results of the weekly and monthly inspections of the dry guncotton and the quarterly inspection of the wet guncotton. The results of the inspections of the magazine and ammunition rooms, noting their temperatures, and that the flood cocks have been examined and tested.

(i) All musters, quarters for inspection, weekly inspections of the ship, monthly inspections of clothing, and all drills required by the regulations, or an explanation of the reason for their omission, if omitted.

- Ratings and dis-ratings.** (j) Every change in rating, with the reasons therefor, and by whose authority.
- Punishments.** (k) The nature and extent of all punishments inflicted, on whom and by whose authority, and for what offenses. This entry shall include the rank or rating of the offender, the date and nature of the offense, and the kind and degree of punishment. The termination of the punishment shall also be noted.
- Desertions.** (l) All desertions, together with name and rating of the offender, and the date of the offense. (See arts. 405 and 515.)
- Persons succored.** (m) The name and address of every person succored on the vessel or afforded necessary relief, and the kind of relief given.
- Deaths.** (n) The name and rank, or rating, of any person attached to the vessel who may die there or elsewhere, and of any other person who may die on the vessel, and the exact time and cause of death, if known.
- Absence from duty.** (o) The fact that an officer has been absent from watch or duty for a period of four hours or more on account of illness or disability, together with the probable nature of the illness or disability.
- Lookout and trick at wheel in same watch.** (p) The nature of any necessity requiring the same person to stand a lookout and a trick at the wheel during the same watch.
- Docking.** (q) When the vessel is docked, that the hull board made the required inspections.
- Liberty.** (r) The fact of granting the usual liberty to the enlisted persons, and of their return from such liberty.
- Theft.** (s) The fact that an investigation was made when theft or loss of money or other property occurred.
- Alterations in allowance of provisions.** (t) Every alteration made in the allowance of provisions, for what purpose, and by whose order.
- Employment of hired vessel.** (u) The employment of any hired vessel, her name and tonnage, the name of her master and owner, for what purpose and by whose order employed, the length of time employed, and the reasons for her employment.
- Fires in furnaces.** (v) The time when the fires in the furnaces are lighted, banked, or hauled, and as regards the last, the object therefor. The times of getting underway, anchoring, mooring, etc. The names of all places touched at and of particular points passed, and the sighting of land, lighthouses, light vessels, and particular buoys with the times corresponding thereto.
- Movements of vessel.** (w) When the commanding officer orders an increase over the cruising speed of the vessel, a note of the fact with the reasons therefor shall be made.
- Increase of speed.** (x) Full particulars of any and every injury or casualty, however slight, to any of the officers, crew, or passengers on board.
- Injury to persons.** (y) In addition to such entries as are required by established forms, these regulations, and special instructions, he shall see that every circumstance of importance or interest to the ship, her officers or crew, or to the service, occurring during his watch, is entered in the ship's log.
- Circumstances of importance.**

THE MACHINERY LOG.

When to be presented for inspection. 1675. The machinery log shall be presented to the commanding officer not later than 9.30 a. m. daily for his inspection.

Should any inaccuracies or omissions be noticed he shall have the necessary corrections made, after which he shall check the log by placing his initials on the page. After the log has been duly checked by the commanding officer, no change or addition shall be made without his permission or direction, and any change or addition shall be made by the officer in whose watch the matter under consideration occurred. An officer of the watch shall not decline to make a change in, or addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer or senior engineer officer of the ship, unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons therefor. The commanding officer may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature. (See arts. 1251 and 1677.)

Changes.

Remarks as to inaccuracies.

1676. The commanding officer shall approve the machinery log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command.

Approval of machinery log.

1677. The senior engineer officer of the ship shall see that all work and occurrences of importance in the engine department, as well as the performances of the engines and boilers and their dependencies, are duly noted in the remarks of the machinery log. He shall enter daily in the machinery log, the required data at the bottom of each page for each day. If he observe any omissions or inaccuracies, he shall call them to the attention of the officer in whose watch they occur, and have the necessary corrections made. (See art. 1675.) He shall see that all entries copied into the machinery log from the ship's log are accurately made. He shall approve the machinery log daily, not later than 9.30 a. m. of the day following the period which it embraces.

Entry of data for each hour.

Approved by senior engineer officer.

1678. The engineer officer of the watch shall enter in the log such data as are required under the proper headings in the columns on the first page for each day of the machinery log. When cruising, the remarks shall be written for each watch, and when lying in port they shall be written in three watches, as provided in article 1672. He shall make personally all entries required to be made in the machinery log during his watch. When sea watches are being stood he shall finish writing the remarks in his log immediately after he has been relieved. When standing day's duty in port he shall, before retiring, write up that part of the watch from 9 a. m. to 4 p. m.; the remainder of that day's watch and the watch from midnight to 9 a. m. of the following day shall be written before 9.30 a. m. of the day on which his day's duty ends. He shall sign his name and rank at the end of his remarks at the conclusion of each watch. All entries shall be made with ink or indelible pencil. (See art. 1295.)

Entries by engineer officer of the watch.

1679. The engineer officer of the watch shall make the following entries in the machinery log:

- (a) The cleaning of boilers.
- (b) The manner in which the engines and boilers and their dependencies work, and all accidents and repairs to the same.

Cleaning boilers. Accidents and repairs.

Weather and sea.	(c) The state of the weather and sea and the sail set.
Receipt of stores.	(d) The receipt of stores for the engine department, itemizing the articles received, except the articles received on requisition, when it will be sufficient to note that they were received "as per requisition," mentioning the period embraced by the requisition.
Discrepancy in fuel account.	(e) Any discrepancy that may be found to exist between the fuel in the bunkers or tanks and the amount charged in the log.
Undue strain on machinery.	(f) A note of any undue strain that in the judgment of the senior engineer may be brought upon the machinery.
Examination of cylinders, etc.	(g) The fact of any opening and examination of the cylinders and valve chests of the main engines. The periodical examination of the crank pins, crosshead pins, main journals, eccentrics, steam and water cylinders, steam and water valve chests, and all cylinders and valve chests of auxiliaries.
Indicator cards.	(h) A note of the fact when indicator cards are taken.
Turning main engine.	(i) The fact that the main engines have been turned over daily by hand when not in operation under steam.
Exceeding number of steaming hours.	(j) The fact of exceeding the number of steaming hours, and, if so exceeded, the necessity therefor.
Water on bearings.	(k) The fact that water has been used on a bearing, stating the necessity therefor.
Examination of bearings.	(l) When water has been used on a bearing, the fact that the bearing has been examined at the first opportunity thereafter.
Renewal of packing in stern tube, etc.	(m) The fact that the packing in the stern tube stuffing box was renewed when in dry dock, stating the size and kind of packing, length of turn and number of turns used; also that the stuffing boxes of the sea valves, blow valves, etc., were re-packed, and whether the bonnet joints were renewed.
Oiling of valves.	(n) The fact that all valves on the boilers, steam lines, water lines, etc., have been oiled each week and run up and down.
Specified examinations.	(o) The fact that the provisions of article 2617 have been complied with, noting the dates when the specified examinations were made.
Lifting safety valves.	(p) The fact of the lifting of the safety valves from their seats twice each week.
Test of water in boilers.	(q) The facts of daily tests of the water in the boilers.
Moving auxiliaries.	(r) That all auxiliaries have been moved by hand or steam at least twice each week and that the boiler-feed pumps and the fire-service pumps have been moved each day.
Running dynamo.	(s) The fact of running the dynamo for lights, ventilation, or radio.

THE RADIO LOG.

When to be presented for inspection. 1680. The radio log shall be presented not later than 9.30 a. m. daily for the inspection of the commanding officer, who shall indicate the fact of his inspection by his initials. The commanding officer shall approve the smooth copy of the radio log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command.

Radio officer to examine. 1681. The radio officer shall examine the radio log each day and see that all the particulars required to be entered therein are

properly noted. At the end of the log for each day he shall sign the statement, "Examined and found to be complete." (See art. 1153.)

1682. The remarks shall be written each watch, and shall be signed at its conclusion with the name and rating of the person keeping such watch. Watch remarks to be signed.

1683. The printed instructions in the radio log shall be followed in its preparation. Printed instructions followed.

1684. When there are two or more electricians attached and present for duty the senior in rating shall fill in the blanks under the heading "Description of radio plant," and also the synopsis for each month. Entries by senior electrician.

1685. The junior electrician shall write and be responsible for the neatness and correctness of the smooth copy of the radio log, which shall be a true copy, and shall have it ready at the times required in article 1680. Entries by junior electrician.

1686. An entry shall be made in the radio log of the fact of the receipt or transmission of all messages, from or to what ship or station received or sent, and the serial number of each message sent. Receipt or transmission of messages.

THE MEDICAL LOG.

1689. The medical officer shall see that all of the particulars required in article 1376 are entered daily in the medical log. He shall sign these entries and submit the log to the commanding officer not later than 9.30 a. m. daily, who shall indicate his inspection by his initials. The commanding officer shall approve the medical log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command. Entries in medical log.
Time when presented for inspection.

THE STATION LOG.

1690. So far as applicable the entries required by paragraphs *b, c, d, e, f, g, j, k, l, m, n, s,* and *y* of article 1673, shall be made in the station log, and in addition the following: Entries in log.

(a) The direction and force of the wind, state of the weather, readings of the barometer and thermometer, condition of surf, names of persons on patrol and lookout, and other information required in the ruled spaces of the blank form on the first page of each day's log. Weather, patrols, and lookouts.

(b) The kind or nature of each drill, the time when each was held, and its duration. In making entries of drills held, the following shall be observed: In boat drills, the boat used, the time it was launched, the time it was drilled under oars alone, under sails alone, under power alone, and under power and sail; in drills with the beach apparatus, the time from the command "action" until the landing of the man at the crotch, noting accuracy of aim, elevation of gun in degrees, size of shot line used, force and direction of wind, distance in yards from crotch to wreck pole, and powder charge used; in fire drill, the elapsed time from alarm of fire until the stream of water is thrown, noting length and size of fire hose used; in signals, whether the international Drills.

code or the wigwag, flashing or occulting light, sound, or semaphore system was used, noting whether the drill was held indoors or out of doors with regulation flags, or consisted of recitation; the time devoted to night practice, designating the system used; the omission of any drill, recitation, or other duty and the cause thereof.

- Deficiencies.** (c) The marks and numbers on each cask, bale, or package, of whatever description received which on being opened is found to contain less than is specified in the invoice, with the amount of the deficiency.
- Officers visiting station.** (d) The name and rank or rating or official designation of any officer or other person belonging to the service and not attached to the station, who visits the station officially, with the time of his arrival and departure, and the purpose of his visit.
- Notices concerning wrecks, etc.** (e) A memorandum of any notification, whether by telephone, telegraph, radio, or otherwise, sent to Headquarters, to a division commander, commanding officer, district superintendent, or light-house inspector, or to any other station concerning a vessel in distress, a derelict or other obstruction to navigation, a failure of a fog signal to sound or a light to show, or a missing or displaced aid to navigation, noting the time of sending such message and the name of the person to whom it was sent. All such information received shall also be entered.
- Liberty and leave.** (f) The exact time of departure of each person on liberty or leave and the time of his return therefrom.
- Employment of hired vessel, etc.** (g) The employment of any hired vessel, vehicle, horse, or other conveyance, the length of time employed, and the reasons for its employment.
- Employment of persons.** (h) The name of each person employed to assist at a wreck, the necessity therefor, and the times between which each was employed.
- Testing motors.** (i) When the motor of each power boat not in use is turned for the purpose of ascertaining its condition.
- Injury to persons.** (j) Full particulars of any and every injury or casualty, however slight, to the keeper or crew of the station, to persons employed to assist at a wreck, and to passengers on station boats.
- Loss of life.** (k) Full particulars of any loss of life occurring within the scope of operations of the station.
- Resuscitation.** (l) Every case of resuscitation or attempted resuscitation.
- Property cast ashore.** (m) A description of all property of value cast ashore and recovered by the crew within the station limits, and anything of a nature which indicates a disaster at sea, such as a ship's boat and parts of a vessel's superstructure washed ashore.
- Day patrols.** (n) All day patrols made during thick, foggy, or stormy weather, with the attendant circumstances.
- Receipt of general orders.** (o) The receipt of all general orders or circular letters, giving the number or date of each, and that they were published to the crew, if so required.
- Manner of keeping.** 1691. The provisions of articles 1665, 1667, and 1671, relative to ships' logs, shall also apply to station logs, so far as applicable.

GENERAL INSTRUCTIONS RELATIVE TO LOGS.

1693. Should any change or addition be made in any log after the officer in responsible charge of the unit has checked it, or after a period of 24 hours has elapsed since the incident to which such change or addition refers took place, there shall be entered a note showing the day and hour of the day that such change or addition was made. No erasures shall be made in any log. A single line shall be drawn through any part of a log it is desired to change. Any change or addition shall be made at the bottom of the page over the signature of the person making it.

Changes or additions, how made.

No erasures.

1694. Such of the printed instructions contained in the fly-leaves of the official log books as are not in conflict with these regulations shall be observed as a part thereof.

Printed instructions in log books to be observed.

1695. All logs shall be retained on board or at the station as the official records of the vessel or station, and the officer in responsible charge of the unit shall be particular to see that they are stored in a safe place and carefully preserved.

Retention of.

SANITARY MEASURES.

1697. The officer in responsible charge of each unit shall enforce the following sanitary measures:

Sanitary measures.

(a) All proper means shall be taken to preserve the comfort and health of the crew. If no medical officer is attached to a vessel, the Public Health surgeon stationed at her headquarters shall be consulted when necessary in regard to sanitary measures. (See art. 968.)

Health of crew.

(b) The vessel, as far as practicable, shall be kept thoroughly clean throughout, well ventilated, dry, and at as comfortable a temperature as the weather and climate permit. Supplies of fresh water shall be allowed for the personal needs of the crew, and, when possible, for washing clothes. Cleanly personal habits shall be insisted upon, and all persons shall be required to keep their hair and beards neatly trimmed.

Cleanliness of vessel and crew.

(c) Officers shall be required to inspect the clothing and bedding of their divisions once a month, or oftener, if necessary, in order to ascertain that they are clean, properly marked, and of uniform pattern. Nothing but the regulation uniform shall be worn, and in designating the dress for the day such clothing shall be prescribed as will not injuriously affect the health. Every reasonable opportunity and facility shall be given the crew to make, mend, mark, and wash their clothing. Bags shall be broken out and clothing aired when the bedding is aired.

Inspection of clothing and bedding.

(d) All cooking and mess utensils shall be kept clean, and care shall be taken that the food is wholesome and well cooked and that the water is pure.

Food and water.

(e) The crew shall not be needlessly exposed to the sun, nor to the night dews. Those who get wet shall be permitted to change their clothing as soon as possible.

Exposure of crew.

(f) Great care shall be exercised to keep the station buildings in a clean and sanitary condition and to have the floors swept every morning and oftener if necessary. Doors and windows of all buildings shall be opened daily in fair and seasonable weather. Dirt

Sanitation of station.

and rubbish shall not be permitted to accumulate in or about the stations, boathouses, or any other place on the premises. All out-houses shall be kept clean and sanitary and all rubbish shall be burned, buried, or otherwise properly disposed of.

Screens to be fitted and kept in place.

(g) Screens for air ports, skylights, windows, and doors shall be kept in place when their use is necessary and conditions permit. Every effort shall be made to keep all living and sleeping quarters, kitchens, dining rooms, pantries, and food free from flies, mosquitoes, roaches, and vermin.

Station water supply.

(h) To insure a sanitary source for the water supply of stations each cistern shall be thoroughly cleaned at least twice each year, at intervals of not more than six months. Cisterns shall be kept well screened. In case a well is used care shall be taken to see that it is at a suitable distance and proper grade relative to any discharge or waste from buildings. No stops or stagnant water shall be allowed on the grounds, and all toilets and cess-pools shall be frequently inspected, thoroughly cleaned, and kept in proper condition.

Wells.

Toilets and cesspools.

LIGHTS.

Fires and lights.

1699. The officer in responsible charge of each unit shall see that the following rules as to lights and fires are observed:

Galley fire.

(a) The galley fire shall be extinguished by 8 p. m., unless the commanding officer authorizes it to be continued longer; when the weather is very warm it shall be extinguished as early as practicable, if by so doing the comfort of the crew will be increased. (See art. 1515.)

Extinguishing lights.

(b) All lights, except those in the cabin, wardroom, steerage staterooms, and keeper's quarters, and those designated as "standing lights," shall be extinguished by 9 p. m. The wardroom and steerage lights shall be extinguished by 10 p. m., unless the time be extended on special request. Lights other than electric in officers' rooms may be permitted until a later hour, provided they do not prevent those from sleeping who desire rest. No person shall turn in and leave a light burning in his room.

Quiet to be observed.

(c) Quiet shall be observed in the officers' quarters after 10 p. m., except on occasions when special extension of lights is granted.

Standing lights.

(d) There shall be at all times during the night a sufficient number of "standing lights" in the open parts of vessels and stations to enable the officers and crews to turn out and find their way readily. Such lights at stations shall be examined and attended to by each surfman upon his return from patrol.

Artificial light on berth deck.

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

Dynamo not to be run for lighting after 10 p. m.

(f) 1. The dynamo shall not be run for lighting purposes in living quarters after 10 p. m., except as provided in the following paragraph.

Extension of use of dynamo.

2. When the commanding officer deems it necessary, the dynamo may be run until a later hour than prescribed in the preceding paragraph, from May 1 to October 31, inclusive, and on special occasions, in his discretion.

3. The dynamo may be run for ventilation whenever the dry-bulb thermometer registers 80° F. Dynamo for ventilation.
- (g) Ships and stations with electric-lighting plants shall always have on hand in suitable places ready for use, lamps or lanterns that will give sufficient light for emergencies. Lamps or lanterns in suitable places.
- (h) Electric lights, fans, or other electric apparatus requiring the expenditure of power shall not be left turned on when not required for immediate use. Turning off electric lights, etc.
- (i) Uncovered lights shall not be left unattended in any part of a vessel or station, nor shall they be used in holds, storerooms, coal bunkers, boat rooms, lockers, or closets. Uncovered lights shall not be permitted in the forward or after compartments of a power lifeboat, or in the motor compartment of a power surfboat, or in the vicinity of the motor of an open surfboat or launch. When it becomes necessary to enter any of these places with a light, it shall be kept in a closed lantern. Lamps and lanterns shall not be lighted or matches struck near a paint locker, oil locker, or gasoline tank. Covered lights shall always be secured so as to prevent breaking or capsizing. (See arts. 2654-a and 2654-b.) Uncovered and covered lights.
- (j) Such lights and fires as may be deemed dangerous shall be extinguished when the ammunition rooms are opened or when handling or passing powder or other dangerous explosives. Lights and fires that are dangerous.
- (k) Only such lights as are deemed advisable by the commanding officer shall be used when, for any purpose, it may be thought necessary to conceal the position or movements of the vessel. (See arts. 1180 and 1446-2.) Lights under special circumstances.
- (l) All lamps and lanterns shall be filled in daylight and before noon each day. Once a month all oil lamps and lanterns used for replacing electric lights in case of an accident shall be lighted and kept burning a sufficient length of time to insure their being ready for use. Trial of oil lamps for use to replace electric lights.
- (m) The side shall be sufficiently lighted at night to enable all persons to go on board or take their departure without inconvenience. Side to be lighted.
- (n) The laws regarding the display of running and anchor lights shall be strictly complied with, except as provided in paragraph *k* of this article. Running and anchor lights.

INFLAMMABLES.

1703. The officer in responsible charge of each unit shall see that the following precautions are taken regarding inflammable or other dangerous articles: Inflammable articles.
- (a) 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 shall be destroyed immediately after use. (See art. 1300.) Oil, tallow, etc
- (b) Oiled or painted canvas and other oiled or painted fabrics shall not be stowed below or in an unventilated place and when not in daily use shall be frequently examined. Oiled and painted fabrics.
- (c) Private property in the nature of inflammable liquids or oils, explosives, or other dangerous stores liable to spontaneous combustion, shall not be allowed on board a cutter or in a sta- Private property and ammunition.

tion. Private ammunition shall be stowed in the places provided for the ship's or station's ammunition of a similar character.

Explosives.

(d) Powder, rockets, explosive signals, and other explosives shall be stored in such places as to secure the greatest safety. These articles shall not be stored in a room where there is a stove or fire or near a chimney, and no lights or matches shall be used in their vicinity.

Oils authorized by Headquarters.

(e) Only such oils as Headquarters authorizes to be used shall be received for any purpose.

Liquids.

(f) Spirits of turpentine, petroleum spirits, kerosene, gasoline, alcohol, and all varnishes and liquid driers shall be kept in metallic tanks or vessels securely and safely stowed; none of these liquids shall be drawn from the tanks or vessels except in daylight and then only in quantities for immediate use.

Medical supplies.

(g) Medical supplies shall be so stowed as to prevent their freezing and to minimize the danger from any acids that may be included in them.

Matches.

(h) Safety matches only shall be used, except in the safes of torches on beach carts, and the necessary precautions to be observed in their use shall be prescribed. They shall not be used in the storerooms, holds, paint locker, fuel oil tanks, or bunkers, and care shall be taken that persons about to enter the ammunition rooms have no matches with them. Matches shall be kept in a metallic box or case, under the charge of the executive officer, or the keeper, as the case may be, who shall serve them out as may be required. It is particularly charged that none of the crew has in his possession such matches as are prohibited, or other like dangerous articles. Great care must be exercised when using a lantern in the paint locker or storerooms.

Places to be aired daily.

(i) Storerooms, paint and oil lockers, and boat rooms shall be aired daily.

Coal and coal bunkers.

(j) Except in cases of emergency or necessity, coal should not be received when wet, or in a condition that might render it dangerous, and the bunkers shall be carefully watched. Coal remaining on hand when a new supply is received, should, if possible, be so stowed as to be used first. Coal must be kept as dry as possible. Special precautions shall be taken to prevent the leakage of water into bunkers. The bunker plates shall be removed in dry weather, when seas do not come aboard, and kept off several hours each day, in order that the bunkers may be well ventilated. Coal bags that have been used shall be examined periodically, as coal dust remaining in them may produce spontaneous combustion. They shall not be stowed below until they are dry.

Precautions regarding.

(k) Every proper precaution shall be taken to guard against fire, and the crews shall be proficient at fire drill. The steam pumps shall be tried at fire quarters, when under steam. The chemical fire extinguishers shall be tested once a year, and recharged when necessary.

Apparatus for extinguishing fire.

(l) Fire buckets shall be kept filled with water ready for use, shall be refilled at frequent intervals, and shall not be removed from their proper places or used for any other purpose than extinguishing fire.

Fire buckets.

(m) Fire buckets shall be kept filled with water ready for use, shall be refilled at frequent intervals, and shall not be removed from their proper places or used for any other purpose than extinguishing fire.

SMOKING.

1705. The following regulations shall be observed as to smoking: Smoking.

(a) The crew of a cruising cutter shall be permitted to smoke The crew. from "all hands" to "turn to," during meal hours, and after working hours until 9 p. m., when disengaged. They may also be permitted to smoke on holidays, Saturday afternoons, on Sundays, for a limited period during the night watches, and when coaling ship.

(b) The parts of a vessel or station in which smoking will be permitted shall be designated. Due regard shall be had for the discipline and the safety of the vessel or station. Places, designated.

(c) Smoking shall never be allowed in the crews' sleeping quarters, in boathouses, paint lockers, or storerooms, nor below the spar deck, except in the cabin and wardroom, and habitual smoking in the latter is prohibited. Smoking in the wardroom shall be at the discretion of the commanding officer, and shall not take place between the hours of 10 p. m. and 8 a. m., except under special circumstances. Smoking prohibited in certain places. Smoking in wardroom.

(d) Smoking in service boats at any time during daylight, except when on detached duty, is forbidden; on detached duty, the officer in charge of the boat shall use his discretion in permitting smoking. Smoking in service boats.

(e) Pipes, tobacco, cigarettes, and cigars shall not be left on the hatches, rails, pin rails, life rails, nor anywhere else about the deck. Pipes, cigarettes, and cigars shall not be lighted in the galley or on the berth deck. Pipes, tobacco, etc.

BOATS.

1707. All boats of vessels and stations shall be kept in good condition and properly fitted with all necessary equipments for performing efficient service and securing the comfort and safety of their crews, and the full equipment of boats at stations shall be kept in them at all times. Condition of boats.

1708. (1) Boats shall be inspected frequently with reference to their cleanliness and outfit, and after each drill the officers in charge of them shall thoroughly inspect them and report their condition to the executive officer. Inspection of boats.

(2) Upon returning from service or drill each boat and its equipment shall be thoroughly dried and put in order at the first opportunity. Deck hatches of self-bailing boats shall be kept open during daylight and the interiors thoroughly aired and dried while the boat is in the boathouse. Care of boats.

1709. Each boat on cruising cutters shall be supplied with a canvas boat cloth for service use; the commanding officer's and the wardroom officers' boat shall, in addition, be supplied with a blue cloth for use when calling and for other ceremonies. Boat cloths.

1710. The boat of a commanding officer shall have a pennant staff with a flat truck. Pennant staff of commanding officer's boat.

1711. (1) Ships' boats shall display flags and pennants as provided in articles 3093 and 3094, and station boats when on boarding duty, as prescribed in article 3093-2. Display of flags and pennants in boats.

- Covering for boat flags. (2) Boat flags and pennants when not in use shall be kept in covers.
- Care of power boat motors. **1712.** (1) Care shall be exercised to keep the motors of all power boats in efficient condition and supplied with necessary spare parts. They shall be kept free from rust and all wearing parts shall be carefully lubricated. Motor compartments shall be kept well ventilated and pumped dry and bilges free from gasoline.
- No changes to be made in power boats. (2) No changes in the piping, fuel tanks, lighting systems, ignition systems, lubricating systems, pumps, or other auxiliaries of power boats or structural changes in their machinery shall be made without authority from Headquarters.
- Engines of power boats to be kept in order. (3) When power boats are in the water or in places where an ample supply of circulating water to cool the engines is available, their engines shall be run a sufficient time each day to show that they are in working order. When these boats are out of the water, in places where an ample supply of circulating water is not available, the engines shall not be run except as necessary in launching the boats. When the boats are not in use during the day, the engines shall be turned by hand at least one entire revolution and the sparking apparatus tested to see that it is working properly. During the inactive season of stations on the Atlantic and Gulf coasts it will be sufficient if the engines of power boats installed at them, kept in condition for use, are turned and the sparking test made once in two days.
- Inclosed spaces to be cleared of gas. (4) In canopied, decked in, or otherwise inclosed power boats no open lights or electric sparks shall be permitted until such spaces have been aired and cleared of accumulated gas.
- Fire extinguishers. **1713.** The following regulations concerning the use of fire extinguishers on power boats shall be observed:
- On cabin or inclosed launches. (a) One fire extinguisher of approved type shall be installed near the motor and another at some accessible place on each cabin or inclosed launch.
- On open power boats. (b) One extinguisher shall be installed under a thwart or at some accessible place in each open power launch or surfboat.
- On power lifeboats. (c) One extinguisher shall be installed on the inside of the motor compartment and another on the forward bulkhead of each power lifeboat.
- On self-bailing power surfboats. (d) One extinguisher shall be installed on the inside of the motor compartment of each self-bailing power surfboat, where it can be reached easily.
- To understand operation of. (e) Each person in a power boat's crew shall thoroughly understand how to operate the fire extinguishers.
- 1714.** The following rules relative to boats shall be observed by commanding officers:
- Boats at booms for emergencies. (a) When at anchor in port and circumstances permit, he shall keep one or more boats at the booms during daylight, ready for emergencies.
- Trips to shore. (b) When in port, if the health conditions, exercises, and duties of the vessel permit, he shall cause trips to be made to the shore with the ship's boats, at such hours as he may think proper, for the performance of the ship's duties and the accommodation of the officers and crew.

(c) He shall not permit boats to be absent from the vessel ^{Meal hours.} during meal hours, except in cases of necessity. (See art. 1204.)

(d) When the vessel is provided with a power launch, it shall ^{Power launch.} be used for general service.

(e) He shall restrict the use of boats at night to a reasonable ^{Use of boats at night.} extent. Except on special occasions, a boat shall not be sent ashore, or elsewhere, after midnight for the accommodation of any person.

(f) He shall cause a schedule of boat hours to be prepared and ^{Boat hours.} posted for the information of officers and crew.

(g) Such boats as he shall designate shall be supplied with ^{Boat boxes.} boat boxes containing matches and candles in a small bag, lantern, oil, two rowlocks, fishing lines and hooks, copper tacks, sheet lead, canvas, boat leadline and lead, heavy twine, hammer, boat hatchet, small stuff, marlinspike, sail needles, a wigwag flag, and a medicine box (emergency case). Each boat so designated shall have a drogue and a warp.

1715. The executive officer shall see that the following provisions as to boats are carried out:

(a) He shall assign to each boat an officer, who shall be re- ^{Officer to be assigned to each boat.} sponsible for its general condition, equipment and outfit, and for the proper instruction of its crew in their duties, and shall see that the coxswain is familiar with the recalls and salutes.

(b) That provisions and such other articles as the duty de- ^{Expeditions.} mands are supplied to the boats when they are sent on expeditions.

(c) That a boat sent away from the ship at sea is provided ^{Equipment of boats.} with boat box, oars, buckets, water, provisions, compass, lantern, and such other articles and equipment as the special occasion or duty demands, and that the boat box and a moderate supply of provisions in a wholesome condition is always kept in all boats at sea.

(d) That the boats best adapted as lifeboats, one on each side, ^{Lifeboats.} are always ready for lowering when at sea, and that one lifeboat is kept ready for immediate use from sunset until colors next morning when in port; that there is always kept in these boats life preservers, water, bread, a moderate supply of other provisions, a compass, and a lantern, with a reserve supply of oil and ^{Readiness for lowering.} means of ignition; that the detaching apparatus is kept in order and ready for use; that the steering oar is shipped and such other dispositions made as will render these boats most effective and safe in a seaway as lifeboats.

(e) That the boats' spars and sails are kept near the boats to ^{Spars and sails.} which they belong, in readiness for use, and that nothing but boat ^{Boat gear.} gear is stowed in the boats.

(f) That the recalls (day and night) of each boat are painted ^{Boat recalls.} on a metal plate and fastened in the coxswain's box.

1716. Efficient means shall be kept in readiness for rescuing ^{Means for saving life.} anyone who may fall overboard. (See arts. 1207 and 1208.)

1717. The commanding officer shall see that a life buoy is se- ^{Life buoys.} cured at a convenient place on each quarter, and on each outboard end of the bridge. He is strictly enjoined to see that these buoys

are always in good condition, with the vessel's name neatly painted on each, and so secured as to be easily and instantly detached. He shall see that the torch life buoys are kept in readiness for use.

Torch life
buoys.

CUSTODIANS OF KEYS.

Custody of keys. 1725. (1) The executive officer shall be the custodian of all the keys, except those that are kept by the commanding officer, those of storerooms and lockers belonging to other departments than his own, and those of receptacles for personal effects.

Duplicate keys. (2) He shall keep in his possession ready for use duplicate keys to all parts of the vessel, but shall not permit them to be used without authority of the commanding officer.

Keyboard. (3) He shall keep the keyboard in his office or room. Keys shall be turned in to him at 8 p. m. No key shall be removed from the board without his knowledge and consent, if he be present, or, in case of his absence, without the permission of the senior line officer present.

Keys of storerooms. 1726. Heads of departments shall have charge of the keys of their respective storerooms and lockers, but all keys shall be available to the executive officer.

Keys in engine department. 1727. The senior engineer officer shall have charge of the keys of the storerooms and lockers of the engine department, and shall keep them on a keyboard in his room or office when not in use. They shall be handed to him and placed on the keyboard when the 8 p. m. reports are made, and shall not be taken from the board without his permission, except as noted in the preceding article.

Keys to be kept on board. 1728. None of the ship's keys shall be taken out of the vessel.

Custodian of station keys. 1729. The keeper shall be the custodian of all station keys, except those of storerooms where the crew's food is stored and those of receptacles for personal effects, and all keys of which he is custodian shall be turned in to him daily at 8 p. m. He shall keep in his possession duplicate keys to all parts of the station and shall not permit them to be used without his authority. He shall keep the keyboard in his office or room, and no keys shall be removed therefrom, if he be present, without his knowledge and consent, or if absent, without permission of the ranking surfman present.

CHAPTER XI.

ROUTINE.

1751. (1) The commanding officer shall see that complete watch, station, quarter, fire, collision, boat, and cleaning bills are made out, framed under glass, and posted in some conspicuous place, so that all may frequently consult them, as follows:

a. He shall require the executive officer to make out and post after his approval watch, station, quarter, fire, collision, boat, and cleaning bills, and to see that the crew are properly assigned in conformity therewith. These bills shall be kept in such manner as to correspond with any changes that may occur in the crew. The boat bill shall contain full directions for abandoning ship, including arrangements for providing the necessary food and water; the fire bill shall give full directions for extinguishing any fire that may occur, and the collision bill shall contain all necessary provisions for the safety of the vessel and crew in case of collision. He shall require the executive officer to see that the daily and weekly routine, police regulations, and routine orders concerning the ship's company are framed and posted in a similar manner.

Watch, station, fire, and other bills.

Daily routine and police regulations.

b. He shall require the senior engineer officer to make out and post, after his approval, watch, station, quarter, fire, collision, and cleaning bills for the engine department. These bills shall be prepared with reference to, and in conformity with, the general bills made by the executive officer, and shall be kept so as to agree therewith. They shall show the station and duty of each officer and enlisted person in the engine department under all conditions of service, and shall be posted in a conspicuous and accessible place in the engine room, or in some other place in the engine department, where they may be readily consulted by all concerned.

Senior engineer to post watch and other bills for engine department.

c. He shall require each commissioned and warrant officer under his command to have and to keep a copy of the bills mentioned in paragraphs *a* and *b* of this article.

Officers to keep copies of watch and other bills.

(2) At all stations complete patrol, lookout and watch, fire, cleaning, and daily routine bills, approved as required in articles 1321 and 1432, shall be framed under glass and posted. The provisions of these bills shall be enforced by the keepers.

Watch and patrol bills at stations.

1752. All wearing apparel and other belongings of the enlisted force found out of place or carelessly lying about the living quarters of the crew shall be put into the lucky bag by the master-at-arms and sold at the mast on Saturday of each week unless claimed by the owners. Articles not claimed or sold shall be used for cleaning purposes or be destroyed.

Forfeiture of wearing apparel.

Used for cleaning purposes.

- Proceeds of sales.** 1753. The proceeds of sales from the lucky bag shall be turned over to the officer having charge of the funds of the general mess and used for the benefit of that mess.
- Cleaning decks.** 1754. All washing and other cleaning of decks shall be done at an early hour in the day and an effort made to have them dried down before breakfast. Holystones shall not be used on the decks oftener than once a week.
- Holystones.**
- Washing clothes, bags and hammocks.** 1755. Clothing shall be washed early in the morning, unless during rainy weather some other time would be more convenient, and only on the days designated in the routine bill. Bags and hammocks shall be scrubbed once a month. After washing and scrubbing all the articles they shall be neatly stopped on the lines rove for that purpose and triced up, care being taken to have all the blue clothes together and under the white, if both be on the same side, or, if on the same horizontal line, the blue forward and the white aft.
- Junior officers not to make alterations without authority.** 1756. The junior officers who are responsible for and charged with the care and good condition of the boats, arms, etc., and of various parts of the vessel and her machinery shall not, except in cases of emergency, make any alteration or have any defect or damage repaired without authority from the executive officer or the senior engineer officer, as the case may be.
- Distribution of ship's mail.** 1757. The ship's mail shall be delivered by the mail orderly to the officer of the deck for distribution. The latter shall see that mail for the commanding officer is delivered promptly by the mail orderly; that the wardroom mail is deposited in a box having partitions corresponding to all ranks of wardroom officers and so marked; and that the mail for the warrant officers and crew is delivered to the master-at-arms for distribution. (See arts. 1194 and 1524.)
- Mail boxes.** 1758. Locked boxes, in which mail for the post office may be deposited, shall be conveniently placed. The keys to these boxes shall be kept in the executive officer's office when not in use by the mail orderly.
- Traffic with bumboat men.** 1759. All traffic with bumboat men or other traders on board or alongside shall be regulated by the executive officer, who shall be watchful that no prohibited articles, or unwholesome fruit or food are introduced on board.
- Change of keys, inspection of key posts.** 1760. A keeper shall frequently visit the key posts, station lookout, and watch house, and shall change the keys at least once a week at irregular intervals, and oftener if deemed necessary to insure the integrity of the patrol.
- Care of beds and bedding.** 1761. A keeper shall see that all blankets, comforters, mattresses, sheets, bedspreads, pillow slips, mattress covers, and pillow covers are shaken out and exposed to the air once each week; that all bed linen in use is washed weekly; that blankets, mattress covers, and pillow covers are washed once every three months; that all beds, bed springs, and mattresses are inspected daily; and that all beds are taken down once each month and thoroughly cleaned and disinfected.

DAILY ROUTINE, REPORTS, AND INSPECTIONS ON CUTTERS.

1763. The following requirements shall be complied with regarding the reports to be made to the commanding officer at 8 p. m. daily: Reports at 8 p. m.

(a) 1. The executive officer shall require reports from the boat-swain, gunner, carpenter, and master-at-arms relative to the condition of their respective departments. Reports from warrant officers and master-at-arms.

2. He shall see that the fire hose are coupled and led along the decks, that the fire buckets are full of water, and that all other necessary precautions against fire have been taken. Precautions against fire.

3. After satisfying himself of the correctness of the reports enumerated in paragraph a-1, of this article, and of the safety of the vessel, he shall, if in port, detail a suitable anchor watch, and, if at sea, have the watch relieved. He shall then make proper reports to the commanding officer. Report by executive officer to the commanding officer.

(b) The senior engineer officer shall make an inspection of the engine department just prior to 8 p. m. daily, and shall see that it is in good order and condition; that the proper watch is set; that the steam pumps and hose and all other appliances within the department for extinguishing fire are ready for instant use, and that the men thoroughly understand how to handle them; that every precaution has been taken to guard against fire or other accident, and that the machinery is working properly, if underway. He shall then report the condition of the engine department to the commanding officer, or, in the absence of the latter, to the senior line officer on board. Inspection and report at 8 p. m. by senior engineer officer.

1764. When in port all hands shall be called at 5.30 a. m., from April 1 to November 1, and at 6 a. m. at all other times, and shall turn to half an hour later. At sea, the hammocks of the watch below shall be piped up at 7 a. m. Except when the weather and sea, or other circumstances, make it desirable to get the hammocks below before dark, they shall be piped down at 7.30 p. m. Calling all hands, piping hammocks.

1765. Hours for messing shall be established, having due regard to the duties of the ship and the health of the crew. The daily mess routine as established by Headquarters shall be followed. The crew shall not be disturbed during meal hours when it can be avoided, and visitors shall not be conducted through the messing spaces during meals. Establishing messing hours.

1766. Sunday shall be observed in an orderly manner. All labor and duty shall be reduced to the measure of necessity. The religious tendencies of officers and enlisted persons shall be regarded, and every opportunity consistent with the duties of the service shall be afforded them to attend divine worship. All Sunday to be properly observed.

1767. When circumstances permit, Saturday afternoon shall be regarded as a half holiday, and the crews permitted to overhaul and mend clothing. Saturday afternoon.

DAILY ROUTINE, REPORTS, AND INSPECTIONS AT STATIONS.

1771. The following requirements shall be complied with by the keeper:

Telephone lines to be tested daily.

(a) He shall test the telephone lines and telephones daily, commencing at 6 a. m. from March 1 to October 1, and at 7 a. m. during the remainder of the year.

Inspection of beds and bedding at stations.

(b) During the active season, except when engaged in wreck duty, he shall make a thorough personal daily inspection of the station not later than 9 a. m., including all quarters, beds, bedding, lockers, storerooms, pantries, kitchens, kitchen utensils, cellars, outhouses, boat rooms, and all other parts of the station buildings and premises, and all boats and other apparatus therein. All outlying boathouses and the apparatus stored therein shall be inspected by him at least once each week. The fact and result of each inspection shall be entered in the log.

Winding of patrol clocks, marking dials, etc.

(c) He shall at 4 p. m. each day wind the patrol clocks, mark and remove the old and insert and mark new dial cards, using one of the keys in his possession for this purpose. Before inserting a dial card he shall see that there is no surplus edge beyond the printed dial, in order that it may revolve freely in the case. He shall indicate by red-ink circles on each card removed the impressions made by himself, and mark on the back thereof with ink the date and the name of the station.

Keeper's inspection at 8 p. m. daily.

(d) He shall at 8 p. m. each day make a careful inspection of the station, and shall see that everything is in place, secure, and in readiness for use in case of a call during the night. He shall see that no irregularities are taking place; that all unauthorized lights and fires are out, and that the necessary preparations have been made to extinguish any fire that may occur. He shall make another inspection just before he retires for the night.

Responsible for equipment of patrolmen.

(e) He shall be responsible that the proper equipment for all persons on patrol is available, and shall see that each surfman who leaves the station on patrol before 10 p. m. is properly equipped.

CHAPTER XII.

DRILLS AND EXERCISES.

1801. (1) The officer in responsible charge of each unit shall **Drills.** have the drills and exercises carried out in accordance with the regulations and instructions, and drill books and other publications furnished by Headquarters.

(2) The following drills and exercises are prescribed:

a. For cruising cutters in commission—

On cruising cutters.

All hands.....	See art. 1813
General muster.....	See arts. 1817 and 1818
Inspection of ship.....	See art. 1819
Quarters for inspection.....	See art. 1821
Gun.....	See art. 1831
General quarters.....	See art. 1823 et seq.
Infantry.....	See art. 1835 et seq.
Pistol.....	See art. 1835
Target practice.....	See art. 1841 et seq.
Fire.....	See arts. 1848 and 1849
Collision.....	See art. 1851
Boat.....	See art. 1852
Abandon ship.....	See art. 1852
Man overboard.....	See art. 1852
Signal.....	See art. 1853
Resuscitation.....	See art. 1856
Beach apparatus (instruction).....	See art. 1858

b. For harbor cutters in commission—

On harbor cutters.

General muster.....	See arts. 1817 and 1818
Fire.....	See arts. 1848 and 1849
Resuscitation.....	See art. 1856

c. For launches in commission—

On launches.

Fire.....	See art. 1848
Resuscitation.....	See art. 1856

d. For stations—

At stations.

General muster.....	See arts. 1817 and 1818
Beach apparatus.....	See art. 1858
Boat.....	See art. 1852
Signal.....	See art. 1853
Resuscitation.....	See art. 1856
Fire.....	See arts. 1848 and 1849

1802. All drills and exercises held shall be noted in the log. **Noted in log.** If any be omitted, this fact, together with the reasons therefor, shall likewise be noted.

All persons to be present. 1803. Unless absent on duty, leave, or on account of sickness, or excused by proper authority, every person attached to a cutter or station shall be present and at his proper station on all occasions of general muster, inspection, quarters, and like exercises and ceremonies.

Division officers. 1804. (1) Commissioned officers shall be assigned by commanding officers to the gun and other divisions in such manner as in his judgment will most conduce to the efficiency of the ship as a whole.

Officer in charge of deck during drills, when underway. (2) The officer next junior in rank to the executive officer shall take charge of the deck at emergency drills and general formations when the vessel is underway, except as provided in article 1813.

Station bills. 1805. The station bills shall indicate the detailed duties of the crew in the several drills and exercises, but commanding officers of cruising cutters are directed to plan the station bills with a view to an increase in complement in time of war.

Responsibility of division officers. 1806. (1) Officers in charge of divisions shall personally instruct and exercise their divisions at all prescribed drills. They shall keep themselves fully informed of all regulations, instructions, and technical details concerning the care, preservation, and manipulation of the guns, arms, and other equipment in their charge, and shall be responsible for the condition and efficiency of their divisions in all respects.

Instruction to be in accordance with regulations. (2) They shall drill their divisions in accordance with the prescribed regulations, giving necessary special instruction to such men as may be slow, indifferent, or ignorant.

Men wanted at mast. (3) Should any man be wanted at the mast while at quarters or drill, his division officer shall be notified of the fact by the executive officer, and the man named shall be mustered at the mast immediately after quarters or drill.

Object of drills. 1807. The object of all drills is to perfect the organization as a whole, and the greatest efficiency in this respect is attained when each member of the crew is efficient as a unit. To this end division and other officers are enjoined to instruct each person carefully and thoroughly in his individual duties, keeping in mind that the time element is of the utmost importance. Officers shall familiarize themselves with the most approved and efficient methods of carrying out the various drills, so as to be prepared to meet any emergency at all times and in all respects.

Emergency drills. 1808. (1) The following are emergency drills:

- a. Fire.
- b. Collision.
- c. Abandon ship.
- d. General quarters.
- e. Man overboard.

How armed at emergency drills. (2) At emergency drills, except "Man overboard," officers shall be equipped with a revolver, holster, and belt.

"ALL HANDS."

"All Hands". 1813. When "all hands" are called for getting underway, coming to anchor, mooring, or unmooring, commissioned officers shall take stations as follows:

Commanding officer. (a) The commanding officer on the bridge.

(b) The executive officer shall, unless otherwise provided by Executive. these regulations, take station on the bridge. He shall have charge of the deck, and, if so directed by the commanding officer, handle the vessel.

(c) When there are three line officers junior to the executive, Three line officers junior to executive. the next junior in rank to him shall take station on the bridge; the next junior in rank shall take station forward and be responsible for the proper handling of the forward lines, anchors, chains, etc.; and the junior shall take station aft and be responsible for the proper handling of the lines there.

(d) When there are two line officers junior to the executive, the Two line officers junior to executive. next junior in rank shall take station forward, and the junior shall take station aft.

(e) When there is but one line officer junior to the executive, he One line officer junior to executive. shall take station forward or aft as directed.

(f) The senior engineer officer shall assume general charge of Stations of engineer officers. the engine department; the next junior in rank to him shall be on the working platform and in immediate charge of the handling of the engines; and the junior shall be in the lower engine room and fireroom.

1814. The warrant officers shall take stations as follows:

Stations of warrant officers.

- (a) The boatswain forward.
- (b) The gunner aft or amidships.
- (c) The machinist in the engine room.
- (d) The carpenter at the windlass, winch, or as directed.

GENERAL MUSTER.

1817. General muster shall be held once each month, and at General muster. such other times as may be prescribed by these regulations. General orders, and sentences of courts as provided in article 2108, and all other official communications which are required to be published at a general muster shall be read at a regular muster whenever practicable. Special orders shall be posted on the bulletin board of the ship or station, unless otherwise directed by Headquarters, for a period of one week. General muster shall not be held on Sunday, but shall be held on the second Saturday in each month before noon if circumstances permit; if not, as soon after the dinner hour as practicable. If weather or other causes will not permit the muster to be held on the day specified, general When held. muster shall be held on the first suitable week day thereafter.

1818. At a general muster the following requirements shall be Requirements to be complied with. complied with.

(a) On a cruising cutter:

1. The uniform for officers shall be full dress in port, and service dress with side arms at sea. In hot climates the uniform may be white service dress both in port and at sea. The uniform for the crew shall be clean blue or white. Uniform.

2. Commissioned officers shall form in a line on the starboard side of the quarter deck and face inboard. The executive officer shall take position two paces in front of the center of the other commissioned officers. Places for commissioned officers. Cadets attached to cruising cutters shall Cadets.

muster in the order of precedence with the commissioned officers; on the practice ship they shall muster forward of the commissioned officers.

Warrant officers.

3. The warrant officers shall form forward of the commissioned officers and in the order of precedence.

Enlisted persons.

4. The enlisted force, except the bugler, shall, under the direction of the officer of the deck (who has charge of the formation, except when underway), fall in on the port side of the forward deck in the order of precedence from aft forward. The bugler shall take station as the commanding officer may direct. If the formation be in double ranks, the men shall form with the starboard watch in the front rank and the port watch in the rear rank. When the formation is complete, the officer in charge of it shall call the names of the enlisted force in the order of precedence. Each man, as his name is called, shall answer by announcing his rating; the master-at-arms shall answer for each absentee by stating that he is "on watch," "in hospital," "absent without leave," or as the case may be. The men shall then be marched aft, halted at the proper place, faced inboard, and aligned. The officer in charge of the formation shall then take position on the flank nearest the commanding officer and command, *Parade; Rest*, and take the position of parade rest himself.

Roll call.

Reporting formation to commanding officer.

5. The executive then commands to the bugler, *Sound attention*; to the ship's company, *Hand; Salute*; faces the commanding officer, salutes, and reports to him, *Sir, all hands are mustered*. The commanding officer shall return the salute and command, *Publish the orders, sir*. The executive then faces the crew and commands, *Two*, at which the men drop the hands.

Publication of orders.

6. The executive then commands, *Attention to orders*; or *Internal Rules and Regulations*, or as the case may be; *Parade; Rest*, and publishes the orders at hand.

Dismissal of muster.

7. After the orders are published, the executive commands to the bugler, *Sound attention*; faces the commanding officer, salutes, and reports to him, *Sir, the orders are published*. The commanding officer returns the salute and commands, *Pipe down, sir*. The executive faces the ship's company and commands to the bugler, *Sound the assembly*; the officer of the deck then marches the men off the quarter deck and dismisses them.

When fires are lighted.

8. If at anchor, or moored at a wharf, the quartermaster on watch shall remain on the bridge, and if the fires be lighted the fireman on watch shall remain in the engine department during muster. If the vessel be underway the junior line officer shall have charge of the formation, and the engineer officer of the watch, and such members of the crew as may be necessary, shall remain at their several stations.

When underway.

Changes.

9. Should the construction of the vessel be such that the formation herein provided can not be strictly adhered to, such changes as may be necessary to meet the situation shall be made.

(b) On a harbor cutter:

Uniform.

1. The uniform shall be service dress without side arms for commissioned officers and blue dress or white service dress for warrant officers, and clean blue or white for enlisted persons.

2. The commanding officer, or officer in charge, shall form the crew in single or double rank in the order of precedence in the most convenient place on deck, the enlisted men on the port side and commissioned and warrant officers on the starboard side, and all facing inboard. Formation of crew.

3. When the formation is correct, the officer in charge shall order *Hand; Salute*. He shall return the salute and shall then call the roll, and the subsequent procedure shall be, as far as practicable, as specified for cruising cutters, the senior petty officer of the deck department answering for absentees. Roll call.

(c) At a station:

1. The uniform shall be blue. Uniform.

2. The keeper shall form the men in the most suitable room of the station in the order of precedence, the No. 1 surfman at the right of the line. The keeper shall then take position as near as possible in front of the center of the formation and order *Hand; Salute*. He shall return the salute and shall then call the roll. Each man as his name is called shall answer by announcing his number; the No. 1 surfman shall answer for each absentee by stating that he is "on lookout," "in hospital," "absent without leave," or as the case may be. Formation.

3. The keeper shall then inspect the uniform and personal appearance of each individual and resume his position in front of the formation, after which he shall read the internal rules and regulations for the government of the station, and any order or other matter that may be necessary. He shall then dismiss the muster. Roll call.

4. The surfman on lookout or patrol shall be excused from muster. Inspection.

1819. The commanding officer's inspection of a cruising or harbor cutter shall be made once each week on such day (except Sunday) as may be most expedient. This inspection shall be a personal examination of the vessel throughout by the commanding officer, accompanied by the executive officer, the senior engineer officer, and the medical officer. Persons excused.

QUARTERS FOR INSPECTION.

1821. (1) Quarters for inspection shall be held not later than 3.30 p. m. daily (except on Saturday, Sunday, and holidays) on all cruising cutters in commission, unless prevented by inclement weather or urgent necessity. Weekly inspection by commanding officer.

(2) The uniform for officers shall be service dress with side arms; for the crew, clean blue or white. When held.

(3) Officers of divisions shall, at quarters, inspect the dress and personal appearance of the men of their divisions, and the condition and security of the battery. They shall ascertain if all are present or accounted for, make the proper reports, and attend to such other duties as the routine of the vessel may require. In the absence of the division officer, the necessary reports shall be made by the warrant officer, or the senior petty officer present in the division. Uniform.

(4) Mess attendants shall not be excused from quarters. Duties of division officers.

Mess attendants not excused.

- Formation.** (5) At quarters for inspection the divisions shall fall in, as a whole, in their designated places. This formation and inspection shall be conducted as prescribed in "Ship and Gun Drills, U. S. Navy," as far as practicable.
- When underway.** (6) When underway the commanding officer shall be on the bridge. When all is ready the divisions shall be reported to the executive officer, who shall then make his report, as a whole, to the commanding officer. When at anchor, the above procedure shall be followed, except that the commanding officer shall be on the quarter deck or poop deck.
- At anchor.**

GENERAL QUARTERS.

- When held.** 1823. General quarters shall be held once each month.
- Preparation.** 1824. At each exercise at general quarters every preparation and disposition (except clearing ship) which would be made in action shall be carried out.
- Making ready for action.** 1825. At the call to general quarters officers and men shall repair rapidly to their several stations, and, without further orders, the ship shall at once be made ready to open fire, and each division officer shall see that this condition obtains, so far as his division is concerned, before reporting "Ready" to the executive.
- Fire alarm not to be sounded.** 1826. (1) The fire alarm shall not be sounded at general quarters except by the express order of the commanding officer. Should fire break out, the division nearest at hand shall handle the situation. The commanding officer shall at once be informed of the fire, its extent or seriousness, the means that have been taken to extinguish it, and whether or not assistance is needed.
- Men to be withdrawn from disengaged guns only.** (2) It is inadvisable to withdraw men from guns which are being fired. Therefore, when fire fighters, riflemen, or wreck clearers are required, whole crews of disengaged guns should be called.
- Communication.** 1827. Efficient means of communication between the various parts of the ship shall be established and maintained so that orders may be passed promptly without undue noise, and the commanding officer shall be kept constantly informed of the condition and conduct of affairs throughout the ship.
- Problems at general quarters.** 1828. While it is not desired to limit commanding officers to a particular routine in the conduct of general quarters, attention is directed to the importance of working out problems of emergencies, and each exercise at general quarters should have for its object the solution of one or more previously agreed upon problems, rather than the drilling of the individual divisions, ample time for which shall be given at division drills.
- Station of commanding officer.** 1829. At general quarters the commanding officer shall be on the bridge.

GUN DRILLS.

- When held.** 1831. Gun drills shall be held at least twice each week. They shall include instruction relative to the guns and mounts, as well as the drill itself, the men being required to understand the mechanism of the guns and the nomenclature of the principal parts of both guns and mounts. Instruction shall be given frequently in dotter and subcaliber practice.
- Instruction to be given.**

1832. The gun-division officers shall be responsible for the proper instruction and efficiency of the guns' crews. All officers below the rank of first lieutenant shall conduct gun drills when so directed by the commanding officer. (See art. 1401-2.) Responsibility of division officers.

INFANTRY DRILL—PISTOL DRILL.

1835. Infantry drill shall be held once each week; pistol drill shall be held once each month. Instruction in infantry drill shall be given all enlisted persons except stewards and cooks. When held.

1836. Infantry drills shall be held on shore at least once each month, when practicable. These drills and pistol drills shall be conducted as prescribed, and in accordance with instructions contained in "The landing-force and small-arm instruction, U. S. Navy." On shore.

1837. When two or more vessels of the service are together, the senior officer present shall cause the infantry landing force of each to be landed for such joint drills as may be deemed advisable, if the locality afford proper facilities for the purpose and there be no urgent duty to prevent. If for any cause these drills can not be held, the senior officer shall report the fact to Headquarters, stating the reasons for the omission. Joint drills.
Report when omitted.

1838. The officer in charge of the infantry drills shall be responsible for the proper instruction of the landing force. He shall personally instruct the men to insure proficiency. All officers below the rank of first lieutenant shall conduct infantry drills when so directed by the commanding officer. (See art. 1401-2.) Officer in charge of infantry drills.

1839. (1) The officer in charge of infantry drills shall be responsible to the ordnance officer for the order, condition, and repair of all small arms, and of the accouterments of the landing force, and for the order and cleanliness of the armory, which he shall frequently inspect, and the condition of which he shall report to the ordnance officer. Care of small arms and armory.

(2) He shall at once report to the ordnance officer, the loss of, or damage to, any of the small arms or accessories. Loss or damage.

TARGET PRACTICE.

GUN.

1841. Gun target practice shall be held annually, and the allowance of ammunition prescribed by Headquarters shall be properly expended. If for any cause this target practice can not be held, the commanding officer shall cause a full explanation of the omission to be made on the report of gun target practice. Gun target practice.

1842. When an approximate date has been set for gun target practice, a request shall be made to Headquarters for 10 per cent more than the necessary number of rounds of stabilized smokeless-powder ammunition, due allowance being made for the time required for the shipment to be received prior to the date set for the target practice. Smokeless-powder ammunition.

Disposition of empty cases. Unexpended rounds to be returned.

1843. After target practice has been held, the empty cartridge cases and the unexpended smokeless-powder ammunition shall be returned to the magazine from which it was received, invoicing the same in the usual manner. Empty cartridge cases and returned charges shall be accounted for in the "Record of public property."

If practice postponed, ammunition to be returned.

1844. Whenever stabilized smokeless-powder ammunition is received for target practice, and it becomes necessary to postpone the practice for a period longer than five months after the ammunition is received, it shall be returned to the magazine from which it was drawn, if practicable, or to the nearest naval magazine, for care and storage, invoicing the same in the usual manner. Stabilized smokeless-powder ammunition shall not be kept on board a cutter longer than five months, unless specially authorized by Headquarters.

SMALL ARMS.

When held.

1845. The commanding officer shall cause preliminary small-arm target practice to be conducted on shore sufficiently often during each calendar year to permit each man, unless he be one of those excused from taking the course in small-arm firing, to participate in the record practice when held. He shall have all the instructions in small-arm firing, including sighting, position, and aiming drills, carried out as prescribed.

Officer to superintend small-arm target practice.

1846. The officer responsible for small-arm target practice shall have charge of the instruction in small-arm firing, and the records connected therewith, and shall superintend target practice with small arms. He shall be assisted in these duties by other officers when the commanding officer so directs.

How conducted.

1847. Gun and small-arm target practice shall be conducted as prescribed, and in accordance with instructions contained in "The landing force and small-arm instructions, U. S. Navy." Information relative to the best general and individual scores made at each target practice will be published to the service in circular letters, copies of which will be filed with the records of the persons making the highest three individual scores.

Publication of highest scores.

FIRE DRILL.

When held.

1848. Fire drill shall be held once each week on cutters and at stations—sometimes at night.

Signal.

1849. The signal for fire drill on cutters shall be the rapid ringing of the ship's bell, accompanied by the "general alarm." Every person shall hasten to his station, and as quietly and rapidly as possible perform the duties assigned to him in the watch and station bill.

Duties of executive.

1850. Whether at anchor or underway the executive officer shall attend at the fire and direct the efforts to extinguish it. In case of fire, or any other occurrence that may place the vessel in danger, he shall exert himself to maintain order, and, if it becomes necessary, he shall see that the sick and disabled are cared for and the prisoners released or removed to safety.

COLLISION DRILL.

1851. (1) Collision drill shall be held once each week. When held.

(2) The call for assembly at collision drill shall be by the steam Signal.
siren, if the vessel have one, otherwise by such special signal as the commanding officer may direct. At this drill all doors in water-tight compartments shall be closed, and the collision mat shall be placed in position at some designated point.

BOAT DRILL.

1852. Boat drills shall be held at least once each week. All When held.
officers and enlisted persons shall be required to take part at various time in these drills, which shall include exercise in boats under sail as often as practicable. "Abandon-ship" drill and "man-Abandon ship. overboard drill" shall each be held once each month.

SIGNAL DRILL.

1853. Day and night signal drills of various kinds, including When held.
the international code, shall be held at least once each week. The warrant officers (except machinists and carpenters) and all enlisted persons of sufficient intelligence to learn signaling shall receive instruction therein. All warrant officers (except machinists and carpenters), No. 1 surfmen, quartermasters, coxswains, and surfmen must be proficient signalmen. (See art. 1038.)

1854. The junior line officer shall be responsible for the in- Junior line officer and keeper to instruct.
struction in signaling on a cutter, and the keeper for such instruction at a station.

1855. The international Morse code shall be applied to the Methods.
following methods of signaling in communicating with other vessels and stations of the Coast Guard, with Army stations, and with naval vessels and stations, viz: Radio, wigwag, occulting light, Ardois, and sound signals.

RESUSCITATION DRILL.

1856. The drill for the resuscitation of the apparently drowned When held.
shall be held once each week, and shall be in accordance with the prescribed Coast Guard method. All persons shall be proficient in this drill.

1857. The medical officer, if there be one attached, shall give Medical officer to instruct.
instruction in the resuscitation drill. Where there is no medical officer attached and present for duty, the division officers and keepers shall instruct the men of their respective divisions and stations.

BEACH-APPARATUS DRILL.

1858. (1) All officers and all enlisted persons on cruising cut- On cutters.
ters shall receive theoretical instruction in the prescribed beach-apparatus drill, until they understand it.

(2) At stations, beach-apparatus drill shall be held twice each At stations.
week during the first month of the active season, and once each week thereafter. This drill shall be held at night once each month.

CHAPTER XIII.

ORDNANCE INSTRUCTIONS.

1861. The methods of caring for and handling ordnance material set forth in the descriptive pamphlets furnished by Headquarters shall be closely followed. Pamphlets.

1862. All persons whose duty it may be to supervise or perform work in connection with the inspection, care, preparation, or handling of explosives shall exercise the utmost care in the performance of such duties. All regulations and instructions bearing on this subject shall be rigidly observed, and no relaxation of vigilance with respect to them shall ever be permitted. (See arts. 973 and 974.) Handling of explosives.

1863. Persons engaged in the handling, preparation, or transportation of ammunition shall be carefully supervised by those in authority over them and frequently warned of the necessity of using the utmost caution in the performance of their work. It is by such means only that accidents can be prevented, as familiarity with work, no matter how dangerous, is apt to lead to carelessness. Supervision in handling explosives.

1864. When it becomes necessary to explode primers in cartridge cases, the guns on board shall be used for the purpose, and no other method shall be permitted. Exploding primers.

1865. Black powder (except ignition charges) shall not be stowed in the same magazine with smokeless powder, but shall be stowed in a separate magazine if practicable. Magazine storage.

1866. Small-arm ammunition shall not be stowed in a magazine. Small-arm ammunition.

1867. (1) Smokeless powder shall not be stowed in any magazine wherein the temperature is habitually above 95° F., or wherein the temperature ever reaches 100° F. If the temperature reaches 90° F., artificial means for reducing it shall be adopted. Temperature of magazine.

(2) If the air in any magazine be at all impure, or if the odor of ether be noticeably strong in any magazine containing smokeless powder, such magazine shall be blown out by portable fans and otherwise ventilated. Ventilation of magazine.

1868. Empty cartridge cases, boxes, and powder tanks shall be handled and stowed with care, and shall be turned in at the earliest opportunity. Cartridge cases must not be deformed by severe handling while still hot from firing, and as soon as practicable thereafter they shall be thoroughly washed with hot water and soap, carefully dried, and repacked in the boxes in which they were supplied. Empty cases, tanks, etc.

Identification marks.

1869. Since the correctness of reports and records depends upon the identification marks on ammunition, care shall be taken not to obliterate them or to place ammunition in incorrectly marked containers.

Disposition of small-arm cartridge cases.

1870. As soon as possible after the completion of small-arm firing, rifle and revolver cartridge cases shall be decapped and thrown into water. The cleaning will be much facilitated if this is done immediately after firing. The interior of each case shall then be thoroughly cleaned with a brush wiper or a piece of rag on the end of a wiping stick, and the cases shall then be dried and packed loosely in empty ammunition boxes. Upon the accumulation of 300 pounds of empty cartridge cases, they shall be shipped by freight (see article 3375 et seq.), together with such number of bandoleers and clips as are on hand, to the commanding officer of the Frankford Arsenal, Bridesburg, Pa. Empty cartridge cases and clips shall be invoiced by weight instead of number. The zinc-lined wooden packing boxes in which the ammunition is received shall be saved, and the empty cartridge cases, bandoleers, and clips shall be packed in them. Care shall be taken that the zinc lining of the boxes is not injured; the lining and zinc cover shall be retained in the box when the empty cartridge cases, bandoleers, or clips are packed therein. Bandoleers and clips which are to be turned in shall not be packed in boxes containing empty cartridge cases. Where bandoleers and clips are packed in the same box, the clips shall be wrapped separately and in paper. Empty cartridge cases, bandoleers, and clips shall be accounted for on the "Record of public property."

Powder not to be exposed to the sun.

1871. (1) When smokeless powder is removed from magazines on shore or on board ship for transportation, target practice, or other purpose, it shall not be exposed to the direct rays of the sun or subjected to other abnormal conditions of temperature. This prohibition applies equally to powder in bulk, in tanks, cartridge cases, ammunition boxes, or other containers. Whenever it may be necessary to transport smokeless-powder ammunition in boats or to take it on shore, as for boat-gun or field-gun target practice, it shall be effectively shaded from the rays of the sun and shall not be permitted to become wet.

Disposition of exposed powder.

(2) Whenever, in particular cases, the terms of the foregoing paragraph have not been complied with, any ammunition which may have been so exposed shall be segregated and shall be landed at a naval magazine at the first opportunity.

Naked lights prohibited.

1872. No naked light shall ever be taken into a magazine or other compartment containing explosives of any kind.

Live ammunition not used for drill.

1873. Under no circumstances shall live ammunition be used for drill purposes.

Live cartridge case in gun.

1874. Whenever a live cartridge case is fitted in any gun for any purpose other than firing, the firing pin and mechanism shall be kept removed from the breech plug during such test.

Plug face to be watched.

1875. In every cartridge-case gun, except those of the sliding wedge or eccentric-plug type, the breech plug shall not be closed until the gun captain is assured that the front face of the plug is in normal condition.

Mushroom to be sponged.

1876. The mushroom of every breech-loading gun shall be thoroughly sponged after each shot.

1877. Copies of all safety orders and instructions pertaining to the armament of the ship shall be kept posted in convenient places easy of access to members of the crew, and all members of the crew concerned shall be thoroughly instructed in them. Posting of safety orders.

1878. As soon as a gun is loaded the breech shall be closed without delay and, if possible, the breech mechanism shall not be unlocked again until after the gun has been fired. If it be necessary to unload the gun it shall be treated as a hangfire and the powder or the entire cartridge case thrown overboard. Breech to be closed as soon as loaded.

1879. In preparing a battery for firing, the division officer shall assure himself that the tompon has been removed from each gun and that each bore is clear. Tomplons.

1880. No cartridge-case gun shall be fired with a breech mechanism in which the firing pin is not completely housed. Firing pin housed.

1881. As the firing pin of every concentric screw breech mechanism is directly in rear of the primer when the plug is closed but not rotated, the utmost care shall be taken to insure that the firing pin and all parts are in good condition, as the failure of a part of the mechanism might permit the firing of the gun before the plug is rotated. Condition of firing pin.

1882. The danger of a broken firing-pin point, or of the fusing of the metal on the face of the breech plug, due to a primer blow-back, shall be borne constantly in mind and guarded against. Broken firing pin.

1883. No force greater than that which can be applied by the hand alone shall be used in loading a cartridge case into a gun. Any cartridge case that does not freely and fully enter the chamber of the gun under the influence of the force of the hand alone shall be carefully extracted and put aside. It shall be properly marked to indicate its condition, and shall be turned in at the first opportunity. Jammed cartridge case.

1884. (1) The possible danger of a serious accident, due to opening the breech of a gun too soon after a hangfire, demands the constant exercise of the utmost prudence and caution whenever a misfire occurs. Hangfire.

(2) Whenever the gun pointer presses the firing key or pulls the lock lanyard and the gun fails to fire a hangfire shall be regarded as probable, and the proper precautions shall be taken accordingly. Same.

1885. In time of peace, whenever a misfire occurs in any gun, an interval of at least 30 minutes shall be allowed to elapse after the last effort to fire the gun before the breech is opened. Misfire.

1886. Nothing in these regulations shall be construed as discouraging possible efforts to fire the gun which do not involve opening the breech. A gun using cartridge cases and fixed primers shall be tried again, either by electricity or percussion, or by both, whenever this can be done without opening the breech. Precaution as to misfire.

1887. Whenever the guns of a vessel are being fired the hose shall be led out as at fire drill, and the fire pumps shall be kept running. Fire hose.

1888. During the firing no ammunition other than that immediately required shall be permitted to remain outside of the magazine. Ammunition outside of magazine.

- Target practice.** 1889. At target practice there shall be assembled on deck no more than the necessary allowance of ammunition for the guns that are to fire on the next run; for guns using fixed ammunition the allowance required for the gun or guns that are to fire on the next run may be removed from the boxes.
- Morris-tube.** 1890. No Morris-tube practice shall be held without an efficient bullet catcher securely attached to the muzzle of the gun or otherwise suitably secured in the line of fire of the small rifle.
- Sponging of guns.** 1891. The sponging of guns using fixed ammunition, where the cartridge is protected by a metal case, is not necessary, but, before stowing the empty cartridge cases below, steps shall be taken to free them from all inflammable gases. This can best be done by washing the cases out with soap and water.
- Regulation regarding shipment of explosives, etc.** 1892. When shipments of ammunition or other dangerous articles are made by freight or express, the "Regulations for the Transportation of Explosives and Other Dangerous Articles by Freight and Express and Specifications for Shipping Containers," as issued by the Interstate Commerce Commission, shall be observed.

**DISCIPLINE.
COMPLAINTS.
OFFENSES.
CHARGES AND SPECI-
FICATIONS.**

**PUNISHMENTS.
COURTS.
BOARDS.**

CHAPTER XIV.

DISCIPLINE, COMPLAINTS, PROCEDURE, REDRESS OF WRONGS, OFFENSES, CHARGES AND SPECIFICATIONS, AND PUNISHMENTS.

DISCIPLINE.

1901. A strict observance of the "Regulations for the United States Coast Guard" is required of all persons therein, and each such person shall report promptly to the proper authority any disobedience or infraction of the regulations coming to his knowledge. Constant and faithful attention to their duties shall be required of all persons. Observance of regulations required.

1902. (1) All persons shall obey readily, and execute with promptitude and zeal, the lawful orders of their superiors. They shall show to their superiors all proper deference and respect. No person shall join in or abet any combination to weaken the lawful authority of or to lessen the respect due to his commanding officer, or shall treat his superior officer with contempt or be disrespectful to him in language or deportment. (See arts. 1942, 1943, 1944, and 1945.) Obedience to orders.

(2) Whenever scientists or other Government employees not in the Coast Guard are assigned to duty on a cutter or at a station, they shall be subject to the regulations of the service and shall be treated with the respect due their several positions. All persons detailed by the commanding officer or keeper to assist them shall obey their lawful orders in all matters concerning the duties which they are severally charged to perform. Scientists, etc., assigned to duty with the Coast Guard.

1903. Officers and enlisted persons, active and retired, are at all times amenable to discipline under the regulations of the Coast Guard. Amenability to discipline.

1904. Discipline depends in a large degree upon the example set by commanding and other officers in authority, and may be maintained, in many cases, by their own attention to duty and by their personal influence, tact, and discretion. To this end they shall show in themselves good examples of honor, patriotism, subordination, and fidelity to their oaths of office, be zealous in the performance of the duties intrusted to them, and vigilant in inspecting the conduct of all persons under their authority. Example to be set by officers.

1905. Superiors of every grade are forbidden to oppress or maltreat those under their authority by cruel, tyrannical, or capricious conduct or by abusive language. Authority over subordinates shall be exercised with firmness, kindness, and justice, and each person shall set an example of morality and devotion to duty. Authority over subordinates.

Correction of
abuses.

1906. (1) The executive officer of a cutter or depot, or the officer in charge of a station, shall, so far as his powers extend, correct all abuses, prevent infractions of discipline, and suppress disorder. Whenever the executive officer of a cutter or depot becomes cognizant of any violation, disregard, or disobedience of any law or of any regulation or order of the Coast Guard on the part of any person attached to the cutter or depot, he shall at once make a report of the facts to the commanding officer. He shall aid his superior officer to the best of his ability in the enforcement of these regulations.

Keeper report
abuses to dis-
trict superin-
tendent.

(2) Whenever a keeper becomes cognizant of any violation, disregard, or disobedience of any law, or of any regulation or order of the Coast Guard, on the part of any person attached to the station, which would involve a punishment greater than he is authorized to impose, he shall at once make a report of the facts to the district superintendent.

Trivial offenses.

1907. Officers are not to be suspended for light or trivial offenses, but for such the commanding officer may express his disapprobation, or take such other action as may meet the needs of the case.

Admonition and
rebuke.

1908. Whenever a commanding officer feels it incumbent upon him, in the discharge of his duty, to rebuke an officer of inferior rank, he shall call the officer into the cabin, or out of hearing of all other persons, and administer the rebuke in an officerlike and gentlemanly manner. An admonition or caution in the ordinary course of duty shall not be considered a reprimand in the sense of punishment.

Demand for
trial not within
rights.

1909. No officer can rightly demand to be tried by a court or demand a court on any other person, or persist in considering himself under the restraint of arrest, or refuse to return to duty, after he has been released by proper authority.

Cruelty to pris-
oners forbidden.

1910. A commanding officer or an officer in charge shall use every endeavor to assure himself that subordinates exercise no cruelty toward persons in confinement, and that the latter suffer no other punishment than that directed by proper authority.

Commissioned
officer not to
take part in
arrest.

1911. No commissioned officer shall take part personally in the arrest of a drunken person, further than may be absolutely necessary, but the arrest shall be made by a warrant officer, or an enlisted person, and, when practicable, by a person of higher rating than the one to be placed in arrest.

COMPLAINTS.

Complaints
against com-
manding officer.

1915. (1) Complaints by subordinates against a commanding officer shall be made in writing and submitted, through such commanding officer, to Headquarters, and when cutters are serving together under a senior officer, to such senior officer.

Complaints
against district
superintendent.
Charges and
specifications.

(2) Complaints against a district superintendent by subordinates shall be made in writing and submitted through him.

(3) When charges and specifications are preferred against anyone, they shall be in accordance with these regulations.

Facts only to be
stated in expla-
nation.

1916. All persons making complaints or explanations shall confine themselves exclusively to the facts in the case, and shall not express an opinion, nor impugn the motives of the opposite party.

1917. (1) Complaints by one person against another serving on the same cutter, or at the same depot, shall be made to the commanding officer, through the executive officer. Procedure on cutters.

(2) Complaints against the executive officer shall be made direct to the commanding officer. Complaints against executive officer.

(3) Complaints by one enlisted person against another serving at the same station shall be made to the keeper of that station. Procedure at stations.

(4) Complaints by persons attached to stations against warrant officers shall be made to the district superintendent. Complaints against keepers.

(5) All complaints shall be inquired into promptly by the person to whom they are made, and, if they appear to be sustained and of such importance as to demand further notice, he shall take action in accordance with these regulations. Complaints to be investigated.

PROCEDURE.

1921. A report, whether verbal or written, to the commanding officer or district superintendent against a person who has committed an offense, relieves the officer making the complaint, and places the responsibility upon the commanding officer or district superintendent, as the case may be. Report of offenses.

1922. In order to avoid unnecessary recourse to boards of inquiry and investigation and to courts, when an officer or other person on a cutter shall be reported for grave misconduct to his immediate commanding officer, or when an officer or other person attached to a station shall be reported to the district superintendent, or to the keeper of a station, the officer receiving the report shall institute a careful investigation into the circumstances on which the complaint is founded. He shall call upon the complainant for a written statement of the case, together with a list of his witnesses, mentioning where they may be found, and a memorandum of any documentary evidence bearing upon the case which may be obtainable. Avoidance of unnecessary recourse to boards and courts. Report of misconduct.

1923. Whenever an accusation is made against an officer, whether by report, by indorsement upon a communication, or by charges preferred against him, a copy of such report, indorsement, or charges shall be furnished at the time, or as soon thereafter as practicable, to the officer accused, who shall be called upon for such counter statement or explanation in writing as he may wish to make, and for a list of the persons he desires to have questioned in his behalf. If the accused does not desire to submit a statement, he shall set forth that fact in writing. (See art. 1930.) Copy of report, indorsement, or charges. Statement by the accused.

1924. If, after investigation of a report against an officer or other person in the Coast Guard, a commanding officer, or a district superintendent, or a keeper, shall not deem the offense one requiring the action either of a board or a court, he shall himself take such action as he may think necessary, within the limits of punishment allowed him by law and regulations. The person concerned shall not be denied the right of appeal to higher authority if not satisfied with the action of such superior officer. Responsible officer to take necessary action.

Suspension or
confinement un-
der charges.

1925. (1) If, upon investigation, a commanding officer be satisfied that the charge is such as to call for trial by a Coast Guard court, he may place the person under suspension or in confinement for safe-keeping, as the case may require, while awaiting the convening of a court and pending action by the reviewing authority. A person so suspended or confined for safe-keeping shall be notified in writing at the time to that effect and that said suspension or confinement is not imposed as a punishment.

Suspension by
district superin-
tendent.

(2) A district superintendent may place a warrant officer under his authority under suspension in like cases, pending action by the department in his case, and shall notify such warrant officer in writing at the time that he is placed under suspension and that said suspension is not imposed as a punishment.

Officer under
arrest or sus-
pension to de-
liver sword.

(3) An officer, when placed under arrest or suspension, either as a punishment or to await further disciplinary action, shall deliver his sword, through the arresting officer, to his immediate commanding officer. An officer under arrest or suspension shall not visit officially his commanding officer unless sent for, and in case of business requiring attention shall make it known in writing.

Restrictions re-
lative to officer
under arrest.

(4) No officer placed under suspension or in arrest on a cutter shall be confined to his room or restrained from the proper use of any part of the vessel, except the quarter deck, poop, bridge, pilot house, and chart room, unless such confinement or restraint shall be necessary for the safety of the vessel or the officer or for the preservation of good order and discipline. If under suspension or arrest elsewhere than on a cutter, an officer shall be confined to definite limits, but such restriction shall not be unduly rigorous.

Minor court.

(5) If the accused be an enlisted person, the commanding officer shall then prefer or cause charges and specifications to be preferred against him for trial before a minor court if the alleged offense comes within the jurisdiction of such a court. (See art. 1933-3.)

When charges
and specifica-
tions are to be
prepared.

(6) a. Should the alleged offense be beyond the jurisdiction of a minor court, or should there not be attached to the cutter or depot enough commissioned officers to form a court, or the commanding officer consider it such as to call for trial by a general court, he shall prefer or cause to be preferred charges and specifications against the person, and submit them to Headquarters. (See art. 1933-3.)

Circumstances
on which
charges may be
founded.

b. Should there not appear to be sufficient evidence to establish at least a prima facie case the commanding officer shall report to Headquarters fully and accurately in detail and in the order of their occurrence all the circumstances of the alleged offense. The report is not in any way to refer to accompanying papers for the circumstances constituting the offense, but shall, in itself, be so circumstantial as to afford a full account of the real nature and extent of the offense charged, and of the allegations to which the offender would be held to confess should he plead guilty.

c. Should the alleged offense involve a punishment greater than a district superintendent may impose under the regulations, he shall proceed in the manner set forth in the preceding paragraph.

Action by district superintendent in cases calling for judicial action. Suspension of officer.

1926. (1) In case of the suspension, arrest, or confinement of an officer, the commanding officer or district superintendent shall at once report the fact, with the attendant circumstances, to Headquarters.

(2) If the decision of Headquarters be that no trial take place, the accused shall be restored to duty at once. If it be decided that the accused shall be brought to trial, a court shall be ordered for that purpose as soon as the interests of the public service permit.

Decision as to trial of accused.

(3) The commanding officer, or other competent authority, may release temporarily and put on duty an officer under suspension or in arrest should an emergency of the service or other sufficient cause make such action necessary. This temporary release shall not be a bar to any subsequent investigation or trial of such officer for the matters for which he was suspended or placed in arrest. (See art. 2040.)

Temporary release.

Not bar to trial.

1927. A person being tried by a court shall, if possible, be excused by his superior or commanding officer from attending to particular duties during the continuance of the trial.

Accused excused from duty during trial.

1928. An officer or enlisted person who commits an offense of sufficient gravity to warrant charges and specifications being preferred against him shall be proceeded against promptly and as soon as practicable after the commission of the offense. If the offense be committed upon a cutter at sea, or off the line of communication by mail, the charges and specifications shall be formulated and filed with the commanding officer, who shall forward them, without comment, to the proper authority at the first opportunity. If the charges be against the commanding officer, the method of procedure shall be the same. (See arts. 1923 and 1930.)

Procedure when submitting charge.

1929. (1) An officer having occasion to report, for any cause whatever, a warrant officer or an enlisted person attached to a cutter, shall make the report to the executive officer, who shall present the matter (if such action be necessary under these regulations) to the commanding officer.

Reporting warrant officer or an enlisted person attached to a cutter.

(2) An officer having occasion to report, for any cause whatever, a warrant officer or an enlisted person attached to a station, shall make report through the proper channels to Headquarters.

Reporting warrant officer or an enlisted person serving at a station.

(3) If an offense be of sufficient gravity to warrant a charge and specification being preferred against a warrant officer or an enlisted person, they shall be made as soon as practicable after the commission of the offense.

Charges and specifications to be prepared as soon as practicable.

1930. As soon as practicable after a trial has been determined upon, and at least 24 hours before the court is to assemble, the accused shall be furnished with a copy of the charges and specifications preferred against him. The fact that this copy has been handed the accused, and the time it was so delivered, shall be noted in the log, and the recorder of the court shall enter a note to the same effect on the original charges and specifications. (See art. 1923.)

Copy of charges and specifications to be furnished the accused.

To see persons
at mast.

1931. When any member of the ship's company comes to the mast with a request to see the commanding officer, the officer of the deck shall receive the request and communicate it to the executive officer, who shall inform the commanding officer. The latter is enjoined not to neglect such appeals, and shall require the presence of the executive officer when such appeals are heard. Should he be unable to investigate an offense or complaint, the reason therefor shall be noted in the log over his signature, and the executive officer shall be directed to investigate the matter.

Procedure by
division com-
mander or sen-
ior officer re-
ceiving com-
plaints.

1932. A division commander, or the senior officer of vessels acting conjointly, who receives verbal or written complaints against a commanding officer of a cutter under his authority shall be governed by articles 1922, 1923, 1924, and 1925, unless the complaints be in the form of charges and specifications drawn in the manner prescribed by these regulations. In the latter case he shall submit the matter with the accompanying papers to Headquarters.

Charges pre-
ferred by order
of Headquar-
ters.

1933. (1) In all cases in which an officer so misconducts himself that his acts have become notorious and have brought scandal upon the service, or himself into disrepute, Headquarters, if informed of his actions, will, if the circumstances warrant, prefer or direct an officer to prefer charges and specifications, embodying the alleged misconduct, against the offender.

Officer prefer-
ring charges
not to incur
blame.

(2) An officer who, by direction of Headquarters, has preferred charges and specifications against another officer, shall not incur any measure of blame should the court acquit the accused and decide that there were no grounds on which to base the charges and specifications.

Names of offi-
cers who may
be witnesses to
be stated.

(3) Commanding officers, when transmitting to Headquarters charges and specifications relating to an offense for the trial of which a general court should be ordered or a minor court convened by Headquarters, shall state the names of commissioned officers who are liable to be called as witnesses in the case.

REDRESS OF WRONGS.

Oppression or
other miscon-
duct to be re-
ported.

1935. (1) If any person 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 official channels, to proper authority. He will be held accountable if his representations be found vexatious, frivolous, or false.

Application for
redress; how
treated.

(2) When an application for the redress of a wrong is received by the commanding officer or district superintendent, and he shall consider that the alleged wrong is of sufficient gravity to warrant the action of higher authority, he shall submit a report of the case, together with all the correspondence relating thereto, to Headquarters.

Care in submit-
ting application
for redress.

1936. An application for the redress of a wrong shall be made in writing. In making an appeal to Headquarters for redress, great care must be exercised: First, that the cause is just and clearly stated; and, second, that the appeal is supported by evidence of the truth of the matters of which complaint is made.

OFFENSES.

1941. Offenses shall not be allowed to accumulate, in order that sufficient matter may thus be collectively obtained for trial, without giving due notice to the offender. Offenses not allowed to accumulate.
1942. Detrimental criticism of commanding and other officers by subordinates or of subordinates by officers in authority is forbidden. Criticism forbidden.
1943. Discussion or criticism of officers by their brother officers, whether superiors or inferiors, in the presence of mess attendants, other members of the crew, or strangers, is forbidden. Discussions and criticisms.
1944. No person shall use any language which may render, or tend to render, officers or crews dissatisfied with the service or with their duties, or which may diminish their confidence in or respect for their superiors; and it shall be the duty of every officer who hears any such language to use his best endeavors to suppress it and to report it immediately to his commanding officer, or if the offense be committed by a commanding officer, to Headquarters. Language tending to lessen confidence and respect.
1945. No person shall make, or attempt to make, or unite with another or others in making any mutinous assembly, or shall utter any seditious, treasonable, or mutinous words, or shall conceal or connive at any mutinous, treasonable, or seditious practices, or shall treat with contempt his superior, being in the execution of his office; and every person being witness to or knowing of any mutiny, sedition, or treason, shall do his utmost to suppress it and shall immediately make it known to his commanding or superior officer. Mutinous or treasonable practices.
1946. Combinations against superior authority or for the purpose of remonstrating against orders, or of complaining of details of duty or service, are forbidden. Combinations.
1947. Commanding and other officers shall discourage and suppress talebearing. Talebearing by subordinates to commanding and other officers in authority, whether verbal or written, is forbidden. Talebearing to be suppressed.
1948. Frivolous complaints and faultfinding shall be discounted. Malicious, vexatious, or frivolous charges against anyone will subject the accuser to all the pains and penalties of such conduct. Frivolous complaints.
1949. An officer is forbidden to criticise or impugn the character, competency, or motives of another officer in any private letter or communication to an officer or other person connected with the administration of the Government. Criticism in private letters forbidden.
1950. The nagging of juniors by seniors, while in the performance of duty or at any other time, by petty annoyances and faultfinding, or the employment of improper language in giving and enforcing commands, is forbidden. Nagging forbidden.
1951. Drunkenness or the excessive use of intoxicating liquors on duty or off duty is prohibited. Drunkenness.
1952. No person shall be guilty of scandalous conduct tending to the destruction of good morals, or of conduct unbecoming an officer and a gentleman. Scandalous conduct. Conduct unbecoming an officer and a gentleman.

- Misappropriation of mess funds. Theft.** 1953. No person shall be guilty of misappropriation of mess funds, or of theft.
- Contumacious conduct before court.** 1954. No person shall refuse to give testimony before a Coast Guard court or board, or behave contumaciously before such court or board.
- Willful false swearing.** 1955. No person shall willfully give false testimony, or corruptly suborn a witness to give false testimony, before a Coast Guard court or board upon a matter material to the issue before such court or board.
- Disobeying lawful order. Striking or assaulting superior officer.** 1956. No person shall disobey or refuse to obey a lawful order of his superior officer, nor shall he strike or assault, or attempt or threaten to strike or assault, a superior officer while in the execution of the duties of his office.
- Disorderly conduct.** 1957. (1) No person in the Coast Guard shall strike or assault, or attempt or threaten to strike or assault, another person therein, or be guilty of any form of disorderly conduct.
- Gambling, swearing, etc.** (2) Gambling, obscene or abusive language, and profane swearing are strictly prohibited on board cutters, at stations, and in all other places under the control of the service.
- Grumbling, etc.** (3) Grumbling, faultfinding, and surly conduct shall not be tolerated.
- Murder or other crime.** 1958. If murder, felony, or other crime or offense against the laws of the United States, not punishable by Coast Guard courts, be committed on board any cutter or at any depot or station within the jurisdiction of the United States, the commanding officer, or the keeper, as the case may be, shall invoke the aid of and deliver the offender to the civil authorities, to whom he shall afford all the facilities in his power. If such crime be committed at sea or without the limits of the United States, he shall confine and safely guard the offender until he can deliver him to the proper civil authorities of the United States.
- Ardent spirits.** 1959. Ardent spirits shall not be admitted on board of any cutter, or within the limits of any depot or station, except for medicinal purposes, and then only upon the order or by the authority of the officer in charge, and shall be in the keeping of the medical officer. If there be no medical officer attached, the ardent spirits admitted on board a cutter or within the limits of a depot shall be placed in charge of an officer to be selected by the commanding officer, and the officer selected shall be responsible for their use and safe-keeping. Ardent spirits admitted within the limits of a station for medicinal purposes shall be in the custody of the keeper.
- Arrest not to be resisted.** 1960. No person shall resist arrest which is ordered by proper authority.
- Conduct prejudicial to good order and discipline. Negligence forbidden.** 1961. No person shall be guilty of conduct to the prejudice of good order and discipline.
1962. No person shall be negligent or careless in obeying orders or culpably inefficient in the performance of duty.
- No person to sleep on watch.** 1963. No officer or enlisted person shall sleep on watch, or at his post, or leave his station or post before being regularly relieved.

1964. No person shall knowingly or willfully make or sign, or aid, abet, cause, direct, or procure the making or signing of any false entry or statement in any log or in any other official record, report, communication, or paper. False entry or return forbidden.

1965. No officer or enlisted person shall present or cause to be presented to any person in the Government service, for approval or payment, any claim against the United States, or any official thereof, knowing said claim to be false or fraudulent, or shall execute, attempt, or countenance any fraud against the United States. No fraudulent claim to be made.

1966. No person shall receive, directly or indirectly, any pay, emolument, or gratuity of any kind whatsoever from any contractor or other person furnishing labor or supplies to the Coast Guard, or act as agent or attorney for any such person. Prohibition as to having interest in purchases or contracts.

1967. No person shall, without permission of Headquarters, accept or receive any pay or gratuity whatever for any aid or service rendered any person or vessel by the Coast Guard. Gratuity for aid rendered.

1968. (1) No person shall, without proper authority, either for himself or as an agent, engage in trade or introduce any article for purposes of trade on board any cutter or at any depot or station. Not to engage in trade.

(2) No person shall act as agent or attorney to prosecute a claim against the United States. Any person who so acts is liable to fine or imprisonment, or both. Not to act as agent or attorney.

1969. No person shall receive, either directly or indirectly, any compensation as an informer arising under any of the laws of the United States. Compensation as informer forbidden.

1970. No person shall make any claim for salvage while acting within the scope of his official duties for any services he has performed in connection therewith. Salvage not to be claimed.

1971. No person shall sell any wrecked property for the owner, agent, underwriter, or any other person interested therein. Not to sell wrecked property.

1972. No person shall take out of any prize, or vessel seized as a prize, any money, plate, goods, or any part of her equipment, unless it be for the better preservation thereof, or unless such articles are absolutely needed for the use of any of the vessels or armed forces of the United States, before the same are adjudged lawful prize by a competent court; but the whole, without fraud, concealment, or embezzlement, shall be brought in, in order that judgment may be passed thereon. Removing property from prize.

1973. Should it be necessary to remove any goods, articles, or outfits from a vessel, under the provisions of the preceding article, accurate lists in triplicate shall be prepared, stating the estimated value of the property removed. One list shall be forwarded to Headquarters, with a full report of the matter, one shall be filed on board the vessel making the seizure, and the third shall be given to the master or delivered into the custody of the authority to whom the seized vessel is delivered. For any articles returned to the master duplicate receipts shall be taken. Lists in triplicate.

1974. No person shall take out of any wrecked vessel, or vessel seized for violation of law, any money, plate, goods, or any part of her cargo or the personal effects of her passengers or crew, nor take or remove any part of her rigging, stores, or outfit, No article or any part of outfit to be taken from wrecked or seized vessel.

unless it be for the protection or preservation of the same, and everything so taken, without fraud, concealment, or embezzlement, shall be delivered and accounted for to the proper authorities, and entered in the log of the ship or station.

Shall not use position for political purposes.

1975. No person shall use his position to advance, in any way, party or political interests, or to secure the enlistment, discharge, transfer, advancement, or reduction of any person in the Coast Guard for political, family, or other considerations than those looking to its best interests.

Shall not have interest in wrecking company. Shall not act as agent of any marine company.

1976. No person shall be permitted to indorse or give verbal or written recommendations concerning any life-saving device, or to hold any shares, directly or indirectly, in any wrecking gear or company, or to have any interest in wrecking operations beyond such as pertain to his duties; nor shall he in any manner, by the giving out of information or otherwise, favor one wrecking concern or party over another; nor shall he, without authority from Headquarters, act as representative, agent, or otherwise, for any marine company or corporation, or for the press, with the view of furnishing any such company, corporation, or the press, or any employee of the same, news of disasters to shipping to the exclusion or disadvantage of other persons, nor shall he receive any compensation for such services from any company, corporation, or person.

Publication of articles.

1977. No person shall publish, or cause or permit to be published, except as required by his official duties, any information concerning the acts or measures of any officer or department of the Government, or any comments or criticisms thereon. He shall not act as correspondent of a newspaper without the express authority of Headquarters, and shall not publish, or cause or procure to be published, any matter of a scandalous nature that reflects discredit on the service or its officers.

Not to give copies of official records.

1978. No person in the Coast Guard shall give to any other person copies of records or other official papers without authority therefor being first obtained from Headquarters, to which all applications for such copies shall be referred.

Contributions not to be solicited.

1979. No person shall at any time solicit contributions from other persons in the Government service for a gift or present to those in a superior official position, nor shall any official or superior receive any gift or present offered or presented to him as a contribution from persons in Government employ receiving a less salary than himself, nor shall any officer or clerk make any donation as a gift or present to any official superior.

Presents, votes, etc.

1980. 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 forbidden.

Pecuniary obligations to be discharged.

1981. No person shall neglect to discharge his pecuniary obligations. No officer shall incur debts without a reasonable expectation of discharging them, or shall leave a station on which he has been serving without paying or providing for the payment of every debt he may have incurred on such station. When violations of this article are brought to the attention of a commanding officer or district superintendent, he shall report the facts to Headquarters without delay.

1982. Officers shall not borrow money or accept deposits from enlisted persons, except that an executive officer of a cutter may, at the request of an enlisted person who has had no opportunity to deposit in a bank or otherwise dispose of his money, take the money for safe-keeping until such time as the person has an opportunity to go ashore at the cutter's headquarters. The officer receiving such deposit shall give the person a receipt for the money and shall take every precaution for its safe-keeping. No withdrawals shall be made from this deposit, except as between the person who made the deposit and the officer who received it. When a withdrawal in part is made, the amount withdrawn shall be noted on the receipt.

Officers not to borrow money from enlisted persons. Receiving money for safe-keeping.

1983. No person in the Coast Guard shall, for profit or benefit of any kind, loan money to any other person therein; nor shall any such person take or receive for such loan, directly or indirectly, a greater sum of money or any other thing or service of greater value than the equivalent of the sum of money loaned.

Lending money.

1984. No person shall sell or be concerned in the selling of property belonging to the United States until authority therefor has been obtained from Headquarters.

Sale of public property.

1985. No person shall waste or misuse any provisions, supplies, or other public property, or, having power to prevent it, knowingly permit such waste or misuse.

Waste of supplies prohibited.

1986. No enlisted person on board a cutter or at a depot or station shall carry a sheath knife.

Sheath knives.

1987. No enlisted person shall take, smuggle, or keep any malt or other alcoholic liquors or intoxicants, nor any intoxicating or narcotic substances, on board cutters, or within the limits of any depot or station or other places within the jurisdiction of the Coast Guard.

Malt and other liquors.

1988. (1) No person shall use any vessel of the Coast Guard for private purposes in violation of law.

Cutter not to be used for private purposes.

(2) No article of public property shall be appropriated to the private use of any person not in distress. On every occasion on which public property is expended in cases of distress for private use the fact shall be reported to Headquarters with all the attendant circumstances.

Expenditure of public property in cases of distress.

(3) No article of furniture, fixture, or supply belonging to the United States furnished to a unit of the Coast Guard shall be disposed of in any manner without the authority of Headquarters, except as provided in these regulations.

Articles not to be disposed of without authority.

1989. No person shall willfully or maliciously destroy any public property or permit the destruction by others of property of the Government within the limits of his command or control or coming under his observation.

Prevent destruction of public property.

1990. No officer shall give certificates of commendation to dealers in supplies nor to enlisted men or other persons with whom he has had official dealings.

Officers not to give certificates.

1991. No person shall, without authority therefor from Headquarters, erect any building upon the premises of any depot or station.

Buildings shall not be erected without authority.

1992. No person shall be guilty of collusion or fraud against the Government.

Collusion or fraud.

Persons not to be concerned in furnishing supplies, etc. 1993. No Member of Congress, Delegate to Congress, collector of customs, officer of the Coast Guard, nor any other person employed by or who is in the service of the United States, is allowed to be concerned, directly or indirectly, in any contract for furnishing provisions, supplies, or outfits, or for supplying or furnishing any article for use on board Coast Guard cutters or at Coast Guard stations, or for repairing such cutters or stations.

Stranding. 1994. No person shall through inattention or negligence suffer any vessel of the Coast Guard to be stranded, or run upon a rock or shoal, or hazarded.

Desertion. Absence without leave. 1995. No person in the Coast Guard shall desert, or aid or entice others to desert therefrom, nor shall any such person absent himself from duty without leave or after leave has expired.

Harboring deserters. 1996. No person in the service shall receive, harbor, or entertain any deserter from any cutter or station, knowing him to be such, or shall fail, with all convenient speed, to give notice of such deserter to the commanding officer of the cutter to which he belongs, to a division commander, to a district superintendent, or the keeper of a station.

Persons in hospital to comply with lawful regulations thereof. 1997. No person undergoing treatment in a hospital or at a relief station of the Public Health Service shall violate or refuse to comply with a lawful regulation governing patients in such hospitals.

Votes of members of courts or boards not to be divulged. 1998. No person connected with a Coast Guard court or retiring board shall at any time disclose or divulge the vote or opinion of any particular member of the court or board unless required to do so before a court of justice in due course of law.

Proceedings, findings, etc., of courts and boards not to be divulged. 1999. No person connected with a Coast Guard court or a board of inquiry, investigation, examination, or retirement, shall make known to any person any part of the proceedings, opinion, finding, sentence, or recommendation of such court or board until final action thereon has been taken by the reviewing authority.

Violating or refusing obedience to lawful order. 2000. No person shall violate or refuse obedience to any lawful order or regulation issued by the Secretary of the Treasury or the President.

Listening in on telephone lines forbidden. 2001. No person at a station shall take the telephone receiver from the fork and listen to communications not intended for him or for his station, nor shall any person use the telephone for the purpose of transmitting personal messages without first obtaining the permission of the keeper.

CHARGES AND SPECIFICATIONS.

Charges to conform to law. 2011. (1) As Coast Guard courts have but limited jurisdiction, their power to punish being confined to a limited number of offenses specifically defined by statute, charges shall be drawn in conformity with the provisions of law, and shall specify an offense of which the court may legally take cognizance. (See art. 2031.)

Extraneous matter to be excluded. (2) In drawing 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 court.

Signing charges. (3) The charges and specifications shall be signed by a commissioned officer of the Coast Guard.

2012. Facts of a perfectly distinct nature shall 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 to be segregated.

2013. When the offense is one not otherwise specifically mentioned in the list of offenses to which the jurisdiction of Coast Guard courts is limited by law, it should be charged as "scandalous conduct tending to the destruction of good morals," or "violating (or refusing obedience to) a lawful order (or regulation) issued by the Secretary of the Treasury (or the President)"; in the latter case the specification should designate what particular order or regulation is alleged to have been violated. Offenses; how specified.

2014. No part of the charges or specifications shall be in figures; all numbers, dates, proper names, titles, and the like shall be written at length and without abbreviation, except that Christian names, other than the first, may be indicated by initial letters. Figures and abbreviations not to be used.

2015. A charge alleging the signing of a false return or other document shall be laid to have been done "knowingly"; and for embezzling or wasting public property, etc., to have been done "fraudulently," for the intent with which such acts are committed determines their criminality. Intent of the offense.

2016. The specifications of each charge, one or more, shall be: Specifications.

(a) Brief, clear, and explicit. The facts, circumstances, and intent constituting the offense shall be set forth with certainty and precision, and the accused charged directly and positively with having committed it. Brevity.

(b) Certain as to the party accused. He shall be described by his title and rank or rating. The Christian name and surname shall be written, if known, as provided in article 2014, with the addition of the name of his vessel, station, or service at the time the offense with which he is charged took place. Certainty.

(c) Certain as to the time and place. The time when and place where the alleged offenses occurred shall be set forth minutely and precisely. Should 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, or "at or near" such a place, but the limitation as to the date shall embrace a reasonable time only. Time and place.

(d) Certain as to the person against whom the offense was committed. In the case of offenses against the person or property of an individual, the Christian name and surname, with the rank or rating and station or duty of such person, if he have any, shall be stated at length, if known. If not known, the party injured shall be described as a "person unknown." Injured party.

(e) 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 shall be distinctly set forth in the specifications. Facts and circumstances.

(f) The caption being no part of the charges and specifications, shall not be referred to in them, but each specification shall be complete in itself. Specification to be complete.

- Written instruments to be set out correctly.** 2017. (1) Where written instruments form part of the gist of the offense charged, they shall 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 shall be taken to set them out correctly.
- Substance only.** (2) When the substance only is intended to be given, it shall be introduced by the words, "in substance, as follows." The word "tenor" implies that a correct copy is set out.
- Particular words and language; how set forth.** 2018. Where particular words form the gist of the offense, they shall be set forth with particularity or declared to be of like meaning and purport. When the language is profane or obscene, only its nature need be indicated, and that in general and becoming terms.
- Theft; approximate value of articles.** 2019. In drawing up a specification to support the charge of theft, care shall be taken to state at least approximately the value, and also the ownership, of the articles alleged to have been stolen.
- To be preferred to proper authority.** 2020. (1) Charges and specifications shall be preferred to the authority empowered to order or which would, under the circumstances, most appropriately order a court for their trial.
- May be amended by convening authority.** (2) It is entirely within the discretion of the officer empowered to convene a court to direct what portions of the complaint against an accused shall be charged against him. Such officer may return the charges and specifications to the officer preferring them for correction, or may cause them to be redrawn or corrected. If the charges and specifications, as submitted, are materially altered or amended by the convening authority, they shall not, when submitted to the court, bear the signature of the officer who originally preferred them.

PUNISHMENTS.

- Offense committed more than two years before order for trial.** 2031. (1) No person shall be tried by a Coast Guard court, or otherwise punished, for any offense connected with the service (except as provided in the following paragraph), which appears to have been committed more than two years before the issuing of the order for such trial or punishment, unless by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.
- Time limit for trial for desertion.** (2) In case of the desertion of an enlisted person, the foregoing limitation of two years shall not begin until the end of the term for which such person was enlisted.
- Punishments which may be imposed by a senior officer.** 2032. A division commander or the senior officer of cutters acting conjointly shall not, without express authority from Headquarters, impose upon a commanding officer under his authority any other punishments than private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than 10 days.
- Punishments which may be imposed by commanding officer of a cutter. Upon commissioned and warrant officers.** 2033. A commanding officer of a cutter shall not, without express authority from Headquarters, impose upon persons under his command any other punishments than the following:
- (a) Upon a commissioned or warrant officer: Private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than 10 days.

(b) Upon any other person under his command: For a single offense, or at any one time, confinement, with or without single irons, on board ship; confinement, on bread and water, with or without single irons, on board ship; deprivation of liberty on shore for a period not exceeding three months; extra duties and, in case of absence without leave falling short of desertion, forfeiture of two days' pay for each day of unauthorized absence. Such confinement shall not continue longer than 10 days, unless further confinement be necessary to bring the offender to trial, and, when on bread and water, a full ration shall be served every third day.

2034. (1) A district superintendent may impose upon any person under his authority the following punishments: Upon other persons.
Punishments by a district superintendent.

a. Upon any warrant officer: Private reprimand, suspension from duty, or confinement at the station, and such suspension or confinement shall not continue longer than five days. Upon warrant officers.

b. Upon any other person under his authority he may direct a keeper to impose the following: For a single offense, or at any one time, deprivation of liberty for a period not exceeding 30 days, extra duties, or both. Upon other persons.

(2) He shall impose no other punishments without authority from Headquarters, except as provided in article 511-a. Limitation.

2035. (1) The keeper of a station may impose upon persons under his charge the following punishments: For a single offense, or at any one time, deprivation of liberty for a period not exceeding 20 days, extra duties, or both. Punishments by a keeper.

(2) He shall impose no other punishments without authority from Headquarters or the district superintendent, except as provided in article 511-a, subject to the approval of the district superintendent. Limitation.

2036. In considering the punishment to be inflicted upon enlisted persons for minor infractions of discipline, commanding officers, district superintendents, and keepers should ordinarily resort to the authority conferred upon them by these regulations. Punishment for minor offenses.

2037. All punishments consisting of extra duties shall be discontinued on Sundays and legal holidays. Extra duties.

2038. Care shall be taken not to confine an intoxicated person in such place or manner as may be dangerous to him in his condition. Intoxicated persons.

2039. The commanding officer or district superintendent shall direct the release and restoration to duty of each person confined, in arrest, or suspended from duty upon the expiration of the term of such confinement, arrest, or suspension, and, in the case of a commissioned or warrant officer, report the fact to Headquarters. (See art. 1925.) Release of persons in arrest.

2040. Whenever any person who shall have been placed under suspension, or in arrest or confinement, or otherwise punished for misconduct, shall be released therefrom and entirely discharged by competent authority, such discharge shall be a bar to further disciplinary proceedings in the case, as far as the interests of the Coast Guard are concerned; and no officer who has been formally reprimanded by the department for an offense shall be subsequently tried therefor, nor shall the same offense be subject again Release a bar to further proceedings.

to inquiry except when it may be necessary to prove a particular habit, or for the due administration of justice.

Offenses to be promptly punished.

2041. Punishments shall be in strict conformity to law and these regulations, and shall follow the offenses, respectively, as promptly as circumstances permit.

Punishments to be legal.

2042. The authority to punish offenses being strictly defined by law, no deviation from the limits prescribed will be permitted.

Police duties.

2043. When an enlisted person is sentenced to confinement on board ship, the commanding officer shall cause him to perform police duties and to obtain such amount of exercise as may be necessary for the preservation of his health.

CHAPTER XV.

COAST GUARD COURTS.

2101. (1) Coast Guard courts shall be of two kinds, general courts and minor courts, and will be convened by the Secretary of the Treasury, or under his direction. (See arts. 2122 and 2273.)

Kinds. Convening authority.

(2) The convening authority is the only person authorized to dissolve a court.

Dissolving authority.

2102. (1) The jurisdiction conferred by law on Coast Guard courts for the punishment of offenses against the discipline of the service shall not be regarded as exclusive, but offenders may, in the discretion of the Secretary of the Treasury, be turned over to the civil authorities for trial by any court having jurisdiction of the offenses.

Jurisdiction not exclusive.

(2) In case of offenses against the laws of the United States other than those referred to in paragraph 1 of this article, the commanding officer, or the keeper of a station, shall deliver the offenders to the civil authorities for trial.

Trial by civil courts.

2103. The presidents and recorders of Coast Guard courts are authorized by law to administer such oaths as may be necessary.

Oaths administered by.

2104. The purpose of a court is to ascertain 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.

Purpose of a court.

2105. The court shall satisfy itself that all material facts, both for and against the accused, in relation to the matters regarding which he is being tried, are examined into, so that correct conclusions may be drawn.

All material facts to be brought out.

2106. Should it become apparent from the evidence elicited during the trial of any person that another person connected with the service has been guilty of grave misconduct discreditable to himself or to the service, it shall be the duty of the court to make inquiry into the matter and lay the facts, together with its conclusions, before the reviewing authority.

If evidence show wrongdoing by others in the service, court must report fact.

2107. (1) The proceedings, findings, and sentences of Coast Guard courts are subject to review by the Secretary of the Treasury as the final reviewing authority, and he has power to remit or mitigate, but not to commute, a sentence of a court. The records of such courts shall be filed at Headquarters.

Review of proceedings. Custody of records.

(2) No sentence of a court shall be carried into effect until approved by the Secretary of the Treasury or by his direction. In the case of a commissioned officer, a sentence of dismissal shall not be carried into effect until approved by the President of the United States.

Sentence not carried into effect until.

When sentence becomes effective.

(3) The date upon which a sentence becomes effective is that of the action of the reviewing authority, unless another date is specified. Its enforcement commences upon the date of promulgation, unless another date is specified.

Date of commencement of sentence.

(4) When the sentence includes confinement on board ship, or deprivation of liberty the date of commencement, unless another date is specifically stated, is the date of promulgation. If the convicted person has been in confinement, or deprived of liberty, for safe-keeping, pending trial and sentence, for a considerable length of time, the reviewing authority may take this into consideration when acting upon the sentence.

Department action on finding and sentence, how published.

2108. The finding, whether of conviction or acquittal, and the sentence of every Coast Guard court, with the action of the reviewing authority thereon, shall be communicated by Headquarters to the officer in responsible charge of the unit to which the accused is attached. The finding and sentence in the case of an enlisted person shall, unless otherwise directed, be read aloud at a general muster on board the cutter, or at the depot or station, to which the accused is attached, as soon as practicable after notice of the action of the final reviewing authority has been received. (See art. 2257.)

RECORD OF A COURT.

Record to show affirmatively.

2109. (1) The record shall show that the court met and organized pursuant to the order or orders constituting it, and shall also show affirmatively whatever is made by statute essential to its jurisdiction and to the legality of its proceedings. It shall be clearly and legibly written, and each page numbered in the middle of the margin at the bottom of the page. If kept in longhand, both sides of the paper shall be written upon; if the typewriter be used, the writing shall be only on one side of the paper. Suitable margins shall be left at the top, bottom, and left-hand side of each page.

No erasures or interlineations permitted.

(2) Errors in the record shall be left as originally recorded. All corrections in the body of the record by erasure or interlineation are irregular and improper. Corrections shall be inserted at the end, proper references being made to indicate to what part each correction applies.

To be Indexed.

(3) If the record of a case exceeds 20 pages in length, it shall be preceded by an index, which shall show on what pages will be found each of the following steps of the trial:

a. Assembling and organization of the court; challenges; oaths to members; trial begins; arraignment; prosecution rests; defense begins; defense rests; trial finished; finding; previous convictions; sentence; adjournment.

b. The testimony of each witness, giving his name.

c. In case a witness corrects his testimony, the pages where such correction is referred to and where made.

Record to show entire proceedings.

2110. (1) The entire proceedings of a court shall be set forth in the record. All orders, motions, and rulings of the court; all motions, propositions, objections, exceptions, statements, arguments, etc., of the official prosecutor and of the accused or his counsel; the testimony of each witness as nearly as possible in

his own language, and, in short, every feature of the proceedings material to a complete history of the case and to a correct understanding of every point of the same by the reviewing authority shall be recorded at length.

(2) The remarks and arguments of the members of a court in discussing interlocutory questions, or in connection with their final judgment, shall not be entered as part of the proceedings. Only the results of the deliberations of the court in closed sessions shall be recorded. Results of deliberations to be recorded.

2111. (1) Each day's record shall show the day of session of the court on that particular trial, the date, place, and hour of the court's convening, and the members of the court present, together with the entire proceedings of the day, including the testimony of the witnesses examined and the time of adjournment. It is not necessary to mention the names of the members of the court present, except at the first session, but the name of each absentee, with the cause of absence, if known, shall be recorded. Record to contain all particulars.

(2) It is not necessary to take notice in the record of a mere recess, but if noticed, it should appear on the record that on reassembling, the members, the recorder (if not a member), the official prosecutor, the accused, and his counsel, if any, are present. Record of a recess.

(3) The record should include a notice of the meetings of the court when no business is transacted, together with a statement of the reasons why none was transacted. Record when no business is transacted.

2112. The original charges and specifications and a copy of the order convening the court, certified by the recorder, shall each be given an exhibit letter and prefixed to the record. Original charges and specifications.

2113. (1) A certified copy of each official communication sent by the president of a court, and the original (or a certified copy) of each such communication received by him, concerning matters material to the trial; all depositions and all documentary evidence in full, or an authenticated copy thereof, accepted by the court, shall be appended to the record. Copy of each communication to be appended to record.

(2) Each document or other official paper received in evidence, or concerning matters material to the trial, shall be given an exhibit number (which shall be noted in the record) for convenient reference. Documents to be given exhibit numbers.

2114. The record shall show when the prosecution began and ended; when the defense began and rested, and also when a member of the court, the official prosecutor, the recorder, if not a member, or the accused or his counsel appears as a witness, that he resumed his status upon the conclusion of his testimony. When prosecution and defense began and ended.

2115. When a witness is called to testify, the record shall show for which side he appears, by whom examined, and the nature of the examination, that he was duly sworn, and that when his examination was finished he verified his testimony, was duly warned, and withdrew. For which side each witness appears.

2116. The questions asked each witness shall be numbered consecutively throughout his examination. If the examination is interrupted by a recess or adjournment and is resumed when the court reassembles or reconvenes, the numbering shall be con- Questions numbered.

tinued. If the first examination of the witness is completed and later in the trial he is recalled, the numbering of the questions asked on this later examination shall begin anew. All answers of a witness shall begin a new paragraph.

Corrections to testimony.

2117. In recording corrections or amendments made by a witness to his testimony no erasure or interlineation shall be permitted in the record. The correction or amendment made in any remark or any explanation the witness may make shall be separately and distinctly entered upon the proceedings.

Record signed and authenticated.

2118. The record of the proceedings shall be signed each day by the recorder, and the entire record shall be authenticated by the signatures of the president and the recorder. Adjournments from day to day when no business is transacted are not required to be authenticated.

THE GENERAL COURT.

Jurisdiction of a general court.

2121. A general court may be convened for the trial of any person for any offense coming within the lawful jurisdiction of Coast Guard courts.

Convening authority and composition of general courts.

2122. (1) A general court shall be composed wholly of commissioned officers, and of not less than three members, and shall be convened only as follows:

- a. By the Secretary of the Treasury.
- b. By the Assistant Secretary of the Treasury.
- c. By a commissioned officer when specifically directed by the Secretary of the Treasury.

Convened by officer.

(2) When a commissioned officer has been directed to convene a general court, the Secretary of the Treasury shall be considered the convening authority.

Original order returned.

(3) The original order convening a court shall be returned to the convening authority when the court is dissolved. (See art. 2112.)

Convening order. Members.

2123. (1) The court shall be convened by a brief written order, addressed to the officer who will be its president. The order shall give the name and rank of each member of the court, in the order of precedence, and the time and place of meeting, and shall name the person to be tried, giving his rank or rating. If it be probable that others will be brought before the court, there shall be inserted after the name of the person "and of such other persons as may be legally brought before it."

President and recorder.

(2) When the president and the recorder of a court are not specified in the convening order, the senior member shall be its president and the junior member its recorder. If the recorder is not a member of the court, he shall be named in the order.

Prosecutor.

(3) The official prosecutor, if any, shall be named in the order. If there is to be no official prosecutor, that fact shall be stated. (See art. 2131.)

Copies of order.

(4) A copy of the convening order shall be sent to each member, to the recorder, and to the official prosecutor, if any.

Seats in order of precedence.

(5) Officers on courts shall take their seats in the order of precedence given in the official register, the president sitting at the head of the table and the other members at his right and left, alternately.

2124. When an officer is brought to trial, no member of the court shall be, if practicable, inferior in rank to that officer; if the exigencies of the service permit, a majority of the officers detailed to serve on a court shall be selected from that corps of the service to which the accused belongs.

Members of court to be senior to officer tried.

2125. (1) No member of a court shall, after the proceedings are begun, absent himself therefrom, except in case of sickness or upon an order from the convening authority.

Absence of member of court.

(2) In case of the unavoidable absence of a member after the beginning of a trial, if such absence reduce the number of members below three, the trial shall not proceed, but a report of the fact shall be made to the convening authority and an adjournment taken to await instructions. So long as there are three members present the trial shall not be delayed by the absence of members.

Three voting members necessary to conduct trial.

(3) When a member of the court is absent, a certificate of the cause of the absence shall be appended to the record.

Absence of member.

(4) If a member be absent during sessions of the court at which any material proceedings were conducted, or if a new member be appointed after such proceedings, the proceedings (including the testimony of all witnesses examined) during his absence or before he became a member, as the case may be, shall be read to him upon his resuming or taking his seat as a member; or all the proceedings had in open court during his absence or before he became a member shall be gone over in his presence in open court, the witnesses being reexamined.

Proceedings to be read to member who has been absent.

2126. Members of courts are forbidden to converse upon the matters under investigation with any person not a member of the court. They are further forbidden to make known to any person any part of their proceedings, conclusions, finding, or sentence until final action has been taken thereon by the reviewing authority.

Members of courts forbidden to divulge proceedings.

2127. The court has no power to punish its members. For disorderly conduct a member is liable as for other offenses against the discipline of the service, and should be reported to the convening authority. Any improper language used should be taken down in writing.

No power to punish members.

THE PRESIDENT OF THE COURT.

2128. It is the duty of the president of a court—

Duties of the president.
To preside.

(a) To preside at its sessions, to preserve order, to decide upon matters relating to the routine of business, and to adjourn the court from day to day, as, in his judgment, shall be most convenient and proper for the transaction of the business before it.

(b) To administer the required oath to the recorder.

(c) To arraign the accused.

(d) To see that all persons called before the court are treated in a becoming manner. (See art. 2170.)

To administer oath to recorder.
To arraign accused.
Proper treatment.

(e) To sign all requests to persons, whom it is desired to examine, to appear and testify. (See art. 2169.)

Requests to testify.

(f) To announce the decisions of the court. Should objection be made by any member of the court to any decision announced

Decisions. Decision of questions.

by the president, the question shall be submitted to the court and decided by a majority vote.

- To authenticate record.** (g) To authenticate the record of the proceedings by his signature.
- General.** (h) To do everything which is incumbent upon him as a member of the court and its presiding officer.

THE RECORDER.

Duties of recorder. Custody of record. 2129. It is the duty of the recorder—

(a) Under the supervision and control of the court, to keep an accurate record of its proceedings, to append original documents or authenticated copies thereof to the record, and, under the direction of the president, to have the custody of the record and of all documents submitted to the court.

Assistance to court. (b) To assist the court in systematizing the information it may receive, and to render such assistance as will enable it to lay all the facts and circumstances of the case before the convening authority in a clear and explicit manner.

Reading orders, charges, etc. (c) When the court convenes, to read aloud the order constituting it, together with the accompanying instructions, and the charges and specifications, that the court may determine if the latter be in due form and correct.

To administer oaths. (d) To administer the oath to the president and other members of the court, to the stenographer or clerk, to the interpreter, if any, and to the witnesses.

To read record. (e) To read aloud each day, when the court assembles, the record of the proceedings of the previous day, if ready, and to make such corrections therein as the court directs. (See arts. 2109-2 and 2134-2.)

To sign record. (f) To authenticate the record of each day's proceedings by his signature.

Requests for witnesses. (g) To prepare for the president's signature, and send out, requests to persons desired as witnesses to appear and testify.

To furnish copies of charges. (h) To see that the court is provided with a sufficient number of copies of the charges and specifications for its use. (See arts. 2139 and 2154-1.)

To record testimony. (i) To reduce to writing all testimony received, if there be no stenographer or clerk.

Stenographer. 2130. (1) If the employment of a stenographer to record the testimony be not authorized, a ship's writer, if a competent person, may be detailed to record and transcribe the proceedings, and shall be sworn.

(2) If the record be kept in longhand, all questions and arguments by counsel for the accused and by the official prosecutor shall be reduced to writing and handed to the recorder.

THE OFFICIAL PROSECUTOR.

Commissioned officer may be detailed as. 2131. (1) When the convening authority deems it expedient to designate an official prosecutor, he shall be a commissioned officer not likely to be summoned as a witness, and shall be designated sufficiently early to permit him to prepare the case before the convening of the court.

(2) He is not a member of the court and, in preparing and conducting the case for the Government, is independent of the court's control. Independent of court.

(3) He is responsible to the convening authority for the proper performance of his duties, and shall apply to be relieved in case of a personal interest in the trial which might interfere with the full discharge of his duty. Responsibility. Personal interest in trial.

(4) He shall be excluded from the room when the court is closed for deliberation. When excluded from court.

2132. His duties shall be as follows:

(a) He shall inform himself, as far as possible, of all the circumstances of the case. He shall be furnished such instructions and papers, or copies thereof, as may be necessary for his guidance. If the charges be based upon or relate to matters that were the subject of investigation by a board of inquiry, the report of the board shall be sent him. Duties of. To inform himself.

(b) He shall represent the complainant in the interests of the Government. Represents complainant.

(c) He shall when practicable confer with the complainant and his witnesses and with such others as may be able to give information regarding the matters to be considered. Upon making known his official connection with the case, all persons belonging to the service shall give him such information within their knowledge in relation to the matters to be considered as they are able to testify to. He shall at the trial, if he thinks proper, avail himself of any suggestions the complainant offers. Conference. Information to be given him by persons in the service.

(d) He shall object to the admission of improper and irrelevant evidence, pointing out at the time how or wherein the evidence given or sought to be introduced is improper or irrelevant. Should the objection be disregarded by the court, he shall be allowed to enter his opinion upon the record. Objection to improper evidence.

(e) He shall be allowed to examine witnesses at the proper time. To examine witnesses.

(f) He shall have the right to reply to the argument or statement of the accused or his counsel, and shall, if he require it, be allowed time to prepare his argument. He may present a statement even though the defense submit the case without argument. To reply to defense.

(g) In appearing before the court in behalf of the complainant he shall bear in mind that he is also there in the interests of the public service, and shall do all in his power to promote the ends of justice. To promote ends of justice.

2133. When the complainant is allowed to be present at the sessions of the court it is for the purpose of material justice and as assistant to the official prosecutor. Ordinarily he will be a valuable assistant in bringing out the evidence, and the privilege of being present at the trial should not be denied him without good cause. His presence during the course of the trial is discretionary with the court. Complainant his assistant.

PROCEDURE IN GENERAL.

2134. (1) The court shall, unless otherwise directed, hold daily sessions (Sundays excepted), between such hours as it may determine, but it should not meet at unusual hours, nor should Sessions of court.

the duration of its sittings be unusually protracted, unless informed by the convening authority that the case is one of extraordinary urgency warranting such action.

Reading of record.

(2) The first business before the court on assembling each day, except the first day, is the reading aloud, by the recorder, of the record of the proceedings of the previous day, or of the previous session, if ready, and of such parts of the testimony taken during the session as may be necessary. If there be no objection to the record, it shall be approved and signed; if objection be made to any part, the matter shall be considered by the court, the necessary corrections made, and the record, as amended, approved and signed. Should the record not be ready, the recorder shall so report, a delay will be granted, and it shall be read when completed. It shall be read in open court.

Correcting record.

(3) Before the reading of the record the president shall direct all witnesses to withdraw. (See art. 2156.)

Witnesses to withdraw.

Limited adjournment.

(4) The court may adjourn from day to day as circumstances require, but not for a longer period than from one day to the next (except as provided in paragraph 1 of this article and paragraph 3 of article 2146), unless authorized by the convening authority.

Recess.

(5) The court may take such recesses as seem desirable.

Suspension of business.

(6) When the business of the court is suspended from one day to the next, or for a longer period, the record shall show that the court adjourned.

Continuance. Postponement.

(7) For a proper cause, which shall be fully entered on the record, the court may grant a continuance for such reasonable time as may be decided upon, but a postponement can be granted only by the convening authority.

Record of testimony; to whom opened.

2135. The official prosecutor and the counsel for the accused shall have access, at all reasonable times during the trial, to that part of the record containing the examination of witnesses, and each shall be allowed a reasonable time, after the examination of witnesses is completed, to examine the record in order to prepare his argument. Such inspection of the record shall be in the presence of the recorder or a member of the court.

Copy of proceedings.

2136. Neither the accuser nor the accused can demand a copy of the record of the proceedings. The evidence, of whatever nature, is intended only for the guidance of the court and of the authority that convened it.

ASSEMBLING AND ORGANIZATION.

Procedure.

2137. The procedure in general courts shall follow essentially the order given below.

Time and place of assembling.

2138. The court shall assemble at the time and place designated in the convening order, and thereafter no change shall be made in the place of holding its sessions without permission from the convening authority.

Assembling and organizing.

2139. On first assembling the court shall be closed and the recorder shall read aloud the order convening it and directing the trial, the accompanying instructions, and the charges and specifications. The court shall direct the recorder to correct

such manifest clerical errors as may appear in the charges and specifications, but the latter shall not be so amended as to change the facts, or the legal effect, or be altered in any material particular without the sanction of the convening authority. If not specified in the order directing the trial, the court shall decide from the matters to be considered whether the trial shall be held in open or closed sessions. (See art. 2154-1.)

Clerical errors
to be corrected.

Sessions.

PROCEDURE.

2140. The court shall be opened and the official prosecutor and the accused shall be called before it. If the trial is to be held in open sessions, such other persons as desire to be present may also be admitted. The stenographer shall be introduced.

Court opened.

2141. (1) The accused shall be present on all days or occasions of the trial on which any material proceeding is had or business done to defend himself in person or by the assistance of a professional or other adviser. His presence is essential to the legality of the proceedings and sentence, unless he has willfully absented himself, as by escaping from custody or deserting the service, or has been removed from court on account of drunkenness or disorderly conduct.

Accused shall be
present during
trial.

His presence
essential, ex-
cept.

(2) If in irons, the accused shall be freed before being introduced into court, unless there be reasonable apprehension of violence or of an attempt to escape on his part.

Shall be freed
from irons, un-
less.

2142. The official prosecutor shall hand to the president the order detailing him as official prosecutor in the case and transmitting to him a copy of the charges and specifications, and the order shall be read aloud by the recorder, who shall then append a certified copy of it to the record. The president shall ask the accused if he desires counsel; and the counsel, if any, shall be introduced by the accused and recognized in his official capacity by the court. (See art. 2113-2.)

Official prosecu-
tor.
Counsel for ac-
cused.

2143. (1) When the accused is represented by counsel, the latter shall conduct the defense. The accused may make suggestions to his counsel, but can not, without permission of the court, address the latter or examine witnesses. (See art. 2199.)

Counsel con-
ducts case for
the accused.

(2) If the accused desire an officer to act as his counsel in a trial on board ship or at a depot, a commissioned officer of the ship or depot may, if the exigencies of the service permit and his commanding officer approve, act as such; but if the accused be a commissioned officer, the approval of Headquarters shall first be obtained in all cases. The Government will not bear any expense on account of counsel.

Officer may act
as counsel.

2144. The recorder shall read aloud in the presence of the accused the order convening the court.

Convening order
read aloud.

CHALLENGES.

2145. (1) Members of courts are liable to challenge.

Members liable
to challenge.

(2) The official prosecutor can not be challenged on any grounds.

Official prosecu-
tor can not be
challenged.

(3) The accused and the official prosecutor have the mutual right of challenge.

Right of chal-
lenge.

- Time for exercise of right.** (4) As a general rule, whatever objection either party may make shall be decided upon before the court is sworn; but, at any state of the proceedings prior to the finding, either the official prosecutor or the accused may challenge for cause not previously known.
- Inquiry by president and reply.** (5) The president shall ask the accused if he objects to any member of the court appointed to try him. In case objection is made, the reasons therefor shall be stated and a minute of the inquiry and of the answer thereto shall be entered on the record.
- Reply of challenged member.** (6) A challenged member shall have the right to reply to the challenge, and the reply, if any, of the challenged member and the decision of the court shall be regularly and specifically entered upon the proceedings.
- Evidence in support of challenge.** (7) Evidence may be introduced in support of a challenge and also in opposition to it, testimony being taken under oath in the usual manner.
- Action by court.** (8) The court shall then be cleared for deliberation (see article 2146-2), and the validity of the challenge shall be considered. Each challenge shall be received and considered separately.
- Decision.** (9) When a decision is reached, the parties excused shall be recalled and the decision of the court announced by the president. The decision of the court in regard to the validity of a challenge is final.
- Action.** (10) Should the challenge be sustained, the facts in the case shall be reported to the convening authority by the president, and, if the number of voting members be reduced below three, the court shall adjourn to await instructions from the convening authority. (See art. 2134-4.)
- Inquiry and reply by official prosecutor.** (11) The official prosecutor shall be asked by the president if he objects to any member of the court, and the same procedure shall be followed as in the case of challenge by the accused.
- Challenge of new member.** (12) If a member be added to the court during the trial, the record shall show that the accused and the official prosecutor were given the right to challenge him.
- Questions decided by majority vote of the court.** **2146.** (1) All questions which arise in the course of a trial, such as the validity of a challenge, pleas in bar, etc., the admission or relevancy of testimony, and questions of any other character shall be decided by a majority vote of the court and announced by its president.
- Decision in open court. Deliberation in closed session.** (2) If the question is not an important one, the court may determine it at once, but if there is to be a discussion concerning it, the court shall be cleared of all persons except its members, and when the question affects the validity of a challenge, of all except the unchallenged members, and the expression "the court was cleared" shall be understood as including such withdrawals.
- Adjournment for deliberation.** (3) For the purpose of considering, discussing, and deliberating upon such questions, the court may adjourn for not over 24 hours, if necessary.
- Recorder recalled.** (4) If the recorder be not a member, he shall be recalled to record the court's decision before the doors are opened.
- Announcement of decision.** (5) The decision shall be announced when the doors are opened, or, if an adjournment be taken, when the court reassembles.

ADMINISTRATION OF OATHS.

2147. (1) After all questions of challenge have been decided, and new members, if any, detailed to the court as the result of challenge have taken their seats, the recorder and members shall be sworn in open court and in the presence of the accused, the president administering the oath to the recorder, and the latter then swearing the president and other members. If the recorder be not a member of the court, the recorder's oath shall be administered to him. All persons in the room shall stand during the ceremony of administering these oaths. Until a court is duly sworn according to law, it is incompetent to perform any judicial act, except to hear and determine challenges against its own members.

Swearing in of court.

(2) If more than one case is to be tried by the court, the prescribed oaths or affirmations shall be administered anew in each case to the members and recorder.

Oaths to be administered for each case tried.

2148. Form of oath for the recorder when not a member:

Oath for recorder when not a member.

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

2149. If the recorder be also a member of the court, the following oath, instead of the one given above, shall be administered to him:

Oath for recorder who is a member.

"You, A. B., do solemnly swear (or affirm) that you will truly try, without prejudice or partiality, the case of C. D., now depending, according to the evidence which shall come before the court, the regulations for the government of the Coast Guard, and your own conscience; that you will not by any means divulge or disclose the sentence of the court until it shall have been approved by the proper authority; that you will not at any time divulge or disclose the vote or opinion of any particular member of the court, unless required so to do before a court of justice in due course of law, and that you will keep a true record of the evidence given to and the proceedings of this court in the case now about to be tried. So help you God."

2150. Form of oath for a member:

Oath for member.

"You, A. B., do solemnly swear (or affirm) that you will truly try, without prejudice or partiality, the case of C. D., now depending, according to the evidence which shall come before the court, the regulations for the government of the Coast Guard, and your own conscience; that you will not by any means divulge or disclose the sentence of the court, except to the recorder, until it shall have been approved by proper authority, and that you will not at any time divulge or disclose the vote or opinion of any particular member of the court, unless required so to do before a court of justice in due course of law. So help you God."

2151. If the employment of a stenographer has been authorized, he shall, at this time, be sworn. If the authority for the

Stenographer.

employment be by a separate letter, or not contained in the order directing the trial, previously read, the recorder shall, when the stenographer enters, read aloud the letter of authority, a certified copy of which shall be appended to the record. (See art. 2130-1.)

Oath for stenographer or clerk.

2152. Form of oath for a stenographer or clerk:

"You, A. B., do solemnly swear (or affirm) that you will faithfully perform the duty of clerk or reporter in aiding the recorder to take and record the proceedings of this court, either in shorthand or ordinary manuscript, and that you will not disclose or divulge any of the proceedings until the sentence shall have been approved by proper authority, unless required so to do before a court of justice in due course of law. So help you God."

Oath to Interpreter.

2153. If the employment of an interpreter be necessary, the facts and circumstances shall be reported to the convening authority by the president; if the services of one be authorized, a competent person shall be employed. Before entering upon his duties he shall be sworn as follows:

"You, A. B., do solemnly swear (or affirm) that you will truly interpret the testimony of witnesses in the case now in hearing before this court. So help you God." (See arts. 1955 and 2172.)

TRIAL BEGINS.

Copies of charges and specifications and corrections in them.

2154. (1) The president shall ascertain if the accused has been furnished a copy of the charges and specifications preferred against him, and if so, when he received it. If any changes or alterations have been made in the original charges and specifications, the recorder shall see that the copies in the hands of the accused and of the official prosecutor, and spare copies for the use of the court, are amended to agree with the original. (See art. 2139.)

Lists of witnesses.

(2) The official prosecutor and the accused, respectively, shall furnish the president a list of their witnesses. The accused shall be furnished a list of the witnesses who are to appear against him and the official prosecutor a list of the witnesses for the defense. A strict adherence to the names on these lists is not required, and other witnesses may be introduced upon giving reasonable notice to the opposite party.

Parties ready for trial.

(3) The president shall ask the accused and the official prosecutor, respectively, if he is ready for trial. If a delay be desired by either party, the reasons for requesting it shall be stated. Whether a request for a delay shall be granted or not shall be decided by the court in closed session. If the charges and specifications have been changed in any material particular, a request of the accused for a reasonable delay in order to prepare his defense in regard to such changes shall ordinarily be granted. (See art. 2166.)

Delays.

New charges before arraignment; procedure.

2155. (1) At any time before the accused has been arraigned new charges and specifications may be added by the official prosecutor, with the consent of the convening authority. The accused shall be furnished promptly with a copy of such new charges and specifications and shall be allowed a reasonable time in which to prepare a defense to them.

(2) After arraignment new charges and specifications can not be made the subject of a trial with the original charges. If such new charges and specifications become necessary, they shall be regularly forwarded and become the subject of a later trial. Not admissible after arraignment.

ARRAIGNMENT OF THE ACCUSED.

2156. The accused and official prosecutor being ready to proceed the president shall direct all witnesses to withdraw and not to return until officially called. (See art. 2134-3.) Witnesses withdraw.

2157. The recorder shall read aloud in open court the letter of transmittal and the charges and specifications. The accused then shall be arraigned by the president on each specification of a charge and the charge seriatim, as follows, the president and the accused standing during the arraignment: Arraignment.

"You, C. D., have heard read the charges and specifications of charges preferred against you; how plead you to the first specification of the first charge, guilty or not guilty?"

The accused having pleaded, or declined to answer, the president continues:

"To the second specification of the first charge, guilty or not guilty?"

In a similar manner the accused shall be required to plead to each specification of the first charge and then to the charge itself; the other specifications and charges, if any, shall be pleaded to in the same manner until all are exhausted.

2158. Pleas in bar of trial are sometimes submitted by the accused for the consideration of the court. These may be either to the jurisdiction of the court or special pleas which go to the merits of the case. Whatever the plea may be, it must be fully recorded in the proceedings. If written, it shall be signed by the accused, delivered to the court, and appended to the record. Pleas in bar.

2159. If the defendant intend to enter a plea in bar of trial, he shall file it before the pleading as set forth in article 2157. The accused or his counsel may submit an argument and introduce witnesses in support of the plea. The official prosecutor may reply to the argument, cross-examine the witnesses, and offer evidence in rebuttal. The validity of the plea shall then be decided by the court in closed session, and its decision announced by the president after the doors are opened and the parties recalled. (See art. 2146.) If the plea be overruled, the accused shall be required to plead to the charges and specifications; if sustained, the president shall forward to the convening authority a report, containing a transcript of the record covering the proceedings in regard to the plea (a copy of which shall be attached), and the court's decision thereon, and request instructions. The court shall then be adjourned to await a reply to the communication. (See art. 2134-4.) When filed.

2160. The suspension, arrest, or confinement for safe-keeping of the accused, pending the action of the department upon charges filed against him, is not punishment and will not warrant a court in sustaining a plea in bar on the ground that the accused has already been punished for the offense. Suspension of accused not a bar to trial.

- Pleading to the whole or part of charges and specifications.** **2161.** A plea of "not guilty," "guilty," or "in bar" may be made to the whole or any part of the charges and specifications; or the accused may plead guilty to a specification excepting certain words, and of the excepted words not guilty.
- Accused stands mute.** **2162.** Should the accused stand mute or decline to plead when arraigned, the president shall direct the recorder to enter a plea of "not guilty."
- Plea of guilty.** **2163.** Should the accused plead "guilty" to the whole or any part of the allegations against him, the president shall caution him that by persisting in such plea he deprives himself of a regular defense to such parts as are covered by the plea and can introduce evidence only as to his previous good character or in extenuation of his conduct. He may, however, submit to the court an explanation of the offense in mitigation of punishment.
- Evidence not excluded by plea of guilty.** **2164.** The plea of "guilty," without the introduction of testimony by the accused, does not necessarily exclude evidence. A full knowledge of all the facts and circumstances connected with the offense is essential to the court that it may determine upon a proper finding and sentence, and to the reviewing authority that it may pass intelligently upon the case. The court should, therefore, hear such pertinent testimony as the official prosecutor is prepared to introduce, and should call such witnesses as it may desire to examine. The accused may cross-examine the witnesses produced by the official prosecutor and by the court, and call witnesses in surrebuttal.
- Benefit of reasonable doubt.** **2165.** A person on trial shall be presumed to be innocent of the allegation against him until he is clearly proved guilty, and he shall be accorded the benefit of any reasonable doubt that may exist in the premises after all the evidence is in.
- Latitude of defense.** **2166.** Every possible latitude, not inconsistent with justice and fair dealing, shall be accorded the defense.

INTRODUCTION OF TESTIMONY.

- Evidence for the Government.** **2167.** The arraignment having been completed, the official prosecutor shall introduce evidence to support the accusations.
- Interests of the Government to be guarded.** **2168.** It is the duty of the court to guard carefully the interests of the Government and to prevent the introduction of illegal and irrelevant testimony. The president shall at all times prevent the accused, if not assisted by counsel, from advancing anything which may tend either to incriminate him or prejudice his case, and shall see that no illegal testimony is brought against him, and, if necessary, that he presents to the court in the most efficient manner the facts constituting his defense.
- Attendance of witnesses voluntary.** **2169.** There is no authority of law to compel persons unconnected with the public service to appear before a court as witnesses. The president of a court may request in writing such persons to attend and testify, but their attendance would be voluntary. (See arts. 2128-*e* and 2129-*g*.)
- Persons appearing before a court to be courteously treated.** **2170.** The president of a court 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, shall be reported to Headquarters.

2171. If any commissioned officer, cadet, cadet engineer, warrant officer, or enlisted person should refuse to testify when legally called upon to do so as a witness before a court or board, charges shall be preferred against him by the president of the court or board, and he shall be punished in accordance with the sentence, as approved, of the court before which he shall be tried. Punishment for refusing to testify.

2172. Willful false swearing before a court on a matter material to the issue is perjury and is forbidden, and the offender may be brought to trial in any court of justice in the United States for the offense and punished according to the laws in such cases, or may be brought to trial before a general Coast Guard court for a violation of this regulation; and any person who corruptly suborns a witness to give false evidence may also be prosecuted in a criminal court and punished. Perjury.

2173. All testimony given before a court shall be delivered under oath or affirmation, except when in the judgment of the convening authority it is found impracticable to secure the personal attendance of a witness whose testimony may be material in a case brought to trial; under such circumstances the deposition of the witness may be taken upon reasonable notice given to the opposite party, and when duly authenticated may be placed in evidence. Affidavits shall not be received in evidence. Testimony to be under oath.
Depositions.
Affidavits.

2174. (1) All documentary evidence offered shall be submitted to the opposite party and to the court in open session, and be accepted by the latter, before it can be filed with the record as part of the evidence in the case. Documentary evidence.

(2) Extracts from log books, properly authenticated, when pertinent to the matter under investigation, are always receivable in evidence. Extracts from log books.

2175. The proper order for the introduction of evidence is as follows: First, by the prosecution; second, by the defense; third, rebuttal by the prosecution; fourth, surrebuttal by the defense. The beginning and end of each of these steps shall be noted on the record. The court may, in the interest of justice, allow evidence to be introduced out of the above order and may, for satisfactory cause, allow the official prosecutor or the accused to introduce evidence at any time before arriving at its findings thereon, but it shall not thereafter receive any new evidence except evidence of previous convictions. (See art. 2209.) Order for introduction of evidence.

2176. (1) Should either the official prosecutor or the accused take exception to the competency of any witness, such exception shall be stated in open court, and, together with the decision of the court thereon, shall be fully recorded in the proceedings. Exceptions to the competency of witnesses.

(2) As a general rule, exceptions to the competency of a witness shall be stated before he is sworn, but at whatever stage of the trial the incompetency of a witness appears the court may arrest the evidence and disregard his testimony. To be stated before witness is sworn.

2177. (1) If any member of the court, the official prosecutor, or the recorder be required to testify for the prosecution, he should be the first witness called, but the fact that witnesses have testified shall not disqualify a member, the official prosecutor, or recorder from testifying if the necessity for his evidence was not apparent in the first instance. Member of court or prosecutor as witness.

Complainant present. Complainant as witness. (2) If the complainant be allowed to be present at the sessions of the court, he shall be excluded while a member of the court is testifying. If the complainant is to testify, he shall be placed on the stand immediately following members of the court.

President as witness. (3) If the president of a court become a witness, the member next in rank shall preside during his examination; immediately after testifying he shall resume his status as president of the court.

Member, recorder, or official prosecutor as witness. (4) When any member of the court, the recorder, the official prosecutor, the accused or his counsel, or the complainant, has completed his testimony, it shall appear on the record that he resumed his status as member of the court, recorder, official prosecutor, accused, counsel, or complainant. In case the recorder become a witness, the president shall administer the oath to him. (See art. 2133.)

Witnesses sworn in presence of accused. 2178. Each witness shall be sworn in the presence of the accused before being examined. The recorder and the witness shall stand while the oath is being administered. If an interpreter be necessary, the instructions in article 2153 shall be followed.

Form of oath for a witness. 2179. Form of oath for a witness:

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

Oath must be of form deemed binding by witness. 2180. If the witness do not consider the oath given in the preceding article as binding on his conscience, he shall be sworn according to the peculiar ceremonies of his own religion, or in such manner as he may deem binding.

Swearing and identity of witness to be entered in record. 2181. (1) After each witness has been sworn a minute to that effect shall be entered upon the record, and also the full name, rank, or rating, and distinctive condition of the witness shall be recorded at length, in order to fix his identity.

Witness required to identify the accused. (2) The witness shall be required to identify the accused, either by name or otherwise, to the end that his testimony may appear relevant to the case.

Charges read to witness. 2182. When a witness is called to the stand, the charges may be read to him, if necessary or desirable; but the specifications should not be read, especially if they be so worded as to indicate or suggest what replies are desired or expected or to make known to him the minute facts of the case.

Warning to witness. 2183. Witnesses shall be warned by the president, before giving their testimony, to testify only to facts which are within their own knowledge. A witness may properly decline to answer a question which may tend to incriminate him. The official prosecutor may request the court to require the witness to answer on the ground that the answer would not tend to incriminate him. If the court sustains the request, the witness must answer or be in contempt. If his answer, when made, does tend to incriminate him, the accused can not object or require the court to exclude the evidence on that ground; but such answer can not subsequently be put in evidence on a criminal proceeding against the witness. A witness may be compelled to answer as to a

Witness may decline to answer. Request that witness be required to answer.

matter which is material to the issue on trial, notwithstanding his answer may have a tendency to disgrace him or bring him into disrepute; but may refuse to answer where the inquiry is as to collateral, irrelevant, or immaterial matters.

2184. The order in which a witness shall be examined is as follows:

(a) He shall be examined in chief by the party who produces him.

Order of examination of witnesses.

By the party who produces him.

(b) The opposite party may next cross-examine him.

Cross-examination.
Recross-examination.

(c) In case of new matter being brought out on the cross-examination, the party who called him may reexamine into that matter, and, under like circumstances, a recross-examination will be permitted, but should be confined to the new matter brought out.

(d) Upon conclusion of the examination of a witness by the parties to the case the court may, when necessary, ask questions to clear up doubtful points or to make plainer the evidence given, although it, or any member, with its assent, may ask a question for this purpose at any time.

Examined by the court.

2185. (1) A question by a member may be put directly to a witness without first submitting it to the court. Such a question may be objected to by another member or by either party to the trial, and if objected to and the objection be sustained, such a question shall be recorded as "question by a member." If the objection be not sustained, the question becomes "question by the court." It is generally preferable for a member to submit a question to the court before it is asked.

Question by member.

(2) A question by the court—that is, a question which has been agreed to or determined upon by the court in its collective capacity—is not subject to objection.

Question by the court.

2186. If a witness is examined by the court, an opportunity should be afforded the official prosecutor and the accused, respectively, to reexamine and recross-examine the witness upon new matter brought out by the court's examination, and when the witness is dismissed the record shall state affirmatively that neither the court, the official prosecutor, nor the accused (counsel) had any further questions to ask the witness.

Further examination of witnesses.

2187. The court is at liberty at any stage of the proceedings, before the finding, to recall and reexamine a witness, or to call new witnesses if desirable; all the parties shall, however, be present, and the right of cross-examination by the accused and the official prosecutor shall not be denied.

Court may recall a witness.

2188. The testimony is to be regularly taken down in writing (unless a stenographer is employed), and in the order in which it is received. (See art. 2116.)

Record of testimony.

2189. (1) Should objection be made to any proposed question, or to the reception of any testimony, the court shall proceed at once to determine the same. In making objection the grounds upon which it is based must be stated; a simple statement of objection without giving the reasons for it will not be sustained. (See art. 2146.)

Procedure upon objection.

(2) The question or matter objected to, the reasons given, and the court's decision shall be recorded in full in the minutes of the proceedings.

Recorded in full.

- Testimony to be read over to witness.** **2190.** (1) When the examination of a witness is closed, the whole of his testimony shall be read to or by him, in order that he may verify, correct, or amend it. When the employment of a stenographer is authorized, witnesses may, at the discretion of the court, read over out of court, in the presence of a member or the recorder, their testimony as recorded, and be called before the court to correct, amend, or pronounce it to be correct.
- Examined regarding changes. Amendment, when allowed.** (2) If any material changes or corrections be made in the testimony, the witness may be examined in regard to them.
- (3) A witness who has approved his testimony may, even upon a subsequent day, be readmitted, at his request, for the purpose of correcting or amending the same.
- Withdrawal of witness to be recorded.** **2191.** When the examination of a witness is finished, he shall be directed to retire, and shall be cautioned before withdrawing from the court not to converse on any matters pertaining to the pending trial during its continuance; but such warning shall not be given to a member, the official prosecutor, the recorder, the accused or his counsel, or the complainant. (See art. 2133.)
- Only one witness before the court.** **2192.** Not more than one witness shall be before the court at the same time, and the record must show that the witness who left the stand withdrew before the next witness was introduced.
- Witness recalled not to be sworn.** **2193.** If a witness be recalled for further examination, he should not be sworn again as a witness, but the president shall caution him that the oath previously administered to him is still binding.
- Prosecution closed.** **2194.** After the prosecution has closed no further evidence upon its part shall be admitted, except by special permission of the court. Evidence for the accused shall then be received.
- Accused allowed to testify.** **2195.** 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. When he testifies, it must appear affirmatively on the record that he does so at his own request.
- When accused is a witness.** **2196.** When the accused offers himself as a witness he loses, during the examination, the privilege accorded a defendant, and may be treated as any other witness. (See art. 2183.)
- No further evidence on the part of the defense admitted, except. Close of examination of witnesses.** **2197.** After the defense has closed no further evidence upon its part shall be admitted, except by special permission of the court.
- 2198.** The examination of witnesses shall close by taking such testimony as may be offered in rebuttal, surrebuttal, impeachment, and to sustain the credibility of those witnesses whose testimony has been impeached.
- Defense submitted by accused to become part of record.** **2199.** 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 there be a stenographer present, or to submit it without argument, as he desires. The defense, or argument, shall, if written, be presented to the court for examination before it is read aloud by the accused or his counsel. Should the paper contain any disrespectful matter, the court shall not permit the objectionable parts to be publicly read, but the accused shall be held responsible for the statements contained in the argument, which shall be signed but not sworn to by him and ap-

pendent to the proceedings as a part of the record. The argument is not evidence.

2200. Should the accused offer a written statement in extenuation of his conduct or for the mitigation of punishment, it shall be signed by him, and filed as a part of the record. Such statement is not evidence and shall not be made under oath. Should the accused call witnesses to support his statement, the official prosecutor shall have the right to cross-examine them and to call witnesses in rebuttal.

Written statement by accused not evidence.

2201. The official prosecutor has the right to reply to the argument of the defense, or to present an argument even though the accused submit his case without argument, but may waive the privilege. (See arts. 2132-*f* and 2132-*g*.) The reply or summing up, if any, should review the case as a whole, answer the argument of the defense, and refer to the parts of the evidence which support the Government's case. The argument may be made orally if a stenographer be employed; otherwise it shall be written, signed by the official prosecutor, read aloud to the court, and appended to the proceedings as part of the record.

Reply of prosecutor to be appended to record.

TRIAL FINISHED.

2202. (1) When the accused and official prosecutor shall have laid their respective cases before the court, the president shall announce that the trial is finished, and this fact shall be noted on the record. The official prosecutor shall state whether or not he has evidence of previous convictions, and this fact shall also be noted on the record. The trial being finished, the court shall be cleared for deliberation. The recorder, if not a member, shall withdraw.

Trial closed.

(2) The court may, however, before its finding permit a case once closed to be reopened for the introduction of testimony, provided it be shown that the testimony is material, that its omission would leave the case incomplete, and that it could not have been presented sooner.

May be reopened when.

FINDING AND SENTENCE.

2203. (1) In making up its finding the opinion of the majority is the opinion of the court, and the minority is bound thereby; but as the oath taken by every member provides for the concealment of the vote or opinion of each particular member, care shall be taken that the votes of the individual members in regard to the finding and sentence do not appear on the record; nor shall the record show that the finding or sentence received the unanimous vote of the court or what number of members voted for either.

Opinion of the majority, opinion of the court.

(2) Every member shall vote and shall join in the finding upon each specification and charge and in the sentence.

No votes of members to be recorded. Every member to vote.

2204. (1) The court may find the accused guilty of the whole or any part of the misconduct charged, according to the evidence, and award punishment for so much as shall be found proved. The accused shall not be acquitted when any part of the charges and specifications is proved.

Guilty of the whole or part of charges.

Finding on charge and specification to be consistent.

(2) The finding on a charge should be supported by the finding on the specification or specifications, and the two findings should be consistent with each other. A finding of guilty on a charge would be inconsistent with a finding of not proved on the specification; and a finding of proved on a specification, followed by a finding of not guilty either of the charge or of some lesser offense included in it, would be inconsistent. No matter how many specifications there may be, it requires a finding of proved on but one specification (if apposite the charge) to support a finding of guilty on the charge.

FINDING.

Consideration of the case.

2205. (1) The court in closed session shall review the testimony and consider the arguments submitted. When it 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."

Voting by members.

(2) Each member shall write "proved," "not proved," or "proved in part," and if "proved in part," what part, over his signature, and shall hand the vote to the president, who, when he has received all the votes upon such specification, shall read them aloud, being careful not to disclose whose vote he is reading.

Finding on specification.

(3) The court shall deliberate and consider until a majority agrees upon a finding, which shall then be recorded.

Finding on plea of "Guilty."

(4) When the accused has pleaded "guilty," the proper finding is, for the specification "proved by plea," and for the charge, simply "guilty."

Voting on the charges.

2206. (1) When the members have thus 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?" The members, as before, shall write "guilty," or "not guilty," or "guilty in a less degree than charged," and in what degree, over their signatures, and hand their votes to the president, who shall, after receiving all the votes, read them aloud, and should there be a decision by the majority, shall note the result. If otherwise, the process shall be repeated until a decision is arrived at.

Finding of "Guilty in less degree than charged."

(2) A finding of "guilty in a less degree than charged" must be of some less offense properly included in the offense charged. The proper finding in such a case is: And that the accused, * * *, is of the charge "guilty in a less degree than charged, guilty of absence from duty without leave (or absence from duty after leave has expired)," on a charge of "desertion."

"Not Guilty."

(3) A finding of "not guilty" shall be explained by such of the following, or similar, explanatory words as may be deemed necessary or advisable: "And the court does therefore acquit" (or "fully acquit," "most fully acquit," "honorably acquit," "most honorably acquit," "most fully and honorably acquit") "the accused of the ——— charge."

Finding to accord with specification.

(4) When a charge is laid under a specific article of the regulations, a finding of guilty under any other specific article shall not be entered.

2207. In any case in which an oral vote is taken, the members of the court shall vote in the inverse order of their rank, the junior being called upon to express himself first. Junior to vote first.

2208. The court 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 specifications, but the court may find any specification "proved," "proved in part," or "proved except the words" (indicating the words), "which words are not proved, and for the excepted words the court substitutes the words" (indicating the words), "which words are proved." These substituted words must be of a nature to support the charge. To exhaust all charges and specifications.

2209. When the members of the court 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, or not guilty, by the number of members which the law may require in any particular case, the recorder shall be directed to record its finding, which he shall do under the court's direction, specifying precisely how far the accused has been found guilty of each charge, and shall enter the same, without erasure or interlineation, on the record in his own handwriting. Should there be evidence of previous convictions, the court shall then be opened with all the parties to the trial present, and evidence of such convictions received, and a note of the fact shall be entered on the record. Recorder to record findings. Evidence of previous convictions.

2210. Evidence of previous convictions shall refer to actual trials and convictions that have been approved by the authority whose action is requisite to give full effect to the sentence, except in cases upon which action has been withheld and the accused placed on probation. In the case of enlisted persons, evidence of previous convictions shall relate to the current enlistment of the accused, except when the last enlistment was terminated by sentence of a Coast Guard court, or by discharge for undesirability by order of Headquarters, in which case all convictions occurring under the prior enlistment thereby terminated are admissible. Restrictions as to evidence of previous convictions.

2211. (1) If, in the course of the trial of a commissioned officer, cadet, cadet engineer, or warrant officer, it shall appear to the court to be indispensable to the due administration of justice to prove or disprove a particular habit which the evidence indicates the accused has, his record in that regard may be examined by testimony for a period of two years prior to the charges under investigation; there may be examined, also, any matter relating to his conduct which may be on file at Headquarters. In the case of a trial of an enlisted person under similar circumstances, his record, including punishments imposed upon him by the commanding officer during his current enlistment may be examined by testimony in like manner. Record of accused for two years prior to trial.

(2) The testimony referred to in paragraph 1 of this article should be introduced after the court has recorded its finding, but before the sentence has been awarded. When introduced.

(3) The official record of an officer subjected to trial will be submitted for the inspection of the court. While such record must not be considered by the court in arriving at its finding Official record of accused furnished court.

upon the charges under investigation, it can properly be taken into account and given weight in considering the punishment to be awarded. The official record of an officer under trial will, therefore, be furnished the court in a sealed envelope, to be opened and examined after the finding has been recorded, but before the sentence has been decided upon.

SENTENCE.

Sentence to be legal.

2212. Care shall be taken that the sentence be one which the court is legally authorized to impose.

To award a punishment in case of conviction.

2213. (1) In all cases of conviction it is the duty of the court to award a punishment adequate to the character and nature of the offense committed, the privilege of extending clemency resting solely in the reviewing authority.

Finding, previous convictions, and record to be considered.

(2) In arriving at its decision as to the nature and degree of punishment to be awarded, the court shall take into consideration its finding, all previous convictions of the accused, and his official record. If the accused be an enlisted person, all matters affecting his record must relate to his current enlistment. (See arts. 2210 and 2211.)

Punishments for commissioned officers.

(3) A Coast Guard court shall have power to impose upon a commissioned officer none other than the following punishments, namely: Summary dismissal from the service; suspension from duty for a period of two years or any part thereof upon reduced pay, which shall in no case be less than one-half nor more than three-fourths of the duty pay of such officer; reduction of rank in his own grade; retention of his present number on the official register for a specified time; imprisonment for a period not to exceed two years; official reprimand.

Punishments for others than commissioned officers.

(4) The only punishments that may be imposed by Coast Guard courts upon any person other than a commissioned officer shall be the following, namely: Dishonorable discharge; forfeiture of not to exceed two months' pay; imprisonment on land for a period not to exceed one year; confinement aboard ship not to exceed one month; confinement in single irons, on bread and water or on diminished rations, not exceeding 30 days, but a full ration shall in all cases be given at least every third day; confinement in single irons; reduction to next inferior rating; deprivation of liberty for a period not to exceed three months; extra duties, and the imposing of these punishments will be regulated in accordance with rules prescribed by the Secretary of the Treasury.

Sentence of imprisonment should include discharge.

2214. (1) In all cases where warrant officers or enlisted persons are sentenced to be imprisoned the sentence should include discharge at the expiration of the term of imprisonment.

Forfeiture of pay, etc.

(2) The sentence in the case of a deserter should provide, in addition to other punishment awarded, for the forfeiture of an amount of pay at least equal to the expense incurred in his apprehension, provided such amount, exclusive of indebtedness for clothing drawn, be due him. If there be not due the deserter, exclusive of indebtedness for clothing drawn, an amount equal to that expended for his apprehension, the court should sentence him to forfeit all pay then due and that may become due him to the

date of imprisonment, excepting the amount of his indebtedness for clothing drawn, provided, however, that the total forfeiture shall not exceed the legal limit.

(3) Sentences involving imprisonment, forfeiture of pay, and dishonorable discharge should be expressed in the following form: Formulation of sentence.

"To be imprisoned on land in such place as the Secretary of the Treasury may designate for a period of ——— months, then to be dishonorably discharged from the United States Coast Guard; to forfeit all pay now due, and that may become due him to date of imprisonment, excepting the sum of ———, the amount of his indebtedness for clothing drawn (or, to forfeit the sum of ———, from pay now due or that may become due him to date of imprisonment)."

2215. When a commissioned officer's position on the register will not permit of his being reduced, as stated in paragraph 1 of article 2221, the court should place him at the foot of his grade with the proviso that he is to remain in that position until he shall have lost the required numbers. Reduction in grade of officer.

2216. (1) The court shall meet in closed session, and the members shall proceed to vote upon the punishment to be inflicted. Vote on sentence.

(2) Each member shall write down and subscribe the measure of punishment which he thinks the accused ought to receive, and hand his vote to the president, who shall, after having received all the votes, read them aloud.

(3) If the requisite number shall not have agreed upon the nature and degree of the punishment to be inflicted, the president shall proceed in the following manner to obtain a decision:

a. He shall begin with the mildest punishment that has been proposed, and after reading it aloud shall ask the members successively, beginning with the junior in rank: "Shall this be the sentence of the court?" and every member shall vote and the president shall note the votes.

b. Should there be no decision, the president shall, in the same manner as before, obtain a vote on the next higher punishment, and shall so continue until some sentence, either of the first or of a subsequently proposed set, shall be decided upon.

2217. When a sentence has been determined upon, the recorder shall under direction of the court draw up the sentence, specifying the exact nature and degree of punishment adjudged, and, after approval by the court, shall enter the same, without erasure or interlineation, on the record in his own handwriting. Numbers occurring in the sentence shall be expressed both in words and figures. Recording of sentence.

2218. The sentence having been recorded, the proceedings, finding, and sentence in each separate case tried by the same court shall be signed by all the members of the court, and by the recorder when not a member. The recorder when a member shall sign in his dual capacity as "member and recorder." Authentication of judgment.

2219. After the sentence of a court has been decided on it is competent for any of its members to move that the accused be recommended to the clemency of the reviewing authority. This recommendation is not to be inserted in the body of the sentence, but recorded, with the reason therefor, immediately after the Recommendation for clemency.

signatures of the court to the proceedings, finding, and sentence, and must be signed by the members concurring in it.

Completion of record.

2220. (1) After the proceedings, finding, and sentence, with the recommendation for clemency, if any, have been signed, the president, if the court have no other cases to try, shall adjourn the court to await the action of the convening authority, and shall cause an entry of that fact, authenticated by the signatures of himself and the recorder, to be made on the record. He shall forward the record, which shall include all the papers in the case, to the reviewing authority without delay.

Record forwarded.

Other cases to be tried.

(2) If there be other cases to be tried, the court shall proceed with them, an entry of the fact, authenticated as required in the preceding paragraph, being made on the record. The record in each case shall be made up complete in itself and continuous.

Each record to be complete.

Convening authority informed.

(3) When all the cases laid before the court have been finished and severally authenticated, the president shall, unless otherwise directed by the convening authority, inform said authority that all business before the court has been completed and that the court has adjourned to await further orders.

LIMITATIONS TO PUNISHMENT.

2221. (1) The following limitations to the punishment of officers and enlisted persons by Coast Guard courts are prescribed, and shall not be exceeded:

List of offenses and punishments.

Offense.	Limit of punishment.
Refusing to obey lawful order of superior officer.	{ Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Disobeying lawful order of superior officer.	{ Commissioned officer: Dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Striking....	{ a superior officer while in the execution of the duties of his office. Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Assaulting..	
Attempting to strike	{ a superior officer while in the execution of the duties of his office. Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Attempting to assault	
Threatening to strike	
Threatening to assault	
Drunkenness on duty.....	{ Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge. Commissioned officer: Dismissal. Warrant officer: Dishonorable discharge.
Drunkenness.....	{ Enlisted person: Confinement for 30 days, no more than 15 of which shall be on bread and water, with or without single irons, and reduction to next inferior rating. Commissioned officer: Reduction of rank in his own grade, or retention of present number for a specified time, or suspension from duty on reduced pay.
Gambling.....	{ Warrant officer: Forfeiture of pay. Enlisted person: Confinement for 30 days, no more than 15 of which shall be on bread and water, with or without single irons, and reduction to next inferior rating.
Misappropriation of mess funds.	{ Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.

Offense.	Limit of punishment.
Misuse of. { Government property. Government supplies.	Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Fraudulently signing vouchers.	Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Theft in an amount under \$100.	Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Scandalous conduct tending to the destruction of good morals.	Commissioned officer: Dismissal. Warrant officer: Dishonorable discharge. Enlisted person: Dishonorable discharge.
Desertion (in case of apprehension).	Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment for 1 year and dishonorable discharge. Enlisted person: Imprisonment for 1 year and dishonorable discharge.
Desertion (in case of surrender).	Commissioned officer: Dismissal. Warrant officer: Imprisonment for 9 months and dishonorable discharge. Enlisted person: Imprisonment for 6 months and dishonorable discharge.
Absence from duty { without leave. after leave has expired.	Commissioned officer: Dismissal. Warrant officer: Forfeiture of pay and dishonorable discharge. Enlisted person: Confinement for 30 days, no more than 15 of which shall be on bread and water, forfeiture of pay, and dishonorable discharge.
Neglect of duty.....	Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Conduct unbecoming an officer and a gentleman.	Commissioned officer: Dismissal. Warrant officer: Dishonorable discharge.
Malicious. { destruction of public property. Willful. }	Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Aiding. { others to desert. Enticing. }	Commissioned officer: Imprisonment and dismissal. Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Imprisonment and dishonorable discharge.
Smuggling liquor on board a vessel or into a station of the Coast Guard.	Warrant officer: Imprisonment and dishonorable discharge. Enlisted person: Confinement for 30 days, no more than 15 of which shall be on bread and water, with or without single irons, forfeiture of pay, and dishonorable discharge.
Cruelty to any subor- ward di- nate person in the Coast Guard. Oppression of Maltreatment of	Commissioned officer: Dismissal. Warrant officer: Dishonorable discharge. Enlisted person: Confinement for 30 days, no more than 15 of which shall be on bread and water, with or without single irons, and dishonorable discharge.
Using. { obscene language. abusive language.	Commissioned officer: Reduction of rank in his own grade, or retention of present number for a specified time, and public reprimand. Warrant officer: Deprivation of liberty and dishonorable discharge. Enlisted person: Confinement for 30 days, no more than 15 of which shall be on bread and water, with or without single irons, forfeiture of pay, and dishonorable discharge.
Violating lawful order issued by the Secretary of the Treasury (or the President). Violating lawful regulation. Refusing obedience to lawful order. Refusing obedience to lawful regulation.	A punishment adequate to the offense and in conformity with law.

(2) The term "superior officer," appearing in the list of offenses in paragraph 1 of this article and elsewhere in these regulations, shall be held to mean a commissioned officer, cadet of the line, cadet engineer, warrant officer, or petty officer, senior in rank or rating to any other person concerned. Definition of "superior officer."

(3) The foregoing table prescribes the maximum limit of punishment for the offenses named, and that limit is intended for those cases in which the severest punishment should be awarded. In other cases the punishment should be graded according to the seriousness of the offense. (See art. 2219.) Punishments to be graded.

Combined punishment.

(4) A court may impose a punishment composed of one or more of those specified in article 2213, provided that the combined punishments awarded do not exceed the limit of punishment prescribed for the offense by paragraph 1 of this article and are in conformity with law.

Next inferior rating.

2222. (1) A sentence involving disrating shall be to the "next inferior rating" (which rating shall be specifically designated by the court), as shown in the following table, or as specified in article 2223:

(2)

[Columns to be read downward.]

Class.	Rating.			
Classification for disrating. Petty officers, first class.	Master-at-arms	No. 1 surfman.	Electrician.....	Yeoman.
	Electrician, first class.	Ship's writer.
Petty officers, second class.	Assistant master-at-arms.	Electrician, second class.
	Coxswain.....	Electrician, third class.
Other enlisted persons.	Seaman.....	Surfman.....	Seaman.....	Seaman.
	Ordinary seaman.
Petty officers, first class.	Boy, first class.
	Boy, second class.
Petty officers, first class.	Signal quartermaster.	Wheelman.....	Machinist, first class.	Carpenter, first class.
	Oiler, first class.
Petty officers, second class.	Quartermaster.	Quartermaster.	Oiler, second class.	Carpenter, second class.
	Coxswain.....	Water tender.....
Other enlisted persons.	Seaman.....	Fireman.....	Seaman.
	Coal heaver.....
Petty officers, first class.	Sailmaker, first class.	Blacksmith, first class.	Plumber, first class.	Painter, first class.
	Blacksmith, second class.	Plumber, second class.	Painter, second class.
Other enlisted persons.	Seaman.....	Fireman.....	Fireman.....	Seaman.

Petty officers, first class.
Petty officers, second class.	Bayman.....

Other enlisted persons.	Seaman.....	Buzler.....	Cabin steward..	W. R. steward.
	Ordinary seaman.	Cook.....	Cook.
.....	Steerage cook...	Steerage cook.	
.....	Boy, first class..	Boy, first class.	

Established precedence not affected.

(3) The table, "Classification for disrating," is for use only in disrating and shall not be construed as affecting the order of precedence as established in article 817.

Disrating under special circumstances.

2223. When a person's current enlistment contract and record shows that he was promoted to his present rating from some inferior rating other than the one indicated in the table, the "next inferior rating" shall be the rating from which he was last advanced, and it shall be so stated in the record of the court.

Place of imprisonment.

2224. The department may designate as the place of execution of the sentence of a court involving imprisonment any prison or penitentiary that receives Federal prisoners.

REVISION OF THE RECORD.

Errors, omissions, erroneous conclusions.

2241. Should the record exhibit grave errors in preparation, serious omissions, or seemingly erroneous conclusions, or should the sentence be deemed inadequate or inappropriate, or other

cause warrant such action, the reviewing authority shall, if necessary, return it to the court for revision. Should the court have been dissolved, it will be reconvened. The order directing a review of the proceedings shall indicate the particular point or points to which objection is taken and wherein it or they are found objectionable.

2242. The proceedings in revision shall form a separate and complete record, which shall show that there were present during the revision the necessary number of members of the court to give legality to its proceedings, and in case the revision relates to any part of the proceedings held in open court, also the official prosecutor and the accused. Clerical errors may be amended by the court without the presence of the accused, but they are not to be corrected in an informal manner by erasure or interlineation.

Record to be separate and complete.

2243. The revision shall be confined to a reconsideration of the matter recorded in the proceedings, and new testimony shall not be taken or received.

New testimony not to be taken.

2244. The recorder, if not a member, shall be excluded from the court room during the consideration of all matters that were decided in closed court, such as the finding and sentence.

Recorder excluded, when.

2245. If the court concur in the views submitted in the order directing the proceedings in revision, it shall by amendment correct its errors, and may modify or completely change its finding and sentence.

May correct errors or modify finding.

2246. The original record shall not be mutilated by erasure, interlineation, or otherwise. All such corrections or changes in it are improper and irregular. A full entry shall be made of all the proceedings and verified in the ordinary manner by the signatures of the members of the court and the recorder.

Record, how corrected.

2247. The completed record in revision shall be authenticated by the signatures of the president and recorder.

How authenticated.

2248. The reconvening order shall be prefixed to the proceedings in revision, which shall form a separate and complete record. This new record shall be attached to the record of the original proceedings, and the whole transmitted by the president to the reviewing authority for his approval.

New record attached to original proceedings.

2249. It is not in the power of the reviewing authority to compel a court to reverse its judgment upon a plea in bar of trial, or to change its finding or sentence, when, upon being reconvened by him, it has declined to modify the same, or either directly or indirectly to enlarge the measure of punishment imposed by sentence of a general court.

Court can not be compelled to reverse its finding and sentence.

IMPRISONMENT.

2251. When a sentence of imprisonment imposed by a Coast Guard court has been approved by the department, the commanding officer of the cutter on which the person has been confined during trial and pending action in his case shall, upon being directed by Headquarters, deliver the prisoner to the warden of the prison or penitentiary designated for his imprisonment, and shall also deliver to the warden a copy of the order convening the court and of the finding and sentence as approved by the

Delivery of prisoner and instructions to warden.

Date of delivery. department, and shall inform Headquarters of the date upon which the prisoner was delivered into custody.

Civilian clothing to be worn by prisoners.

2252. The commanding officer shall also inform the warden that the prisoner shall wear civilian clothing only during the term of his imprisonment; that all articles of distinctive uniform clothing shall be withheld from him and delivered only when he is released, and that such clothing as is absolutely necessary for the health and well-being of the prisoner will be furnished upon written notification to him from the warden that it is needed. He shall inform the warden of the medical treatment to which the prisoner is entitled, and that all bills for his subsistence while in prison should be forwarded to Headquarters.

Prisoner's clothing, how supplied.

2253. The commanding officer shall, when the warden notifies him that clothing is needed for a prisoner, cause to be issued to him from the ship's stores such articles of clothing, not distinctively uniform, as may be absolutely necessary. Such outer garments as may be necessary for the prisoner shall be purchased by the clothing officer, under the direction of the commanding officer, and at the lowest cost obtainable. When the location of the place of imprisonment is such as to make it impracticable for the clothing officer himself to purchase the necessary garments, the commanding officer shall authorize the prison authorities to purchase them at the lowest cost obtainable.

Clothing account.

2254. Clothing issued to the prisoner from the ship's stores shall be entered on the "Clothing return" with suitable remarks. When clothing is purchased in accordance with the foregoing article, the commanding officer shall submit to Headquarters vouchers covering the expense, together with a letter showing the necessity therefor.

Medical treatment for prisoners.

2255. The prisoner is entitled to be furnished, while in prison, with the same medical treatment accorded other Federal prisoners. Where a marine hospital or out-patient office of the Public Health Service is located in the same town as the prison, such medical attention as may be necessary will be furnished by the Public Health Service on request of the prison authorities. Should there be no medical officer of the Public Health Service available, and no medical officer attached to the prison, the prison authorities are authorized to procure the necessary medical treatment and submit a voucher therefor to the commanding officer, who shall forward it to Headquarters for payment.

FINAL ACTION.

Abstract of finding and sentence shall be entered on enlistment contract and record.

2256. (1) When the copy of the action of the department on the proceedings, finding, and sentence of a court is received from Headquarters by a commanding officer or a district superintendent, a transcript therefrom shall in every case be entered on the enlistment contract and record of the person concerned on file on the cutter, at the depot, or superintendent's office and station where he is serving. This transcript shall be signed by the officer in charge of the cutter, depot, office, or station, and shall be in accordance with the following form:

Tried by a general (or minor) court for -----; acquittal approved by department letter of -----, or (sentenced to -----,

as approved by department letter of -----), or (sentenced to -----; sentence disapproved by department letter of -----), or (sentenced to -----; action deferred, placed on probation, by department letter of -----).

(2) In case of suspension of the sentence, the final action taken by the department at the expiration of the probationary period shall also be noted. Final action to be noted.

2257. (1) The order of the reviewing authority deferring action on the sentence and placing a convicted person on probation shall be promulgated at a general muster on board the cutter or at the depot or station to which he is attached, when he shall be publicly warned that action on the sentence in his case has merely been postponed, and that he has been placed on probation with the view of remitting his sentence in whole or in part should his conduct warrant. (See art. 2108.) Order shall be promulgated at general muster.

(2) On the first day of each month a brief report of his conduct during the preceding month, stating whether it has been "excellent," "very good," "good," "fair," "indifferent," or "bad," shall be submitted to Headquarters. Should he commit any serious offense or infraction of discipline while on probation, the commanding officer or keeper shall submit a special report and recommend whether or not clemency in the case should cease. The report shall be accompanied by such statement as the probationer may desire to make in reference to his misconduct. Monthly report of conduct. Special report.

(3) If final action on the sentence has not previously been taken, the commanding officer or keeper shall, at least 10 days before the expiration of the person's term of enlistment, submit to Headquarters a special report as to his conduct, with suitable recommendation, in order that the department may take such final action. Report 10 days before expiration of enlistment.

(4) No convicted person on probation shall be discharged from the Coast Guard until final action on his suspended sentence has been taken by the department. Not to be discharged until final action.

THE MINOR COURT.

2271. A minor court may be convened only for the trial of an enlisted person for an offense, other than that of desertion, coming within the jurisdiction of Coast Guard courts. Jurisdiction.

2272. A minor court may award any punishment which the law authorizes Coast Guard courts to impose upon enlisted persons, except that it shall not impose a sentence involving imprisonment on land or forfeiture of more than one month's pay, therefore such a court should not be convened when the attendant circumstances may reasonably be expected to involve either of these punishments in case of conviction. Punishments it may award.

2273. A minor court may be convened by—

Who may convene.

(a) The captain commandant.

(b) A commanding officer.

2274. A minor court shall, when practicable, be convened by a commanding officer to try enlisted persons under his command for offenses which may be deemed to merit greater punishment than such commander is authorized to inflict, but not sufficiently When to be convened by commanding officer.

grave to require trial by a general court. (See arts. 1925 and 1933-3.)

No expense to be incurred. 2275. Unless authorized by Headquarters a court convened by a commanding officer shall not involve the Government in any expense in the matter of convening or during its deliberations.

Composition of court. 2276. A minor court shall be composed of three commissioned officers, and, when convened by a commanding officer, of officers under his command.

How convened. 2277. (1) The court shall be convened by a brief written order, addressed by the convening authority to the officer who will be its president. (See arts. 2123-1, 2123-2, and 2123-5.)

Copies of order. (2) A copy of the convening order shall be furnished each member.

No official prosecutor. (3) There shall be no official prosecutor. The examination of witnesses on behalf of the Government shall be conducted by the president of the court, and after this examination is completed any other member who so desires may question a witness. (See arts. 2104, 2105, 2168, and 2185.)

Counsel for accused. 2278. A commissioned officer, cadet, or cadet engineer, warrant officer, or petty officer may be permitted to appear as counsel for the accused at the request of the latter. (See art. 2143-2.)

Trial not to be unnecessarily delayed. 2279. When a commanding officer decides that a trial shall be held, it is his duty to convene a court with the least possible delay. (See art. 1930.)

Procedure. 2280. The proceedings shall be conducted with as much conciseness and precision as may be consistent with the ends of justice and substantially in accordance with the practice of general courts, and the procedure and rules of evidence provided for such courts shall be observed by minor courts, except as follows:

Challenge of member. (a) If the accused, in the exercise of his right of challenge, object to any member of the court, and the court think the objection well taken, it shall so report to the convening authority, who will at his discretion continue the challenged member on the court or relieve him from the duty and order another officer to take his place. (See art. 2145.)

When the accused pleads "Guilty." (b) When the accused pleads guilty, no evidence shall be taken before a minor court, unless, in the judgment of the court, such course be necessary to show all the circumstances in mitigation or aggravation of the offense. (See art. 2164.)

Documentary evidence. (c) No documentary evidence shall be read to the court (except as provided in article 2282) or appended to the record. (See art. 2174.)

Neither written defense nor argument allowed. (d) Neither written defense nor argument, nor any protracted oral defense, shall be admitted, but the substance of an oral statement may be entered upon the record. (See art. 2199.)

Evidence of previous convictions. 2281. In case the court find the charges and specifications proved, or proved in part, the court shall be opened, and, in the presence of the accused, the recorder shall be permitted to introduce evidence of previous convictions and extracts from the conduct record of the accused.

How introduced. 2282. (1) The evidence of previous convictions is introduced by the recorder reading aloud and embodying in the record extracts from the log, enlistment contract and record, special orders

promulgating the finding and sentence of a court, or any other evidence of record showing the offense committed, the time of its commission, the sentence, and the action taken thereon.

(2) As documentary evidence can not be received and attached to the record, extracts referring to previous convictions shall be embodied in full in the record. **How recorded.**

(3) Evidence of previous convictions shall be confined to the current enlistment of the accused and shall refer to trials and convictions by courts whose findings and sentences have been approved by the authority whose action is requisite to give full effect to the sentences. (See art. 2210.) **Must relate to current enlistment.**

(4) As commanding officers have power to punish minor infractions of discipline without recourse to courts the recorder shall read aloud and embody in the record extracts from the conduct record of the accused during his current enlistment showing the offenses committed, with the dates thereof, and the punishment imposed by the commanding officer. Especially should this be done if the offenses for which the accused is being tried are repetitions of those committed during his current enlistment and for which he has been previously punished by his commanding officer without recourse to courts. **Conduct record of accused.**

REVISION OF THE RECORD.

2283. Where the record of the court exhibits grave errors in preparation, serious omissions, or seemingly erroneous conclusions, etc., the convening authority will return it to the court for revision, pointing out the defects, or he may submit it to a new court. If a new court be ordered, it shall be restricted in its action to a review of the record of the former trial and a re-determination of the sentence. No new testimony shall be admitted in revision. **Revision of record.**

2284. The proceedings in revision shall be conducted in accordance with the requirements in the case of the revision of the proceedings of a general court and shall form a complete record, which, with the order directing the revision, shall be attached to the original record. No erasure or interlineation shall be made in the original record. (See art. 2241 et seq.) **How conducted.**

2285. The revised record shall be submitted to Headquarters through the commanding officer (if the court was convened by him), who shall indorse on it his approval or disapproval, and if disapproval his reasons therefor. **Revised record submitted.**

2286. The proceedings, finding, and sentence of a court convened by a commanding officer shall be reviewed by that officer and approved or disapproved by him. If he disapprove, he shall state fully his reasons for such action, but shall make no recommendation in the case. The record shall then be submitted to Headquarters for final review and no sentence shall be carried into effect without approval of the Secretary of the Treasury or by his direction. **Review of proceedings.**

2287. The original convening order shall be prefixed to the proceedings of the first case tried under it. Should more than one case be tried an authenticated copy of the order shall be prefixed to the proceedings of each other case. **Convening order prefixed.**

2288. The court is dissolved by the authority that convened it. **How dissolved.**

CHAPTER XVI.

BOARDS.

GENERAL INSTRUCTIONS.

2301. An order convening a board, except the hull board and the permanent board of survey, shall be in writing. Convening order in writing.

2302. The Secretary or Assistant Secretary of the Treasury shall convene the boards to consider the retirement of officers and enlisted persons for physical or mental disability. Convened by secretary or assistant secretary.

2303. The Captain Commandant may convene boards for all other purposes, unless otherwise provided. Convened by captain commandant.

2304. (1) A division commander, or the senior officer of cutters acting conjointly, may convene such boards of inquiry as may be necessary. (See art. 2312.) Convened by division commander.

(2) A division commander shall convene boards of the various kinds enumerated in article 2305 for the harbor cutters and launches under his control. Harbor cutters and launches.

2305. The commanding officer of a cutter (other than a harbor cutter or launch forming part of a division) shall convene boards as follows: Convened by commanding officer of cutter.

(a) Survey—special.

1. When clothing has become damaged or unserviceable, or when the quantity or articles received do not agree with the invoice. (See arts. 1164 and 1165.) On clothing.

2. When provisions have become unfit for use. On provisions.

3. When the contents of packages containing rations or other stores received on board do not agree with the invoice or are of inferior quality and the contractor fails promptly to make good the defects or deficiencies. When contents of packages do not agree with invoice, or are of inferior quality.

4. At the end of the first quarter of each fiscal year, for the survey of all tools, accessories, broken or damaged or missing parts of rapid-fire guns installed on cutters, which have been loaned to the Coast Guard by the Navy Department. On ordnance material.

5. Whenever, for other purposes, he may deem it expedient. Other purposes.

(b) Investigation. Investigation.

1. In case of the loss of or serious damage to a vessel or her machinery by reason of collision, grounding, fire, or other accident, or through carelessness. Collision or other casualty.

2. In case of robbery or the loss of money or other property. Robbery, etc.

3. To inquire into the competency, desirability, aptitude, or fitness of a permanently rated petty officer or other enlisted person. Competency etc., of enlisted persons.

4. In case of the death of an officer or enlisted person resulting from an accident or attended with unnatural or suspicious circumstances. Death.

- Efficiency of personnel and matériel. 5. Concerning the efficiency of the personnel or matériel of his command or other matters of importance of which Headquarters should be advised.
- Boards, how constituted. Retiring board, etc. 2306. Boards shall be constituted as follows:
 (a) Retiring board or board for revision of the regulations—not less than five commissioned officers.
 (b) Boards of inquiry—not less than three commissioned officers.
 (c) Hull boards:
 1. On cruising cutters—the executive officer, the line officer next in rank, and the senior engineer officer. (See art. 2313.)
 2. On harbor cutters and launches—the commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.
 (d) Permanent board of survey:
 1. On cruising cutters and at depots—the executive officer, the line officer next in rank, and the senior engineer officer. (See art. 2313.)
 2. On harbor cutters and launches—the commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.
 3. At stations—the district superintendent and the keeper of the station.
 (e) All other boards, unless otherwise provided, one or more officers, as the convening authority may deem expedient, except that boards convened by a division commander or a commanding officer shall, if possible, consist of three members.
- Inquiry. (b) Boards of inquiry—not less than three commissioned officers.
- Hull board. (c) Hull boards:
 1. On cruising cutters—the executive officer, the line officer next in rank, and the senior engineer officer. (See art. 2313.)
 2. On harbor cutters and launches—the commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.
- On cruising cutters. 1. On cruising cutters—the executive officer, the line officer next in rank, and the senior engineer officer. (See art. 2313.)
- On harbor cutters and launches. 2. On harbor cutters and launches—the commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.
- Permanent board of survey. (d) Permanent board of survey:
 1. On cruising cutters and at depots—the executive officer, the line officer next in rank, and the senior engineer officer. (See art. 2313.)
 2. On harbor cutters and launches—the commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.
- On harbor cutters and launches. 2. On harbor cutters and launches—the commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.
- At stations. 3. At stations—the district superintendent and the keeper of the station.
- Other boards. (e) All other boards, unless otherwise provided, one or more officers, as the convening authority may deem expedient, except that boards convened by a division commander or a commanding officer shall, if possible, consist of three members.
- Expense not to be incurred. 2307. The Government shall be put to no expense by division commanders, senior officers of cutters acting conjointly, or commanding officers in the matter of convening boards or during their deliberations.
- Order for survey of provisions and clothing. 2308. The order convening a special board of survey for the examination of damaged provisions and ship's clothing shall name the officer who is responsible for such articles.
- Surgeon on board to survey provisions. 2309. Should there be a medical officer attached, he shall be a member of a board convened for the survey of provisions or infected clothing or of a board convened under the provisions of article 2395-1.
- Purpose of a board. 2310. The purpose of a board of inquiry or investigation is to fix the responsibility, if possible, and to place sufficient facts before the convening authority to enable it to decide whether further proceedings are necessary; and if so, against whom.
- When warrant officers may serve on boards. 2311. Warrant officers may serve on boards of investigation convened by a commanding officer, hull boards, and boards of survey when there is not a sufficient number of commissioned officers available, but a warrant officer shall not serve on a board to consider matters involving commissioned officers.
- Boards convened by division commander, etc. 2312. Boards convened by a division commander, or the senior officer of cutters acting conjointly, or by a commanding officer shall be composed of officers under his command, except when, as on a harbor vessel not attached to a division, there is not a sufficient number of officers available. In such case the commanding officer may request other officers of the service on active duty at the same port or place to become members of a board, provided

their attendance as members of such board shall not involve expense to the Government.

2313. When the president and recorder of a board are not named in the convening order, the senior and junior members, respectively, shall act as such. President and recorder.

2314. (1) A board shall assemble at the place and, as nearly as practicable, at the time named in the convening order. Time and place of assembling.

(2) It shall organize and determine its method of procedure. On first assembling it is usually closed until the order constituting it and the instructions contained therein are read. The original convening order, or an authenticated copy thereof, shall be given a proper reference letter and prefixed to the proceedings. Organization. Convening order.

(3) All documents received in evidence shall be given proper reference numbers (which shall appear in the record) and be appended to the completed record. Documents received in evidence.

2315. Any person whose conduct is the subject of inquiry by a board of investigation has the right to be present, to cross-examine witnesses, and offer evidence in his own behalf. Right of person to be present.

2316. Officers on boards shall take their seats in the same order of precedence as on courts. They are not subject to challenge, except as otherwise provided in these regulations. (See arts. 2123-5 and 2406.) Seats in order of precedence. Not subject to challenge.

2317. (1) The president of a board shall preserve order, decide upon matters relating to the routine of business, such as recess, and may adjourn the board from day to day, and to such hours as, in his judgment, will be most convenient and proper for the transaction of the business before it. President, duties of.

(2) Should an objection be made by any other member of the board to a recess or adjournment announced by the president, a vote shall be taken with regard to it, and the decision of the majority shall govern. Objection to recess, etc.

2318. No board shall transact any business other than an adjournment, unless a majority of its members be present. Majority shall be present.

2319. (1) No member of a board shall fail in his attendance at the appointed times, unless he is prevented by illness or some insuperable difficulty, ordered away by competent authority, or excused by the convening authority, except that a short temporary absence may be allowed by the president of the board. Unauthorized absence forbidden.

(2) In case of such failure, the senior officer present of the board shall inform the convening authority of the fact, and also of the reasons for the failure, if known to him, in order that the vacancy may be filled, if necessary. Absence reported.

2320. A member absent during the investigation of any matter shall not vote upon a decision with regard to it, but, if the matter be essential to the finding or opinion of the board, a reinvestigation may take place in the presence of that member and of the interested parties. Members voting after absence.

2321. Members of a board shall not leave the vicinity of the place at which it is assembled, unless authorized to do so by the convening officer, or by his superior. Leaving vicinity.

2322. Any officer or clerk of any of the departments lawfully detailed to investigate frauds on, or attempts to defraud, the Government, or any irregularity or misconduct of any officer or agent Officers to administer oaths.

of the United States, and any officer of the Army, Navy, Marine Corps, or Coast Guard detailed to conduct an investigation, and the recorder, and if there be none, the presiding officer of any military, naval, or Coast Guard board appointed for such purpose shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation.

Record. **2323.** (1) Each board shall keep a record in writing of its proceedings, which shall be signed each day by the recorder, or the investigating officer, and the entire record shall be authenticated by the signatures of the president and the recorder, or of the investigating officer, and shall be submitted to the convening authority when the business before the board is completed.

How kept. (2) The record shall be kept in like manner and, so far as practicable, with the same degree of completeness as is specified for general courts. (See art. 2109 et seq.)

Recommendation. (3) The report of the board shall contain a recommendation only when so ordered, unless otherwise provided in these regulations. (See arts. 2425, 2466, 2467, 2485, 2511, and 2545.)

By whom forwarded. (4) If the board be convened by a division commander, the senior officer of cutters operating conjointly, or a commanding officer, such officer shall forward the report and record of proceedings with proper indorsement or recommendation to Headquarters.

Facts to be reported. **2324.** If the order convening the board does not call for a recommendation but directs that the facts in the case be ascertained and reported, it shall not be understood that the bare record of the testimony is meant, but also the finding and opinion of the board based upon the evidence.

Deliberations of boards not to be interfered with. **2325.** Division commanders, senior officers of cutters operating conjointly, or commanding officers shall not interfere with the deliberations of boards convened by order of Headquarters, nor, except in cases where it may be necessary to prevent damage to or loss of property, with those of their own ordering, and they are admonished to exercise great care in giving their approval to the proceedings and findings of boards.

Convening authority to act upon. **2326.** The proceedings, finding, opinion, or decision and recommendation of a board shall be approved or disapproved by the authority that convened it.

Opinion of board not to be disclosed. **2327.** As an expression of opinion by a member of a board of inquiry or investigation might prejudice any person appearing in the position of defendant in the matter under investigation in case of trial by a court, it is held to be highly irregular and a breach of discipline on the part of any member to disclose or publish the opinion, either of the board or of the individual members thereof, without the sanction of the officer to whom the proceedings have been submitted. (See art. 1999.)

Adjournment of board. **2328.** (1) When a board has submitted its report it shall adjourn to await the action of the convening authority.

Dissolving of boards. (2) A board is dissolved by the authority that convened it.

When higher authority is deemed the convening authority. (3) When a board is convened by direction of the Secretary or Assistant Secretary of the Treasury or the Captain Commandant, those officers, respectively, shall be deemed the convening authority.

BOARDS OF INQUIRY.

2331. Boards of inquiry may be convened in important cases where the facts are various and complicated; where there appear to be grounds for suspecting criminality; where crime has been committed; where blame has been incurred without certainty upon whom it ought chiefly to fall, or in other cases likely to involve trial before a general Coast Guard court; or where a board of investigation has failed to ascertain all the facts in the case, or properly to fix the responsibility, or where, owing to its limited powers, such a board is prevented from conducting a comprehensive inquiry.

When to be convened.

2332. Should the number of members named in the order convening the board be reduced from any cause, the president of the board shall report the fact to the convening authority and await instructions.

Suspension of inquiry, if membership be reduced.

2333. The composition of the board, either in regard to the rank of its members or to the corps to which they belong, shall be regulated by the circumstances to be inquired into. In case the conduct or character of an officer may be implicated in the inquiry, no member of the board shall be, if possible, his inferior in rank; and should such officer not be of the line, it is proper, if the exigencies of the service permit, that one or more officers of the corps to which he belongs be detailed for duty on the board.

Rank and corps of members.

2334. The duties of the president and recorder of a board of inquiry are similar to those of the president and recorder of a general court, and shall be so observed by them, respectively. (See arts. 2128 and 2129.)

Duties of president and recorder.

2335. (1) An officer whose conduct is to be investigated by a board need not necessarily be held in detention for that purpose. He may, however, if necessary, at his own request, be excused by his superior or commanding officer from attending to the particular duties of his position during such an investigation.

Attendance of accused or defendant.

(2) It is the right of the person whose conduct is the subject of inquiry to be present at the investigation, to be represented by counsel, cross-examine witnesses, offer evidence in rebuttal and submit a written statement under oath. It is optional with him to abstain from putting any questions to witnesses, either on examination in chief or on cross-examination; he is equally at liberty to decline to make any statement to the board touching his alleged misconduct. He can not refuse to obey an order directing him to appear before the board.

Rights of person whose conduct is the subject of investigation.

Privilege of person.

(3) If, during the inquiry, testimony is received which would place any person in the Coast Guard in the position of a defendant on the matter under investigation, such person shall have the right to be present and be represented by counsel during the taking of further testimony affecting him.

Person in position of defendant.

2336. (1) The mode of procedure having been decided upon by the board, the complainant (if there be one) and the person whose conduct is the subject of investigation shall be called in, and the complaint or subject to be investigated shall be communicated to the latter.

Parties introduced.

- Whether open or closed sessions, how decided. (2) Whether the investigation shall be held in open sessions or not must depend upon the nature of the matter to be examined, and, if not specified by the convening authority, shall be decided by the board.
- Rules to be followed. **2337.** (1) So far as applicable the rules and instructions prescribed for general courts shall be followed by boards of inquiry and shall be referred to in all cases for information regarding the examination of witnesses, the keeping of the record, the entry of the finding and opinion on the record, and for other particulars.
- Finding, how signed. (2) The finding shall be signed by all the members, the vote of the majority being the vote of the board.
- Opinion, how recorded and signed. (3) The opinion, and recommendation when called for, of the majority shall be recorded as the opinion and recommendation of the board, but is signed only by the members concurring therein.
- Minority opinion. (4) Those not concurring shall submit a minority opinion and recommendation, stating wherein they disagree with the opinion, or recommendation, of the majority, which shall be recorded and signed immediately after that of the majority.
- Administration of oaths. **2338.** After organization the oaths shall be administered by the president to the recorder, and by the recorder to the president and other members.
- Oath for members. **2339.** Form of oath for a member except the recorder:
"You, A. B., do solemnly swear (or affirm) well and truly to examine and inquire, according to the evidence, into the matter now before you without partiality, and to truly report thereon: So help you God."
- Oath for recorder when a member. **2340.** Form of oath for the recorder, who is also a member:
"You, C. D., do solemnly swear (or affirm) well and truly to examine and inquire, according to the evidence, into the matter now before you without partiality, and to truly report thereon; and that you will keep a true record of the proceedings of, and the evidence given to, this board in the case now about to be inquired into: So help you God."
- Oath for recorder when not a member. **2341.** If the recorder be not a member of the board the following oath shall be administered to him:
"You, C. D., do solemnly swear (or affirm) that you will keep a true record of the proceedings of, and evidence given to, this board in the case now about to be inquired into: So help you God."
- Stenographer sworn. **2342.** The stenographer, if any, shall be sworn as prescribed in article 2152. The ship's writer may be detailed to record and transcribe the proceedings, in which case he shall be sworn.
- Witnesses to be sworn. **2343.** (1) When the board is ready to proceed with the investigation, the witnesses shall be called before it separately, and the recorder shall administer to each the prescribed oath (or affirmation). (See arts. 2179 and 2180.)
- Witnesses, by whom questioned. To testify only to facts. (2) Witnesses shall be questioned by the president of the board and, after his examination, by any member thereof, who so desires.
(3) Witnesses shall be cautioned before giving their testimony to confine themselves to facts which are within their own knowledge. (See art. 2183.)

(4) The testimony is to be taken down regularly, in writing, and, so far as the nature of the case will admit, in the manner prescribed in articles 2116 and 2188. Testimony, how recorded.

(5) Each witness shall be examined in the usual order, viz: Order of examination of witnesses.

a. By the party calling the witness.

b. By the opposite party.

c. By the board.

2344. The evidence on the part of the Government or complainant, if any, is to be first taken, after which the person whose conduct is the subject of inquiry or investigation shall be asked if he has anything to offer or any evidence to produce. Order of taking evidence.

2345. (1) The person shall be allowed, if he so desire, to testify in his own behalf, and he has the same right to decline to answer any questions which may tend to incriminate himself as has a witness before a general court. (See art. 2183.) Defendant not required to incriminate himself.

(2) If the person should lay before the board a general statement or defense, he is forbidden to publish it, or cause or permit its publication, until final action has been taken in his case. Publication of defense prohibited.

2346. Neither the complainant, if any, nor the person whose conduct is the subject of inquiry or investigation, shall have a copy of the record of the proceedings. The evidence, of whatever nature, is intended only for the officer convening the board. Copy of record of proceedings.

2347. The examination of witnesses being finished, the parties before the board are to be allowed an opportunity of addressing it, if they so desire, as provided in article 2199. When parties may address board.

2348. When neither side to the inquiry has any further witnesses to call and nothing further to offer, this fact shall be entered on the record. The president then shall announce that the inquiry is closed. Nothing further to offer.
Inquiry closed.

2349. Finally, the board having been cleared and the proceedings read over, the instructions contained in the order by which it is constituted shall be carefully examined and scrupulously followed. Proceedings and instructions to be examined.

2350. After mature deliberation on the testimony recorded during the inquiry the board shall proceed to report its finding and opinion on the merits of the case and make a recommendation, if required, as to the propriety or expediency, or otherwise, of further action. Report of the board.

2351. The record of a board of inquiry shall be kept with the same degree of completeness as the record of a general court. (See art. 2109 et seq.) After being authenticated upon the completion of the case the record shall be submitted for the consideration of the convening authority, and the board shall adjourn and await further instructions, unless otherwise directed. (See arts. 2220, 2323-1, and 2323-2.) Record.
Authentication.

2352. The proceedings may be revised as often as the convening authority thinks necessary. Any of the witnesses may be recalled and reexamined with a view to elicit further information, and new evidence may be received and recorded, provided, in either case, that all parties to the inquiry are present, if they so desire. Revision.

INQUIRY INTO THE LOSS OR GROUNDING OF A CUTTER.

- Particulars to be ascertained in case of loss, grounding, or collision.** **2361.** Whenever a board shall be appointed to inquire into the cause 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 or has sustained serious damage from any cause, such of the points shall be considered by the board as may be pertinent:
- Books and charts.** (a) The ship's log, the commanding officer's night order book, and the chart by which the vessel was navigated, or a similar one, shall, if practicable, be produced before the board.
- Position of vessel.** (b) The board shall investigate whether the proper chart was used, whether the position of the vessel was accurately determined at the last favorable opportunity; and if not, when it was so determined.
- Courses and distances.** (c) The board shall also determine whether the courses steered and distances run were correctly inserted in the ship's log, whether the error of the compass was correctly ascertained and properly applied in shaping the course, and whether recourse was frequently had to the use of the lead.
- Steps taken to avoid accident.** (d) If land was seen before the vessel struck, the steps taken to correct the ship's run, locate her position, and avoid the accident shall be learned.
- Tide, weather, and sea.** (e) The set and drift 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 shall be carefully ascertained.
- Precautions observed.** (f) The board shall 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.
- Extract from ship's log.** (g) A transcript of the ship's log, embracing the day of the loss, damage, stranding, or collision, and for 24 hours prior and subsequent thereto, if pertinent, shall accompany the record.
- Other facts.** (h) All other essential facts regarding the case shall be inquired into with particularity.
- Report of commanding officer to be read to the board.** **2362.** (1) Whenever inquiry is made into the loss of a vessel the board shall call for the official report of the commanding officer containing a narrative of the disaster, and this report shall be read aloud 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.
- Questions to survivors.** (2) After the survivors have been sworn as witnesses the following questions shall be put to them, respectively, by the president of the board and answers obtained:
- To commanding officer.** a. (To the commanding officer.) Is the narrative just read to the board a true statement of the disaster (or accident) to the Coast Guard cutter ———, on ———, ———?
- To commanding officer.** b. (To the commanding officer.) Have you any complaint to make against any of the surviving officers and crew of the said vessel because of their actions on that occasion?
- To other officers and to crew.** c. (To the surviving officers and crew.) Have you anything to object to in the narrative just read to the board, or anything to

lay to the charge of any officer or person with regard to the disaster (or accident) to the Coast Guard cutter ———, on ———, ———?

(3) Before putting the question to the officers and crew the president shall announce that those who have anything to say in regard to the matter should step forward when the question is asked. Those who have anything to say to step out.

(4) The inquiry shall then proceed. Those of the officers and crew who filled positions of special responsibility at the time of the disaster shall be permitted to be present at the sessions of the board to offer evidence and cross-examine witnesses. (See arts. 1954 and 2171.) Responsible persons to be present.

BOARDS OF INVESTIGATION.

CONVENED BY THE CAPTAIN COMMANDANT.

2371. Boards of investigation shall be convened by the captain commandant to inquire into: Purposes.

(a) Loss of life within the scope of operations of Coast Guard stations.

(b) The conduct of a commissioned or warrant officer.

(c) The competency, aptitude, desirability, or fitness of a surfman.

(d) Matters affecting the discipline or efficiency of the service, and for other purposes.

2372. The boards referred to in the preceding article shall be composed of one commissioned officer, and he shall not be subject to challenge. Not subject to challenge.

2373. (1) Whenever loss of life within the scope of operations of a Coast Guard station, or the conduct of a commissioned or warrant officer is the subject of investigation, the testimony shall be taken under oath, and the parties under investigation shall have the right to be represented by counsel. (See art. 2315.) When testimony is to be taken under oath. When parties may be represented by counsel.

(2) The testimony shall be taken down regularly in writing, unless the services of a stenographer are authorized, and the rules of evidence prescribed for a general court shall be observed as far as applicable. (See arts. 2116 and 2168 et seq.) Testimony taken down. Rules of evidence observed.

(3) In an investigation of loss of life within the scope of operations of Coast Guard stations, the proceedings shall be open to the public and the greatest latitude shall be afforded for the presentation of any complaints of the conduct of the station crew or crews on the occasion of the disaster under investigation. Investigation into loss of life.

2374. Except as provided in paragraph 1 of the preceding article testimony is not to be taken under oath by the investigating officer, but the declarations only of witnesses shall be recorded, unless otherwise directed in the convening order, and the proceedings shall be held with open doors. When testimony is not taken under oath.

2375. The investigating officer shall administer the oath prescribed in article 2152 to the stenographer (if one be authorized), who shall then take his seat as such. Stenographer to be sworn.

2376. The investigating officer shall ascertain in advance, if practicable, what persons are to testify in the matter under in- But one witness present at a time.

vestigation, and shall allow but one witness at a time to be present before him.

Procedure.

2377. He shall call before him the person whose conduct is to be investigated, and shall read to him the order directing the investigation and any other papers that may have been sent to him by the convening authority, and announce whether the investigation is to be conducted in open or closed sessions. (See arts. 2373-3 and 2374.)

Order of examination of witnesses in investigation into loss of life.

2378. In case the investigation concern the loss of life within the scope of operations of Coast Guard stations, the witnesses, so far as practicable, shall be examined in the following order:

(a) Survivors of the crew of the wrecked vessel, if any.

(b) Passengers.

(c) Other eyewitnesses whose testimony may be deemed of sufficient importance.

(d) Keepers and crews of the stations concerned.

Conclusion of testimony.

2379. When the investigating officer and the parties to the investigation have no further witnesses to call and nothing further to offer, the investigating officer shall announce that the investigation is closed, and these facts shall be entered on the record. (See arts. 2323, 2324, 2351, and 2352.)

Investigation closed.

BOARDS OF INVESTIGATION.

CONVENED BY A COMMANDING OFFICER.

Procedure in case of loss of or serious damage to a cutter.

2391. A board convened in case of the loss of or serious damage to a cutter shall be governed in its proceedings by the regulations prescribed for boards of inquiry. The members of the board shall be sworn and the testimony taken under oath in the usual manner. (See art. 2332 et seq.)

Collision.

2392. (1) In case the accident is one of collision with a merchant vessel, the board shall ascertain all the attendant circumstances, injuries received by each vessel, the probable cost of repairing the damages to each, and which was responsible for the accident. The master of the merchant vessel concerned shall be notified of the time and place of meeting of the board and informed that the officers and men of his vessel will, if he desires it, be given a hearing by the board.

Report in quadruplicate.

(2) The report of the board shall be prepared in quadruplicate. The original shall be forwarded without delay to Headquarters, and one copy to the division commander, or senior officer when the cutter forms part of a division or is acting conjointly with others; one copy shall be retained by the commanding officer concerned and the remaining copy given to the master or mate of the vessel, provided the officers and crew thereof who were witnesses to the collision testified before the board. When repairs have been effected on the spot, a certificate of the fact shall be taken from the master of the merchant vessel and forwarded, through the proper channels, to Headquarters.

Certificate of repairs made.**Report.**

2393. The board shall make report in writing, stating fully, clearly, and as concisely as possible all the facts in the case, and shall give its finding and opinion, and, in cases involving

loss of life, or damage to Government property, shall fix the responsibility. (See art. 2310.)

2394. (1) Other boards of investigation convened by the commanding officer (see article 2305-*b*) shall not take testimony under oath, and the members shall not be sworn. When testimony is not taken under oath. Members not sworn.

(2) Such boards shall only record the declarations of witnesses and shall be governed in their procedure by article 2374 et seq. Declarations of witnesses only to be recorded.

2395. (1) A board convened to investigate a death resulting from an accident, or attended with unnatural or suspicious circumstances, shall first proceed to the spot where the body was found, observe its position, examine into its condition, and note its surroundings, for the purpose of discovering, if possible, some evidence that may tend to throw light upon the matter. Investigation of accidental death. Duties and procedure.

(2) The board shall then assemble in some convenient place and record all the evidence procurable relative to the manner in which the deceased came to his death. Making up report.

(3) The medical member, if any, of the board shall be required, after a careful examination of the body, to give his opinion as to the cause of death. Opinion of medical officer required.

(4) If the body of the deceased shows wounds or bruises such as to indicate or create suspicion that he came to his death by violent means, it shall be the duty of the board to ascertain, with as much exactness as possible, the precise nature of the wounds or blows and of the instrument by and the manner in which they were inflicted; the person or persons by whom the fatal blow was dealt; if there were any aiders or abettors; and such other particulars as may afford the means of drawing up, with the precision required by law, the necessary charges and specifications against the person or persons accused of the homicide. (See arts. 1958 and 2102-2.) Procedure in case of suspected violence.

(5) In every case the board shall carefully investigate and state in the record whether or to what extent, in their opinion, the death of the person was due to disease contracted or casualties or injuries received while in the line of his duty and not the result of his own misconduct. Record to show whether death was caused by an act of duty or misconduct.

(6) The record of proceedings shall be transmitted to the convening authority who, after indorsing his approval or disapproval thereon, with such remarks as he may deem necessary, shall forward it to Headquarters. Record to be forwarded.

2396. If a death occur in the complement of a Coast Guard station, the keeper of the station, or in case of his death the ranking surfman of the station, shall ascertain all the particulars possible enumerated in the preceding article and forward his report to Headquarters. Accidental death in complement of station.

BOARDS FOR THE RETIREMENT OF OFFICERS AND ENLISTED PERSONS.

2401. Boards for the retirement of commissioned and warrant officers and enlisted persons shall be composed of not less than five commissioned officers, three-fifths of whom shall be officers of suitable rank in the Coast Guard and two-fifths officers of the Public Health Service. Composition of board.

Duties.

2402. The board shall inquire into and determine the facts touching the nature and occasion of the disability of any person who may be ordered before it.

Powers of retiring board.

2403. The board shall have and exercise such powers as may be necessary and requisite to a full investigation in order that it may determine satisfactorily the merits of the case. It is authorized and empowered to call for such testimony of witnesses, depositions, documents, or papers as may have a bearing on the case or be material to establish or illustrate the nature and extent of the disability; to pass upon questions of admissibility of evidence; to grant continuances; to give a person ordered before it a reasonable opportunity for defense, if desired; and to do all things necessary to an impartial and complete inquiry. The board can not entertain a charge of an offense nor assume to try such.

Not restricted by statute of limitation.

2404. The investigation by a retiring board is not restricted by any statute of limitation. It shall inquire into the matter of a disability however long since it may have originated, and such inquiry shall not necessarily be limited to the official record of the person.

Attendance of person under examination.

2405. (1) The person under examination has the right to be present at all open sessions of the board, but may be excused at his own request from attending any particular session, and, if excused, the fact shall be recorded in the proceedings. Care shall be taken not to discharge him from attendance before the board until all the evidence in his case is completed.

Right to cross-examine.

(2) He has the right to question the medical officers on their report and examination, cross-examine other witnesses, offer evidence in rebuttal, and submit a written statement under oath.

Discharge from further attendance.

(3) When the presence of a person under examination is no longer required, the president of the board shall indorse that fact upon his orders or give him a letter relieving him from further attendance.

Members subject to challenge.

2406. (1) The members of a retiring board are subject to challenge, and the procedure and record, in case of challenge, shall be that prescribed for a minor court. (See arts. 2145 and 2280-a.)

Members of retiring board shall be sworn.

(2) They shall be sworn, in every case, to discharge their duties honestly and impartially. The oath shall be administered to the members by the president of the board, and to him by the recorder.

Oath for member.

2407. The following form of oath complies with the statute:
"You, A. B., do solemnly swear (or affirm) that you will honestly and impartially discharge your duties as a member of this board in the matter now before it: So help you God."

Oath for recorder.

2408. The recorder shall be sworn by the president as follows:
"You, C. D., do solemnly swear (or affirm) that you will, according to your best ability, accurately and impartially record the proceedings of this board: So help you God."

If recorder be a member, he shall take only one oath.

2409. If the recorder be a member of the board but one oath shall be administered to him, and that shall be so constructed from the oaths given in articles 2407 and 2408 as to cover his dual capacity.

2410. The recorder shall administer the oath prescribed by article 2152 to the stenographer or clerk, if any. Oath to stenographer.

2411. The recorder shall then submit the documentary evidence which he has received from Headquarters. Documentary evidence.

2412. The medical members shall be directed by the president of the board to examine into the physical and mental condition of the person before it, to ascertain and report in writing upon the cause of his disability, the full history of the case, the medical treatment received for the disability and by whom administered, and the degree of his incapacity for active service anywhere in the Coast Guard; and, if they find the person incapacitated for active service anywhere in the Coast Guard, to state in their report whether in their opinion the incapacity would yield to proper treatment within a reasonable time, or is likely to be permanent, is the result of an incident of service, or is due to the infirmities of age, physical or mental disability, or to his own vicious habits. Medical examination.

2413. (1) Pending the physical examination the board shall take a recess. Recess during physical examination.

(2) When the board reconvenes, the senior medical officer shall submit to the full board the result of the medical examination of the person, signed by the medical officers of the board. Report of medical members.

2414. The president shall ask the person under examination whether he wishes to be retired. If he reply in the affirmative, he shall be the first witness examined and shall testify under oath as to the nature and cause of his disability and as to other material facts, and shall respond to all questions propounded by the board. (See arts. 1954 and 2171.) When a person desires retirement.

2415. Should the person oppose retirement, he shall not be required to testify against himself. When a person opposes retirement.

2416. Witnesses before testifying shall be sworn by the recorder of the board, as follows: Oath for witness.

"You, A. B., do solemnly swear (or affirm) that you will make true answer to such questions as may be put to you in the case of _____, now under examination by this board." (See art. 2183.)

2417. The written report of the medical members shall then be sworn to, read, and introduced in evidence, and the medical officers of the board shall be examined as witnesses, the senior taking the stand first. Examination of medical members.

2418. The testimony shall be taken down regularly in writing, and, as far as the nature of the case will admit, the same rule of procedure shall be followed as in general courts. (See arts. 2116 and 2188.) Testimony, how recorded.

2419. When a member of the board becomes a witness he shall be sworn or affirmed before giving his testimony. At the conclusion of the testimony of a member, the record shall show that he resumed his status as such. Member as witness.

2420. Such other evidence as may be necessary or desirable shall be introduced. Other evidence.

2421. The examination of witnesses being concluded, the board is closed for deliberation. Deliberation.

- Finding and decision.** 2422. The finding and decision of the board shall be reached by sealed ballot of each member, such ballots to be opened by the recorder.
- Finding and decision to be signed.** 2423. The finding and decision of the board shall be signed by all the members who concur. If any member or members do not concur, he or they shall submit a minority report of his or their finding and decision, stating wherein he or they disagree with the majority, and his or their reasons for so disagreeing. The finding and decision of the minority shall be recorded immediately after those of the majority.
- Finding.** 2424. When the board finds a person incapacitated for active service, it shall also find and report the degree of such incapacity, whether or not it is likely to be permanent, the cause which in its judgment has produced it, and whether such cause is an incident of service or due to his own vicious habits, the infirmities of age, or physical or mental disability.
- Temporary incapacity incident to service.** 2425. When the board finds that a person is only temporarily incapacitated for active duty, and that such incapacity is incident to service, it shall recommend that he be given leave of absence on account of sickness for a definite period, which shall be stated.
- Record in each case.** 2426. If more than one person appear for retirement before the board, the record in each case shall be complete in itself. (See art. 2147-2.)
- Proceedings, etc., transmittal of.** 2427. The proceedings and decision of the board shall be transmitted to Headquarters.
- Adjournment.** 2428. When the business before the board is completed, its president shall report the fact to Headquarters, adjourn the board, and, unless otherwise directed, await instructions. (See art. 2220.)
- Retired waiting-orders list.** 2429. When a board finds that a person is incapacitated for active service, and that his incapacity is likely to be permanent and is the result of an incident of service, or is due to the infirmities of age, or to physical or mental disability, and not to his own vicious habits, and its decision is approved by the President, such person shall be retired from active service and placed upon a retired waiting-orders list.
- Dropped from the service.** 2430. If a board find that a person is incapacitated for active service, and that such incapacity is likely to be permanent and is the result of his own vicious habits and not due to an incident of service, and its decision shall be approved by the President, the person shall be dropped from the Coast Guard.
- Revision.** 2431. If it appear that the investigation was not complete, or that the finding and decision were not justified by the facts as developed on the inquiry, the record shall be returned to the board for a further consideration of the case and a modification of its finding and decision, if warranted by the facts developed on fuller investigation. New evidence may be received by the board.
- Finding conclusive.** 2432. The finding and decision of a retiring board, approved by the President, are conclusive of the facts, and the case is closed.

BOARDS FOR REVISION OF THE REGULATIONS.

2441. The revision or amendment of the regulations for the government of the Coast Guard shall be made only upon the recommendation of a board composed of not less than five commissioned officers. Composition.

BOARDS TO CONSIDER CHANGES IN UNIFORM.

2445. Changes or modifications of the uniform regulations shall be made only upon the recommendation of a board composed of not less than five commissioned officers. Composition.

BOARDS OF EXAMINATION.

2451. The necessary physical examinations shall be conducted by a board of medical officers designated, under proper authority, by the Surgeon General of the Public Health Service. Physical examination.

2452. Boards for the professional examination of officers for promotion shall be composed of three commissioned officers, senior in rank, if practicable, to the officers to be examined, and, if the exigencies of the service permit, selected from the same corps as that to which the candidates belong. The foregoing refers to the grading of the papers submitted by the candidates. The actual supervision of the examination may be exercised by any officer of suitable rank, and he shall forward the papers to Headquarters. Composition of board for professional examination of officers for promotion.

2453. Boards for the examination of candidates for appointment shall be composed of not less than three commissioned officers. Composition of boards for appointment.

2454. After organizing (see procedure for general courts, article 2134 et seq.) the members of the board and the recorder shall be duly sworn, the president administering the oath to the recorder, and the latter to the president and other members. Members to be sworn.

2455. Form of oath for a member:

"You, A. B., do solemnly swear (or affirm) that you will honestly and impartially examine and report upon the case of E. F., now before this board and about to be examined. So help you God." Oath for member.

2456. Form of oath for the recorder:

"You, C. D., do solemnly swear (or affirm) that you will honestly and impartially examine and report upon the case of E. F., now before this board and about to be examined, and that you will keep a true record of the proceedings in the case. So help you God." Oath for recorder.

2457. When there are several candidates before the board one oath to each member and one to the recorder will be sufficient; but in such cases the name of each candidate shall be mentioned in each oath. One oath sufficient.

2458. Before proceeding to investigate the mental and professional fitness of a candidate the board of examiners shall, unless otherwise directed, receive the certificate of the medical board that he is physically qualified for appointment or promotion. Medical certificate of physical fitness.

- Investigation of a person's record.** **2459.** (1) Whenever any person is ordered before an examining board the originals or copies of all official records affecting his character or efficiency on file at Headquarters shall be forwarded for the consideration of the board.
- Board may take testimony.** (2) The board shall have power to take testimony and to examine all matters of record in relation to any person whose case shall be considered by it.
- Depositions.** (3) Such witnesses as the candidate may reasonably request to have examined upon written interrogatories regarding any particular matter or incident touching his fitness for promotion may be addressed by Headquarters with the view of ascertaining the facts. Whenever such request is by the board deemed unreasonable, it shall state its reasons in full for its objection.
- Attendance of applicant desired.** (4) If the board deem it necessary, in order to establish the fitness of a candidate, that he appear personally before it, Headquarters shall be so informed with the reasons therefor.
- Time limitation as to examination of conduct record.** **2460.** In the examination of officers for promotion, no fact which occurred prior to the last examination of the candidate, whereby he was promoted, which has been inquired into, shall be considered, but such previous examination, if approved, shall be conclusive, unless such fact continuing shows the unfitness of the officer to perform all the duties of the grade for which he is examined. (See art. 237.)
- Testimony relating to a person's record.** **2461.** 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 testimony, to cross-examine witnesses, and to produce witnesses in rebuttal, or to examine any written evidence that may be offered.
- Testimony to be given under oath.** **2462.** All testimony shall be given under oath or affirmation, the oath administered to each witness being that provided in article 2415. (See arts. 1954 and 2171.)
- Exceptions to rulings to be in writing.** **2463.** Any candidate who takes exception to the rulings or report of the board may submit a written statement of his case on oath.
- Examinations to be thorough.** **2464.** No officer shall be rejected until after such thorough public examination of himself and of the records of Headquarters in his case as is provided for in these regulations, unless he shall fail to appear before the board after having been duly ordered. (See art. 239.)
- Recommendation to be signed by members concurring.** **2465.** The finding and recommendation, based upon the opinion of the majority, and inserted in the body of the record, shall be signed by the members concurring. Those who do not concur shall enter their opinion on the record, stating wherein they differ with the majority, and subscribe their names thereto. (See arts. 2466 and 2467.)
- Recommendation for promotion.** **2466.** If the person examined be found qualified for advancement he shall be recommended for promotion as follows:
 "We hereby certify that, in our judgment, Third Lieut. E. F., U. S. C. G., has the mental, moral, physical, and professional qualifications to perform efficiently all the duties of the grade for which he was examined, and we recommend him for promotion."

2467. Should the board, or any member or members thereof, deem a candidate for promotion not qualified in all respects for advancement, it, he, or they, as the case may be, shall state in what particular or particulars—mentally, morally, physically, or professionally—he is deficient, giving the reasons therefor, and recommend that he be not promoted. Candidate found deficient.

2468. A tabulated form containing the result of the examination of each candidate in each subject shall accompany the record and become a part thereof. Tabulated form of results of examination.

BOARDS FOR INSPECTING CUTTERS, DEPOTS, OFFICES, AND STATIONS.

2481. (1) Boards for the inspection of cruising cutters, depots, and offices will be convened at such times as may be deemed necessary and shall be composed of such number of commissioned officers as the occasion may require. (See art. 2306-c.) Inspection of cruising cutters, depots, and offices.

(2) Inspections of stations, harbor cutters, and launches shall be conducted by assistant inspectors. (See arts. 890 and 901.) Inspection of stations, harbor cutters, and launches.

BOARDS OF INSPECTION.

2482. Boards of inspection and assistant inspectors shall be governed in their inspections by such instructions as may be prescribed by the inspector, and they shall not depart therefrom unless special circumstances make it necessary to do so, and in every such case a full statement of the circumstances shall accompany the report of inspection. (See art. 892.) Inspections to be made in accordance with instructions.

2483. The president of a board of inspection, or an inspecting officer, as the case may be, shall make known his orders to the commanding officer, or other officer in charge, of the unit to be inspected, and the latter shall see that every facility and assistance, including clerical aid, if requested, is afforded such inspecting officers. Inspecting officer to make orders known to commanding officer.

2484. A board of inspection, or an inspecting officer, shall have no authority over, nor give orders to, the personnel of the unit under inspection, except such as may be necessary to perform properly the duties of inspection. Authority of inspecting officers.

2485. After completing the inspection the board shall fill out the prescribed form for inspection and shall make a full and detailed report, setting forth such facts as come to its knowledge, with such recommendations as seem proper. The report shall be signed by the members concurring in the opinions of the majority. Any member or members who do not concur shall submit a minority report, stating wherein he or they differ with the majority and his or their reasons for so differing. Report to be submitted.

2486. (1) Upon completion of an inspection of a depot, or of a cruising or harbor cutter not attached to a division, the president of the board of inspection shall deliver to the commanding officer the original and one copy of the report of inspection. The copy shall be filed on board the cutter for the information of commanding and inspecting officers. The commanding officer shall, as soon as practicable, transmit the original to Headquarters. Procedure in regard to report of inspection of a depot, or a cutter not attached to a division.

Statement from commanding officer.

ters with a statement showing what remedies he has applied, or intends to apply, to correct each of the defects or irregularities enumerated in the inspection report, and shall recommend what action should in his opinion be taken with regard to those he has not the power or authority to remedy.

In regard to report of inspection of a cutter attached to a division.

(2) If the cutter be attached to a division, the president of the board shall deliver the original and two copies of the report of inspection to her commanding officer, who shall, as soon as practicable, forward the original report and his own statement in regard thereto to the division commander, together with a copy of each for the files of his office. The division commander shall transmit the originals to Headquarters with appropriate indorsement and recommendation.

In regard to report of inspection of an office.

(3) In the inspection of an office the procedure in regard to original and duplicate copies of the report shall be similar to that for a cutter not attached to a division.

In regard to report of inspection of a station.

(4) In the inspection of a station the procedure in regard to the report of inspection shall be similar to that of a cutter attached to a division, except that the keeper shall transmit within 3 days after its receipt the original and one copy of the inspection report and his statement through the district superintendent.

BOARDS FOR INSPECTION, TRIAL, AND ACCEPTANCE OF CUTTERS.

Composition of board for inspection of new cutters.

2501. (1) A board for the inspection, trial, and acceptance of a new cutter, and for the inspection and trial of a cutter that has undergone extensive repairs and alterations, shall be composed of three or more officers of suitable rank.

Duties of board.

(2) The board shall make a thorough inspection of all accessible parts of the hull, of all compartments, of the machinery and boilers, and of all fittings, equipments, and outfits that may be on board, and shall make such trials of the cutter's steam machinery, and such speed and endurance trials, as are prescribed in the convening order. It shall ascertain, so far as circumstances permit, if the specifications for the construction of or repairs to the cutter have been complied with, and for this purpose shall be furnished such papers—including the several reports of the officers who have superintended the construction or repairs—and drawings as may be necessary for its information and guidance.

Report of board.

(3) The report of the board shall be comprehensive and shall be signed by the members concurring in the conclusions of the majority. Any member or members who do not concur shall submit a minority report, stating wherein he or they differ with the majority and his or their reasons for so differing.

BOARDS OF SURVEY.

Purpose.

2511. (1) The purpose of a board of survey is to examine and ascertain the condition of stores, supplies, outfits, appurtenances, provisions, and clothing which are damaged or unfit for use through injury, deterioration, or other reason, and the probable cause of such damage, injury, or deterioration, and to submit recommendations regarding the disposal of the articles.

(2) When articles of clothing or provisions are condemned by a board of survey, it shall, if possible, ascertain the cause of the damage and shall state whether or not it is due to unavoidable causes or to the fault or negligence of any person or persons, and shall name such person or persons, if possible, and state the degree of his or their responsibility.

To fix responsibility for damage.

(3) When a board is convened to examine the condition or quantity of clothing received, it shall report as to the character and extent of the damage or the amount of the shortage, as the case may be, and whether, in its opinion, the damage or shortage occurred in transit, or to what other cause it is probably due, whether to bad packing, imperfect packages, lack of care in transportation, etc. (See art. 1164.)

Damage or shortage in clothing received.

2512. (1) On each vessel and at each depot and station there shall be a permanent board of survey, the duty of which shall be to examine and report upon the condition of articles enumerated in the "Record of public property," except those indicated in article 2513. (See art. 2306-*d*.)

Permanent boards of survey.

(2) On vessels and at depots the board shall convene when directed by the commanding officer. Whenever boats or other important outfits and appurtenances are reported as "poor," "bad," etc., the commanding officer shall convene the board immediately for the survey of such outfits.

When convened on cutters.

(3) At stations the board shall convene on the first visit of the district superintendent in each active season, and at such other times as that officer may deem necessary.

When convened at stations.

2513. The ordinary monthly supplies, such as brooms, brushes, soap, paints, oils, and engineer stores entering into daily use, may be expended as required and shall not be surveyed. All books, such as tide tables, nautical almanacs, lists of merchant vessels, and other publications, the dates of which render them useless after the year for which they are intended, may be dropped from the record without survey when a later edition is received.

Articles which need not be surveyed.

2514. All officers acting as members of such boards shall exercise their best judgment in arriving at conclusions concerning the articles passed upon, as to whether such articles are serviceable, unserviceable, repairable, or beyond repair, and in their recommendations as to the disposition of the surveyed property.

Members of boards to use their best judgment.

2515. A comprehensive description of and accurate information regarding all condemned articles shall be furnished, in order that the reports may be acted upon without being returned for further explanation; and, whenever important articles of apparatus, equipment, and furniture are condemned, detailed statements relating thereto shall be submitted, extra sheets of paper being used, if necessary, to describe properly the condition and defects of the articles.

Description of articles.

2516. If the following words or phrases correctly describe the condition of the condemned articles, they shall be used, viz: "Worn out"; "Worthless"; "Rusted out"; "Torn and ragged"; "Broken"; "Burned out."

Condition of articles.

2517. So far as applicable, the following terms shall be used in recommending what disposition shall be made of articles condemned, viz: "To be destroyed"; "To be thrown overboard"; "To be stricken from the 'Record of public property'"; "To be

Disposition of articles.

used for cleaning purposes"; "To be used for miscellaneous purposes"; "To be stored in public warehouse"; "To be sent to Headquarters"; "To be sent to purchasing officer (New York, San Francisco, or Grand Haven)"; "To be sent to depot, Arundel Cove"; "To be repaired." Any other disposition recommended shall be specified.

Ensigns.

2518. All condemned ensigns shall be burned.

Copies of proceedings to be filed.

2519. (1) A copy of the proceedings of each board of survey on a cutter or at a depot shall be filed on the cutter or at the depot.

(2) A copy of the proceedings of each board of survey at a station shall be filed in the office of the district superintendent and also at the station concerned.

Submittal to Headquarters.

2520. (1) The proceedings of each board of survey on a vessel or at a depot shall be submitted to Headquarters in duplicate as soon as practicable, or as otherwise required by these regulations.

(2) The proceedings of each regular board of survey for all stations in a district shall be submitted to Headquarters in duplicate as soon as practicable and under one cover.

Disposition of condemned provisions.

2521. Provisions and such other articles as it may be necessary to expend immediately to preserve the health of the ship's company shall, on condemnation by a board of survey and approval by the commanding officer, be thrown overboard, burned, or buried at once.

Articles diverted to other uses.

2522. Such articles as a board of survey has condemned shall, when authority is granted, be expended, and such articles as it has recommended for conversion to other uses shall be entered in the "Record of public property," with appropriate remarks, and thereafter expended in the same manner as other stores.

Articles not conformable to contract.

2523. (1) Any article received from a contractor that may be condemned by survey as unfit for use or not conformable to contract shall be returned at once.

Report forwarded to Headquarters.

(2) Should the contractor refuse to make good the defects, a full report of the board of survey shall be forwarded to Headquarters by the commanding officer, accompanied by such remarks as he may deem necessary.

Retention of condemned property pending action of Headquarters.

2524. All public property condemned by boards of survey (except provisions and such other articles as it may be necessary to expend immediately to preserve health) shall be retained on board the vessel, or at the depot or station, stored in a suitable place, until the proceedings, findings, and recommendations of such boards shall have been submitted to Headquarters, and the orders of the latter concerning the property shall have been communicated to the proper officer.

No article to be expended unless condemned by board of survey and approved by Headquarters.

2525. No articles of outfits, furnishings, furniture, tools, etc., carried upon the "Record of public property," shall be expended and dropped from said record unless condemned by boards of survey, and the recommendations of such boards have been approved by Headquarters and ordered carried into effect.

Sale at public auction.

2526. When proper authority has been obtained to sell articles belonging to the Coast Guard, they shall be sold at public auction, at some suitable place for the attendance of bidders, after due public notice, or as may be otherwise indicated by Headquarters.

HULL BOARDS.

2541. On board each cutter and launch there shall be a hull board for the purpose of detecting leaks, breaks, injuries, serious corrosion, and all other deteriorations and defects requiring remedy. (See art. 2306-c.) Purpose.

2542. (1) The commanding officer shall direct the hull board to meet as follows: To convene.

a. Whenever the cutter is in dock.

b. At such times during the months of December and June as he may deem expedient.

(2) He shall afford the board every facility to make the required examinations. Facilities afforded.

2543. The duties of the board shall be as follows: Duties of.

(*a*) When the cutter is in dock: To inspect and examine carefully the condition of the several parts of the hull as enumerated on the prescribed form under "Vessel in dock" each time the vessel is taken out of the water, and to submit immediately a report thereon to the commanding officer, who shall forward it without delay to Headquarters. When cutter is in dock.

(*b*) When the cutter is in the water: To inspect and examine carefully, during the months of December and June of each year, all parts of the ship and its appurtenances, as enumerated on the prescribed form under "Ship in the water," and to report thereon to the commanding officer on the last day of each of those months. When cutter is afloat.

2544. (1) The report of the hull board shall be in duplicate on the prescribed form and shall include all the information called for thereon and such other particulars as may be of value. The original shall be forwarded to Headquarters and the copy retained on board. Report of board.

(2) It shall show opposite each item of iron or steel which is required by the regulations to be painted the date when the same was last sealed, cleaned, or painted. Where woodwork is required by the regulations to be painted, the report shall show when the paint was last thoroughly removed, or, if not removed, when such woodwork was last painted. Date of painting steel parts, etc.

(3) Whenever the condition of any part of the ship or of any article is reported as "poor," "bad," etc., denoting that it should be removed, repaired, overhauled, or condemned, such remarks should be entered opposite each item as will indicate clearly to the reviewing officers the part or articles defective, the particular nature and extent of the defect, and whether or not repairs can be made by the ship's force. Remarks as to condition.

2545. Should any member of the board not concur in the conclusions or recommendations of the majority regarding any item or items in the report, he shall submit a minority report, stating wherein he differs with the majority of the board and his reasons therefor. Minority report.

THE BOARD ON LIFE-SAVING APPLIANCES.

- Composition.** 2551. (1) The board on life-saving appliances shall consist of seven members appointed by the Secretary or the Assistant Secretary of the Treasury. One member shall be designated as the president and another member as the recorder of the board.
- Meeting and procedure.** (2) The board shall meet at the call of the president upon the request of the Captain Commandant, and its procedure shall be governed by such rules and regulations as it may adopt with the approval of the Captain Commandant.
- Province of the board.** 2552. The province of the board shall be to examine, test, and report upon such plans, devices, and inventions as may be referred to it by Headquarters.
- What report of board shall include.** 2553. At the conclusion of its deliberations, the board shall submit to Headquarters a report, which shall include the following:
- (a) Preamble.—Citing authority convening the board, stating changes in membership since the last preceding meeting, and giving present membership.
 - (b) Docket.—Class I. Wreck ordnance. Class II. Boats and miscellaneous appliances. A list of devices and by whom submitted shall be stated.
 - (c) Committees.
 - (d) Reports upon subjects considered, under appropriate classifications, which shall include description, results of tests, opinion, and recommendation with respect to each subject.
 - (e) Presence of exhibitors.
 - (f) Unfinished business continued on the docket.
- Papers to accompany report.** 2554. (1) The report shall be accompanied by the following:
- a. Daily record of proceedings of the board.
 - b. Appointment and reports of standing committees.
 - c. Letter convening the board.
 - d. Letter of Captain Commandant referring matters for consideration.
 - e. Correspondence of the board.
 - f. All papers of inventors, agents, or manufacturers transmitted by Headquarters, and those received from other sources.
- Report, how signed. Minority report.** (2) The report shall be signed by all the members of the board.
- (3) If any member object to any part of the report he shall submit a minority report, which shall be recorded immediately after the report of the board and signed by the member or members who concur therein.
- Record, how signed.** (4) The record of each day's proceedings shall be signed by the recorder, and the entire record shall be authenticated by the signatures of the president and the recorder.
- Government to defray no expenses of exhibitors.** 2555. The Government will defray no expenses incurred by exhibitors in showing their devices or in testing them before the board or any of its committees.

CARE AND PRESERVA-
TION OF VESSELS,
MACHINERY, ETC.

STEAM TRIALS.
REWARDS.
QUARTERS AND MESSES

CHAPTER XVII.

CARE AND PRESERVATION OF VESSELS, MACHINERY, BOILERS, STATIONS, ELECTRIC PLANT AND FUEL-OIL EQUIPMENT; REPAIRS IN GENERAL.

DOCKING.

2601. The commanding officer shall give particular attention to the enforcement of the regulations for the care and preservation of steel and iron vessels, so that they may be at all times in the highest state of efficiency. Care of steel and iron vessels.

2602. (1) Steel and iron vessels on the seacoast shall be docked for the purpose of examining, cleaning, and painting the bottoms twice in each year if practicable. Docking on coasts.

(2) Such vessels on the Great Lakes shall be docked once each year. On Great Lakes.

(3) Composite, sheathed, and wooden vessels shall be docked whenever necessary. Composite vessels.

(4) Commanding officers shall report the necessity for such work and request authority to have their ships docked at suitable times. Commanding officers to report necessity for docking.

2603. When a steel or iron vessel is hauled out to have her bottom cleaned and painted, care shall be taken that no paint adhering firmly to the bottom is removed; only the marine growth and foul accumulations shall be taken off. Fresh paint shall not be applied until the bottom has been thoroughly cleaned and dried. Preparing bottom for painting.

2604. When submitting an application for authority to dock a vessel, the division commander or commanding officer, as the case may be, shall be careful to include in the estimate of the cost the charge for each lay day, for the use and handling of the staging, for the shifting of the blocks, for fresh water, for cleaning and painting the bottom, and for such extra labor and materials as may be necessary. It should be stipulated in the contract that the ship's force may be employed to do any or all of the work without the payment of royalty. Proposals from three reliable sources shall be forwarded with the application if obtainable. Proposals for docking.

2605. Bronze screw propellers shall not be painted, but so far as possible shall be kept free of marine growth. Steel and iron propellers shall be coated with the same kind of anticorrosive paint or composition as the hull, and it shall be applied in the same manner. Care of propellers.

2606. Zinc protecting rings shall always be fitted around sea-valve openings below the water line, when brass or composition valves or screens are used. These rings shall be carefully examined, and renewed if necessary, whenever the vessel is placed in dock, and a spare set of rings shall always be kept on hand ready Zinc protectors.

for use. Zinc protectors shall be placed around the stern post, rudder frame, and skeg of steel and iron vessels fitted with bronze propellers.

CARE OF HULL.

- Precaution in mooring unsheathed ships.** **2609.** A steel or iron unsheathed ship shall never be attached to the moorings or chains in use by a ship sheathed with copper or yellow metal, nor moored alongside the latter.
- Loose articles of copper.** **2610.** No loose articles of copper or bronze, filings of the same, or rust scale, shall be allowed to rest in immediate contact with the iron or steel; and leaden pipes, strainers, and other such parts in the bilges shall be kept in good condition.
- Corrosion.** **2611.** Particular attention shall be given to the following:
(a) 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.** *(b)* All parts of the topsides and inner hull.
- Pumps.** *(c)* The efficiency of all steam pumps and hand pumps, testing them frequently for pumping the bilges and for fire purposes.
- Compartments.** *(d)* All compartments, making frequent inspection of them.
- Anticorrosive material.** *(e)* Keeping on hand a sufficient quantity of cement, composition, and paint for use in preventing corrosion. When places showing corrosion are detected they should be carefully scaled, dried, and coated with anticorrosive material.
- Coal bunkers.** *(f)* The surfaces of coal bunkers, which shall be kept free from scale and corrosion and properly painted. They shall be painted every six months, if necessary.
- Rubber gaskets.** *(g)* The rubber gaskets of water-tight doors, manholes, hatches, air ports, etc. They shall not be painted, greased, or oiled.
- Whitewash.** *(h)* That whitewash is never applied to any of the steel or iron parts of a vessel.
- To determine cause of corrosion.** **2612.** The recurrence of corrosion in any particular locality or compartment shall be followed by special investigation to determine its cause, and the best remedy to apply. Unusual cases shall be the subject of a special report to Headquarters, enumerating the extent and character of the corrosion, the cause or causes as far as discovered, and the remedies applied.
- Necessity for laying up.** **2613.** In every case that may require the laying up of a vessel for cleaning or fumigating, or for any other purpose, the necessity for such laying up shall be fully reported to Headquarters.

CARE OF MACHINERY.

- Machinery and boilers.** **2617.** Every part of the boilers and machinery shall be maintained in efficient working order and properly protected from undue deterioration. All accessible internal and external surfaces, working parts, attachments, and appurtenances of the boilers, main engines, condensers, propellers, auxiliaries, and tools and other appliances shall be examined, cleaned, overhauled, and adjusted or tested at regular intervals to insure their good and efficient condition and proper preservation, and in all cases suitable entries shall be made in the machinery log. These operations shall be carried out as opportunities are afforded and as

nearly as practicable in accordance with a definite routine, so arranged as to fulfill the following requirements:

(a)	Cylinders and valve chests of the main engines examined.	Once each year. Atlantic and Gulf coasts in month of May. Great Lakes, just before going out of commission. Pacific coast, March.
(b)	Indicator cards taken.....	Once each month.
(c)	Crank pins, crosshead pins, main journals, eccentrics, etc., examined.	Atlantic, Pacific, and Gulf coasts, during April and October. Great Lakes, just before going out of commission.
(d)	Thrust and spring bearings examined.	Same time as main journals and whenever necessary.
(e)	Pumps opened and examined.	Atlantic, Gulf, and Pacific coasts, during April and October. Great Lakes, just before going out of commission.
(f)	Surface condensers boiled out and examined.	Twice a year; more frequently if necessary.
(g)	Evaporators examined.....	Frequently, and tubes sealed as necessary.
(h)	Oiling system.....	Pipes cleaned out. Curled hair and wicks renewed every 3 months.
(i)	Main engine turned when not in use.	Daily.
(j)	Feed and fire pumps.....	Do.
(k)	All other auxiliaries.....	Do.
(l)	Stern tube repacked.....	Whenever vessel is docked, but not oftener than once in 6 months.
(m)	Sea valves repacked and new joints made.	Do.
(n)	Valves in boilers, steamlines, water lines, etc., oiled and operated.	Once a week.
(o)	Bilges cleaned.....	Once each month.
(p)	Bilges washed down.....	Once a week.
(q)	Renew filtering material in feed tank.	Once a week when cruising; oftener if necessary.
(r)	Zinc in feed tank renewed....	When necessary.
(s)	Safety-valve easing gear oiled and worked.	Twice a week.
(t)	Sentinel valves lifted off seats.	Do.
(u)	Steam gauges standardized..	Once a year.
(v)	Density of water in boilers ascertained.	Daily when under steam.
(w)	Boiler water tested for acidity, neutrality, and alkalinity.	Daily when under steam; once a week otherwise.

2618. The pipe lines, cylinders, receivers, and steam jackets shall be gradually and thoroughly heated by opening the connections between the boilers and the engines before full pressure is admitted to them. The greatest care shall be taken to guard against "water rams" by carefully draining all pipes while admitting steam. Cylinders, steam jackets, etc.

2619. The indicators shall not be allowed to remain attached to the cylinders when not wanted for immediate use. They shall be dried, cleaned, and lightly lubricated with cylinder oil before being put away. A book shall be kept in which all indicator cards taken, with the date and data relative to each, shall be filed. Indicators.

2620. The senior engineer officer shall personally make the inspections and examinations of machinery and boilers required by these regulations. Examination of machinery.

2621. The use of cylinder oil or lubricating compounds in the cylinders of the main engines and auxiliaries shall be restricted as much as practicable, and used only when necessary. Use of oils.

2622. Water shall not be mixed with the oil in thrust bearings which are fitted with oil-tight covers. Thrust bearings.

2623. When water has been used on a bearing care shall be taken to see that it is discontinued a sufficient length of time before the engines are stopped to allow the lubricating oil to find its way to all parts of the surfaces of the journals. The bearing Use of water on bearings.

shall be examined at the first opportunity thereafter, and all facts connected therewith noted in the remark book.

CARE OF BOILERS.

Cleaning boilers.

2625. The boilers of all cutters shall be cleaned in accordance with the following time schedule, and the senior engineer officer shall keep a careful record of the time chargeable to each boiler, entering the necessary data in the machinery log each day, so that the amount of accrued time on each boiler since the last cleaning day may be readily ascertained:

When to be cleaned.

(a) Each boiler on cruising cutters shall be cleaned as soon after 700 hours' use as practicable, the time to be computed as follows: For each hour that the boiler is in use while the vessel is underway full time shall be charged, and for each hour that it is used while the vessel is not underway for running the principal auxiliaries, such as the dynamo, evaporator, etc., one-half hour shall be charged. When steam is being used only for heating purposes, or for running the sanitary pump, no time shall be charged.

Report in special cases.

(b) In special cases, when the operating conditions are not good, the boilers shall be opened at more frequent intervals than specified in the preceding paragraph, and examined to ascertain the condition of their interiors, and cleaned, if necessary. The senior engineer officer shall make a written report to the commanding officer in such cases.

Harbor cutters and launches.

(c) The boilers of harbor cutters and launches shall be cleaned once every two months.

Report when time is extended.

(d) Commanding officers shall comply with the requirements of this article, except that in cases of emergency or urgent duty an extension of the time for cleaning may be permitted. A complete and full report of this need shall be made to Headquarters, and an entry showing the necessity of such extension shall be made in the machinery log on the date of the expiration of the steaming hours.

Cleaning boilers at other times.

(e) If through unforeseen emergencies or from accident it is necessary to allow steam to go off a boiler before the regular cleaning period, the boiler shall be cleaned at that time; but a full explanation of the reasons for doing so shall be noted in the machinery log and signed by the senior engineer officer.

No oil in boilers.

2626. No oil of any kind shall be allowed to enter the boilers with the feed water. This prohibition applies to all boilers of whatever type in use aboard ship.

No salt water to be fed into boilers.

2627. No salt water shall be fed into the boilers of a vessel provided with an evaporator, unless the evaporator is temporarily out of repair, or as provided in article 2630.

Use of evaporators.

2628. Evaporators shall be run to furnish fresh water for the boilers, and in case of necessity to supply water for drinking and cooking, but under no circumstances shall water be distilled for other purposes.

Zinc in Scotch boiler.

2629. (1) After each Scotch boiler is cleaned and before it is closed, it shall be seen that there are in such boiler 100 pounds of zinc for each 15 square feet of its grate surface. Particular care shall be used to preserve metallic contact between the zinc baskets and the stays of the boiler.

(2) After each water-tube boiler is cleaned and before it is closed, it shall be seen that there are in its drum 100 pounds of zinc for each 40 square feet of grate surface of such boiler. Zinc in water-tube boiler.

2630. When boilers are not in use for steaming purposes their interiors shall be kept dry, if advisable. Boilers shall not be used for trimming ship, nor for water tanks, except for a reserve of fresh water when steaming. Salt water shall never be introduced into a boiler except for the purpose of washing out the interior, or to make up a deficiency of feed when steaming and the supply of fresh water is not sufficient. When the interior of a boiler has been washed out with salt water it shall be thoroughly dried, or the boiler filled with fresh water immediately thereafter. Care of boilers when empty.

2631. When water is used from a spare boiler, the water level shall not be allowed to fall below the bottom of the gauge glass, except in case of emergency. Water level.

2632. The exteriors of boilers shall be kept as dry as possible and well coated with metallic paint where accessible. Nothing wet or combustible shall be stored over or around boilers. The space over them shall not be washed down with the hose. Exteriors.

2633. Sudden changes of temperature in the boilers shall be avoided, and, when circumstances permit, at least six hours shall be occupied in raising steam from cold water. This limitation does not apply to water-tube boilers. Time to raise steam.

2634. The uptakes shall be kept well painted and free from dirt. Uptakes.

2635. All valves by which steam or hot water could enter a boiler shall be shut and secured before any person is permitted to enter it, and care shall be taken that they are not accidentally opened. The officer having the watch shall give personal attention to these precautions. Precautions when entering boiler.

2636. Whenever a stop valve on a main boiler or a steam manifold, or the main stop valve in the steam pipe, is to be opened or closed, it shall be done under the personal supervision of the senior engineer officer or the officer having the watch. Stop valves.

2637. The steam gauges and water columns, with the gauge glasses, shall at all times be kept clean and in good order. Gauges and water columns.

2638. Fires shall not be hauled after discontinuing steaming, except in cases of emergency, but they shall be allowed to burn down and die out in the furnaces, with the dampers and ash pits closed. Hauling fires.

2639. To get the water out of a boiler in a vessel having more than one Scotch boiler, it shall be allowed to become cool and then be pumped out. In case there be but one boiler, or if there be no steam on any boiler, the water shall be run into the bilges and then be pumped out. To empty boiler.

2640. If water in any boiler be of an acid reaction only a sufficient quantity of soda or Navy boiler compound shall be fed into it with the feed water to produce and maintain neutrality. Acid reaction.

2641. When it is necessary to keep ashes in the fireroom for any considerable length of time they shall not be stowed against the boilers or bulkheads, but on boards or heavy canvas used to protect the metal surfaces. If possible, provision shall be made to stow the ashes on deck under heavy canvas, until they can be disposed of. Ashes in fireroom.

Coal stowed in fireroom. 2642. Coal shall not be stowed in the fireroom in such quantities as to get into the bilges or to cover the handles or wheels of valves, blow boxes, or ash ejector valves.

PLACING VESSEL OUT OF COMMISSION.

Care of machinery of vessels out of commission. 2643. When a vessel is ordered out of commission the following procedure, relative to the care of the machinery, shall be observed:

Steel and iron bright work. (a) The steel and iron bright work of the engines shall be well cleaned and covered with white lead and tallow, or other suitable substance. All packing shall be removed from rods. All rods, and the interiors of all steam cylinders and valve chests, shall be thoroughly cleaned and covered with a mixture of graphite and vaseline.

Bearings. (b) Bearings shall be well oiled, and the oil holes plugged with waste and tallow. The engine shall be turned, and the pistons and valves brought to rest on well lubricated surfaces. The water cylinders and channelways of all pumps and condensers shall be drained and cleaned.

Boilers. (c) The boilers shall be washed out with fresh water.

Furnaces, etc. (d) Furnaces, back connections, tube sheets, and the interiors of boiler tubes in Scotch boilers shall be coated with heavy black oil. The top of the smokestack shall be suitably covered.

Gauges and oil cups. (e) The pipes to gauges shall be disconnected for drainage, and oil cups shall be removed, cleaned, marked with tags giving the name of the ship and the location of each pipe and cup, and stored. When a vessel is laid up in a cold climate, suitable provision shall be taken to prevent the freezing of the sea-valve boxes and stern tube.

Sea valves. (f) The sea valves shall be closed and properly secured.

Storerooms. (g) The storerooms shall be cleaned and locked.

Record kept. (h) A record shall be kept detailing all steps taken during the operation of laying up the machinery and boilers, and stating where each removed part is stored. A copy of this record shall be left in a safe place on the vessel where it can readily be found, and the original sent to Headquarters.

THE ELECTRIC PLANT.

Electric plant. 2645. Every part of the electric plant shall be maintained in efficient working order and properly protected from undue deterioration. (See art. 1147.)

Changes forbidden. 2646. No changes or alterations shall be made in the electric lighting system after the installation is completed, and no additional permanent outlets shall be made in the electric circuits of the ship. Should it be necessary to make temporary outlets, this fact and the reason therefor shall be noted in the ship's log, and the discontinuance of such temporary outlets shall be likewise noted.

Lubricants. 2647. The use of lubricants, such as commutator paste, etc., on commutators, shall be restricted to the minimum consistent with efficiency.

Dynamos and engines kept clean. 2648. Oil from the engines and the bearings shall not be allowed to accumulate around the bases or frames of dynamo engines and dynamos, nor upon the insulation of the field or armature windings.

2649. As soon as the use of the dynamo is discontinued each day all parts shall be carefully wiped off. The dynamo shall be kept well protected by a waterproof cover at all times when not in use. Protection of dynamo.

2650. Paint shall never be applied to the armature or to the insulation on the windings of the field magnets. A varnish of brown shellac may be used when necessary. Paint and varnish.

2651. Care shall be taken to adjust the brushes and to keep the commutator in such condition that there will be no sparking. Brushes and commutator.

CARE OF FUEL-OIL EQUIPMENT.

2653. The following provisions relative to fuel-oil tanks shall be observed: Fuel-oil tanks.

(a) Tanks shall not be filled to more than 95 per cent of their capacity. When filling tanks, men shall be stationed at the source of supply, at the tank to sound, and at the ship's cut-off valve to act in case of failure to close the valve on the source of supply. In filling tanks they shall be carefully watched to prevent overflow and leaks, and should such leaks develop the loading must at once cease and steps shall be taken to stop the leaks without generating excessive heat or causing sparks. Precautions in filling.

(b) Great differences of levels in adjacent oil tanks shall be avoided to prevent needless strain on bulkheads. Differences in level to be avoided.

(c) Combined ventilators and air escapes extending above decks shall always be open and clear, and the wire gauze protectors shall be kept intact. Ventilators kept open.

(d) It is particularly directed that the fuel-oil tanks and surrounding structure remain intact as installed. No attachments whatever shall be made to decks or plating forming any boundary of a tank. No alterations or attachments to be made.

2654. To prevent the accidental explosion of oil vapor and to insure the safe handling and stowage of fuel oil, the following rules shall be strictly observed: Safety precautions.

(a) No smoking and no naked light, electric fuse, switch (unless inclosed type), or other apparatus liable to spark shall be permitted at any time in a compartment containing a fuel-oil tank, fuel-oil pumps or piping, or in bilges or within the vicinity of vents to tanks, nor within 50 feet of an oil tank or compartment containing a tank or oil-filling apparatus or the vent from a tank while a supply of fuel oil is being received. Naked lights, smoking, etc., prohibited.

(b) Electric lamps in compartments containing fuel-oil equipment shall have steam-tight globes, or shall be of a type that will insure breaking of the circuit in case of the breaking of a bulb. Type of lights, etc., permitted.

(c) No person shall be allowed to enter a fuel-oil tank until it has been freed of gas by the use of water or steam, and then anyone entering such tank shall have a life line around his body, properly tended, in order that he may be hauled out if overcome by gas. Precautions when entering.

(d) Dampers in the uptakes of boilers shall always be kept fully open while burning oil; otherwise there might result a dangerous accumulation of gas in the furnace with consequent blowing back into the fireroom. Dampers.

(e) The valves on glass gauges fitted to the storage or settling tanks shall be kept shut habitually. When a reading of the Valves on glass gauges.

gauge is desired, the valves may be opened, but they shall be shut again as soon as the reading has been obtained.

Precautions before lighting fires.

(f) Whenever that part of the oil system subject to pressure has not been in use for a period of a week, or after joints in the piping shall have been remade, it shall be tested cold under a pressure at least equal to the working pressure, and a careful inspection shall be made for leaks before fires are lighted. All fuel-oil fittings shall at all times be kept in working order; and the air slides, doors, and valves shall be frequently moved when not in use to insure that they are in good condition and ready for use. Before lighting fires, the engineer officer of the watch shall make sure that no oil, due to leaky valves or fittings, or otherwise, has accumulated in the furnace or ash pan while the boiler has been standing idle. If such conditions occur, the flue damper and ash-pan doors shall be opened and steam admitted until any gases which may be present are driven up the flues. When warming up a cold furnace the burner shall be watched closely, as it may go out; if it does, and is not relighted at once, the furnace shall be cleared of gas as above directed, before the burner is lighted.

Heating of fuel oil.

(g) Fuel oil shall not ordinarily be heated above 175° F., and never above its flash point in any part of the system except the burners. Return connections from the burner-supply line to permit the recirculation of the oil through the heater shall not be permitted.

Accumulation of fuel oil in bilges, etc.

(h) Storage tanks and all other parts of the fuel oil outfit shall be closely watched and no oil due to leakage shall be allowed to accumulate. The furnaces shall be examined after fires in the boilers are out, and should any oil be found it shall be at once removed. Should a leakage from the oil system to the fireroom occur at any time immediate action shall be taken to shut off the oil supply by means of the stop valves provided and to stop the oil pump.

Lighting burners.

(i) For lighting the burners, a piece of burning waste at the end of an iron rod about 4 feet long, or other similar means, shall be used to protect the fireman from a possible back flash upon ignition of the oil. When the burners are being lighted, no person shall stand directly in front of the furnace door.

Fire-extinguishing apparatus.

(j) In each fireroom fitted for oil burning there shall be provided fire-extinguishing apparatus, consisting of steam fire hose permanently coupled and of sufficient length to reach all parts of the fireroom, a box containing about 2 bushels of dry sand with a large scoop, and portable fire extinguishers of approved types. The portable extinguishers shall be kept in the fireroom, engine room, compartments through which fuel-oil pipes pass, and in compartments adjacent to fuel-oil tanks, and shall be frequently inspected. The liquid in the foam extinguishers shall be tested at least once each month. The fireroom force shall be instructed as to the valves to close, or other procedure, in case of fire or explosion in connection with the oil apparatus.

Fireroom force instructed.

Periodical inspection of tanks, etc.

(k) The inside of compartments and tanks used for carrying fuel oil shall be inspected every 12 months, and the plating of bulkheads separating fuel-oil compartments from others shall be carefully examined for leaks during the weekly inspection and also each time oil is taken on board.

(l) Compartments and tanks used for the storage of fuel oil shall not be painted on the inside, but shall be protected from corrosion either by the oil itself or by some special coating approved by Headquarters. If such compartments or tanks are covered with a special coating, the same kind of material shall always be used afterwards in touching up worn or abraded areas.

(m) Whenever the fuel-oil tanks are to remain empty for any length of time, or whenever any work is done in them requiring heated rivets, etc., or any lights other than portable electric, or whenever such work is done in the vicinity of open tanks or pipes, all such tanks and all pipes leading to or from such tanks shall, before the work is undertaken, be cleared of oil and oil vapors by pumping sufficient water through them to remove all accumulation. Care must be taken not to submit tanks to a pressure beyond their designed strength.

(n) When vessels carrying fuel oil of any kind are in dry dock, care shall be taken that no oil be allowed to drain into the dock. Should it be necessary to remove oil from tanks or receptacles on vessels in dry dock, such precautions should be taken as will prevent any of the oil reaching the floor of the dock or escaping so as to permit the accumulation of explosive vapors in the dock.

CARE OF STATIONS.

2659. (1) Every effort shall be made to keep the station premises clean and free from debris and sand hills, and to maintain the fences and boundaries of the lot.

(2) Every effort shall be made for the proper care, preservation, and good order of all buildings, apparatus, vehicles, boats, and their appurtenances, and for the treatment and appearance of service animals.

2660. (1) No change shall be made in the exterior or interior paint work of the stations or other buildings tending materially to change their appearance. A general repainting of buildings, boats, or apparatus shall not be undertaken without authority, but bare spots shall be painted or touched up in the original color when necessary.

(2) No alterations in the station buildings, nor papering or decorating of any room shall be made without permission from Headquarters.

REPAIRS IN GENERAL.

2667. Whenever repairs of any kind are necessary and can not be effected with the materials and force on hand, all the facts shall be at once reported to Headquarters by the officer in responsible charge of the unit (through the proper channels), with his recommendation in the premises, and, if practicable, three proposals for doing the work shall be obtained upon specifications and submitted with the report. When the actual amount involved can not be definitely ascertained, the officer making the request shall state the approximate cost of the work to be done, or of the materials to be procured. (See art. 919.)

2668. Except as provided in article 3341 no repairs or other work involving expense shall be performed on board of, or in connection with, any unit in advance of authority granted by Headquarters. This prohibition does not include minor repairs that

are ordinarily made by the unit's force with the materials on hand.

Unit's force to be utilized.

2669. In order to save expense in connection with repairs, etc., those officers having charge of the matters are directed, when specifications are being prepared for work, or for outfits, to see that no item of labor that can be performed by the unit's force is included therein, and that the materials therefor, with prices attached, are specified in the letter transmitting the proposals.

Superintendence of work.

2670. The officer in responsible charge of a unit shall, unless otherwise directed by Headquarters, superintend all work of repairing, altering, and refitting the unit under his command, the senior engineer officer attached to a cutter having immediate supervision over the repairs and other work done in the engine department.

Collusion or fraud.

2671. Any collusion or fraud in the superintendence of work of construction or repair will subject the offender to the punishment prescribed by law. (See art. 1966.)

Emergent repairs.

2672. In case of an emergency not covered by article 3341, and not coming within the provisions of article 2673, the officer in responsible charge of the unit shall telegraph Headquarters for authority to make the repairs, stating the estimated cost. He shall, if possible, obtain proposals upon specifications for the work to be done and submit them to Headquarters, forwarding at the same time a full report of the matter. (See arts. 3303-3 and 3307-3.)

Stranding or accident.

2673. In case of stranding or other accident whereby the safety of the vessel and her crew is involved, the commanding officer may incur such expense for the protection of the ship and crew as the special circumstances may demand, immediately reporting his action to Headquarters by wire and giving an estimate of probable cost. A full report of the case shall be mailed as soon as possible. This authority contemplates only cases of great urgency, when the delay necessary in referring the matter to Headquarters would jeopardize the safety of the ship or the lives of the crew, or entail considerable additional expense.

Diligence and economy.

2674. The utmost diligence shall be exacted of all concerned in repairing vessels, machinery, and stations. Careful and systematic economy shall be observed in the purchase and expenditure of materials.

Repairs at a navy yard.

2675. When authorization for repairs at a navy yard or naval station has been granted by Headquarters, the commanding officer of the vessel shall make request for the same in writing to the commandant of the yard or station, stating specifically each item of repairs. A copy of this letter shall be forwarded at once to Headquarters.

No extra work allowed.

2676. When items of repairs have been authorized by Headquarters, no other work nor any different work shall be done under that authorization than that which would ordinarily be necessary to accomplish such repairs.

PAINTING.

Painting.

2677. The officer in responsible charge of each unit shall see that the regulations and instructions issued by Headquarters, regarding the painting of vessels, stations, and boats, are adhered to. (See Appendix B.)

CHAPTER XVIII.

STEAM TRIALS.

2681. The commanding officer shall make careful trials of the vessel under steam. He shall inform himself thoroughly as to her qualities and fitness for every service and as to the length of time she can keep at sea under full steam and when running at the most economical speed; he shall also test her maneuvering qualities and determine her tactical diameter. He shall inform himself of the daily consumption of fuel for steaming at various rates of speed, and ascertain in particular the most economical speed of the vessel consistent with the proper performance of duty. In all ordinary cruising economical speed shall be maintained. Should the commanding officer deem it necessary to increase the speed for any purpose whatever, the fact and the reason therefor shall be noted in the ship's log and in the machinery log.

2682. The senior engineer officer shall determine by careful records the weight of fuel used, the horsepower developed by the engines, the resulting speed of the vessel, and the most economical speed. He shall plot curves showing the relations between these variables, so that a definite idea of what may be expected at various speeds may be readily ascertained. These curves shall be carefully plotted on a proper scale, framed, and posted in the engine room, and a copy of them shall be forwarded to Headquarters by the commanding officer.

2683. There shall be a full-power trial once a year of each cruising cutter in commission, and there shall be an interval of not less than four months between any two trials. Each trial shall consist of a two hours' run, the first half of which shall be under natural draft, and the remainder under forced draft if the vessel be provided with blowers, the air pressure being maintained at as nearly three-fourths of an inch of water pressure as practicable. (See art. 991.)

2684. During full-power trials any assistance necessary to provide sufficient fuel in the fireroom shall be rendered by the deck force, the number of men detailed for such assistance being mentioned in the report of the trials.

2685. The results of all steam trials shall be reported to Headquarters, giving full and accurate data in regard to the performance of the machinery, the total indicated horsepower developed, the kind of fuel used, the consumption of fuel per hour, the distance run per ton of fuel, the per cent of ash, and the speed of the ship with all corrections applied. The speed shall be determined in as many ways as practicable.

CHAPTER XIX.

REWARDS.

2691. A person in the Coast Guard who shall, in waters over which the United States has jurisdiction or on board an American vessel, endanger his own life in saving or in endeavoring to save the lives of others from the perils of the sea, or who shall make such signal exertions in rescuing and succoring the shipwrecked and saving persons from drowning as, in the opinion of the Secretary of the Treasury, shall merit such recognition, is entitled to receive from the Government a life-saving medal, as follows:

Rewards for heroism.

(a) There are two classes of medals—gold and silver. Medals.

(b) The gold medal shall be awarded only in cases of extreme and heroic daring. Gold.

(c) The silver medal shall be awarded in cases not sufficiently distinguished to deserve the gold medal. Silver.

(d) For each subsequent act that would entitle a person to a medal of the same class as one already received, he shall receive, on presentation of satisfactory evidence, in lieu of a medal, a bar of the same metal as the medal, suitably inscribed, and so fitted that it can be attached to the medal, or to bars previously received. Bars.

(e) No award of either medal will be made to any person until sufficient evidence of his deserving it shall have been presented to the Secretary of the Treasury. This evidence must carefully and fully set forth all the attendant circumstances, in order that the degree of reward may be made commensurate with the daring displayed. The evidence should be in the form of affidavits made by eyewitnesses of good repute and standing, testifying of their own knowledge. The affidavits should be made before an officer duly authorized to administer oaths, and be accompanied by a certificate showing the affiants to be credible persons, certified by some United States official of the district in which the affiants reside. Evidence.

(f) All acts of heroism and gallantry shall be promptly reported to Headquarters. (See art. 1626.) Acts of heroism to be reported.

CHAPTER XX.

QUARTERS AND MESSES—THE GENERAL MESS.

OFFICERS' QUARTERS.

2701. The captain or other officer assigned to the command of a
cruising cutter shall occupy the cabin. (See art. 1087.)

Cabin to be occupied by commanding officer.

2702. All commissioned officers not in command, attached to
a vessel, shall be wardroom officers.

Wardroom officers.

2703. (1) When wardroom staterooms are arranged symmetrically on both sides of the vessel, the executive officer shall occupy the room fitted for him, and the other line officers shall occupy the other rooms on the starboard side, according to their precedence, starting with the room next to that occupied by the executive officer.

Staterooms for line officers.

(2) The senior engineer officer shall occupy the room fitted for him, and the other engineer officers shall occupy the other rooms on the port side according to their precedence, starting with the room next to that occupied by the senior engineer officer.

Staterooms for engineer officers.

(3) In case of an insufficient number of rooms in the wardroom to accommodate the commissioned officers attached, no senior in order of precedence shall be deprived of a room by an officer his junior in precedence.

Insufficient number of rooms in wardroom.

(4) The medical officer shall occupy the room next, or opposite, to that occupied by the junior watch officer.

Stateroom for medical officer.

(5) On vessels having staterooms so arranged that the above disposition would not be consistent with the rank of the officers attached, the assignment of rooms will be fixed by Headquarters.

Assignment of staterooms by Headquarters.

2704. Cadets serving on cruising cutters shall be quartered in the wardroom.

Quarters for cadets.

2705. (1) Warrant officers on cruising cutters shall be quartered in the steerage.

Quarters for warrant officers.

(2) Warrant officers on harbor cutters shall be quartered in the wardroom.

Harbor cutters.

(3) Keepers shall occupy the quarters provided for them.

Quarters for keepers.

2706. No officer or other person embarked on a cutter as a passenger shall be entitled to a stateroom to the exclusion of any officer belonging to the complement of the vessel. (See arts. 843 and 1048.)

Passengers.

2707. Officers having rank equal to or greater than the commanding officer, when passengers on a cutter, shall be quartered and shall mess in the cabin.

Officers quartered in cabin.

OFFICERS' MESSES.

Messing of officers. **2708.** Officers shall mess in the apartments assigned for that purpose. 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.

Senior line officer to preside. **2709.** (1) In the wardroom mess the senior line officer present in line of succession to the command shall preside and have the power to preserve order.

When senior engineer officer shall preside. (2) No line officer in succession to the command is present, the senior engineer officer present shall preside.

Senior officer steerage mess. (3) In the steerage mess the senior officer present, in order of precedence, shall preside and have the power to preserve order.

Permanent seats at mess table. **2710.** The officers of the wardroom mess shall be assigned permanent seats at the mess table alternately, in the order of precedence, to the right and left of the presiding officer, except that the seat opposite the presiding officer shall be occupied by the mess treasurer.

Persons berthing outside of wardroom. **2711.** No person attached to the vessel and berthing outside of the wardroom shall mess therein, except under special circumstances.

Subsistence of official passengers. **2712.** As no allowance can be made to any mess for the subsistence of officers and other persons embarked as passengers by order or permission of Headquarters, the expense of subsistence must be paid by such passengers. The charge, as determined by the mess, shall be just and reasonable, and shall be paid to the treasurer of the mess furnishing the subsistence.

Mess treasurer. **2713.** (1) Commissioned and warrant officers' messes on cutters shall each elect a mess treasurer, who shall have charge of all matters relating to the purchases and expenditures for the mess. He shall keep an accurate account of all receipts and expenditures, which shall be open at all times for the inspection of any member. At the close of each month he shall render to the mess a full statement of the accounts of the mess, which shall include all bills remaining unpaid. These accounts shall, if desired, be audited by a committee elected by the mess. He shall incur no indebtedness which can not be fairly discharged, and if for any reason he is obliged to relinquish the position of mess treasurer during the month, or on an extended cruise, he shall report to his successor in writing all bills unpaid, and turn over to him the mess accounts and any money there may be on hand, taking his receipt for the latter. The mess treasurer shall receipt for and receive the commuted ration money for all mess attendants, turn over to the other messes such part of the money as may belong to them, respectively, and settle in person all accounts against his mess at the end of each month, or at the end of the cruise, if it be longer than a month. Each officer of a mess is eligible to election as mess treasurer, and if elected shall so serve, but no officer shall be required to serve in that capacity for more than two months consecutively, except on an extended cruise of more than two months.

Mess treasurer at stations. (2) Enlisted persons' messes at stations shall elect a mess treasurer from their number who shall not be required to serve more than two consecutive months and who shall be governed by

the provisions of paragraph 1 of this article as far as they are applicable.

2714. The commanding officer shall be responsible for all table linen, bedclothes, and towels belonging to the cabin. Quarterly, and before leaving the vessel when detached, he shall make up any deficiencies due to loss in laundering or otherwise, either by purchasing the articles necessary to replace those lost, or by leaving with his relief a sum sufficient for that purpose. He shall then obtain a receipt for this outfit from the officer who relieves him.

Responsibility for table linen, etc.

2715. (1) The executive officer shall issue to each officer in the wardroom and steerage the necessary table linen, bedclothes, and towels, and shall obtain a receipt for them. The officer signing the receipt shall then be responsible for these articles. Quarterly, and when detached, he shall make up any deficiencies that have arisen through loss in laundering or otherwise, either by purchasing the articles, or by depositing with the executive officer a sum sufficient for that purpose. He shall then be given a receipt by the executive officer.

Officers responsible.

(2) He shall obtain from the mess treasurers of all messes receipts for all table linen supplied for the use of those messes. All lost articles of table linen shall be replaced by the treasurer of the mess at the end of each month. The cost of laundering the table linen and the mess attendants' white jackets shall be defrayed by the messes to which they belong.

Messes responsible for table linen.

(3) He shall be responsible for the supply of table linen, bedclothes, and towels belonging to the vessel and not actually in use. When detached he shall turn over to his relief a list of all articles of table linen, bedclothes, and towels belonging to the vessel, together with the officers' receipts for such articles, and shall satisfactorily account for them. He shall obtain a receipt from his relief for such articles.

Responsibility for linen, etc., not actually in use.

2716. At the end of each quarter the cabin mess and the treasurer of the wardroom mess shall submit to the executive officer an account of china and glassware broken, chipped, cracked, or otherwise rendered unfit for service, and of damage to or loss of plated ware for which these messes are accountable. When the amount of such loss, breakage, or damage to china and glassware exceeds during a quarter 5 per cent of the total invoice value of these articles in the cabin outfit, or 10 per cent in the wardroom outfit, such excess shall be collected by the mess treasurer of the wardroom mess from the members of these messes and delivered to the executive officer, who shall at the first opportunity deposit the same with a special disbursing agent, or other designated authority, advising him of the reason of the deposit. No allowance shall be made for the loss of plated ware, nor for damage to it other than for long usage. The mess shall be assessed quarterly for such loss or damage, and the money shall be expended by the executive officer in purchasing new articles or in repairing the old. (See art. 3312-f-4.)

Quarterly accounts of china, etc.

2717. Headquarters will renew table linen, bedclothes, and towels when such articles are worn out and condemned by boards of survey, but not otherwise. (See art. 2715-1.)

When Headquarters will renew table linen, etc.

- Articles purchased to be of quality of old articles.** **2718.** Articles purchased to make up the deficiencies mentioned in articles 2714, 2715, and 2716 shall not be inferior to the quality of those they are to replace, and shall be of the same style and size.
- Laundering to be provided for.** **2719.** When any person is detached from a cutter or station he shall provide for the proper cleaning and washing of the blankets, bed linen, and other articles belonging to the cutter or station that were issued for his use.
- Payment of officers' mess bills.** **2720.** (1) Every wardroom and steerage officer attached to a cutter shall pay monthly, or at the end of the cruise if it be longer than one month, the full amount of his mess bill to the mess treasurer. The latter may, in the interests of the mess, require the members to advance sufficient funds to enable him to make purchases and meet proper payments.
- Payment of mess bills at stations.** (2) Every enlisted person attached to a station shall pay monthly the full amount of his mess bill to the mess treasurer. Every keeper shall pay his mess bill monthly.
- Deductions for absence.** **2721.** When an officer is absent from a vessel, or an enlisted person from a station, for any period longer than one day, he shall not be required to pay a mess bill during such absence.
- Hours for serving meals.** **2722.** The hours for serving meals in the wardroom shall be determined by a majority vote of the officers composing the mess, provided the hours decided upon be not disapproved by the commanding officer.
- Wine mess.** **2723.** (1) A wine mess may be formed by the wardroom officers of any vessel, but no officer shall be required to become a member of such a mess.
- Limited to commissioned officers.** (2) None other than commissioned officers shall form a wine mess.
- Wine mess accounts and stores.** **2724.** (1) All wine-mess accounts shall be kept separate from other mess accounts. The wine mess shall be in charge and under the control of a commissioned officer to be elected treasurer thereof by a majority of the wardroom officers. The wine-mess stores may consist of wines, ales, beer, cigars, cigarettes, etc. Ardent spirits, such as whiskey, rum, brandy, gin, etc., are prohibited. Wine-mess stores are for the sole use of the commissioned officers of the ship and none shall be sold, given away, or otherwise disposed of to anyone else, save only in the entertainment of the friends of officers on board the ship. (See art. 1959.)
- Record of purchases of wine mess stores.** (2) Each member of the wine mess shall, whenever he purchases wine-mess stores, sign a card showing the actual quantity of each article or beverage purchased. These cards shall be open to the inspection of the commanding officer at all times, and shall be delivered to him by the wine-mess treasurer on the 15th day of the month following that in which the purchases were made.
- Inspection by commanding officer.** (3) No other wines, ales, beers, and similar beverages shall be admitted into the wardroom than those purchased from the wine mess.
- Wines, etc., to be purchased from wine mess.** **2725.** The commanding officer may at any time call upon the treasurer of the wine mess to render to him an account of the wine-mess stores sold to any particular officer, and is authorized to suspend or deny the privilege of the wine mess to any officer
- Privilege may be denied to particular officers by the commanding officer.**

who may give evidence by his manner, deportment, or otherwise of being addicted to excessive drinking. Should the commanding officer deem it incumbent upon him to restrict an officer in this manner, he shall give such officer his reasons therefor in writing, and instruct the treasurer of the wine mess accordingly.

2726. A suitable compartment provided with lock and key shall be set aside for the wine-mess stores, and the key shall be turned over to the treasurer of the wine mess, who shall see that the compartment is unlocked only by properly authorized persons.

Wine-mess storeroom.

CREWS' QUARTERS.

2727. (1) The members of the crew of a cutter shall be quartered on the berth deck and in such other spaces as may be assigned for that purpose.

Crew of a cutter to be quartered on berth deck.

(2) The members of the crew of a station shall be quartered in the rooms provided for that purpose.

Crew of station quartered in rooms.

2728. The executive officer shall prepare a berthing plan for the crew of a cutter in accordance with their watches and stations, and shall have the berthing numbers put up, if that has not already been done.

Berthing plan.

THE GENERAL MESS.

2731. There shall be organized on each cruising cutter one general mess in charge of the commissary officer for the enlisted persons of the crew, exclusive of the stewards, cooks, and officers' mess attendants. It shall be conducted as provided in these regulations. (See art. 1155.)

Organization.

2732. (1) The executive officer shall prepare a messing plan for the crew of a cutter in accordance with their watches and stations.

Messing plan for cutter.

(2) The keeper shall include in the routine bill the hours for each meal in accordance with the watches and duties of the crew.

Messing plan for station.

2733. (1) No ration supplies purchased on voucher for the general mess shall be sold without first obtaining the authority of Headquarters, except as provided in the following paragraph.

Rations not to be sold.

(2) Commanding officers are authorized to permit the sale of general-mess ration supplies to the cabin, wardroom, and warrant officers' messes, and payment therefor shall be made in cash to the commissary officer. The prices charged for general mess supplies sold to other messes of the vessel shall not be less than five per cent in advance of the purchase prices, and the cash received from such sales shall be accounted for on the ration return in the "Statement of cash transactions of the general mess."

Sales to officers' messes.

(3) Cash derived from such sale of ration supplies may be expended for the benefit of the general mess, and all such expenditures shall be accounted for on the ration return.

Accounting.

2734. (1) The cook shall cook the food for the general mess. When the meal is ready for serving, the master-at-arms shall take charge of and divide it among the several mess tables according to the number of men at each table.

Cooking and serving.

(2) Food for the general mess shall be regularly issued at such hour as may be designated by the commanding officer.

Issuing food.

Water allowance.

(3) Except under circumstances which make it necessary, the allowance of fresh water per man shall not be less than one gallon per day. When the crew is put on an allowance of water, the officers shall be correspondingly restricted.

Inspection of cooked food.

(4) The cook shall, at 11.45 a. m., take to the officer of the deck for his inspection a sample of the food cooked for dinner.

Coffee.

(5) Morning coffee, and coffee for the engineer force when the vessel is cruising at night, may be served from the regular ration allowance of the general mess.

Rations for shipwrecked or destitute people.

2735. One ration in kind for the use of the mess subsisting him shall be issued daily to each shipwrecked, destitute, or other person received on board by proper authority, and who may be assigned to the warrant officers' or the general mess. No commuted ration shall be allowed such a person.

THE GENERAL MESS

2736. There shall be assigned on each vessel one or more messes... 2737. The officer of the deck shall be responsible for the... 2738. The officer of the deck shall be responsible for the... 2739. The officer of the deck shall be responsible for the... 2740. The officer of the deck shall be responsible for the... 2741. The officer of the deck shall be responsible for the... 2742. The officer of the deck shall be responsible for the... 2743. The officer of the deck shall be responsible for the... 2744. The officer of the deck shall be responsible for the... 2745. The officer of the deck shall be responsible for the... 2746. The officer of the deck shall be responsible for the... 2747. The officer of the deck shall be responsible for the... 2748. The officer of the deck shall be responsible for the... 2749. The officer of the deck shall be responsible for the... 2750. The officer of the deck shall be responsible for the... 2751. The officer of the deck shall be responsible for the... 2752. The officer of the deck shall be responsible for the... 2753. The officer of the deck shall be responsible for the... 2754. The officer of the deck shall be responsible for the... 2755. The officer of the deck shall be responsible for the... 2756. The officer of the deck shall be responsible for the... 2757. The officer of the deck shall be responsible for the... 2758. The officer of the deck shall be responsible for the... 2759. The officer of the deck shall be responsible for the... 2760. The officer of the deck shall be responsible for the... 2761. The officer of the deck shall be responsible for the... 2762. The officer of the deck shall be responsible for the... 2763. The officer of the deck shall be responsible for the... 2764. The officer of the deck shall be responsible for the... 2765. The officer of the deck shall be responsible for the... 2766. The officer of the deck shall be responsible for the... 2767. The officer of the deck shall be responsible for the... 2768. The officer of the deck shall be responsible for the... 2769. The officer of the deck shall be responsible for the... 2770. The officer of the deck shall be responsible for the... 2771. The officer of the deck shall be responsible for the... 2772. The officer of the deck shall be responsible for the... 2773. The officer of the deck shall be responsible for the... 2774. The officer of the deck shall be responsible for the... 2775. The officer of the deck shall be responsible for the... 2776. The officer of the deck shall be responsible for the... 2777. The officer of the deck shall be responsible for the... 2778. The officer of the deck shall be responsible for the... 2779. The officer of the deck shall be responsible for the... 2780. The officer of the deck shall be responsible for the... 2781. The officer of the deck shall be responsible for the... 2782. The officer of the deck shall be responsible for the... 2783. The officer of the deck shall be responsible for the... 2784. The officer of the deck shall be responsible for the... 2785. The officer of the deck shall be responsible for the... 2786. The officer of the deck shall be responsible for the... 2787. The officer of the deck shall be responsible for the... 2788. The officer of the deck shall be responsible for the... 2789. The officer of the deck shall be responsible for the... 2790. The officer of the deck shall be responsible for the... 2791. The officer of the deck shall be responsible for the... 2792. The officer of the deck shall be responsible for the... 2793. The officer of the deck shall be responsible for the... 2794. The officer of the deck shall be responsible for the... 2795. The officer of the deck shall be responsible for the... 2796. The officer of the deck shall be responsible for the... 2797. The officer of the deck shall be responsible for the... 2798. The officer of the deck shall be responsible for the... 2799. The officer of the deck shall be responsible for the... 2800. The officer of the deck shall be responsible for the...

SICKNESS AND MEDICAL
TREATMENT.

DEATHS AND BURIALS.
UNIFORMS.

CHAPTER XXI.

SICKNESS AND MEDICAL TREATMENT.

2801. When there is no medical officer attached to the vessel or station, and in cases of persons on detached duty, the following procedure shall be observed in procuring medical assistance from the Public Health Service:

Procedure in securing medical assistance.

(a) Officers and enlisted persons will receive hospital or office treatment, as hereinafter provided, on application signed by a division commander, commanding officer, executive officer, district superintendent, or keeper. The application of a commissioned officer or cadet attached to a cutter shall be signed by the senior line officer present, and that for a warrant officer or enlisted person by the executive officer, and in his absence by the line officer next junior in rank to him. Division commanders, commanding officers, district superintendents, keepers, and officers on detached service, leave of absence, or waiting orders, and retired persons may sign their own applications.

Application for hospital or office treatment.

(b) The application for examination and medical treatment shall be made on Form 2522, and shall be presented in quadruplicate by the person applying for treatment to the medical officer at a marine hospital, or to the medical officer or customs officer at a relief station indicated in the annual circular of the Public Health Service, entitled "Contracts for care of seamen, etc." The signature and description of a commissioned officer or cadet shall not be entered in the application.

Application for treatment, how made.

(c) At places not mentioned in the said circular, when it is necessary to obtain medical treatment from a physician in private practice as provided in article 2803-2, the application shall be addressed to such physician.

Application to private physician.

(d) The medical officer or reputable private physician who renders the treatment shall fill in the required medical certificate on the application blanks (Form 2522), retain one copy of the form, and immediately return three copies to the officer who made the request for the examination and treatment, and the latter shall immediately forward one of the returned applications to Headquarters, one to the Surgeon General of the Public Health Service, and retain the original.

Certificate on application blanks.

(e) Upon the return of the person to duty, or upon the conclusion of the treatment, the officer who signed the request for the treatment shall return the original application to the medical officer or attending private physician for the purpose of having the second certificate thereon filled in and returned. When the officer who signed the request for the treatment receives this original application from the medical officer or attending private physician, with the second certificate properly filled in and signed, he shall thereupon fill in the third certificate and forward the completed form to Headquarters. (See art. 2805-2.)

Procedure relative to disposition of application blanks.

Action taken upon return of sick person to duty.

Retired persons. (f) Officers and enlisted persons on the retired list will be furnished medical relief by the Public Health Service only at marine hospitals and dispensaries conducted by that service.

Excused from duty only on medical certificate. 2802. A commissioned officer, cadet, warrant officer, or enlisted person shall be excused for absence from duty on account of ill health or disability only upon the medical certificate on Form 2522, of a medical officer of the Public Health Service, stating that he is unfit for duty, or, if no such officer is available, upon such certificate obtained from some reputable private physician.

Hospital treatment. 2803. (1) Any person on the active list whose condition requires treatment in hospital will be admitted to hospital at stations of the first class, and to all contract hospitals enumerated in the annual circular of the Public Health Service, entitled "Contracts for care of seamen, etc.," subject to the provisions of the said circular with regard to the transfer of patients from a contract to the nearest marine hospital. No admission to hospital will be granted at any port not mentioned in said circular, except as hereinafter prescribed. At all ports mentioned in the circular, where no specific arrangements for treatment in hospital are made, the regulations of the Public Health Service governing admissions at fourth-class (emergency) stations will be enforced.

Temporary treatment when there is no Public Health station. (2) At ports not mentioned in the said circular, division commanders, commanding officers, officers on detached duty, district superintendents, and keepers, may, when absolutely necessary, in case of serious injury or illness, procure the temporary attendance of a physician, or temporary treatment in hospital, for themselves, and for persons under their command. If officers and enlisted persons are in need of medical relief at places where there is no relief station, they are entitled to examination so that it may be ascertained whether the illness or injury is or may prove to be of a serious character. In such cases report shall be made immediately to Headquarters, and the medical certificate of the attending private physician on Form 2522, shall be forwarded as part of the report. There shall also be forwarded a statement from the attending private physician as to whether, in his opinion, the patient is in a physical condition to bear transportation without injurious results, to the nearest marine hospital or relief station of the Public Health Service (in charge of one or two attendants if necessary). If at any time during the course of treatment, a patient furnished relief recovers to the extent that he can bear transportation without injury, either with or without attendants, to the nearest marine hospital or relief station of the Public Health Service, and further treatment is required, the attending private physician shall at once so inform the officer who signed the request for the treatment, stating how long in his opinion further treatment will be necessary. The commanding officer or keeper shall forward such information at once to the Surgeon General, Public Health Service. (See art. 2806.)

Requirements for emergency or specialist treatment. (3) When a person obtains medical treatment (except in emergency cases as provided for in the following paragraph) in any other way than through the Public Health Service, when treatment by that service is available, the Government will not bear the expense of such treatment. Treatment by a specialist

without authority therefor from the Surgeon General of the Public Health Service will not be paid for by the Government.

(4) When a person requires the immediate attention of a physician on account of serious illness or injury, at places where there is a relief station of the Public Health Service, and it is impossible on account of the exigency of the case to convey the patient to the marine hospital or office, provision for temporary medical attendance or care may be made by the officer in responsible charge of the unit, who shall immediately notify the proper Public Health Service representative at the place, and the treatment thereafter shall be conducted by the Public Health Service, if, in the judgment of such representative, it can be done without detriment to the patient. The facts in the case shall be reported as soon as possible to Headquarters, accompanied by the voucher for the emergency bills incurred. (See art. 2806.)

Emergency treatment.

2804. Enlisted persons discharged from the Coast Guard shall be entitled to the medical relief provided for in article 2801-*f*, at any time within a period of 60 days after having been discharged. The presentation of a discharge and the satisfactory identification of the applicant shall be considered sufficient authority for such medical relief.

Medical treatment of discharged persons.

2805. (1) When a person is under the care of a medical officer or a private physician, a brief and comprehensive statement in duplicate on Form 1946-*a-b-c*, showing the person's condition, shall be submitted at the end of every 15-day period to the officer who signed the request for the treatment, who will furnish the necessary forms (No. 1946-*a-b-c*, Public Health Service). No portion of Form 1946-*c* need be filled in except that which shows the amount of sugar and albumen in the urine. This report shall be promptly forwarded to Headquarters.

Report to be made every 15 days.

(2) A person who has been absent on account of sickness or injury and who has received medical treatment in any other manner than at a marine hospital or a relief station of the Public Health Service, or under the supervision of a medical officer of that service, shall on return to duty immediately make application to Headquarters for leave of absence on account of sickness to cover the period of his absence. This application shall be transmitted by the proper responsible officer together with the completed application for medical treatment in the case. (See art. 2801-*e*.)

Application for sick leave. Statement of attending physician.

(3) In forwarding an application from a person for leave of absence on account of sickness, the officer in responsible charge of the unit shall submit a statement showing the time when and the circumstances under which the injury was sustained or the disease contracted, if practicable, and all other information within his knowledge pertinent thereto. The division commander, commanding officer, district superintendent, or keeper shall indorse on each application for leave of absence on account of sickness his views regarding the merits of the case, together with a recommendation whether or not the sick leave should be granted.

Statement to accompany application.

(4) The medical history of each case, where treatment was rendered in any other manner than at a marine hospital or a relief station of the Public Health Service, or under the supervision

Review of medical history of case.

of an officer of that service, shall be reviewed by the Surgeon General of the Public Health Service. If, after such review, it is concluded that the absence from duty was unjustifiable, the person shall be regarded as having been absent without leave.

Procedure upon discharge from hospital or treatment.

(5) When a person on the active list is discharged from hospital, or from treatment if not at a hospital, as fit for duty, he shall, unless granted leave of absence or otherwise directed, return at once by the shortest practicable route to the vessel, station, or other post of duty to which he is attached. If the vessel be absent from her headquarters, he shall at once report to the division commander, if there be one. (See arts. 925 and 1042.)

Where no medical treatment is rendered.

(6) a. If a member of the crew of a station in a remote locality where the services of a physician are not available is absent on account of illness or injury, the keeper of the station shall immediately make a report of the case to Headquarters, stating all the attendant circumstances and whether or not the person is able to bear transportation to the nearest marine hospital or relief station of the Public Health Service.

Keeper's absence.

b. If the keeper is absent under the conditions specified in the preceding paragraph, the district superintendent shall make the reports required therein.

Completed application for medical treatment to accompany voucher.

2806. When a bill for hospital care or professional services is submitted by an attending private physician, the commanding officer or the district superintendent shall see that a voucher covering the same is properly prepared and forwarded to Headquarters. Unless impracticable, voucher blanks of the Public Health Service (Form 1949) shall be used for this purpose. The voucher shall show the character of the treatment and the dates on which the same was furnished and shall be accompanied by an original or a certified copy of the completed application for examination and medical treatment.

CHAPTER XXII.

DEATHS AND BURIALS.

2851. (1) The officer in responsible charge of a unit shall immediately report to Headquarters any death that may occur on board a cutter, or at a station, or in the complement of either of them. In addition he shall promptly notify the next of kin of the deceased, or the person designated in his enlistment contract and record, furnishing the following information: Date, place, and cause of death, place of burial of the remains, state of the account of the deceased, and a list of effects left.

Report of deaths.

Report of place of burial, etc.

(2) He shall cause all of the effects of the deceased to be collected and inventoried. If the deceased was an officer attached to a cutter, this shall be done by two officers of the ship; if a member of the crew, or other person, by the officer of his division or one detailed for the purpose. The inventories shall be made out in duplicate, duly attested, and signed by the officers making them. Upon the completion of the inventory the effects, if not of a perishable nature, shall be put up in packages of a convenient size and sealed. The officer in charge of the unit shall retain one copy of the inventory, and shall deliver the other to the clothing officer of the cutter or to the No. 1 surfman of the station where the death occurs, who shall take charge of the effects for safekeeping.

Inventory of effects.

(3) If any of the effects of a deceased person are perishable and deteriorating, they shall be immediately sold at auction, and the proceeds turned over to the clothing officer or to the No. 1 surfman, as the case may be, as a part of the effects of the deceased.

Auction of effects.

2852. All of the effects of the deceased shall be delivered to the person designated in the enlistment contract and record, upon satisfactory proof to the officer in responsible charge of the unit of the identity of such person. Duplicate receipts shall be taken for these effects, and one copy shall be forwarded to Headquarters and the other retained for the files of the ship or station.

Effects to be delivered to person named in enlistment contract and record.

2853. Should it be impossible to ascertain the whereabouts of the person designated in the enlistment contract and record, the effects of the deceased shall be delivered to his legal representative; but in this case, and before delivery is made, the officer in responsible charge shall forward a report to Headquarters, noting the fact that the person designated in the enlistment contract and record can not be found, and stating the name and address of the person claiming to be the legal representative of the deceased and the proofs offered by such person in support of his claim. Headquarters will then issue instructions as to further action.

Delivery to legal representative.

Discretion in sale of effects.

2854. (1) The officer in responsible charge of the unit shall exercise his discretion in causing the effects of deceased enlisted persons to be sold at auction, or in retaining them for delivery to the person designated in the enlistment contract and record. In exercising this discretion he shall be governed by the wishes of the latter, if possible to find him, before closing the accounts of the deceased.

Accounts closed speedily.

(2) He shall cause the accounts of a deceased person to be closed as soon as possible and forwarded to Headquarters, together with his will, if it can be found. These accounts shall be examined and approved by the officer in responsible charge of the unit.

Expense of funeral.

2855. (1) When any person on the active list of the Coast Guard dies, the necessary funeral expenses will be paid by the department.

Public Health Service.

(2) When such person dies in a hospital while a patient of the Public Health Service, but not otherwise, the necessary expenses of a plain burial will be paid from the proper appropriation for the maintenance of the Public Health Service. In all other cases the necessary funeral expenses will be paid from the appropriation "Expenses Coast Guard" in an amount not to exceed \$60, upon presentation of vouchers duly certified and approved.

Limitation of funeral expenses.

When friends assume charge.

(3) When friends or relatives of such a deceased person claim the body and assume charge of the funeral arrangements, no part of the funeral expenses will be paid by the department.

New clothing may be issued.

(4) New clothing may be issued for the purpose of preparing the remains for burial, when circumstances render such issue necessary. In case such issue is made, the necessity therefor shall be fully explained to Headquarters. Clothing thus issued shall be carried in the "Return of clothing" as "expended," with proper note in the column "Remarks."

Burial in national cemetery.

(5) Officers and enlisted persons of the Coast Guard who die in the service of the United States, retired persons, and those who die in a destitute condition after having been honorably discharged from the service, may be buried in any national cemetery free of cost, under the regulations providing for the burial of officers and men of the Army in national cemeteries.

Executive officer to superintend preparation for burial.

2856. (1) The executive officer shall superintend the preparations for the burial or removal of the remains of persons who die on a cutter.

Keeper to superintend preparation for burial.

(2) The keeper shall superintend the preparations for the burial or removal of the remains of persons who die at a station.

CHAPTER XXIII.

UNIFORMS.

2901. All persons belonging to the Coast Guard shall conform to such regulations and general orders for uniforms as are issued by the department. Every person 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.

Prescribed uniforms only to be worn.

2902. Medals and badges awarded to officers by the Government shall be worn with full-dress and dress uniforms and may be worn with evening dress "A," on the left breast, the tops of the ribbons forming a horizontal line between the second and third buttons of the frock coat, and in a similar position on the evening dress coat. Such medals and badges shall precede all badges of military societies (from wearer's right to left) and shall be worn in place in the order of occurrence of the occasions which they respectively commemorate (from wearer's right to left).

Medals and badges to be worn.

2903. A section of the ribbons of medals and badges awarded to officers by the Government, five-sixteenths of an inch long and of the full width of the ribbon, may be worn with the evening dress coat upon occasions when medals and badges are not to be worn, and may be worn with the service coat upon occasions of ceremony, including parades with enlisted men on shore; to be worn in a horizontal line in the position prescribed for medals and badges; the ribbon either to be sewed or pinned on, provided no part of the metal bar or pin be visible.

Ribbons worn.

2904. Officers and enlisted persons who are members of military societies formed to commemorate the services of the armies and navies of the United States in the several wars, may, on all occasions of ceremony, wear the distinctive badges adopted by those societies.

Badges of military societies.

2905. Officers are forbidden to wear any part of their uniform, except the overcoat (without shoulder marks) and the boat cloak, with civilian clothes. (See arts. 2927, 2928, 2929, and 2930.)

Uniform and civilian clothes.

2906. Officers on winter cruising duty (Dec. 1 to Apr. 1) and those serving on board cutters cruising in Bering Sea and Alaskan waters, will be permitted to wear, in the discretion of the commanding officer, when such vessels are underway, or at anchor in unfrequented places, blue woolen sweaters or blue flannel shirts under uniform service coats, and fur overcoats instead of the service overcoats. A woolen or fur cap may be worn by officers under like circumstances. (See arts. 2927, 2928, 2929, and 2930.)

Officers may wear fur overcoats, sweaters, woolen caps, etc.

2907. Immediately after a vessel is put into commission and before proceeding on a cruise, the commanding officer shall ascertain and report to Headquarters whether any officer under his command is unprovided with a complete outfit of uniforms and equipments as prescribed.

Commanding officer to ascertain as to uniforms.

2908. The following uniforms are prescribed for commissioned officers:

Full dress. (a) *Full dress.*—Frock coat, full-dress trousers, full-dress cap, shoulder knots, sword and full-dress belt, white gloves, medals, and badges.

Dress. (b) *Dress.*—Frock coat, plain blue or white trousers, full-dress cap, shoulder knots, sword and black leather belt, white gloves, medals, and badges.

Service dress. (c) *Service dress.*—Blue or white service coat, plain blue or white trousers, blue or white service cap, and sword and black leather belt; white gloves and ribbons when required.

Evening dress (A). (d) *Evening dress (A).*—Evening dress coat, evening dress blue or white waistcoat, full-dress trousers, full-dress cap, shoulder knots, sword and full-dress belt, black tie, white gloves.

Evening dress (B). (e) *Evening dress (B).*—Evening dress coat, evening dress blue or white waistcoat, plain blue trousers, blue service cap, black tie.

Uniform to be prescribed. **2909.** (1) The commanding officer shall prescribe daily the uniform for the officers under his command.

Uniform of officer of the deck. (2) When in port the uniform of the officer of the deck shall be service dress with white gloves, unless otherwise directed by the commanding officer, and he shall carry a spyglass or binocular. When at sea he shall carry a binocular and have a megaphone at hand.

Designation of uniforms. **2910.** In orders prescribing the uniform to be worn by commissioned officers, the designations full dress, dress, service dress, evening dress (A), and evening dress (B) shall be used.

Consideration as to weather and temperature. **2911.** In designating the uniform to be worn due consideration shall be given to the weather, temperature, etc., in order that the health of the command may be preserved. Except on special occasions, the uniform of the day shall be service dress.

Trousers of officers and enlisted persons. **2912.** In the order fixing the uniform for the day trousers of the same color shall be prescribed for the officers and enlisted persons if practicable. This shall not apply to persons in working clothes.

Uniforms of witnesses, etc., before courts. **2913.** Officers serving on Coast Guard courts, or as witnesses or prosecutors before the same, shall wear dress uniform. On boards, and when undergoing examination for promotion, officers shall wear service dress. The president of a court may prescribe service dress with side arms in hot weather.

For officer on trial. **2914.** An officer on trial by a Coast Guard court, and his counsel, if an officer of the service, shall wear the uniform prescribed for the members of the court, except side arms.

Uniforms when on shore duty. **2915.** Officers may not be required to wear uniforms when on duty at Headquarters or on other shore duty, except as provided in articles 2913, 2914 and 2916; but they shall at all times be provided with the complete outfit of uniforms prescribed.

Officers on board cutters, and at stations. **2916.** Officers on duty on board cutters or at stations or at the Coast Guard academy or depot shall at all times, except as provided in articles 2906 and 2917, wear the uniform of their respective grades.

Overalls may be worn. **2917.** During ship inspection, and inspecting and overhauling machinery, officers may wear overalls.

2918. Swords and belts and, in port, white gloves, shall always be worn at quarters and at drills by commissioned officers, except at "emergency drills," when they shall be equipped with a pistol, holster, and cartridge belt, the swords and sword belts being omitted.

2919. Commissioned officers reporting for duty in obedience to orders shall report to the commanding officer in service dress with side arms.

2920. In domestic ports commanding officers shall permit officers to wear civilian clothes when temporarily away from their vessels, except on occasions of official ceremony or when it may be necessary in the interests of the service for them to wear uniforms. Discretion shall be exercised in granting this privilege in foreign ports.

2921. On all occasions of ceremony, when a commanding officer may deem it necessary to order the attendance of the officers under his command, he shall prescribe the uniform to be worn. He shall also prescribe the uniform on all social occasions when officers attend in a body in an official capacity.

2922. (1) The service dress shall be worn on boarding duty.
(2) Officers on duty with enlisted persons on shore shall wear service dress with leggings.

2923. Commissioned officers attached to harbor cutters and launches shall wear the service dress at all times while on duty on board their vessels. When occasion requires, they shall wear side arms. Warrant officers attached to such vessels shall wear the blue dress or the white service dress uniform.

2924. None other than white gloves shall be worn with uniform, except during inclement weather and at sea.

2925. In official mourning commissioned officers shall wear a 3-inch black crape band around the left arm above the elbow, and a black crape band 3 inches wide and about 20 inches long knotted on the sword hilt.

2926. Uniform coats, except the evening dress coat, shall at all times be worn completely buttoned.

2927. In cold weather overcoats shall be worn, when directed by the commanding officer, over any of the uniforms. When overcoats are worn, shoulder knots shall be dispensed with.

2928. In foul weather, except under special circumstances, officers shall be permitted to wear rain clothes.

2929. Officers on the retired list may wear the uniform prescribed for officers of corresponding grade on the active list under the same restrictions as are provided for the latter officers.

2930. An officer suspended from duty, and not attached to any unit, is prohibited from wearing any part of his uniform except the overcoat (without shoulder marks) and the boat cloak; if attached to a unit he shall not wear side arms.

2931. (1) Whenever the officer in responsible charge of a unit shall so direct, there shall be a general muster for the purpose of ascertaining whether the officers and crew are provided with proper uniforms. He shall see that the regulations governing uniforms are at all times complied with.

(2) He shall see that each enlisted member of the crew is properly clothed in conformity with regulations, and to this end

shall cause to be held monthly inspections of the clothing outfits of the crew for the purpose of ascertaining and supplying deficiencies.

Warrant officers' uniforms.

2932. Warrant officers shall wear the prescribed uniforms at all times on board cutters and at stations, and also when ashore on duty. They may wear civilian clothes when on liberty or leave of absence in domestic ports.

Enlisted persons' uniforms.

2933. Enlisted persons shall at all times wear a uniform prescribed by the regulations, except that they may, in the discretion of the officer in responsible charge of the unit, be permitted to wear civilian clothes when on liberty or leave of absence in domestic ports, but they shall be required to leave the ship or station and return thereto in uniform.

2934. The officer in responsible charge of each unit shall see that the following instructions are observed:

Dress for the day.

(a) He shall prescribe the particular dress for the day, having due regard to the duty to be performed and the state of the weather.

Working dress.

(b) He may order working dress to be worn by the entire crew, or by individuals performing any work for which the working dress is suitable.

Uniform at sea.

(c) At sea, except on special occasions, undress or working dress shall be the uniform of the day.

In cool weather.

(d) In cool weather the working dress may be worn over a suit of blue.

Rain clothes and rubber boots.

(e) Rain clothes and rubber boots shall be worn by all persons belonging to the deck watch, boats' crews, pier watch, or on patrol, when exposed to inclement weather.

Watch cap.

(f) The watch cap may be worn at sea. It may also be worn in port on ordinary occasions during cold weather and when refitting or coaling ship.

Clothes made by the men.

(g) Clothes made by the men themselves shall conform strictly in material, pattern, and make-up to those prescribed by the regulations for uniforms.

Stewards, cooks, and boys.

(h) Stewards, cooks, and boys shall wear white coats or jackets when in officers' quarters. Stewards and cooks at work in the galley shall wear cooks' white caps.

Eyelets.

(i) All clothes shall be fitted with neat eyelets for stops.

Clothing to be marked.

(j) Each article of clothing shall be legibly marked with the owner's name.

Warrant officers and petty officers.

(k) Warrant officers and petty officers may, in warm weather, when on duty below decks, or when working at stations, take off the coat and waistcoat.

Boats' crews.

(l) Boats' crews shall be neatly dressed in the uniform of the day.

Shoes.

(m) Shoes neatly blacked shall always be worn by enlisted persons, except that when the decks are wet or in hot weather shoes may be dispensed with on board ship. Shoes shall always be worn by the crews of running boats.

Leggings.

(n) Leggings shall be worn with any form of dress when under arms for infantry drill and for duty with a landing party. They shall also be worn for beach-apparatus drill and when on patrol, except when rubber boots are prescribed.

(o) Overcoats may be worn in cold weather with any of the Overcoats. prescribed uniforms.

(p) No transfer or exchange of clothing shall be made by enlisted persons without the authority of the executive officer or the keeper, as the case may be. Transfer or exchange of clothing.

(q) The hair and beard shall be kept neatly trimmed. Hair.

(r) White headgear shall be worn when white is prescribed for any other portion of the uniform. White headgear.

(s) Underclothing shall always be worn. Underclothing.

(t) Enlisted persons to whom medals or badges have been awarded by the Government shall wear them with dress uniform upon occasions of ceremony. Medals.

2935. A copy of the "Regulations Governing the Uniforms for Commissioned Officers, Warrant Officers, and Enlisted Persons of the United States Coast Guard" shall be placed in charge of the master-at-arms or the No. 1 surfman and shall be accessible to the crew of the ship or station, as the case may be, at all proper times. Uniform regulations.

2936. Enlisted persons shall not be permitted to keep on a cutter or at a station any other than uniform clothing. Non-uniform clothing.

2937. Every article of clothing belonging to enlisted persons shall be plainly marked with the owner's name, using black paint in marking white and olive-drab clothes and white paint in marking blue clothes, as follows: Clothing to be marked.

(a) *Blankets*.—All the right-hand corners, 4 inches from each edge.

(b) *Cap, blue*.—Inside crown; cap, olive-drab, inside sweatband.

(c) *Drawers*.—On the outside of the right half waistband.

(d) *Dungarees*.—Same as white.

(e) *Flannel shirts*.—Same as blue jumpers.

(f) *Jerseys*.—Same as undershirts.

(g) *Jumpers*.—Blue, on inside on hem across the center line of the front and to the right of the center line of the back. White, inside across the back just below the collar seams and close to it, to the right of the center line.

(h) *Leggings*.—Inside, on centerpieces, 3 inches from and parallel to top.

(i) *Mattress*.—In center, 4 inches from each end.

(j) *Mattress cover*.—Right corners, 4 inches from open end.

(k) *Neckerchief*.—In center.

(l) *Overcoat*.—On lining, each side of split of tail, 3 inches from and parallel to bottom.

(m) *Overshirts*.—On the outside of front and on the inside of back, both marks being placed 1 inch from the bottom of the shirt, the former across the center line; also on the under side of the collar.

(n) *Rain clothes*.—Same as white jumper and trousers. Particular care shall be taken that rain clothes are kept distinctly marked.

(o) *Rubber boots*.—Inside, near the top.

(p) *Shoes*.—Inside, near the top.

(q) *Socks*.—On leg, near top.

(r) *Storm cap*.—Around edge, inside.

(s) *Trousers*.—Blue, on the inside of the back of both legs, close to the bottom hem; white, on the waistband on the inside in front, and on the under side of the pocket.

(t) *Undershirts*.—On the outside of the front, 1 inch from the bottom of the shirt and to the right of the center.

(u) *Watch cap*.—Inside, one-half inch from bottom.

(v) *White hat*.—On the sweatband.

**Infantry equip-
ment.**

2938. The standard infantry equipment for the Coast Guard in the case of persons armed as riflemen shall consist of the Army regulation olive-drab cartridge belt, cartridge-belt suspenders, haversack, bayonet scabbard, canteen, and canteen straps.

**Pistol equip-
ment.**

2939. The equipment for pistols shall consist of an olive-drab cartridge belt and of an olive-drab woven holster with metal tip and clasp.

HONORS AND DISTINCTIONS.

CHAPTER XXIV.

HONORS AND DISTINCTIONS.

SPECIAL HONORS.

3001. When the President of the United States visits a cruise cutter he shall be received with the following honors: **The President.**

(a) All the officers shall assemble in full dress on the side of the quarter deck on which he enters; he shall be received at the gangway by the commanding officer accompanied by such other officers as he may designate. The crew shall be mustered on the opposite side of the deck. When the President reaches the deck, officers and men shall salute, the bugle shall sound four flourishes, and the President's flag shall be broken out at the main and kept flying as long as he is on board. A salute of 21 guns shall be fired as soon as practicable after the President and his suite shall have been received. The same ceremonies shall be observed when the President leaves the vessel, the salute to be fired when the boats shall be sufficiently clear. The President's flag shall be hauled down with the last gun of the salute. (See art. 3089.) **Ceremonies.**

(b) All other vessels of the Coast Guard present shall, unless otherwise directed, fire a salute of 21 guns at the same time as the vessel visited. **Other cutters present.**

(c) A Government vessel flying the flag of the President shall be regarded as the senior vessel present, and her motions shall be followed accordingly. **Senior vessel.**

(d) Whenever the President is embarked in a Government vessel flying his flag, all cutters on meeting or passing near her shall fire a salute of 21 guns; and officers and crew shall assemble in a conspicuous place, stand at attention, and salute, the bugler sounding four flourishes. **President's flag.**

3002. When an ex-President of the United States visits a 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 salute. **An Ex-President.**

3003. When the Vice President of the United States visits a cutter he shall be received with the same honors as the President, except that there shall be one salute of 19 guns, which shall be fired at his departure, the national ensign being displayed at the fore during the salute. **The Vice-President.**

3004. When the President of a foreign Republic or when a foreign sovereign visits a cutter, the same honors shall be extended as to the President of the United States, except that the national ensign of the country represented shall be displayed at the main during the entire visit. **Foreign sovereign.**

Member of royal family. 3005. When any member of a royal family visits a cutter the honors prescribed in the preceding article shall be extended, except that the national ensign of the country represented shall be displayed only during the salutes.

Secretary of the Treasury. 3006. (1) When the Secretary of the Treasury visits officially a cutter, all officers shall assemble in full dress on the side of the quarter deck on which he enters; the crew shall be assembled on the opposite side of the deck. He shall be received at the gangway by the commanding officer accompanied by such other officers as he may designate. When the Secretary reaches the deck, officers and men shall salute, the bugler shall sound four flourishes and the Secretary's flag shall be broken out at the main and kept flying as long as he is on board. A salute of 19 guns shall be fired as soon as practicable after the Secretary shall have been received. The same ceremonies shall be observed when the Secretary officially leaves the vessel, the salute to be fired when the boat shall be sufficiently clear; the Secretary's flag being hauled down with the last gun of the salute.

Senior cutter. (2) A cutter flying the flag of the Secretary of the Treasury shall be regarded as the senior cutter present, if the President's flag be not displayed on any vessel, and her motions shall be followed accordingly.

Assistant Secretary. 3007. (1) When an Assistant Secretary of the Treasury visits officially a cutter, he shall be received with the ceremonies prescribed in the preceding article, except that the Assistant Secretary's flag shall be displayed at the main while he is on board, the uniform shall be dress, the bugler shall sound three flourishes, and the salute shall be 15 guns. At his departure the same ceremonies shall be observed and a salute of 15 guns shall be fired, his flag being hauled down with the last gun of the salute.

Senior cutter. (2) A cutter flying the flag of the Assistant Secretary of the Treasury shall be regarded as the senior cutter present, if the President's or Secretary's flag be not displayed on any vessel, and her motions shall be followed accordingly.

Cabinet and other civil officers. 3008. The following civil officers, when visiting officially a cutter, shall be received with the same honors as the Secretary of the Treasury, except that the uniform shall be dress, the salute shall be fired only at departure, and the national ensign shall be displayed at the fore during the salute:

(a) A member of the President's cabinet other than the Secretary of the Treasury.

(b) The Chief Justice of the Supreme Court of the United States.

(c) The Governor General, United States Islands.

(d) The Governor of a State, Territory, or Islands of the United States, when the vessel is within the waters of the State, Territory, or Islands, of which he is Governor.

(e) The President *pro tempore* of the Senate.

(f) The Speaker of the House of Representatives.

(g) A committee of Congress.

Visits to shore station. 3009. Upon an official visit to the Coast Guard Academy or depot, of an official entitled to a salute, the same ceremonies shall be observed, as far as may be practicable, as when such person visits a cutter officially.

3010. Members of the diplomatic corps and consuls of the United States, when visiting officially a cutter within the waters of the nation to which they are accredited, shall be received at the gangway by the senior officer on board and such other officers as the latter may designate, with appropriate honors as set forth in article 3030. Members of diplomatic corps and consuls.

3011. Military and naval officers when visiting officially a cutter shall be received at the gangway by the commanding officer, the line officer next in rank, and the officer of the deck if the visiting officer be of command rank, otherwise by the officer of the deck. Such officers shall be accorded the honors appropriate to their rank as prescribed in article 3030. Military and naval officers.

SALUTES.

3012. A boat having an official on board shall lay on oars or stop the engine, bows forward, parallel to and at a suitable distance from the ship, during the firing of a salute in his honor. Position of boat during salute.

3013. Only those officers of the Army and Navy whose rank entitles them to such honor shall be saluted with cannon. (See art. 3011.) Officers to be saluted.

3014. No military or naval officer in civilian clothes shall be saluted with cannon. Officers in civilian clothes.

3015. When two or more officials, each entitled to a salute, visit a cutter and depart in company, the senior only shall be saluted. If they depart in succession, each shall be saluted. Two or more officials entitled to salute.

3016. The same official, unless he is entitled to a salute of 19 or more guns, or has in the meantime been advanced in rank, shall not be saluted by the same cutter at the same place oftener than once in twelve months. Saluting same officer.

3017. Salutes or other ceremonies prescribed in honor of officials may be dispensed with at their personal request. Salutes may be omitted.

3018. When a cutter enters a port of any foreign nation the Government of which is recognized by the United States, where there is a fort or battery displaying the national flag, or where a commissioned ship of war of that nation is lying, she shall fire a salute of 21 guns unless her commanding officer has reason to believe that the salute can not be returned; and in this case he shall immediately take steps to ascertain the local regulations or customs. This salute shall be the first fired after entering the port. The ensign of the nation saluted shall be displayed at the main during the salute. Salute in foreign port.

3019. No salute shall be fired in honor of any nation, nor of any official of any nation, not formally recognized by the Government of the United States. Nation not recognized.

3020. In port, if several flag officers are to be saluted, the salutes shall be fired in the order of their grade; if of the same grade, priority shall be given first, to the nationality of the port, and, second, to the length of service of the flag officers in their respective commands. These salutes shall be fired as soon as possible after the usual boarding visits have been made, if not fired before. The national ensign of the country of the officer saluted shall be displayed at the fore during such salute. Salutes to flag officers.

Return of salutes.

3021. It is the duty of a fort or other Army post to return a national salute fired by a foreign ship of war entering a port of the United States. In case there be no fort or post capable of returning a salute, and there be no vessel of the Navy, or naval battery or station to return it, then the senior Coast Guard cutter shall return the salute gun for gun.

First visit of foreign official.

3022. On the first official visit of a foreign naval or military officer, a member of the diplomatic corps, or other distinguished official, to a cutter, he is to receive the same honors as an official of the United States of the same grade or rank. If a salute be fired the ensign of the foreign nation represented shall be displayed at the fore during the salute.

Foreign national anniversaries.

3023. In celebrating foreign national anniversaries or festivals, when salutes are fired, the ensign of the nation celebrating the day shall be displayed at the main during the salute and for such further time as the ships of such nation present may remain dressed, and in the case of an anniversary of the nation in whose waters the ship is lying, where no ships of that nation are present, until sunset.

National salute.

3024. A national salute shall consist of 21 guns.

Information to be obtained when in doubt.

3025. When in doubt as to what officials are to be visited, saluted, or otherwise honored, or as to the rank of any official, or as to whether certain salutes will be returned, commanding officers shall first send an officer to obtain the desired information.

United States forts.

3026. Forts and cities of the United States shall not be saluted by Coast Guard cutters.

When forbidden.

3027. Salutes shall not be fired in ports where they are forbidden by local authorities, nor, except under special circumstances, shall a vessel lying at a wharf fire a salute.

When salutes are not to be fired.

3028. No salute shall be fired between sunset and sunrise, nor on Sunday. As a rule salutes shall be fired between 8 a. m. and sunset. The national ensign shall be displayed during a salute.

What vessels shall salute.

3029. Only cruising cutters armed with three or more guns shall salute with cannon. The interval between guns in all salutes shall be 5 seconds.

Honors and ceremonies.

3030. The following honors and distinctions shall be given when the same are appropriate and the occasion requires their observance:

Honors and distinctions.

Rank.	Uniform.	Salute.				Side honors.	Flag.
		Arrival.	Departure.	Guns.	Flourishes.		
President.....	Full dress.	1	1	21	4	Yards or rail manned and 8 side boys.	President's, at main, during visit. National, at main, during visit. National, at main, during salute.
President of foreign republic or a foreign sovereign.	...do.....	1	1	21	4		
Member of a royal family..	...do.....	1	1	21	4		

Honors and distinctions—Continued.

Rank.	Uniform.	Salute.				Side honors.	Flag.
		Arrival.	Departure.	Guns.	Flourishes.		
Ex-President.....	Full dress.	1	1	21	4	8 side boys.	No flag, except the visit be in a foreign port, when national flag will be displayed at main, during salutes.
Vice President.....	do.....	1	19	4	4	do.....	National, at fore, during salute.
Ambassador of United States (when within waters of country, accredited, etc.)..	do.....	1	19	4	4	do.....	Do.
Secretary of the Treasury..	do.....	1	1	19	4	do.....	Secretary's, at main, during visit.
Assistant Secretary of the Treasury.	Dress.....	1	1	15	3	do.....	Assistant Secretary's, at main, during visit.
Cabinet officer.....	do.....	1	19	4	4	do.....	National, at fore, during salute.
Chief Justice.....	do.....	1	17	4	4	do.....	Do.
Governor General, United States Islands.	do.....	1	17	4	4	do.....	Do.
Governor of State, Territory, or United States Islands.	do.....	1	17	4	4	do.....	Do.
President pro tempore of the Senate.	do.....	1	17	4	4	do.....	Do.
Speaker of the House of Representatives.	do.....	1	17	4	4	do.....	Do.
Committee of Congress....	do.....	1	17	4	4	do.....	Do.
Envoy extraordinary.....	do.....	1	15	3	3	do.....	Do.
Minister resident, or "diplomatic representative."	do.....	1	13	2	2	6 side boys.	Do.
Chargé d'affaires.....	do.....	1	11	1	1	do.....	Do.
Consul general.....	Of the day	1	9			4 side boys.	Do.
First secretaries of embassies or legations.	do.....					do.....	Do.
Consul.....	do.....	1	7			do.....	Do.
Vice consul or commercial agent (where only representative of the United States).	do.....	1	5			do.....	Do.
Admiral of the Navy.....	Dress.....	1	19	4	4	8 side boys.	In case of foreign officers, national at fore during salute.
Admiral.....	do.....	1	17	4	4	do.....	
General.....	do.....	1	15	3	3	do.....	
Vice admiral.....	do.....	1	13	2	2	6 side boys	
Lieutenant general.....	do.....	1	11	1	1	do.....	
Rear admiral.....	do.....	1	9			4 side boys.	
Major-general (Army or Marine Corps).	do.....	1	7			do.....	
Commodore.....	do.....	1	5			do.....	
Brigadier general.....	do.....	1	3			do.....	
Chief of staff, if not a flag or general officer.	Of the day					do.....	
Captain commandant.....	Dress.....	1	9			do.....	
Captain, Navy.....	If commanding officers.	Of the day				do.....	
Colonel.....							
Commander.....							
Lieutenant colonel.....							
Senior captain.....	do.....					do.....	
Engineer in chief.....	do.....					do.....	
Lieutenant commander.....	do.....					do.....	
Major.....	do.....					12 side boys.	
Captain, Coast Guard.....	do.....					do.....	
All other commissioned officers.	do.....					2 side boys.	

1 4 side boys if commanding; 2, if not commanding.

Salutes to official embarked as passenger.

3031. When an official entitled to a salute embarks in a cutter for the purpose of making a passage in her, he shall be saluted when going on board and again when disembarking.

Salute not to be fired without permission of senior.

3032. No salute shall be fired in the presence of a senior without his permission, except it be one in honor of such senior.

Piping the side.

3033. On the occasion of the official reception or departure of a civil, diplomatic, or consular officer, or of any commissioned officer of the Coast Guard, Army, Navy, Marine Corps, Public Health Service, Naval Militia, or National Guard, the side shall be piped. The side shall not be piped for shore boats, but officers in them, if in uniform, shall be so saluted on reaching or leaving the deck.

Commanding officer of cutter.

3034. When the commanding officer of a cutter leaves or goes on board the vessel under his command between the hours of 8 a. m. and sunset, he shall be attended at the side by the line officer on board next in rank and the officer of the deck; between the hours of sunset and 10 p. m. by the officer of the deck only; if later than 10 p. m. by the quartermaster of the watch, or if sea watches are being stood, by the officer of the deck.

DISTINCTIONS IN GENERAL.

Official visit of commanding officer.

3035. When a commanding officer visits officially another vessel of the Coast Guard he shall be attended at his reception and departure by the commanding officer and the officer of the deck.

Officer of deck to attend gangway.

3036. The officer of the deck shall attend the gangway on the arrival and departure of any commissioned officer or distinguished visitor, except that (in the case of the former) between 10 p. m. and "turn to" hour, when sea watches are not being stood, the side may be attended only by the quartermaster of the watch or the anchor watch. (See art. 1199.)

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

3037. When side honors only are rendered to a flag officer or commanding officer, officers and men on deck and in view from the gangway shall stand at "attention," face the gangway, and salute as the officer appears over the side, and shall remain at the salute until the end of the pipe.

Honors to be dispensed with.

3038. All honors, except as prescribed in article 3036, and such as social courtesy demand, shall be dispensed with at the reception or departure of all officers under the following conditions:

(a) When they are in plain clothes.

(b) When the reception or departure takes place between sunset and 8 a. m.

(c) During meal hours of the crew, for officers of the Coast Guard.

Gangways.

3039. The starboard gangway shall be used by all commissioned officers and cadets and their visitors; the port gangway shall be used by warrant officers and enlisted persons. If any special circumstances make a temporary change in this regulation expedient, the change may be made in the discretion of the commanding officer.

Saluting ensign when coming on board or leaving.

3040. All officers and enlisted persons, when coming on board either from a boat, from a gangway, or from the shore, shall salute the national ensign. In making this salute, which shall be entirely distinct from the salute to the officer of the deck, the

person making it shall stop at the top of the gangway, if there be a gangway rigged, or upon arriving on board, face the colors, and render the salute, after which the officer of the deck shall be saluted. In leaving the vessel the same salutes shall be rendered in inverse order. The officer of the deck shall return both salutes in each case, and shall require that they be properly made.

3041. The commanding officer shall clearly define the limits of the quarter deck; it shall embrace so much of the main deck or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions. Limits of the quarter deck.

3042. Whenever the "Star-Spangled Banner" is played at any place where persons belonging to the Coast Guard are present in their official capacity, or present unofficially but in uniform, all officers and enlisted persons present shall stand at attention, facing toward the colors, or, if no colors, the music, retaining that position until the last note of the air. The same respect shall be observed toward the national air of any other country when it is played as a compliment to official representatives of that country. Stand at attention when national air is played.

PERSONAL SALUTES.

3043. The hand salute shall be exchanged between officers and enlisted persons, when on shore and not in military formation nor at work, on every occasion of their meeting, passing near, or being addressed, the officer junior in rank or the enlisted person saluting first. Similarly, when afloat, every officer and enlisted person shall salute a flag officer and every officer senior to himself from another ship. When several officers in company are saluted, all entitled to the salute shall return it. Exchange of hand salutes.

3044. Personal salutes and other marks of respect due their rank shall always be extended to officers of the Army, Navy, Marine Corps, Public Health Service, Naval Militia, National Guard, and to foreign officers. Personal salutes.

3045. In accompanying other officers, juniors shall walk or ride on the left of their seniors, unless there be special reason for the contrary. Relative position of juniors and seniors.

3046. On board the cutter to which they are attached all officers and enlisted persons shall salute their commanding officer on every occasion of meeting, passing near, or being addressed by him. They shall salute all officers their seniors on their first daily meeting or passing near, and whenever addressing or being addressed by them, and shall salute the executive officer or other officer their senior when he is making an inspection. At other times they shall clear the gangway and stand at attention, facing the officer until he has passed. Salute to commanding and other officers.

3047. Men shall not leave off work nor salute unless addressed by an officer or called to attention. A person in military formation shall not salute when directly addressed, but shall come to attention if at rest. Salutes not given when at work.

3048. Men seated at work, at games, or at mess, are not required to rise when an officer passes, unless called to attention or necessary to clear a gangway. Salutes not given at mess or at games.

3049. A person on duty as orderly shall not remove his head-dress when entering officers' quarters. The orderly.

PASSING VESSELS.

"Attention" in passing vessels.

3050. (1) When one cruising cutter is passing another or passing a vessel of the United States Navy, or a foreign man-of-war, under command of a senior officer, close aboard, the bugler shall sound "attention," at which call all persons about decks shall stand at attention and face the passing vessel, and after the vessels have passed each other the bugler shall sound "carry on," when the usual duties shall be resumed. By "close aboard" is meant within 600 yards. For high personages and foreign ships the term shall be interpreted liberally, and in any case of doubt the officer responsible shall be careful not to render less honor than may be due.

Brevity.

(2) The sounding of "attention" in rendering honors shall be regulated so as not to keep officers and crew at attention longer than is necessary to make the salute effective and distinctly recognizable. All persons in sight shall stand at attention while the ships are passing and shall make the hand salute at "carry on."

Boat hails and answers.

3051. When an approaching boat is hailed from the ship the ranking person in it shall answer the hail as follows:

- (a) The Secretary or Assistant Secretary....."Treasury."
- (b) Captain Commandant....."Coast Guard."
- (c) Division commander....."Division."
- (d) Commanding officer..... Name of vessel
under his command.
- (e) Other commissioned officers....."Aye, aye."
- (f) Cadets and warrant officers....."No, no."
- (g) Enlisted persons....."Hello."
- (h) A boat not intending to go alongside..."Passing."

BOAT SALUTES.

Power-launch signals.

3052. (1) Power launches approaching a ship, and not displaying a flag or pennant at the bow, shall sound short blasts of the whistle at night, or during the day when the curtains are so drawn that the rank of the passenger can not be distinguished, as follows:

a. President of the United States.....	8
b. Secretary of the Treasury.....	7
c. Assistant Secretary of the Treasury.....	6
d. Captain Commandant.....	5
e. Division commander.....	4
f. Commanding officer.....	3
g. Other commissioned officers.....	2
h. All others.....	1

Care in passing other vessels underway.

(2) When approaching other launches or vessels underway care shall be taken to make the foregoing signals at a time when they may not be mistaken for passing signals.

Boat salutes.

3053. Salutes shall be exchanged between boats meeting or passing each other as indicated in the following table. No junior shall pass a senior, when going in the same direction, without permission:

Junior to salute first.

3054. The junior shall always salute first and the senior shall return the salute with the hand.

Officers to be saluted.

3055. Officers of the Army, Navy, Marine Corps, Public Health Service, Naval Militia, National Guard, and foreign officers in boats shall always be saluted when recognized as such.

"Attention" for flag officer in passing.

3056. When a boat flying the flag of a flag officer passes close aboard, the bugler shall sound the proper number of flourishes, and the officers on deck and in sight shall face the boat and stand at attention until it shall have passed, saluting with the first flourish and remaining at the salute until the end of the last flourish. When a commanding officer, with his pennant flying, passes close aboard, the bugle call of "attention" shall be sounded.

Hand salute.

3057. Officers in uniform, but without flag or pennant flying, or when in civilian clothes, shall be saluted with the hand only.

Coxswains to rise and salute.

3058. Coxswains in charge of boats, and also when steering boats, shall always rise and salute when officers enter or leave their boats, extending or returning salutes to or from commissioned officers. But when steering loaded or towing boats, or boats under sail, they shall salute with the hand only.

Boat keepers to salute.

3059. Boat keepers and other men in boats not underway, and not containing an officer, shall, when boat awnings are not spread, stand and salute when a boat containing an officer comes alongside of the ship, leaves the ship, or passes near them, and shall remain standing until the boat passes or reaches the ship's side; they shall salute with the hand without rising, if boat awnings be spread.

Men working on the ship's side not to salute.

3060. Men working on the ship's side do not salute, but continue their work, except when the bugle sounds the call of attention.

Salute at colors.

3061. At morning and evening colors, pulling boats passing near a cutter, or a man-of-war of any nationality, shall lie on their oars, and power launches shall stop their engines, the coxswains saluting, and the members of the crews of power launches outside the canopies shall stand, face toward the colors, and salute.

BOAT COURTESIES.

Precedence in boats.

3062. Officers shall enter ship's boats in inverse order of their precedence and shall leave them in the order of their precedence as established by the official register, except as provided in article 839-6. The senior line officer in any boat belonging to the unit to which he is attached shall have charge of and be responsible for the safety and management of such boat under all circumstances.

Juniors to give way to seniors.

3063. At landings and gangways juniors shall give way to seniors, and at all times juniors shall show deference to their seniors, by abstaining from crossing the bows of their boats, passing them when going in the same direction, crowding them, or ignoring their presence.

Waiting boats to haul clear of gangways, etc.

3064. Boats shall always haul clear of shore landings and ship's gangways while waiting. The crews shall not be allowed to leave the boat except by proper authority.

COLORS.

National ensign to be displayed.

3065. (1) Except as otherwise provided all vessels in commission shall set their colors at 8 a. m. and keep them flying until

sunset. At all stations during the active season, colors shall be set at 8 a. m. and kept flying until sunset. When sunset occurs later than 8 p. m., evening colors shall be made at 8 p. m.

(2) Unless there be good reason to require action to the contrary, the colors shall be set, even though it be before 8 a. m. or after sunset, if there be sufficient light for them to be seen when getting underway or coming to anchor, when entering or leaving port, in passing, meeting, joining, or parting from other Government vessels, on falling in with a vessel at sea, and in approaching or passing towns, forts, batteries, naval stations, lighthouses, and light vessels.

(3) If a cutter enter any port other than her headquarters at night, her colors shall be set at daylight for a short period to enable the authorities of the port and Government vessels present to determine her nationality.

(4) When a cutter arrives in port after daylight but before 8 a. m., after keeping the colors set sufficiently long for the port authorities to recognize them they shall be hauled down, and at 8 a. m. "colors" shall be made with the usual ceremonies.

(5) When colors are set before 8 a. m. or after sunset as a mark of courtesy to a vessel coming into or leaving port, they shall be hauled down when the vessel anchors or when she shall have proceeded to a reasonable distance.

3066. When two or more vessels of the Coast Guard are present, "colors" and "bells" shall follow the vessel commanded by the senior officer; and when vessels are at anchor in harbors with naval vessels of the United States, "colors" and "bells" of the senior naval commander shall be followed, if he be the senior officer present. When a cutter is at or near the academy or the depot, or a naval station, the above procedure shall be followed relative to colors and bells if they can be seen and heard. When vessels are lying sufficiently near to hear each other's bugle calls distinctly, the senior ship only shall sound the bugle at "colors."

3067. The following ceremonies shall be observed on all cruising cutters in commission at "colors": The preparatory call shall be sounded five minutes before "colors." At "morning colors" the bugler shall sound "morning colors," at the beginning of which the ensign shall be started up and hoisted smartly to the peak or truck; all officers and men on deck or in sight shall face the ensign and stand at attention. As the music ceases officers and men shall salute, ending the ceremony. Similar ceremonies shall be observed at sunset, the ensign to be started from the peak or truck as the beginning of "evening colors" is sounded, the ensign to reach the taffrail at the completion of the music, when officers and men shall salute.

3068. Whenever a vessel of the Coast Guard shall anchor near or pass within signal distance of a fortification garrisoned by troops of the United States, her signal letters shall be displayed sufficiently long to be recognized, if circumstances warrant such a course. If it may reasonably be presumed that the identity of the vessel is known at the fort, the signal letters need not be displayed.

Honors in passing Washington's tomb. 3069. When a cutter is passing Washington's tomb, Mount Vernon, Va., between sunrise and sunset, the bell shall be tolled and the colors half-masted at the beginning of the tolling of the bell. When opposite Washington's tomb, taps shall be sounded on the bugle, during which officers and men on deck shall stand at attention. The colors shall be mastheaded at the last note of taps, all hands saluting. "Carry on" shall then be sounded.

VISITS OF CEREMONY.

Arrival of President, Secretary, or Assistant Secretary. 3070. When the President of the United States, the Secretary of the Treasury, or an Assistant Secretary of the Treasury arrives at a port at which there is a cutter, the senior officer present shall send an officer to ask officially for instructions and shall himself call officially, if the duration of such visit and the attendant circumstances render such action appropriate.

Arrival of foreign ship of war. 3071. (1) When a foreign ship of war arrives in port the senior officer commanding a cutter shall send an officer to such ship to offer the customary courtesies, if there be no ship of the Navy present. In case two ships of the same nation arrive in company, the visit shall be made to the senior one only.

Return of visit. (2) When such a visit is made to a vessel of the Coast Guard, an officer shall be sent to return it at once.

Exchange of visits, Coast Guard. 3072. Visits of ceremony in the Coast Guard shall be exchanged by commanding officers as soon as practicable after meeting or arriving within communicating distance, whether they command ships, the Coast Guard Academy, or the depot. The junior shall make the first visit, and it shall be returned within 24 hours.

When visits may be omitted. 3073. It will be considered a compliance with the requirements of the preceding article if, when cutters fall in with one another or arrive frequently at the places designated during their cruising, the visits of ceremony be omitted after the first exchange of calls therein provided.

Returning visits. 3074. Commanding officers shall return all official visits made to them by officers of the Army, Navy, Marine Corps, Public Health Service, Naval Militia, National Guard, and by foreign officers. These calls shall be returned within 24 hours whenever practicable.

When operating as part of Navy. 3075. When operating as a part of the Navy, in accordance with the provisions of law, such official visits shall be made as are prescribed in the Navy regulations.

Wardroom officers to visit. 3076. After the interchange of the usual visits between commanding officers, wardroom officers shall call upon the commanding and wardroom officers of other ships in port, when, in the opinion of their commanding officer, such visits are usual and desirable, as follows: Wardroom officers of a ship arriving in port shall call upon the commanding officer and wardroom officers of the ship or ships already in port. The officers to make the visit shall be designated by the commanding officer.

Visits of courtesy. 3077. An officer reporting for duty at Headquarters, to a division commander, or to a commanding officer shall, in addition to reporting for duty, make a visit of courtesy to the Captain Com-

mandant, division commander, or commanding officer at his home within 48 hours after reporting.

3078. (1) When in a foreign port, and not informed as to the officials whom it is usual to visit, or as to the interchange of other courtesies, the commanding officer shall send an officer to the senior representative of the United States at the port, or in the absence of any such representative, to the highest local official, in order to inform himself. To obtain information as to officials to visit.

(2) Upon the arrival of a cutter at a foreign port the commanding officer shall pay the first visit to a diplomatic officer of or above the rank of chargé d'affaires, and to a consul general. He will receive the first visit from other consular officers. Diplomatic and consular officers in charge of legations or consulates shall be notified of the arrival of the vessel in port. The commanding officer shall, when notifying these officers of his arrival, offer to furnish a suitable boat to enable them to visit the vessel at such time as they may select. Arrival at a foreign port.

(3) The commanding officer shall make calls on such of the civil, military, and naval officials of the port as is customary in such cases. Calls on foreign officials.

(4) All officers in command of cutters shall make the first visit to a governor general, or governor of an island, Governor of Canal Zone, or governor of a group of islands of the United States. Governors of United States islands.

ENSIGNS, FLAGS, AND PENNANTS.

3085. The distinguishing marks of a vessel of the Coast Guard are the Coast Guard ensign and pennant. The ensign shall be shown at the foretruck; the pennant, the distinctive mark of the commanding officer, at the main truck, and both shall be kept flying day and night, except as provided in articles 3088, 3089, and 3090. The national ensign shall be displayed at the staff aft, if the vessel have one, and if not, then at the main peak (or mizzen peak on vessels having three masts), from 8 a. m. until sunset, except as otherwise indicated in these regulations. (See arts. 3065, 3066, and 3067.) Distinguishing marks.

3086. Vessels on harbor duty shall display the national ensign at the flagstaff aft and the Coast Guard ensign and pennant at the pennant staff or the jack staff. Harbor duty.

3087. The Coast Guard ensign to be displayed as prescribed in the preceding article shall be the No. 4, and all boats when doing boarding duty shall display a Coast Guard ensign of the same size. Size of flag prescribed.

3088. During such time as the United States flag is displayed at the fore, in compliance with these regulations, the Coast Guard ensign shall not be flown. When Coast Guard ensign is not flown.

3089. The pennant of the commanding officer shall be hauled down when the flag of the President of the United States, of the Secretary of the Treasury, or of an Assistant Secretary of the Treasury is broken out at the main, and kept down so long as any of those flags is displayed. Such distinctive flag shall be kept flying day and night until the official takes his departure from the ship. Pennant to be hauled down.

- Colors on foreign voyage.** 3090. When in foreign waters, or operating as a part of the Navy in accordance with law, the national ensign and pennant shall be displayed during the usual hours, and the distinguishing marks of a Coast Guard cutter shall not be flown.
- Union jack.** 3091. When at anchor in port, the union jack shall be flown from the jack staff from morning colors to evening colors.
- Coast Guard standard, use of at parades.** 3092. When men are paraded on shore the detachment shall carry, in addition to the national ensign, a distinguishing standard of the service, which shall be the union of the Coast Guard ensign with the addition, below the eagle, of the motto of the service, "Semper Paratus," and the date of its organization, "1790," in blue letters and figures. The distinguishing flag shall be attached to a suitable staff mounted with a polished brass spearhead. (See art. 3104-2.)

BOAT FLAGS.

- National ensign in boats.** 3093. (1) Except as provided in the following paragraph, boats shall display the national ensign during the usual hours on all occasions when it is necessary or desirable that they fly flags.
- Coast Guard ensigns in boats.** (2) Boats on boarding duty in the enforcement of the customs-revenue laws and the navigation laws shall carry the Coast Guard ensign at all times when it can be seen.
- Boats in foreign ports.** (3) When in a foreign port boats away from the ship shall always display the national ensign between 8 a. m. and sunset, and at such other times as the commanding officer may direct.
- Pennant of senior officer.** 3094. (1) A division commander shall, upon official occasions, when he is the senior officer present, carry on a staff at the bow of the boat in which he is embarked a pennant of the same character as that provided in paragraph 3 of article 3105. This pennant shall be 1 foot in the hoist.
- Commanding officer's pennant.** (2) A commanding officer shall, upon official occasions, carry on a staff at the bow of the boat in which he is embarked a pennant of the same character as that which is carried at the main truck of the vessel under his command.
- Without pennant.** (3) An officer when embarked in a boat without his distinctive pennant flying shall be considered as present in an unofficial capacity.

FLAG CEREMONIES.

- Half-masting ensign.** 3095. In half-masting the ensign it shall, if not previously hoisted, be first hoisted to the truck or peak, and then lowered to half-mast. Before lowering from half-mast it shall be first hoisted to the truck or peak, and then lowered.
- Not to dip ensign.** 3096. A Coast Guard cutter or station shall not dip its ensign except in return for such compliment. When a vessel salutes a cutter or station by dipping her ensign, the salute shall be returned, dip for dip.
- Senior officer's pennant, when to be flown.** 3097. When two or more cutters are acting in concert under special orders from Headquarters, the senior in command shall display his pennant at the truck of the aftermast of the senior ship, in addition to the narrow pennant at the main. If there be but two masts, the senior officer's pennant and the narrow pennant shall be displayed at the main.

DRESSING SHIP.

3098. On the occasion of dressing ship the national ensign Ship "dressed." shall be displayed at each masthead (except that when in domestic waters a Coast Guard ensign shall be set at the fore), and at the peak or at the flagstaff aft there shall be displayed the largest national ensign with which the vessel is furnished. The flags at the mastheads should be of the same size. The union jack shall be displayed at the jack staff forward. When the flags are thus disposed, the ship is "dressed."

3099. Coast Guard cutters shall, when occasion requires, be Ship "full dressed." "full dressed" as follows: In addition to the dressing of the mastheads, as provided in the preceding article, there shall be a line of signal flags, rainbow fashion, extending from the water line to the jib-boom end (or from the jackstaff at the height of the ridge rope, if without a jib boom), thence to the highest masthead on the fore, thence to the highest masthead on the main, thence to the highest masthead on the mizzen, thence to the peak, to the boom end or flagstaff at the height of the ridge rope aft, and to the water line aft. In vessels of other rigs the disposition of the decorations shall conform as nearly as possible to the foregoing.

3100. If two or more cutters are together on any occasion Motions of senior ship to be followed. when it becomes necessary to dress ship, they shall be dressed similarly under the directions of the senior officer present. In dressing and undressing ship the motions of the senior ship shall be followed.

3101. Vessels shall be "dressed" or "full dressed" at 8 a. m. Ceremonies and hours for dressing. with the ceremonies of "colors." At sunset colors the vessel shall be undressed. Should it be necessary to haul the colors down before sunset, it shall be done without ceremony.

3102. When a vessel is dressed, the ensigns of the boats which Ensigns in boats at booms and carrying officers. are absent, or which are riding at the booms or astern, shall be displayed. Ensigns shall as a rule be displayed in running boats and launches carrying commissioned officers during such hours as the colors are set on the ship. Boats riding at the booms or astern shall not fly ensigns except as prescribed above.

DESCRIPTION OF FLAGS.

3103. (1) An act to establish the flag of the United States, National ensign. approved April 4, 1818, reads as follows:

SECTION 1. "*Be it enacted, etc.*, That from and after the fourth day of July next the flag of the United States be thirteen horizontal stripes, alternate red and white; that the union have twenty stars, white in a blue field."

SEC. 2. "*Be it further enacted*, That on the admission of every new State into the Union, one star be added to the union of the flag; and that such addition shall take effect on the fourth of July next succeeding such admission."

(2) The union jack is the union of the national flag, and its Union Jack. size shall be the size of the union of the flag with which it is flown.

(3) The size of the national ensign used in boats shall be the Boat flags. No. 11.

Coast Guard
ensign.

3104. (1) The Coast Guard ensign has 16 perpendicular stripes alternate red and white, beginning with the red at the hoist. In the upper quarter, next to the hoist, is the union, being the coat of arms of the United States in dark blue on a white field, eight-sixteenths of the length of the flag, and extending down the hoist halfway. The whole depth of the ensign is ten-sixteenths of the whole length. The distinctive emblem of the Coast Guard in blue and white is placed with its center on a line with the lower edge of the union and over the center of the seventh vertical red stripe from the hoist of the flag, the emblem covering a horizontal space of three stripes.

Coast Guard
jack.

(2) The Coast Guard jack is the union of the Coast Guard ensign.

Secretary's flag.

(3) The flag of the Secretary of the Treasury shall consist of the seal of the Treasury Department on crossed anchors of white on a blue field, encircled by 13 white stars.

Assistant Secre-
tary's flag.

(4) The flag of the Assistant Secretary of the Treasury shall consist of the same design as the Secretary's flag, with the seal, crossed anchors, and stars of blue on a white field.

National pen-
nant.

3105. (1) The national pennant shall have the union part composed of 13 white stars in a horizontal line on a blue field, one-fourth the length of the pennant, the remaining three-fourths of its length to be composed of a red and a white stripe, of equal breadth at any part of the taper, with the red uppermost.

Coast Guard
pennant.

(2) The Coast Guard pennant shall have the union part composed of 13 blue stars in a horizontal line on a white field, one-fourth the length of the pennant; the remaining three-fourths shall consist of 16 perpendicular stripes of equal width, alternate red and white, beginning with the red, and a tailpiece of red about one-fifth the entire length of the pennant, ending in a swallowtail.

Description of
senior officer's
pennant.

(3) The senior officer's pennant shall be made of blue and red bunting, in two vertical stripes; it shall measure 4 feet in the hoist, and 6 feet in length, tapering to a point. The blue shall be next to the hoist and shall extend one-third the length of the pennant, the remaining two-thirds being red.

Meal pennant.

(4) The meal pennant shall be red, 2 feet at the hoist and 6 feet long, tapering to a point.

Sizes of flags.

3106. Flags and pennants furnished by Headquarters will be limited to the following sizes:

(a) National ensigns:

	Feet hoist.
No. 6	8.94
No. 7	5.14
No. 9	3.52
No. 11	2.37

(b) Coast Guard ensigns:

No. 3	5.0
No. 4	2.5

(c) National jacks:

No. 6	4.81
No. 7	2.77

(d) Coast Guard jack:

4.33 feet hoist by 5.5 feet length.

(e) Flag of the Secretary or the Assistant Secretary of the Treasury :

	Feet.
No. 1-----	10. 20 by 14. 40
No. 2-----	7. 73 by 10. 88
No. 3-----	4. 81 by 6. 77
No. 4-----	3. 60 by 5. 13

(f) Pennants (national or Coast Guard) :

	Feet.
No. 2-----	. 42 by 40
No. 3-----	. 35 by 25
No. 4-----	. 30 by 20
No. 5-----	. 25 by 9
No. 6-----	. 21 by 6

ANNIVERSARIES AND HOLIDAYS.

3121. The 1st of January, the 22d of February, the 30th of May, the 4th of July, the first Monday in September, the 25th of December, and such other days as may be designated by the President (including the day for national thanksgiving) shall be observed as holidays in the Coast Guard, and all unnecessary work, drills, and exercises shall be suspended thereon. National holidays.

3122. (1) On the 22d of February and the 4th of July all cutters in commission and not underway, shall "full dress" ship from 8 a. m. and remain so dressed until sunset; at noon saluting ships shall fire a national salute. At sea the same salute shall be fired with the colors set. At the Coast Guard Academy and the depot, a national salute shall be fired at noon. (See art. 3065-1.) Observance of national anniversaries.

(2) When weather or other circumstances render it advisable, "dressing" may be substituted for "full dressing," and these flags may be hauled down, if necessary, at any time after being hoisted. Weather unfavorable.

(3) On Memorial Day (May 30) a salute of 21 minute guns shall be fired at noon by all saluting ships in commission, and at the academy and the depot, during which the ensign shall be at half-mast. Detachments from vessels in United States ports, shall, in the discretion of the commanding officers, take part in the Memorial Day parades in the immediate vicinity, if requested by competent authority, and if it can be done without expense to the Government, and if there is no urgent need of the vessel's services to answer a call of distress. Memorial Day.

(4) When a national holiday falls on Sunday, the following day shall be observed as a holiday. When the 22d of February, the 30th of May, or the 4th of July occurs on Sunday, all special ceremonies shall be postponed until the following day. Postponement.

(5) When the 22d of February or the 4th of July occurs during a period of properly authorized mourning, the mourning shall be suspended on that day, and the ceremonies provided for shall be observed. When they occur during a period of mourning.

3123. Upon the occasion of the celebration of a national anniversary of the United States, or upon observing any national solemnity, in a foreign port or in the presence of a foreign ship or Foreign ships of war present to be notified.

ships of war (there being no United States naval vessel present), due notice of the time and manner of conducting the celebration or solemnity shall be given by the commanding officer to the port authorities and to the senior officer of the foreign ship or ships of each nationality present. Should any foreign authorities or ships participate in any such celebration or solemnity, by firing salutes or otherwise, an officer shall be sent, upon its completion, to return thanks for the courtesy.

Participating in foreign national anniversaries.

3124. Upon the occasion of the celebration of their national anniversaries by the authorities or ships of war of a friendly nation, in foreign or domestic ports, a Coast Guard cutter present shall on receiving official intimation "full dress" or "dress" ship, with the foreign national ensign at the main, and fire such salutes as are fired by the foreign authorities or ships, not exceeding 21 guns, unless it is deemed necessary to fire a larger number in order to participate properly in the celebration or solemnity, to show proper courtesy to the nation complimented, or to avoid giving offense. Under similar circumstances cutters shall participate in the observance of national solemnities of foreign States. Upon all occasions efforts shall be made to accord, so far as possible, with the foreign authorities in the time and manner of conducting the ceremonies.

Acting with naval vessels.

3125. Coast Guard cutters acting in concert with naval vessels shall conform to the formalities and observances of the latter.

State holidays.

3126. Coast Guard 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 proper authorities, but the vessels shall not be diverted from their regular duties in so doing.

FUNERAL CEREMONIES.

Death of President.

3131. Upon the day following the receipt of authentic intelligence, official or otherwise, of the death of the President of the United States, the ensign and union jack shall be displayed at half-mast from sunrise to sunset on each vessel in commission, and guns shall be fired every half-hour from every saluting vessel. At the Coast Guard Academy and the depot the ensign shall be similarly displayed and guns similarly fired. At stations the ensign shall be displayed at half-mast from sunrise to sunset.

Death of Vice-President, Secretary or Assistant Secretary of the Treasury, or the Captain Commandant.

3132. Upon the day following the receipt of authentic intelligence, official or otherwise, of the death of the Vice-President, the Secretary of the Treasury, the Assistant Secretary of the Treasury, or the Captain Commandant, the ensign and union jack shall be displayed at half-mast from 8 a. m. to sunset on each vessel in commission, and minute guns shall be fired at noon by all saluting vessels, the number of the guns to be the same as that contained in the respective salutes to the above-named officials. At the Coast Guard Academy and at the depot the ensign shall be similarly displayed and guns similarly fired. At stations, the ensign shall be displayed at half-mast from 8 a. m. to sunset.

3133. A civil official, who was entitled to a salute, is entitled to minute guns at his funeral. Whenever a cutter joins in the funeral honors of a civil official of the Government, other than as prescribed in articles 3131 and 3132, the ensign and union jack shall be displayed at half-mast from 8 a. m. to sunset, and minute guns, not exceeding in number his official salute, shall be fired (when there is no naval vessel present), when the funeral cortege moves. Death of civil official.

3134. On the death of a person in the Coast Guard the following ceremonies shall be observed: Death of person.

(a) If the deceased was at the time of death a division commander, his pennant (if he die aboard ship) shall be displayed at half-mast until sunset of the day of the funeral or of the removal of the body; the ensign and union jack of all vessels present and in sight shall be displayed at half-mast between 8 a. m. and sunset during the same period, unless at sea. During the transfer of the body to the place of interment, or if at sea, during the funeral, seven minute guns shall be fired. At sunset on the day of the funeral, or of the transfer of the body from the vessel, or scene of his command, his pennant shall be rounded up with the ensign, and hauled down. Division commander.

(b) If the deceased was the commanding officer of a ship, his pennant shall be displayed at half-mast until sunset of the day of the funeral or removal of the body from the ship; the ensign and union jack of all ships present and stations in sight shall be displayed at half-mast from the beginning of the funeral ceremonies until sunset of that day, unless at sea. During the transfer of the body to the place of interment, or, if at sea, during the funeral, five minute guns shall be fired. At sunset on the day of the funeral, or transfer of the body from the ship, the pennant shall be rounded up with the ensign and retained at the mast-head as the insignia of command of the deceased officer's successor. The above ceremonies shall be followed in the case of the death of the commanding officer of the Coast Guard Academy or the depot, except as to the pennant. Commanding officer.

(c) If the deceased was a commissioned officer attached to a cutter, other than a commanding officer, the ensign and union jack of all vessels present and stations in sight shall be displayed at half-mast during the funeral service and until the return of the escort, or for an hour after the transfer of the body from the ship, or to the place of interment, should the escort have returned within such period. Commissioned officer.

(d) If the deceased was a cadet or a warrant officer, the ensign and union jack of all vessels present and stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body to the shore or place of interment and for one hour afterwards. Cadet or warrant officer.

(e) On the death of a petty officer or other enlisted person, the ensign and union jack of all vessels present and stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body to the shore or place of interment. Enlisted person.

3135. 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. Burial at sea.

- Burial at night.** 3136. When it is necessary to bury the dead at night such funeral services as are practicable shall take place. Funeral honors shall not be paid between sunset and sunrise.
- Honors for persons buried from cutter.** 3137. (1) Suitable and appropriate funeral honors shall be accorded to both officers and enlisted persons who are buried from a cutter or station, or who die at a port at which a cutter may be.
- Escort.** (2) An escort, consisting of as many persons as can be spared from the vessel, shall accompany the funeral cortege of any officer or person to the place of interment when the latter occurs at the port where the vessel may be. Only the escort shall be under arms. The national ensign, draped in mourning, shall be carried by the escort.
- Command of escort.** (3) The funeral procession shall be commanded, if practicable, by an officer as high in rank as the deceased.
- Pallbearers.** (4) Six pallbearers as near the grade of the deceased as practicable shall be selected, who shall march at the side of the hearse or pall, the junior to the left and leading, the next in rank to the right and leading, and so on.
- Body bearers.** (5) Eight men shall be selected as body bearers, who shall march immediately behind the body in the procession ashore.
- Procession of boats.** (6) If the funeral take place from the vessel, a procession of boats with flags at half-mast shall carry the funeral party from the vessel to the shore, and the body bearers shall be in the boat with the coffin.
- Union Jack on coffin.** (7) Whatever the grade or rate of the deceased, the coffin shall be covered with the union jack, and in the case of a commissioned officer, the cap, shoulder knots, and sword of the deceased shall be placed thereon.
- Mourning badge.** (8) While attending funerals, officers and pallbearers shall wear the mourning badge on the left arm and on the sword hilt. (See art. 2925.)
- Volleys and taps.** (9) After the funeral service at the grave, the escort (if there be one from a vessel) shall fire three volleys of musketry over the body, and the bugler shall sound taps. At sea, the same ceremony shall be followed after committing the body to the deep.
- Boats.** (10) The funeral procession of boats shall move from the ship to the shore in the following order:
- a. Escort.
 - b. Clergy.
 - c. Body and body bearers.
 - d. Pallbearers.
 - e. Mourners from the ship of the deceased, in inverse order.
 - f. Mourners from other ships, in inverse order.
- (11) The funeral procession on shore shall be formed as follows:
- a. Escort.
 - b. Clergy.
 - c. Body and pallbearers.
 - d. Body bearers.
 - e. Mourners, in inverse order of rank:
 1. Enlisted persons.
 2. Officers from the ship of the deceased.
 3. Other officers.
 - f. Citizens.
- Procession on shore.**

The procession moves in common time.

(12) In returning, the procession shall form in order of rank Return. and march in quick time. The mourning shall be removed from the ensign on leaving the cemetery.

(13) Should there be music, the band shall head the procession Band. both in going to and returning from the place of interment.

3138. When a death occurs among the officers or crew while ^{Death in a for-} in a foreign port, the commanding officer shall arrange with the ^{eign port.} local authorities, through the consul, if there be one, for the interment of the body. Suitable ceremonies shall be observed upon the occasion of the funeral. If permission to land an armed escort can not be obtained, three volleys of musketry shall be fired over the body after it has been lowered into the boat alongside.

**CORRESPONDENCE.
TELEGRAPHIC AND RADIO COMMUNICATIONS.**

CHAPTER XXV.

CORRESPONDENCE.

3201. (1) All official papers originating in the service, intended for submission to Headquarters, shall conform to the standard size of 8 by 10½ inches. When the use of a larger size is unavoidable, it must be a multiple of the standard size and folded to the proper size before transmission. This does not apply to printed forms, charts, drawings, tracings, blue prints, etc.

Standard size
for paper.

(2) The following authorities, in the order given, shall govern the spelling of geographic names:

Geographic
names.

a. Correct Orthography of Geographic Names (decisions of the United States Geographic Board).

Standards for
spelling.

b. United States Postal Guide.

c. Lippincott's Gazetteer of the World.

d. International Postal Guide.

e. Rand, McNally & Co.'s Atlas.

(3) Webster's New International Dictionary shall generally be followed in spelling, compounding, and dividing words. The Standard and Century Dictionaries may also be used as works of reference.

Spelling, com-
pounding, and
dividing words.

3202. The abbreviation to designate the United States Coast Guard, when used, shall be U. S. C. G.

Abbreviation.

3203. Every communication received calling for information shall be answered as promptly as circumstances permit, unless the sender of it has been otherwise formally notified of its receipt and disposal.

Every communi-
cation to be an-
swered.

3204. Official communications addressed to other departments or to persons, officials, or officers outside the Coast Guard should be formulated in the following manner:

Form for letters
to other depart-
ments.

The name of vessel or office where written.

The place where written.

The date when written.

The name of the person or title of the officer addressed.

The title, if any, of the person addressed.

The residence of the person or officer addressed.

Subject:-----

Sir (or Madam):

The subject matter.

Respectfully,

The signature of the writer.

His official title, if any.

3205. Official correspondence wholly within the Coast Guard, or between the service and Headquarters shall be formulated in the following manner:

Form for letters
within the serv-
ice, etc.

(a) The letter shall begin with the place, date, and the name of the vessel, station, or office; below that, beginning at the left margin, shall be placed the official designation and address of the

Official corre-
spondence.

person for whom the letter is intended, or, in the absence of any official designation, the name, rank, and address. The margin at the left of the paper should be 1 inch. The official designation and address shall be confined to three lines, double spaced. Next shall come the subject of the communication, indicated as briefly as possible, and using not to exceed 15 words. In a letter confirming a telegram the subject shall refer to the subject matter of the telegram. The word "Subject" shall begin in the middle of the page, and if the subject requires more than one line the lines shall be single spaced, and shall not approach the left edge of the paper closer than 2 inches. When the letter originates in the office of a division commander or a district superintendent the last word or words of the "subject" shall be the name of the cutter or station to which the letter refers.

Paragraphs numbered. (b) Next shall follow the salutation "Sir" or "Madam" and the body of the letter. Paragraphs shall be consecutively numbered.

Signature. (c) The body of the letter shall be followed by the word "Respectfully" and the signature and the official designation of the writer. In the absence of any official designation, the writer's rank shall appear. The rank of the writer shall not appear unless he has no official designation.

Abbreviation. (d) The letters "U. S. C. G." shall be omitted in all correspondence and documents, except such as pertain to Coast Guard courts.

Rules for official communications. 3206. The following rules shall be observed relative to all official communications:

Legibility. (a) Communications shall be in concise terms and, if not typewritten, shall be written in a legible hand. All communications shall be signed with the pen or indelible pencil.

Location. (b) In communications dated on board ship at sea, the latitude and longitude shall be stated.

References. (c) The answer to a letter, report, or paper shall give the date, the number or numbers in the upper right-hand corner, and shall contain a brief statement of the subject matter of such letter, report, or paper.

Abbreviations avoided. (d) Abbreviations of words shall be avoided.

Inclosures numbered. (e) All inclosures shall be numbered, and the total number of inclosures shall be noted on the face of the letter on a line with and to the left of the signature.

Pages fastened. (f) When communications cover more than one page, the sheets shall be fastened together at the upper left-hand corner with a clip or fastener before mailing. When a communication is accompanied with inclosures, they shall be fastened to the communication. In all such cases the papers shall be so arranged that when unfolded the face of the communication will be on top.

Blank sheets forbidden. (g) No blank sheet shall be used or filed with any letter, report, or paper.

Numbering pages. (h) Only one side of the paper shall be used, and each page shall be consecutively numbered at the bottom, beginning with the second page.

How folded. (i) Letters shall be folded in three equal folds, parallel with the writing. The top fold shall be turned toward the back of the letter and the lower fold over the face of the letter.

(j) Separate letters shall be written on separate subjects, unless the subjects are of like nature. Correspondence shall be minimized as much as is compatible with the public interests. Separate letters on separate subjects.

(k) It is not necessary that every separate letter be in a different envelope. As far as possible, all communications and reports forwarded to one address on the same date shall be inclosed in one envelope. Communications inclosed in one envelope.

3207. (1) Official communications shall be addressed in the following styles: Styles of address.

- a. The President.
- b. The Honorable the Secretary of the Treasury.
- c. Captain Commandant, U. S. Coast Guard.
- d. Division Commander, ——— Division.
- e. Commanding officer.
- f. District Superintendent, ——— District.
- g. Commissioner of Lighthouses.
- h. Inspector, ——— Lighthouse District.
- i. Commissioner of Navigation.
- j. Surgeon General, Public Health Service.
- k. United States District Attorney.
- l. Supervising Inspector General, Steamboat Inspection Service.
- m. Collector of Customs.
- n. Postmaster.

(2) All official written communications to Headquarters shall be addressed: "Captain Commandant, U. S. Coast Guard, Washington, D. C." Address for official communications.

(3) The address on communications to other departments of the Government, submitted through Coast Guard Headquarters, and the address of the payee (heading) on vouchers for pay, supplies, and repairs shall be in three lines, so placed as to fit the window envelope. Addresses in three lines.

(4) a. Official communications to purchasing officers shall be addressed: "Purchasing Officer, Coast Guard, New York, N. Y. (San Francisco, Cal., or Grand Haven, Mich.)." Purchasing officers, address of.

b. Reference to Coast Guard stores in official communications shall be as follows: "Coast Guard Store, New York (San Francisco or Grand Haven)." Coast Guard stores.

3208. As a general rule, a letter shall be answered by a separate letter and not by indorsement on the original. These instructions are not intended to prevent the use of stamped or written indorsements on papers or reports of which copies are not retained, nor to prevent the use of indorsements on papers necessarily referred for appropriate action; they are intended to prevent having an original letter returned to the writer by an indorsement containing the information requested, which necessitates including in the indorsement a request that the papers be returned. Indorsements.

3209. (1) When indorsements are necessary each shall follow immediately after the letter or the preceding indorsement, with a double space intervening. They shall be typewritten, single spaced. Each additional sheet added for indorsements shall be standard size. Each indorsement shall be consecutively numbered. Method of indorsements.

(2) The indorsement shall begin with the place and date at the left margin; then the word "To," followed by the official Ceremonial forms omitted.

designation of the person addressed or, in the absence of any official designation, the name and rank of the person addressed. Ceremonial forms shall be omitted. The indorsement shall begin as a separate paragraph and shall be as brief as possible consistent with its purpose. The signature and official designation shall follow in the usual place. The rank of the writer of an indorsement shall not appear unless he has no official designation.

Use of stamps.

(3) Stamps showing date of receiving papers shall be so placed as not to occupy writing space. If stamps constituting pro forma indorsements, such as "Forwarded," "Forwarded approved," etc., are used, they shall be placed on the face of the page as though written in more formal manner.

Forwarded letter to be indorsed.

(4) A communication addressed to one person, but forwarded through another, shall be suitably indorsed by the person through whom it is forwarded. In such cases the destination of the communication shall not be repeated in the indorsement.

Indorsements required when forwarding letters.

3210. When any letter or other paper is referred to an officer by indorsement, and such paper is to be returned or forwarded, it shall be suitably indorsed by the officer before being disposed of. Any official communication containing information for an officer and forwarded to him, or passing through his hands, shall be indorsed by him.

Forwarding reports and returns.

3211. In forwarding returns, requisitions, vouchers, reports, and accounts on prescribed forms, no letters of transmittal or advice shall be sent, unless they be necessary to give information or explanations which can not be inserted in such papers.

Forwarding official communications.

3212. (1) Every person in the Coast Guard making a written official communication of any kind to any superior authority, other than to his immediate division commander, commanding officer, district superintendent, or keeper shall submit the same to such division commander, commanding officer, district superintendent, or keeper, as the case may be, to be by him properly indorsed and forwarded. No written communication shall be received as official which is not thus forwarded through the prescribed channels, and with the indorsement of each officer through whom forwarded. If such communication be for any other department or officer therein than the Treasury Department, it shall, except as otherwise provided in these regulations, be submitted to the division commander, commanding officer, district superintendent, or keeper, as the case may be, in a similar manner, and such officer shall suitably indorse the communication and forward it to Headquarters.

Official communications through senior officer present.

(2) When two or more Coast Guard cutters are acting together under special orders of Headquarters, all official communications shall be forwarded through the senior officer present, who shall transmit them with his indorsements.

Communications to be promptly indorsed and forwarded.

3213. All officers through whom communications from subordinates are sent for transmittal to higher authority shall forward the same, if in proper form and language, as soon after their receipt as practicable, and shall invariably state their opinions in writing, by indorsement or otherwise, in relation to every subject presented for decision. The term "Forwarded," by itself, shall be affixed only to such papers as require no action by Headquarters or other authority, except as provided in article 1928 and paragraph *b*, article 3403.

3214. (1) All communications addressed to Headquarters or to a division commander relating to the efficiency or requirements of a command shall be signed by the commanding officer. Communications signed by commanding officer.

(2) All communications from a division commander to an individual vessel relating to the efficiency or requirements of that command shall be addressed to the commanding officer. Communications signed by a division commander.

(3) Official communications from officers attached, relating to the ship or the efficiency or condition of any of her departments, shall in all cases be addressed to the commanding officer. The commanding officer, if he deems the matters involved to be of sufficient importance to warrant such action, shall bring them to the attention of the proper authority in a separate communication signed by himself. He may forward with his letter the communication from his subordinate when it contains important details which it is not necessary to duplicate in his own communications. Where the regulations provide specifically for certain reports to be made by an officer to the commanding officer, and to be forwarded by the latter, the commanding officer shall forward such reports by proper indorsement and not by means of a separate communication. Communications from heads of ship's departments. Action of commanding officer upon communications from heads of departments.

(4) All official communications from a district superintendent relating to the duties of his office shall be signed by him. In his absence such communications as he may authorize shall be signed "By direction of District Superintendent" by the person in charge of the office. Communications from district superintendent.

(5) Official communications from keepers of stations relating to the efficiency or requirements of the station shall be addressed to the district superintendent, who shall, if he deems the matters involved to be of sufficient importance, follow the procedure specified in paragraph 3 of this article. Official communications from keepers.

3215. (1) All official letters addressed to a subordinate on a vessel attached to a division shall be forwarded through the division commander and commanding officer. Letters to subordinate in division.

(2) All official letters addressed to a subordinate on a vessel not attached to a division shall be forwarded through his commanding officer. Letters to subordinates not in division.

(3) All official letters addressed to a subordinate at a station shall be forwarded through the district superintendent and the keeper. (See art. 1631.) Letters to subordinates at stations.

3216. Any officer who may be required to take official action under any regulation of the department, or any law governing or referring thereto, and who may desire instructions or explanations as to the force, meaning, or effect of such regulation or law, shall address his communication to Headquarters, except as otherwise provided in these regulations, and forward it through the proper channels. (See art. 3504.) Inquiries as to interpretation.

3217. All communications, orders, vouchers, requisitions, and papers which by law or regulation are to be signed, approved, or forwarded by any officer shall be actually signed by such officer, or, in his absence, by the officer or person temporarily in command or charge. Papers to be actually signed.

3218. (1) An officer left in command of a vessel during the temporary absence of a superior shall sign official communications and other papers with his name followed by the words "Temporarily Commanding." Title when in temporary command.

Title of surfman in temporary charge. (2) A surfman left in charge of a station during the temporary absence of the keeper shall sign all official communications with his name followed by the words "Temporarily in Charge."

Report in cases of violation of law. **3219.** Where a violation of law has been committed the boarding officer shall make a report of the same on the proper form, which shall be indorsed by the commanding officer with such comments as he may desire to make or the case may require and forwarded to the proper official. (See art. 1231.)

Penalty envelopes between public officials.

3220. In the transmission within the United States of official mail matter free of postage the following rules shall be observed:

(a) Officers of the Coast Guard may send official mail matter between themselves, or to other officers of the Government, or to any of the executive departments, in penalty envelopes, without the payment of postage.

Between public officials and private persons. Official documents.

(b) Official mail matter may be transmitted under cover of the penalty envelope by officers of the Government to private persons.

3221. (1) There shall be kept in proper books or files copies of all official letters and telegrams sent by division commanders, commanding officers, district superintendents, and keepers, and all official documents received by them shall be preserved and filed chronologically. The date of the receipt and of the acknowledgment of every document shall be written or stamped upon its face.

General orders and circulars.

(2) Complete files of all general orders, circular letters, instructions, and other official matter of like tenor, except confidential communications, issued by the department shall be kept so as to be accessible at all reasonable times to the commissioned officers attached to a vessel. The official letter book of and confidential communications to division commanders, commanding officers, district superintendents, and keepers shall be in their custody.

Stationery, books and blanks.

3222. Division commanders, commanding officers, and district superintendents shall keep themselves supplied with the necessary stationery, books, and blanks by requisition on Headquarters at the proper times. District superintendents shall include in their requisitions for stationery, books, and blanks a supply of these articles for use at the stations in their respective districts.

TELEGRAPHIC AND RADIO COMMUNICATION.

Explanation.

3231. Officers shall be governed as follows in the matter of telegraphic or radio communications: Whenever, in these regulations, the words "telegraph" and "telegram" are used, they shall be understood to include "radio" and "cable," and "radiogram" and "cablegram."

Promptness.

3232. All important information which Headquarters should possess without delay shall be promptly reported by telegraph. This shall not be used when communication by mail would answer the purpose.

Brevity.

3233. (1) Telegrams sent at Government expense shall be as brief as possible, and shall be so worded as to be intelligible without the use of punctuation marks. The addresses and signatures shall be condensed. The sender shall sign his surname only, except in cases where initials may be absolutely necessary.

Telegram and cablegram, how addressed.

(2) Telegraphic, radio, and cable communications from Headquarters to officers in the field, or between units in the field,

shall be addressed in accordance with the requirements of Coast Guard publication, "Telegraphic Instructions."

(3) Officers will understand that a message thus addressed is official and intended for the senior officer present, in succession to command, and attached to that vessel or station. Senior officer present.

3234. (1) Official telegrams to Headquarters or between officers outside of Washington should not be prepaid. An officer using the telegraph on official business and not using the official blank furnished by Headquarters shall give, at the end of the message (after the signature), the following direction for the guidance of the telegraph officials: Official telegrams not to be prepaid.

"Official Business. Charge Appropriation Expenses Coast Guard."

(2) If the telegram is for the purpose of carrying out the provisions of article 1002 of the regulations, the sender shall indorse on the message, below the signature, the following words: Indorsement on telegrams.

"Official Business, Collect, Government Rates."

(3) If the sender of an official dispatch should be obliged for any reason to prepay the same, he shall retain a copy of it (written in ink), which shall be attached to his voucher therefor, as a subvoucher, the receipt of the person receiving the money being appended in the following form: Receipt in case of prepaid telegram.

"Received \$-----, in full payment for the above dispatch, the charge being at Government rates.

"----- Operator;

"For ----- Telegraph Co."

3235. Commanding officers shall keep Headquarters advised of the movements of their commands by wire as follows:

(a) When a cutter leaves port and it is intended not to return the same day, the commanding officer shall notify Headquarters by telegram of the time of his departure, his intended destination, and the purpose for which he leaves port. If he is leaving for any specific purpose, it shall be so noted in the telegram; if for general cruising, the word "cruising" will suffice to explain the purpose. (See par. e of this art.) Report movements by wire.

(b) If for any reason the vessel does not reach the intended destination the same day, the commanding officer shall report his 8 p. m. position, together with his intended destination the following day.

(c) When cruising offshore the commanding officer shall endeavor to notify Headquarters by radio of the noon position of the vessel each day, providing no other message regarding her movements has been sent that day. When the vessel finally returns to port the commanding officer shall telegraph his arrival. In all telegraphic or radio communications which involve positions at sea, the figures indicating latitude, longitude, and bearings shall be spelled out. The latitude shall always precede the longitude, and the words "latitude" and "longitude" shall not be used. Noon position.

(d) Whenever necessary to coal ship, clean boilers, make repairs, or to do anything that will prevent the vessel from moving for six hours or more, Headquarters shall be advised by tele- When repairs require over six hours.

gram as to the probable date of the completion of such operations. When practicable, the above information shall be conveyed in the telegram announcing the movements of the vessel.

To notify the division commander.

(e) When a vessel is assigned to a division the telegraphic information required by this article shall be sent to the division commander instead of to Headquarters.

Division commanders to notify Headquarters.

(f) Division commanders shall report daily to Headquarters by telegraph before 3.30 p. m. the movements of all cruising cutters in their respective divisions that day.

To what vessels applicable.

(g) The foregoing paragraphs apply only to cruising cutters and do not apply to cutters stationed at Porto Rico and Hawaii.

District superintendent shall report daily important assistance rendered.

3236. A district superintendent shall report daily by telegram to Headquarters a summary of all important assistance, if any, rendered by the stations in his district that day.

Keepers shall telegraph district superintendent concerning cases of assistance rendered, etc.

3237. Each keeper shall immediately telegraph or telephone to the district superintendent information of all cases of material assistance rendered to a vessel, crew, or person, and all important news of wrecks, strandings, or other accidents within the scope of operations of his station, whether assistance is rendered or not, and shall, when practicable, notify him when his crew leaves the station for the scene of a serious wreck, and in cases where the rescue and salvage work extends over a number of hours. Telegrams of this character should set forth in as few words as possible the following:

What telegrams shall contain.

- Name of vessel.
- Locality of disaster.
- Number of persons rescued.
- How and by whom rescued.
- Number of persons lost, if any.
- State of weather and sea.

The following are samples of telegrams embodying the foregoing:

Sample telegrams.

"Schooner *Roamer* ashore 2 miles west ——— station (or lighthouse, etc.) 6 rescued breeches buoy 2 lost weather stormy sea rough 09022."

"Leaving surfboat assistance unknown steamer ashore 4 miles south ——— station wind high sea rough 21531."

Rates for cable and telegrams.

3238. Cablegrams are charged for at a rate per word, including address and signature. Official land line telegrams within the United States are transmitted at rates fixed by the Postmaster General, and it is provided that 20 words, including address and signature, may be sent for the minimum charge. For messages containing more than 20 words there is an additional charge per word. As the rate for "night messages" is considerably less than for day messages, officers are directed to transmit dispatches by "night message" whenever the circumstances warrant the delay involved.

Government messages have precedence.

3239. Telegrams between Headquarters and officers or agents over lines which are subject to the provisions of the order of the Postmaster General fixing Government rates have priority over all other business. Officers shall report any failure to transmit their official messages in such priority.

3240. (1) Except as provided in the following paragraph, all telegrams, cablegrams, and radiograms shall be confirmed immediately by mailing a carbon copy marked "Confirmation of telegram (cablegram) sent — a. m. (p. m.) on ———." Confirmation of telegrams.

(date)

When deemed advisable, a letter giving additional information in regard to the matter should accompany the confirmatory copy.

(2) Telegrams reporting arrivals, departures, and positions of cutters shall not be confirmed by letter, unless circumstances make such course desirable. Telegrams not to be confirmed by letter.

3241. (1) A reference time number shall be used in every official telegram, cablegram, and radiogram between units of the Coast Guard, including Headquarters, and between units of the Coast Guard and all ship and shore stations of the Navy. The reference number shall indicate the time of filing the message and shall be placed as the last word of the text, preceding the signature; it shall consist of five figures transmitted as figures, not spelled out, and shall never be coded. The first two figures shall represent the hour from zero to twenty-four, reckoned from midnight as zero hours. The last two figures shall represent the day of the month. In case either of the above two elements is represented by one figure, a zero shall precede it. The middle figure, from zero to five, shall represent minutes, to the nearest ten minutes. Reference numbers for telegrams, cablegrams, and radiograms.

Examples.

" 10.31 a. m. of the 23d day of the month is.....	10323
10.39 p. m. of the 23d day of the month is.....	22423
11.53 p. m. of the 1st day of the month is.....	23501
11.58 p. m. of the 1st day of the month is.....	00002
12.03 a. m. of the 2d day of the month is.....	00002
12.33 a. m. of the 2d day of the month is.....	00302 "

(2) In case more than one message is sent in the same ten-minute period, the reference number may consist of six figures, the middle two figures representing exact minutes.

Example.

" 6.54 p. m. of the 30th day of the month is..... 185430 "

(3) In replying to a message, its reference number shall appear as the first word of the text.

Example.

" 8.22 a. m., 1st. Reference your message of 9.53 p. m., 31st, authority granted."

Message is:

" 21531 authorized 08201 "

(4) In acknowledging the receipt of a message, the reference number of the message which is to be acknowledged shall be transmitted, and this shall be followed by the reference number of acknowledgment.

Example.

"9 a. m., 22d. Acknowledge your message of 4 p. m., 21st."

Message is:

"16021 09022"

(5) When a message "B" is filed referring to a message "A", and more than one month has elapsed between the filing times of each, the reference number of "A" shall be followed by the name of the month in which it was sent.

Example.

"15505 February are conditions still the same 10001"

Personal telegrams.

3242. Telegrams strictly personal or for the convenience or in the interest of the sender shall not be transmitted at Government expense.

CONTRACTS.
PROPOSALS.
REQUISITIONS.
EMERGENT EXPENDI-
TURES.
VOUCHERS.

INVOICES.
REPORTS AND RETURNS.
ENFORCEMENT OF LAWS.
COAST GUARD ACADEMY
COAST GUARD DEPOT.

CHAPTER XXVI.

ADVERTISEMENTS, CONTRACTS, PROPOSALS, REQUISITIONS, EMERGENT EXPENDITURES, VOUCHERS, AND INVOICES AND TRANSFERS.

ADVERTISEMENTS.

3301. (1) Advertisements shall be inserted only in such newspapers as the Secretary of the Treasury may direct. Newspaper advertisements.

(2) Advertisements for annual supplies for each fiscal year will be issued in March, April, or May of each year in such manner as may be directed by the Secretary of the Treasury. The advertisement for publication in newspapers shall be as short as possible and shall conform as nearly as practicable to the form prescribed by the department. Lists and descriptions of articles and specifications necessary to a full understanding of what is asked for in the proposals will be furnished by the parties indicated in the advertisement. Advertisements for annual supplies.

CONTRACTS.

3302. (1) No contract made or entered into by any officer of the Coast Guard or any other officer 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 issued by him to enter into such contract. (See art. 2673.) Approval of contract by Secretary necessary.

(2) The approval of a contract or the acceptance of a proposal shall be considered as authorizing the purchase of the articles or the performance of the work specified. In such cases the authority cited in the certificate on the voucher shall, except as noted in paragraph 3 of this article, be as follows: Authority for purchases.

a. Formal contract, date of approval.

b. Accepted proposal—

1. When acceptance is authorized by regulations, the article authorizing the same.
2. When accepted by Headquarters, the date of such acceptance.
3. When acceptance is authorized by Headquarters, the date of such authorization.

(3) In the certificate on vouchers covering emergent expenditures and the purchase of rations, coal, wood, oils, gasoline, water, and ice, the article of the regulations in which the expenditure or purchase is specifically authorized shall be cited. (See art. 3360.) Authority for purchases to be cited.

PROPOSALS.

- Procedure before purchasing supplies.** 3303. (1) Before proceeding to purchase supplies of any kind in open market at any place, the officer in responsible charge of the unit shall first ascertain definitely that there is no contract at that place for the furnishing of those supplies.
- Proposals to be obtained in quadruplicate.** (2) In the absence of a contract, supplies shall be procured, repairs made, and work performed, except in emergencies, on accepted proposals, which shall be obtained in quadruplicate. Three copies (each as an original) of each proposal shall be forwarded to Headquarters and the fourth retained for the files of the vessel, office, or station.
- Proposals in cases of emergency.** (3) Proposals shall be obtained and accepted by the officer in responsible charge of the unit in all cases where emergencies arise not permitting of the delay necessary to obtain the previous authority of Headquarters, and also in cases where authority has been given to incur expenditures or make purchases to meet emergencies, unless the exigency is such as not to admit of the delay incident to obtaining proposals, in which event a statement showing why proposals were not solicited shall be submitted. (See arts. 3307-1 and 3341-7.)
- Statement to be submitted.** (4) In obtaining proposals for a number of articles diverse in character the articles shall be segregated into groups and separate proposals solicited for each group. These groups shall follow the general classification of the "Return of public property," such as "boatswain's stores," "paints and oils," "engineer stores," etc., in the case of cutters, and "beds, bedding, and furniture," "brooms and brushes," "crockery," etc., in the case of stations. When articles of considerable value are involved, the groups shall be further subdivided, i. e., "hawsers," "curtains," etc. Separate proposals shall be solicited for patented articles handled by one dealer only.
- Segregation of articles into groups.** (5) The unit used in preparing proposals shall be the same as that in the "Return of public property." The unit for lumber shall be "board feet," but the dimensions required shall be indicated. Each article on a proposal shall be given a serial number, the series for each proposal commencing with "1" and being complete in itself.
- Unit to be same as in "Return of public property."** (6) In order to secure competition proposals shall be solicited from at least three responsible parties, where practicable, and, in addition, written notices asking for proposals shall be posted conspicuously at some public place a sufficient time in advance for proposals to be submitted. (R. S. 3709.)
- Competition to be secured.** (7) Items on all proposals shall be specified with sufficient definiteness to insure intelligent bidding.
- Items to be definitely specified.** (8) When printed specifications for supplies are available copies thereof shall be supplied to local parties regularly bidding.
- Specifications to be supplied to local bidders.** (9) When proposals for docking or for sails, awnings, etc., and for repairs to vessels or stations are solicited, detailed specifications by items shall be included or attached thereto, leaving blank spaces opposite each item for the amounts, time, etc. (See art. 2604.)
- Specifications to be attached to proposals.**

(10) In preparing proposals and contracts for repairs it shall be specifically stipulated that no work is to be done, labor or material furnished, nor any other expense incurred which is not expressly provided for in the contract or accepted proposal. Neither the officer under whose supervision the work is performed, nor the superintendent of the work shall, on his own responsibility, authorize any additional work to be done or materials furnished. (See art. 2669.)

No expense to be incurred except as provided in the contract or proposal.

(11) It shall also be stipulated in a contract for repairs that in the event of disagreement between the contractor and the superintending officer the work is to cease without other expense to the Government than may have been already incurred for authorized labor and materials, and the vessel or building undergoing the repairs shall then be considered as subject to the disposition of the department.

Work to cease if there be disagreement between contractor and superintending officer.

(12) In the preparation of proposals for repairs to vessels or stations attention shall be invited to the provisions of the act of August 1, 1892, to the effect that laborers and mechanics employed by any contractor or subcontractor on any of the public works of the United States are limited to eight hours in any one calendar day, and that it shall be unlawful for any such contractor to permit any mechanic or laborer to work more than eight hours in any one calendar day, except in case of extraordinary emergency. A violation of this statute is punishable by fine or imprisonment, or by both fine and imprisonment.

Attention to be called to eight-hour law for laborers and mechanics.

SUBMISSION OF PROPOSALS.

3307. (1) A letter to Headquarters submitting proposals shall contain:

Information to accompany proposals to Headquarters.

a. A list by name of all parties who were supplied copies of the proposals.

b. A list of the parties from whom bids were received and the amount of each bid.

c. The reason therefor when proposals are solicited from less than three parties.

d. A recommendation as to which proposal should be accepted, or that none of them be accepted, and the reason therefor.

(2) All replies declining to submit bids shall be forwarded with the letter submitting proposals.

Declinations to bid to be forwarded.

(3) In case of doubt as to the ability of any party or parties submitting proposals for doing work or furnishing supplies to comply satisfactorily with the requirements it shall be the duty of the officer obtaining the same to ascertain the true state of the facts and report them, with recommendation, to Headquarters when submitting the proposals.

Investigation of bidders of doubtful responsibility.

(4) If authority to incur expenditure is requested by telegram and proposals have been obtained, the name of the lowest bidder and the amount of the bid shall be specified in the telegram. In case there be no proposals, the estimated cost shall be stated, whether the request be by telegram or letter. When the request is by telegram, a letter of explanation shall be forwarded to Headquarters when submitting the voucher covering the expenditure, together with duplicate copies of all proposals, if any have been

Name of lowest bidder to be specified.

Letter of explanation to be forwarded.

obtained. If the submitting officer is authorized to accept the proposal, he shall indorse a formal acceptance on the copies of the proposal submitted by the successful bidder.

Copies of rejected and accepted proposals to be furnished officer obtaining same.

(5) If acceptance of a proposal be by Headquarters, two copies of such accepted proposal, together with a copy of each of the non-accepted proposals, shall be forwarded to the officer submitting the same, who shall furnish the successful bidder with one copy of the accepted proposal and such instructions as may be necessary in the premises, and shall forward the nonaccepted proposals to the respective unsuccessful bidders after he has indorsed thereon notice of rejection.

ACCEPTANCE OF PROPOSALS.

Proposals not to be accepted or rejected unless authorized.

3309. (1) No proposal shall be accepted or rejected by any division commander, commanding officer, district superintendent, or keeper, except when he is authorized by these regulations or by Headquarters to do so. In such cases the lowest or most advantageous proposal shall be accepted, and the following form of acceptance shall be used:

Form for acceptance of proposals.

(Place) _____

(Date) _____

This proposal is accepted in the sum of \$ _____

Indorsement on rejected proposals.

(2) The following indorsement, signed by the officer in responsible charge of the unit, shall be made on the rejected proposals, one copy of each of which shall be returned to the bidders submitting the same:

Form for rejection of proposal.

(Place) _____

(Date) _____

(Name) _____
(Address) _____

You are informed that your proposal to furnish the articles listed herein is not accepted.

Commanding officer authorized to accept certain proposals.

(3) When proposals are obtained for fuel and water, commanding officers are authorized to accept the lowest or most advantageous and purchase the required articles thereunder. Vouchers therefor shall be submitted promptly at the end of each month. (See art. 3317.)

Reason to be given when other than lowest proposal is accepted.

(4) Whenever a proposal is accepted which is not the lowest of all those received, the reason for such action shall be fully set forth.

Quarterly proposals for oils and gasoline, division commander.

(5) a. When there is no contract for oils and gasoline at the headquarters of a division commander, he shall obtain separate proposals for furnishing vessels of the Coast Guard at his headquarters with these articles for each quarter of the fiscal year.

Quarterly proposals for oils and gasoline, commanding officers.

b. When there is no contract for oils and gasoline at the headquarters of a cutter which is not also the headquarters of a division commander, commanding officers shall obtain separate proposals for furnishing these articles for their respective commands for each quarter of the fiscal year.

- c.* The proposals for oil and gasoline shall show in each case what allowance will be made for returned empty drums, barrels, and half barrels. Allowance for empty drums, barrels, and half barrels.
- d.* All proposals for oils and gasoline shall be forwarded to Headquarters with such recommendations as the submitting officer may deem for the best interests of the Government. They should reach Headquarters not later than the 15th day of the month preceding the beginning of each quarter. Proposals forwarded to Headquarters.
- e.* The accepted proposals for any period shall be attached to the voucher covering the first consignment thereunder. Accepted proposal to be attached to first voucher.
- f.* Receipts shall be taken for all empty drums, barrels, and half barrels returned, and these receipts shall be attached to the vouchers on which the allowance therefor appears. Receipts for returned barrels.

REQUISITIONS FOR SUPPLIES.

3311. Requisitions for supplies for stations shall be submitted semiannually by the respective district superintendents in such manner as may be directed by Headquarters. Requisitions for stations to be submitted semiannually.

3312. The following classes of requisitions for supplies for vessels shall be submitted quarterly, beginning with the commencement of the fiscal year, sufficiently early to reach the authorizing officer by the 15th day of the month preceding the period for which the articles are required: Requisitions for vessels to be submitted quarterly.

- (*a*) Class I. Articles issued from Headquarters. Classes of requisitions. What each class includes.
- Class II. Articles of uniform clothing.
- Class III. Articles of cabin, wardroom, steerage, and berth-deck chinaware of standard service pattern.
- Class IV. Articles for deck department, issued by the Coast Guard store, San Francisco, except articles of Classes I and III.
- Class V. Articles for engine department issued by the Coast Guard store, San Francisco.
- Class VI. Articles for deck department issued by the depot, South Baltimore, except articles of Classes II and III.
- Class VII. Articles for engine department issued by the depot, South Baltimore.
- Class VIII. All articles for deck department (except rations) asked for on regular requisitions, not included in the above classes.
- Class IX. All articles for engine department, asked for on regular requisitions, not included in the above classes.

(*b*) Requisitions for Classes I, II, IV, VI, and VIII shall be submitted under one cover, and for Classes V, VII, and IX under another cover. All copies of these requisitions, except those retained for the files of the vessel, shall be forwarded direct to Headquarters by commanding officers of vessels not attached to a division, and to Headquarters through division commanders by commanding officers of vessels assigned to a division. (See par. *f*-3 of this art.) How submitted.

(*c*) The items on requisitions shall appear under their appropriate departments as shown in the "Return of public property," arranged alphabetically, and numbered consecutively. How items shall be arranged.

- Requisitions to be footed.** (d) Before the requisitions are submitted to Headquarters the cost of the articles shall be footed and carried forward in pencil.
- Medical supplies.** (e) Articles of medical and surgical outfit and supply shall be placed on the regular Class VIII requisition. Any of the articles required which are listed in the Medical Handbook will be noted as "allowance," and should any article not an "allowance" be required, the necessity therefor shall be fully explained. Should there be a medical officer attached to the vessel, this part of the requisition shall be prepared by him. (See art. 1364.)
- Class I requisitions.** (f) 1. Requisitions for articles of Class I shall be prepared in quadruplicate, one copy retained on board ship and three copies forwarded to Headquarters.
- Class II requisitions.** 2. Requisitions for articles of Class II shall be prepared in quadruplicate, one copy retained on board ship and three copies forwarded to Headquarters. There shall be noted on the requisition the total value of the entire stock of clothing on hand at the time of making requisition.
- Class III requisitions.** 3. Requisitions for articles of Class III shall be prepared in quadruplicate, one copy being retained and three copies forwarded. For vessels on the Atlantic Ocean, Gulf of Mexico, and Great Lakes, these copies shall be forwarded to the commandant, United States Coast Guard Depot, South Baltimore, Md.; for vessels on the Pacific coast, these copies shall be forwarded to the purchasing officer, San Francisco, Cal. (See par. a of this art.)
- Breakage of chinaware.** 4. Whenever the breakage of cabin or wardroom chinaware in any one quarter has exceeded the allowance there shall be forwarded with the requisition a certificate showing that there has been deposited with a special disbursing agent (collector of customs) or disbursing officer an amount sufficient to cover the excess. If the certificate shows that the proper amount to cover the excess of breakage over all allowance has been deposited, or if the breakage be within the allowance, the articles shall be issued as requested. (See art. 2716.)
- Steerage and berth-deck chinaware.** 5. Class III requisitions for steerage and berth-deck chinaware, not of standard service pattern, shall be forwarded to Headquarters and shall contain an explanation for the necessity for the articles requested thereon.
- Class IV, V, VI, VII requisitions.** 6. Requisitions for articles of Classes IV, V, VI, and VII shall be prepared in quadruplicate, one copy being retained and three copies forwarded to Headquarters. (See par. b of this art.)
- Invoices.** (g) Articles of Classes I to VII shall be invoiced by the consignee, using for this purpose one of the copies of the requisition. On the articles being received, the invoice shall be receipted. The procedure prescribed in article 1164 shall be followed in receiving shipments of all of these classes.
- Class VIII and IX requisitions.** **3313.** (1) Requisitions for articles of Classes VIII and IX shall be prepared in triplicate, one copy to be retained on the vessel and two copies forwarded.
- Class VIII and IX requisitions, prices on.** (2) Prices for articles of Classes VIII and IX requested on requisitions, except articles obtained from navy yards, shall be obtained on proposals. (See art. 3312-a.)

(3) There shall be inserted in the requisition the prices of the lowest proposal of each class. Care shall be exercised to avoid the necessity for rejecting any proposal as incomplete because of failure of the dealer to quote a price on an article included in the line of goods covered by the proposal, or of his quoting a price on an article not specified therein.

Prices inserted
on requisitions.

3314. (1) When articles not of regular quarterly consumption are required, a full explanation of the necessity for such articles shall be given in the appropriate column on the face of the requisition. If the space be not sufficient, a letter containing the additional explanation or information shall accompany the requisition.

Explanation of
necessity for
certain articles.

(2) Items of minor repairs to the equipment or outfit may be placed on requisition. Separate proposals for the same shall be obtained.

Minor repairs.

(3) No items of repairs to the hull or machinery shall appear on a requisition.

Repairs to hull
or machinery.

(4) In all cases where articles condemned by a board of survey are to be replaced in whole or in part by new, the report of the board of survey shall be attached to the requisition (except as noted in paragraph 6 of this article), and the date of the action of the board noted in every instance in the column of remarks opposite the article required to replace that condemned. If the report has been submitted to Headquarters with a previous requisition, the fact shall be stated.

Articles con-
demned by board
of survey.

(5) When it is desired to obtain cordage, in order that it may be on hand to replace boat falls or other running rigging not at the time in a condition to warrant the action of a board of survey, there shall be noted in the column of remarks, in place of the date of a board of survey, the date when that in use was rove off.

Cordage.

(6) No articles intended to replace those condemned by a board of survey shall be placed on a requisition to be submitted to a division officer until notice has been received of the action of Headquarters on such board of survey.

Approval of
boards of sur-
vey.

(7) The quantity on hand of each article for which requisition is made shall be ascertained and entered in the proper column.

Quantity of each
article on hand.

3315. (1) The retained copies of all requisitions shall be properly filed.

Filing of copies
of requisitions.

(2) The retained copy of the requisition shall be corrected to agree with the authorized copy, which latter shall be returned to Headquarters when all the articles have been received, with the following data tabulated on the back of the last page of the requisition: Date of submission, name of payee, and the amount of each voucher.

Authorized copy
of requisition.

3316. (1) The articles authorized on requisition shall be received on board within 10 days after the receipt by the commanding officer of authority to procure them. (See art. 3351.)

Articles on req-
uisition, when
received.

(2) Should articles authorized on requisition, not received within the specified time, be delivered before the next requisition period, vouchers shall be prepared with the articles furnished itemized thereon. (See art. 3351.)

Articles not re-
ceived.

(3) When a vessel is temporarily at a port other than her regular station and requisitions are submitted with the view of obtaining the supplies where she may then be, Headquarters shall be advised of the fact.

Requisitions
when absent
from station.

Coal, wood, oil, etc. **3317.** (1) Coal, fuel oil, wood, oils, gasoline, and water for cutters, the Coast Guard Academy, and the Coast Guard depot shall not be placed on requisitions, but such supplies shall be purchased during the month as required. These supplies shall be procured from the contractors. If there be no contracts, commanding officers are authorized to purchase them in the usual manner. (See arts. 3303, 3309, and 3351.)

Gasoline and oils for stations. (2) Gasoline and mineral oils for stations shall be obtained on a separate requisition, which shall be accompanied by proposals. Lubricating oils for stations shall be placed on the regular station requisition for supplies and will be furnished from the Coast Guard stores. In case the supply of gasoline or oils at any station becomes low the keeper shall, when practicable, obtain proposals from three bidders for a new supply, accept the lowest, and forward vouchers for the same to the district superintendent. If unable to secure more than one proposal, he is authorized to purchase gasoline and oils at the lowest prices obtainable on proposals from one bidder accepted by himself.

Ordnance materials. **3318.** Requisitions for ordnance materials to replace those articles belonging to the Navy Department shall be prepared on Navy Department blanks. In making requisition for such ordnance materials and equipments one original and five carbon copies shall be made out by the ordnance officer. One carbon copy shall be retained on board and the original and four copies transmitted to Headquarters. These requisitions shall be numbered serially for each fiscal year. At the beginning of each fiscal year the first requisition for ordnance materials on the above-named form shall be No. 1.

Ammunition. **3319.** Requisitions for rapid-fire gun ammunition (except smokeless powder), rifle ammunition, black powder, wads, primers, revolver ammunition, etc., shall be prepared in quadruplicate and submitted to Headquarters on March 1 and September 1 of each year. (See art. 1842.)

Books and blanks. **3320.** Requisitions for books and blanks shall be made out in quadruplicate for periods of six months, ending September 30 and March 31, respectively, in accordance with the printed instructions on the requisition blank. Three copies of the requisition shall be forwarded to Headquarters in sufficient time to reach there at least one month before the beginning of the period covered by it, and the fourth copy retained for the files of the vessel or office.

Requisition for stationery. **3321.** Requisitions for stationery shall be made out in quadruplicate yearly, and shall include such articles of stationery as may be necessary for the entire fiscal year. They shall be prepared in accordance with the printed instructions on the requisition blank. Three copies of the requisition shall be forwarded to Headquarters in sufficient time to reach their destination by June 1 and the fourth retained on board the vessel or at the office.

Requests for charts. **3322.** Charts and other publications of the Coast and Geodetic Survey, the Hydrographic Office, or the Army Lake Survey shall be requested by letter addressed to the "Superintendent, Coast and Geodetic Survey, Washington, D. C.," "The Hydrographer, United States Navy, Washington, D. C.," or "The Chief of Engineers, United States Army, Washington, D. C." These letters

(2) Articles on ration schedule shall be obtained as follows:

Annual contracts for.

a. Annual contracts for the articles comprising the components of the ration shall be awarded by the department, and articles included in the ration schedule shall be purchased from the contractor at the prices stipulated in the contract and shall be paid for on voucher.

Value of a ration.

b. The value of a ration under annual contract shall be the total contract cost of the several components constituting a daily ration. The commanding officer shall be advised as to this value as soon as practicable after the contract is awarded.

Procedure in absence of contract, division commander.

c. When there is no annual contract for the articles comprising the ration schedule at the headquarters of the division commander, he shall obtain separate proposals on the form prescribed therefor for each quarter of the fiscal year for furnishing vessels of the Coast Guard at his headquarters with these articles and accept the lowest or most advantageous in the manner prescribed by paragraph 1, article 3309.

Procedure in absence of contract, commanding officer.

d. When there is no annual contract for the articles comprising the ration schedule at a vessel's headquarters, unless the same also be the division commander's headquarters, commanding officers shall obtain separate proposals on the form prescribed therefor for each quarter of the fiscal year for these articles and accept the lowest or most advantageous in the manner prescribed by paragraph 1, article 3309.

3327. (1) Miscellaneous articles not on ration schedule shall be procured as follows:

How miscellaneous listed rations are obtained.

a. Proposals for ice, and for miscellaneous articles listed on the form provided therefor, shall be obtained for each quarter of the fiscal year and submitted so as to reach Headquarters not later than the 12th day of the months of June, September, December, and March of each year. Articles in these proposals, as accepted, shall be purchased from the successful bidders and vouchers therefor submitted to Headquarters. These proposals shall be obtained by division commanders and commanding officers as prescribed in articles 3326-2-*c* and 3326-2-*d*.

Miscellaneous unlisted rations.

b. Miscellaneous articles not included in the ration schedule or in the accepted proposal shall be purchased in open market by the commissary officer when the public exigency requires immediate delivery, and itemized vouchers covering these purchases shall be submitted as hereinafter specified.

Authorization for purchase of ice.

(2) *a.* Commanding officers of cruising cutters on stations north of 33° north latitude are authorized to purchase not to exceed 1,000 pounds of ice per month during the months of May, June, July, August, and September for the preservation of fresh meats. On cruising cutters on stations south of 33° north latitude the purchase of the above monthly quantity is authorized for each month of the fiscal year. No ice allowance is authorized for any cutter equipped with an ice machine or cold-storage plant.

Method of purchasing ice.

b. At ports where an accepted quarterly proposal for furnishing ice is in force, this ice shall be procured under the terms of the proposal. At ports where there is no such accepted proposal, authority is granted to purchase ice in open market in the usual manner. (See arts. 3303 and 3358-1.)

RATION REQUISITIONS.

3328. (1) Requisitions for rations shall be submitted in accordance with the provisions of article 3325 of the regulations. Submission of requisitions.

(2) The number of rations required for the ensuing period shall be computed on the basis of one ration per day for each member of the full complement of the general mess and requisition shall be made for this number, less the number of rations shown to be on hand by the ship's log. If the requisition for the ensuing period is made out before the end of the current period the number of rations to be deducted from the requisition as "On hand" shall be determined by estimating the expenditure for the remainder of the current month on the basis of a full complement. (See art. 3329-d.) Computation of rations required.

(3) The number of rations called for in the requisition multiplied by the "value of a ration" (see article 3326-2-b) plus the balance available from the preceding month shall be the amount available for purchases of articles of food for the general mess, which purchases shall be made in accordance with articles 3326-2 and 3327. The total of all vouchers submitted during any month shall not exceed the amount available for purchases. (See arts. 3326-2-c and 3329-d.) Amount available for purchases.

(4) The number of rations called for in the requisition shall be entered in the ship's log on the date of the receipt of the first articles purchased under that requisition, as follows: "Received the equivalent of ——— rations." Entry in log of receipt of rations.

(5) All nonperishable articles, contract and miscellaneous, which will be required for the period of the requisition shall be received on board as soon as possible. Nonperishable articles.

(6) In issuing articles those received first shall be expended first, and the commanding officer shall not permit excessive quantities of any article of ration stores to accumulate. How issued.

(7) Only articles embraced in the ration schedule shall be vouchered to the contractor as such. All vouchers for ration supplies shall be itemized so as to show the quantity, unit price, and total price of each item, and shall be submitted with the ration return. How vouchered.

RATION RETURN.

3329. The "Ration return" shall be filled out in duplicate as follows, and one copy forwarded monthly by the commanding officer to Headquarters on the 4th day of the month following the period embraced and one copy retained in the ship's files: Ration return.

(a) Page 1 of the ration return shall be a statement of the ration status of the vessel as shown by the ship's log. The column "Total number in general mess" for any one day means the full authorized complement of the general mess minus the vacancies existing on that particular day. The column "Members of the general mess absent" has no reference to vacancies in the ship's complement. In the column "Remarks explanatory of reductions or excesses" the abbreviations used in the preparation of the muster roll shall be employed in explaining deductions or additions of rations. The names and ratings of the persons absent shall not appear in this column. The value of the number of rations remaining on hand shall be entered at the foot of page 1. Number present in general mess.

Entry of stores remaining on hand.

(b) At the end of each month the stores remaining on hand by actual inventory shall be entered under the caption "Remaining," together with their values, calculated at the unit price of purchase. If there be more than one unit price of purchase, the last unit price shall be used. The value of stores remaining shall be carried forward in the succeeding month under the caption "Value of ration stores on hand," on page 1 of the return.

Totals carried forward.

(c) The totals of "Articles (contract)" shall be carried forward so that the total at the end of "Articles (miscellaneous)" shall represent the total value of the provisions "Remaining."

Statement of vouchers.

(d) All vouchers for purchases made during the month shall be entered under the proper heading in the "Statement of vouchers" on page 3 of the return. Any balance remaining on the last day of the month shall be shown as "Balance available," and no further purchases shall be made until a new requisition is prepared in accordance with the foregoing. In case it becomes necessary to receive, before the end of a month, rations for the succeeding month, the requisition and vouchers for such rations shall be taken up on the return for the month during which they were received.

Balance available end of fiscal year.

(e) The "Balance available" on hand at the end of any fiscal year, out of rations authorized for that fiscal year, shall not be available for purchases, and shall not be carried forward on the ration return for July.

Ration account, how balanced.

3330. The value of the stores on hand plus the "Balance available" shall at any time equal the value of the rations on hand as shown by the ship's log.

Cash transactions of general mess.

3331. (1) Except as provided in the following paragraph, articles purchased for cash shall be entered under "Statement of cash transactions of general mess," on page 4 of the ration return. These articles shall not be itemized, but shall be entered under "Expended" by name of payee. The return shall be accompanied by itemized receipts, serially numbered, for all money disbursed.

Purchases for cash, how entered.

(2) Articles purchased for cash shall not be entered under "Articles (contract)" or "Articles (miscellaneous)," except when it has been necessary to expend cash in order to fulfill the requirements of article 3330. When such an exigency arises, the articles thus purchased shall be entered in the "Remaining" column as "Articles purchased for cash." Cash remaining on hand shall not be included in the "Balance available" at the end of the "Statement of vouchers."

COMMUTATION OF RATIONS.

3333. (1) For the benefit of the general mess the commanding officer is authorized to commute the ration of one man out of each eight in the general mess, using the full complement of the general mess as a basis of computation, which money shall be receipted for by the commissary officer on the pay roll for the period embraced. (See art. 531-2.)

Commuting rations for general mess.

(2) It shall not be compulsory to commute each month the entire number as authorized in the preceding paragraph, but the commanding officer may, in his discretion, commute a number of rations in any one month not in excess of the number authorized. The number of rations which it is intended to commute in any period shall appear in the proper column on the ration requisition for that period.

Number of rations commuted.

EMERGENT EXPENDITURES.

3341. (1) A division commander is authorized to expend in any calendar month not more than \$50 for necessary emergent repairs and supplies for each vessel in his division. This amount is exclusive of the sum each commanding officer is authorized to expend for such purposes.

Emergent expenditures for cutters by division commanders.

(2) A division commander and the supervisor of lifeboats shall each, respectively, be responsible for and charged with the prompt and proper execution of such repairs to the hulls and machinery of boats at Coast Guard stations as may be referred to him, as indicated in *a*, *b*, *c*, and *d* of this paragraph, and he is authorized to incur the expense necessary in making such repairs in a sum not to exceed \$15 in any one instance. In all cases where the repair of any individual boat is likely to involve a sum in excess of \$15, authority for such repairs shall first be obtained from Headquarters.

For repairs to station boats by division commanders and supervisor of lifeboats.

a. Eastern division: Boats at stations in the first, second, and third Coast Guard districts.

b. Supervisor of lifeboats, New York, N. Y.: Boats at stations in the fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh, and twelfth Coast Guard districts.

c. Northern division, Pacific coast: Boats at stations within the limits of Oregon, Washington, and Alaska.

d. Southern division, Pacific coast: Boats at stations within the limits of California.

(3) A commanding officer is authorized to expend in any calendar month not more than the following amounts for necessary emergent repairs and supplies:

By commanding officers.

a. Cruising cutters, \$25.

b. Harbor cutters and launches, \$15.

(4) When a district superintendent receives a request for emergent supplies or for repairs to boats or apparatus, he is authorized to expend for the purpose a sum not to exceed \$10 in each calendar month for each station in his district, provided no more than \$10 shall be expended jointly in this manner in any

By district superintendent.

calendar month by the district superintendent and any keeper. Where the expense is likely to involve a sum in excess of the amount above specified, the district superintendent shall proceed as follows, using the telegraph when necessary:

a. In case the request is for supplies or for repairs to apparatus, he shall first obtain authority from Headquarters before incurring the expense.

b. In case the request is for repairs to hull or machinery of boats, which he is satisfied can not be made by the station crew, he shall, if he deem the repairs necessary, refer such request to the officer indicated in the following paragraph, together with his recommendation and all necessary information in the premises.

Referred by district superintendents.

(5) Requests for repairs to hull and machinery of boats at Coast Guard stations shall be referred by the district superintendents as follows:

a. First, second, and third districts, to division commander eastern division, Boston, Mass.

b. Fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh, and twelfth districts, to supervisor of lifeboats, New York City.

c. Thirteenth district (California), to division commander southern division, Pacific coast, San Francisco, Cal.

By keepers.

(6) A keeper shall immediately repair any damage to any service boat, boat wagon, beach cart, or beach apparatus, and replace any lost article of equipment necessary to the efficient use thereof. If the damage can not be repaired by the crew or the loss replaced with materials on hand, the keeper is authorized to purchase materials and, if necessary, to employ a competent workman at a cost for both not to exceed in the aggregate \$10 for the station in any one calendar month. He shall submit vouchers therefor to the district superintendent, accompanied by a statement of all the circumstances connected with the injury or loss. If the repairs can not be made or the loss replaced within the above limit of cost, or the necessary material or articles can not be obtained in the vicinity of the station, the keeper shall report to the district superintendent by telegraph or other speediest means available, except that in the case of stations in Oregon, Washington, and Alaska the report shall be made to the division commander of the northern division, Pacific coast, Seattle, Wash. (See par. 4 of this art.)

Report of necessity for.

(7) In each case of emergent expenditure a report showing the necessity therefor shall accompany the voucher. (See art. 3303-3.)

Division commander to inform commanding officers of emergent expenditures incurred.

3342. (1) A division commander shall, on the last day of each month, inform the commanding officer of each cutter in his division of the total amount of emergent expenditures which he has authorized for such cutter during that month, under the provisions of article 3341-1.

Division commander to inform district superintendent of emergent expenditures incurred.

(2) He shall likewise inform the respective district superintendents of the total amount of emergent expenditures which he has authorized during the month for each station, under the provisions of article 3341-2.

(3) The supervisor of lifeboats shall, on the last day of each month, inform the respective district superintendents of the total amount of emergent expenditures which he has authorized during the month for each station, under the provisions of article 3341-2-b.

3343. (1) Each commanding officer shall incorporate in the monthly schedule of expenses incurred under general authority the amount expended during the month for emergent repairs and supplies for the vessel under his command by his division commander. (See art. 3405.)

(2) Each district superintendent shall forward to Headquarters, as soon as possible after the last day of each month, a "Schedule of expenses incurred under general authority" during the month on account of emergent expenditures incurred by himself, the division commander, the supervisor of lifeboats, and keepers for the several stations in his district, together with the other expenditures incurred by keepers under general authority. The schedule shall show the total amounts of each of the several items for the entire district and shall not be itemized for stations. The monthly schedules forwarded by a keeper to the district superintendent shall be retained in the files of the latter's office. (See arts. 3405-2 and 3405-3.)

(3) Each keeper shall, on the last day of the month, forward to the district superintendent the "Schedule of expenses incurred under general authority" during the month on account of his station. The schedule shall show only those emergent and other expenditures incurred by himself under general authority. (See arts. 3341, 3405-2, and 3405-3.)

3344. Division commanders, commanding officers, assistant inspectors, purchasing officers, the supervisor of lifeboats, district superintendents, and keepers are authorized to incur expense for freight, express, telephone and telegraph messages, and for storage and cartage, when the exigencies of the service require. An officer who pays such expenses out of his own private funds can not receive reimbursement therefor, unless the expenditures were made under an urgent and unforeseen public necessity.

VOUCHERS.

3351. Except as otherwise provided, one original and three memorandum copies of vouchers covering expenditures shall be prepared on the prescribed form and one original and two memorandum copies submitted immediately to Headquarters upon receipt of the supplies, or the completion of the repairs or service. In case of articles on requisition the voucher covering the purchase from any one dealer shall at once be forwarded without awaiting the completion of delivery by other dealers. (See arts. 3367 and 3372.)

3352. (1) The caption of every voucher, including that of the memorandum copies, shall contain the address to which the check in payment is to be mailed. When the articles are obtained at a place other than that given in the caption, this fact shall be shown in the column headed "Items" following the list of articles.

Supervisor of lifeboats to inform district superintendent of emergent expenditures incurred.

Commanding officers to include in monthly schedule emergent expenditures incurred by division commander.

District superintendent to include emergent expenditures in monthly schedule.

Keepers to submit monthly schedule to district superintendent.

Incurring expense for freight, etc.

Preparation of vouchers.

Caption and signature.

The name of the person, company, firm, or corporation in the caption shall agree in every respect with that of the payee in his certificate on the voucher.

Requirements of memorandum copies.

(2) The caption and body of the memorandum copies of each voucher shall be an exact copy of that of the original, and all copies shall be otherwise completed in every particular by filling in blank spaces, including those on the reverse of the original, and supplying all other information called for excepting the data as to payment and amount "Approved for" on the original.

Reference characters.

(3) The reference characters used in the certificate on the original voucher shall be supplied in the spaces provided therefor on all memorandum copies.

When voucher covers only part of authorization.

3353. When a voucher covers only a part of the work or supplies authorized, reference shall be made on the vouchers covering the balance of the authorization to the date of receipt or completion specified on the first voucher submitted.

Each subsequent voucher shall show the total original amount authorized, e. g.:

Total authorization, \$—.

Then shall follow an itemized statement of articles subsequently furnished, e. g.:

Item (No. on proposal). Description —. Price \$—. When the last voucher is submitted the word "complete" shall be written on its face.

Variation of amount.

3354. When the aggregate of vouchers varies from the amount authorized, the fact shall be stated and the discrepancy explained in a letter to accompany the voucher. (See art. 3357.)

Vouchers to be made in detail.

3355. (1) Except as provided in paragraph 2 of this article all vouchers shall be made out in detail, giving dates of delivery of the articles, or the completion of the work, and the quantity and unit price of each article. The gross cost of each item shall be carried out in the proper column.

When not to be made in detail.

(2) When a voucher for supplies, except rations, is accompanied by an accepted proposal, it need not be itemized, but the words "Articles as listed in the attached accepted proposal" may be used in lieu of the list of articles.

Where one bidder furnishes articles on several proposals.

3356. When one dealer is the successful bidder on several different proposals on which the dates of authorization are the same, only one voucher shall be prepared. All of the proposals combined on the voucher shall be submitted therewith. Under "Articles or service" on the voucher shall be enumerated the several proposals, each being designated by the class of articles covered by the proposal, such as "Boatswain's stores," "Lumber," etc., and the total value of the articles furnished on each proposal shall be carried in the "Amount" column.

Articles not delivered.

3357. Should it be impossible to procure, within the time specified in the proposal, any articles authorized on requisition or authorized by indorsement on a proposal, the articles not received shall be so noted by serial number on the face of the voucher and their value deducted from the amount authorized, so that the sum noted on the voucher shall be the value of the articles actually furnished. No notation shall be made on the proposal. (See art. 3353.)

Example.

Date of delivery or service.	Articles or service.	Amount.
ARTICLES AS LISTED IN THE ATTACHED ACCEPTED PROPOSALS.		
1916.		
July 1.....	Lumber (\$32.20, except items 4, 7, and 9).....	\$24.84
July 3.....	Carpenter stores (\$41, except item 14).....	23.30
July 5.....	Paints, oils, etc.....	10.12
		58.26

3358. (1) At the close of each month, except when by agreement ^{Fuel, oil, etc.} payments are to be made quarterly, semiannually, or annually, vouchers shall be submitted for the fuel, oils, water, and all other articles included in the "Schedule of expenses incurred under general authority."

(2) Vouchers for coal shall show the kind of coal furnished, ^{To show kind of coal and where received.} where the contract is for more than one grade, and where and how received in detail as specified in the contract. Vouchers for water shall show where received.

(3) Vouchers for ration purchases shall show definite units, ^{Vouchers for rations.} such as "pounds" and "quarts." Terms such as "cans," "cases," and "sacks" shall not be used. For articles purchased under annual contract or accepted proposal the units specified therein shall be used.

3359. (1) All vouchers for supplies furnished shall be duly ^{How to be certified for supplies.} certified by the purchasing officer, or the officer receiving the articles for the use of a station or the department of the vessel under his charge or supervision, as the case may be, and shall be approved by the officer in responsible charge of the unit.

(2) Vouchers relating to repairs in the engine department of ^{For repairs.} a vessel shall be certified by the senior engineer officer and approved by the commanding officer. Vouchers relating to repairs to a station or in the deck department shall be certified, but not approved, by the officer in responsible charge of the unit.

(3) A voucher for emergent expenditure under authorization from a division commander (see article 3341-1) shall be approved by him (on the face of the voucher in the case of repairs in the engine department). ^{Division commander to approve.}

3360. When the authority for an expense is contained in an ^{Authorization by regulations.} article of the regulations, the number of such article shall be inserted on the face of the voucher as the authority for incurring the expense. In case there is doubt as to the authority, this shall be omitted. (See arts. 3302-2 and 3302-3.)

3361. (1) Articles purchased or work done and payable from ^{Articles payable in one fiscal year.} the appropriation for one fiscal year, shall not appear on the same voucher with those which are payable from the appropriation for another fiscal year.

(2) The same voucher shall in no case include articles pur- ^{Voucher to include only one method of agreement.} chased or work done under more than one of the forms of agreement designated as A, B, and C on the reverse of the form of voucher.

Ship chandlery and engineer stores not placed on same voucher. (3) Articles of ship chandlery and engineer stores shall not be placed on the same voucher.

Certificate on vouchers for ration schedule articles. (4) The certificate on vouchers for articles on the ration schedule shall cite as authority paragraph 2, article 3326, and shall refer, respectively, to sections on the reverse of the voucher as follows:

"1 and A" when purchase is made under annual contract.

"2 and B" when purchase is made under accepted proposal.

Certificate on vouchers for miscellaneous articles. (5) The certificate on vouchers for miscellaneous purchases of rations shall cite as authority article 3327, and shall refer to sections on the reverse of the voucher as follows:

"2 and B" when purchase is made under accepted proposal.

"3 and C" when the articles purchased are not enumerated on Form 2543; and also when purchases are made of articles on the ration schedule or on Form 2543 at a port where there is no contract or accepted proposal, and the exigencies of the service prevent the obtaining of proposals.

"4 and e" when the articles purchased are not included in the proposal on Form 2543, as accepted at Headquarters.

Shipments by Government bill of lading. **3362.** (1) All shipments by freight or express which are to be paid for by the Government shall be made on Government bill of lading. When a shipment is received on a Government bill of lading the same shall be receipted by the consignee and delivered to the agent of the last carrier, who will voucher the same on Government-transportation voucher to Coast Guard Headquarters, Treasury Department, Washington, D. C., supporting the voucher by the accomplished bill of lading.

Indorsement on bill of lading. (2) Officers shall indorse on the face of the original and copies of Government bills of lading covering shipments of their personal effects on change of station under orders, the date of the order directing such change, and the name of the person on whose account the expense was incurred.

Charges for storage, cartage, etc., on shipments by freight or express, how vouchered. (3) In cases where charges appear on transportation vouchers for storage, demurrage, or cartage, there shall be attached to the vouchers signed receipts to cover the respective amounts paid by the transportation company. The consignee shall in each such case submit with the voucher a written explanation of the necessity for said charge or charges. (See art. 3380.)

Official telegrams. **3363.** Telegrams, whether to Coast Guard, Washington, or otherwise, on official business, shall be sent on official blanks on which shall be noted "Official business, charge appropriation Coast Guard." The telegraph company will voucher the charge to the Coast Guard, Washington, D. C., without further action by the sending or receiving officer. (See art. 3234-3.)

Telephone charges. **3364.** Vouchers covering telephone charges incurred on official business shall be submitted to Headquarters monthly (or quarterly, semiannually, or annually, if so specified by contract). When the service is special and not under a regular contract, the vouchers shall be itemized, and a detailed explanation of the necessity for each message shall be submitted by letter with the voucher.

3365. Vouchers covering storage, wharfage, cartage, and other contingent expenses incurred under article 3344 shall be submitted to Headquarters upon the completion of the work or delivery of the articles. Contingent expense.

3366. Vouchers for packing, crating, and cartage, on account of change of station, shall show on the face the date of the order directing such change, the name of the person on whose account the expense was incurred, and the gross weight of the articles. Packing, crating, and cartage.

3367. (1) When vouchers are forwarded to Headquarters there shall be submitted one original and two memorandum copies, except vouchers on account of travel expense and mileage, when there shall be submitted one original and one memorandum copy. Number of vouchers to be submitted.

(2) When vouchers on account of compensation of officers and enlisted persons are presented to a disbursing officer or special disbursing agent for settlement there shall be submitted one original and one memorandum copy. Pay vouchers.

(3) In the preparation of vouchers for compensation, commissioned officers shall sign the nonpayment certificate. Commissioned officers to sign nonpayment certificate.

(4) The nonpayment certificate of a voucher for the compensation of a warrant officer or enlisted person attached to a cutter or station shall not be signed by him, but such officer or person shall sign such certificate when not so attached. Nonpayment certificate in case of warrant officer or enlisted person.

3368. Vouchers submitted to Headquarters for settlement shall be accompanied by the following papers: Papers to accompany vouchers.

(a) When the voucher covers items authorized on requisition: One copy of corrected requisition and one copy of accepted proposal. (See art. 3316-2.)

(b) When the voucher covers repairs or supplies authorized by letter or telegram: One copy of the accepted proposal, if proposals have been submitted to Headquarters prior to authorization; two copies of the accepted proposal when the same have not been previously submitted to Headquarters, as in emergencies; and letter of explanation. (See arts. 3303-3 and 3307-4.)

(c) Vouchers for fuel, oil, gasoline, and water purchased under the provisions of articles 3309-3 and 3317-1: Letter of explanation; duplicate copies of all proposals received; receipts for empty drums, barrels, and half barrels for oil and gasoline vouchers.

(d) Vouchers for rations: Ration return, one copy of accepted proposal for miscellaneous supplies to accompany first voucher for purchases thereunder, and in addition duplicate copies of the ration requisition. (See art. 3325-3.)

(e) Vouchers covering emergency purchases: Letter of explanation and in case proposals have been solicited, duplicate copies (each as an original) of each proposal received; those of the accepted proposal shall show thereon formal acceptance.

3369. When any person in the Coast Guard, other than a commissioned officer is imprisoned his commanding officer shall transmit to Headquarters vouchers signed by said person for the amount of money then due him, after deducting such forfeiture of pay as the sentence of the court has imposed and such amount as may be due for clothing drawn. If there be nothing due him, Voucher for pay of person imprisoned.

the commanding officer shall so inform Headquarters. (See arts. 517 and 566.)

Vouchers and pay rolls to be properly certified.

3370. (1) A person whose duty it is to make payments on account of the compensation of officers and others connected with the Coast Guard shall not make them unless such payments have been authorized by Headquarters, and the vouchers, pay rolls, or accounts covering the services have been duly certified and approved, or certified, as in the case of retired persons, as required. If the last day covered by a voucher, pay roll, or account be Sunday or a legal holiday, payment shall not be made until the following day.

Payment of claims or expenses to be authorized by Headquarters.

(2) No bills, claims, or expenses on account of work, labor, materials, outfits, or supplies of any kind, or on any other account, except for salaries and wages of officers and crews, shall be paid by any disbursing officer or special disbursing agent until the bills, claims, etc., shall have been approved and the payment of them authorized by Headquarters.

Person in Coast Guard not to receive money for others on voucher approved by himself.

3371. No person belonging to or in any way connected with the Coast Guard shall receive or collect for others any money from a disbursing officer or special disbursing agent of the United States or other person on bills certified and approved by himself.

Copy of voucher to be retained for files.

3372. One memorandum copy of every voucher, except vouchers for compensation of officers, travel expense, mileage, and those specified in article 3366, prepared on a cutter or at a station or office, shall be retained for the files of the vessel, station, or office, as the case may be.

INVOICES AND TRANSFERS OF PROPERTY.

Procedure.

3375. All supplies, materials, or property transferred from one unit of the Coast Guard to another or transferred between units of the service and another department or service shall be regularly invoiced.

Between units of the Coast Guard.

3376. When the transfer is made between units of the Coast Guard the following procedure shall be observed:

(a) The consignor shall prepare five copies—retain one copy, forward three copies to consignee, forward one copy to Headquarters.

(b) The consignee shall receipt three copies on receipt of articles—retain one copy, return one copy to consignor, forward one copy to Headquarters.

(c) The consignor, consignee, and Headquarters shall each file one receipted copy.

Data on Invoices.

3377. When Form 2556 is used as an invoice to cover the transfer of articles not asked for on requisition the following data shall be entered:

(a) Under "Authorized" shall be noted the letter or telegram by authority of which the transfer was made.

(b) Under "Issued" shall be noted the consignor, as, for instance, "Issued —, 191—, as above noted, from the Coast Guard cutter *Manning*," followed by the signature of the officer making the shipment.

(c) Under "Received" shall be noted the name of the consignee, followed by the signature of the officer receiving the articles.

3378. When the transfer is made from another department of the Government to a unit in the Coast Guard, the consignee shall forward to Headquarters one receipted copy of the invoice. Transfers from another department to the Coast Guard.

3379. When the transfer is made from a unit in the Coast Guard to another department, the consignor shall forward to Headquarters duplicate copies of the invoice, both of which shall be received by the consignee. From Coast Guard to another department.

3380. All shipments by freight or express which are to be paid for by the Government shall be made on a Government bill of lading, as follows: Bills of lading.

(a) One original bill of lading and three copies shall be prepared on Form 2149. Number of copies.

(b) The consignor shall sign the "Consignor's certificate" of shipment on the original, and shall sign also the shipping order (Form 2149a). Consignor's certificate.

(c) The agent of the transportation company which first receives the shipment shall sign the receipt on the original and also the memorandum copies (Forms 2149b and 2149c). Receipt and shipping order.

(d) The shipping order (Form 2149a) shall be delivered to the agent of the transportation company. Shipping order.

(e) The memorandum copy (2149b) shall be retained by the consignor. Memorandum copies.

(f) Memorandum copy (2149c) shall be forwarded to Headquarters by the consignor.

(g) The original bill of lading shall be forwarded by the consignor to the consignee. On receipt of the shipment the consignee shall accomplish the bill of lading by filling in and signing the "Certificate of delivery" and surrender it to the transportation company making delivery. (See art. 3362.) Original.

CHAPTER XXVII.

REPORTS AND RETURNS.

3401. (1) The officer in responsible charge of each unit shall see that the weekly, monthly, quarterly, and other official papers and communications required by these regulations, or orders from Headquarters, are promptly and correctly prepared and submitted to him by the officers charged with their preparation. All requisitions, vouchers, and other official papers required to be submitted to Headquarters shall be approved, or otherwise indorsed, and forwarded.

Preparation of official documents and papers.

(2) Correct copies of the papers referred to in paragraph 1 of this article shall be kept in the files of the unit where they were prepared. A copy of the abstract of the ship's log shall not be kept, but a summary of it shall be entered on the last page of the log for each month.

Copies of papers to be kept in files of each unit.

(3) Correct copies of all papers prepared in the office of a district superintendent and at a station shall be kept in the files of those places, as required by the regulations.

Copies of papers kept by district superintendents and keepers.

3402. (1) At the close of each fiscal year (June 30) and (except on the Great Lakes) when a vessel is placed in or out of commission, the commanding officer shall cause to be made in the "Record of public property" a complete inventory of all the public property in his charge. He shall approve the "Record of public property," if correct, and transmit a "Return of public property" to Headquarters. He shall see that the "Record of public property" is properly kept by the officers responsible for its preparation, and that it is submitted for his approval at the proper time.

Record of public property on a cutter.

(2) The keeper of a station shall keep a "Record of public property" and shall at the close of each fiscal year (June 30), and when a new station is placed in commission or a station is discontinued, make in the "Record of public property," a complete inventory of all the property in his charge, and shall certify to its correctness. He shall transmit two copies of the "Return of public property" to the district superintendent. (See art. 3419-2.)

Record of public property at a station.

3403. The commanding officer shall submit reports upon the prescribed form as to the fitness of commissioned, warrant, and acting warrant officers serving under his command, and a district superintendent shall submit similar reports on the warrant and acting warrant officers in his district. In making such reports the following instructions shall be adhered to:

Reports on fitness of officers.

Semiannually.

(a) The reports shall be made semiannually, on the 31st day of March and the 30th day of September, in each year, and also whenever an officer, the commanding officer, or district superintendent is detached.

Written answers.

(b) The answers to all questions shall be written by the officer making the report. Answers to questions from 10 to 14 and also 17-a, 17-b, and 18 for commissioned officers and to questions 4, 5, 9, and 10 for warrant officers shall be either "Excellent," "Very good," "Good," "Fair," or "Not good"; the answers to 17-c for commissioned officers and 9-c for warrant officers shall be made with the view of describing as accurately as possible each officer's characteristics. If either of the words in the several couplets do not apply, other words may be used, but there shall be an answer corresponding to each couplet. The report shall be based wholly upon the record of the officer for the period covered by the report. For his guidance in the preparation of his report on the professional fitness of the junior engineers, the commanding officer may call upon the senior engineer officer for his opinion. When the answer to any of said queries is "Not good," the reason for such answer shall be clearly and fully stated under the head "Remarks"; if more space be required for a full statement of the reasons, the "Remarks" shall be continued on a paper which shall be attached to and filed with the report. A copy of that portion of a report containing the reply "Not good," and the reasons therefor, shall be furnished by the division commander, commanding officer, or district superintendent, as the case may be, to the officer concerned, who shall be given seven full days from the date of the receipt by him of such copy of the report in which to prepare and submit such written statement in regard to it as he may desire to make, and his statement shall be indorsed: "Forwarded, _____, Division Commander" (commanding, or district superintendent), and transmitted with the report. He shall make no rejoinder or reply to such statement by the officer concerned, unless called upon by Headquarters to do so. Should the officer concerned not desire to make a statement, he shall write a communication to the division commander, commanding officer, or district superintendent so stating, which shall be submitted to Headquarters with the report.

Copy of adverse report furnished to officer concerned.

Unbiased opinion.

(c) An officer making this report is particularly cautioned not to permit personal feeling for or against any officer to influence his judgment in making reply to the various questions. What is expected by these reports is an unbiased opinion embodied in a certificate "on honor" in reply to said questions, based wholly upon the records of the officers concerned.

Reports on fitness of commanding officers.

(d) A division commander shall submit reports upon the prescribed form relative to conditions of command for commanding officers attached to his division and a full report of the fitness of all officers attached to his office, and shall be governed by the provisions of paragraphs a, b, and c of this article applicable thereto.

Monthly inspection reports.

3404. (1) The commanding officer shall submit a monthly inspection report on the prescribed form, and shall cause the senior engineer officer to submit to him, to be forwarded with his report, an inspection report on the condition of the steam machinery, boilers, and their dependencies.

(2) A keeper shall make a monthly report on the prescribed form to the district superintendent, relative to the proficiency of each member of his crew and to the general conditions at his station.

Keeper's monthly reports on crew.

3405. (1) Commanding officers shall submit to Headquarters as soon as possible after the last day of each month the "Schedule of expenses incurred under general authority," which shall include all the items required by these regulations, for which expense was incurred during the month. (See arts. 3342 and 3343.)

Monthly schedule of expenses incurred under general authority.

(2) Commanding officers of cutters stationed at Porto Rico, Hawaii, and in Alaskan waters, and elsewhere beyond the seas, shall on the 31st of May and on the 30th of June of each year, or as soon thereafter as practicable, telegraph to Headquarters the total under each column of the data called for in the schedule of expenses incurred under general authority, for the months named.

Schedule of vessels at Hawaii, Porto Rico, and in Alaska.

(3) Where no expense has been incurred during a month the officer in responsible charge of each unit shall submit a schedule with that fact noted thereon.

Where no expense has been incurred.

3406. In the preparation of the monthly "Schedule of expenses incurred under general authority," the following instructions shall be complied with relative to rations:

Instructions as to rations in schedule of expenses incurred.

The number and total value of the rations required for the month, as shown by the requisition for that month. Where the requisition has been submitted for a two-months supply of rations the number and total value of the rations required for use in the month for which the schedule is submitted shall be entered under the item "Rations." (See art. 3325.)

3407. (1) When vessels in distress or their crews are supplied with provisions or other articles of public property from cutters, receipts in triplicate shall, if circumstances permit, be taken for such articles from the parties receiving them; if, however, no receipts can be procured, the commanding officer shall cause a detailed list, in triplicate, of the articles, specifying the quantity of each, to be made out and certified by the officer or officers having charge of the provisions or other supplies furnished, which list he shall countersign. One copy of such receipt or list shall be retained on board and two copies forwarded to Headquarters with the "Report of assistance rendered."

Receipts for provisions or other public property furnished.

(2) Whenever shipwrecked persons are sheltered at a station and supplied with provisions from the station mess and are destitute of means for paying for the same, the keeper shall make out a bill for the provisions so supplied at a rate of 30 cents a meal for each person, procure a certificate of its correctness from the persons concerned, and present the bill for payment to the master of the vessel, or to any owner or agent thereof who may be on the ground. If the master, agent, or owner is inaccessible or refuses to settle the bill, the keeper shall forward it, in triplicate, accompanied by his certificate upon Form 2669, to the district superintendent, and shall state his reasons for presenting it for payment by the Government. The keeper shall state in the bill the name of the vessel, date and nature of the disaster, number of meals, and dates upon which furnished.

Supplying shipwrecked persons at stations with provisions.

Report of assistance rendered.

(3) A report shall be submitted to Headquarters on the prescribed form of each and every case of assistance rendered, irrespective of its magnitude and character, whether to vessels, to other property, or to individuals. The report in each case shall state fully the service performed, giving the details in a clear and comprehensive manner, and shall be forwarded as soon as possible after rendering the assistance.

Report on derelicts.

(4) The form "Report of assistance rendered" shall be submitted for each derelict removed or recovered. Any wreck or other obstruction to navigation, which is considered to be a menace to vessels, shall be regarded as a derelict. (See art. 997.)

Supplementary reports.

(5) In addition to the regular official reports of assistance rendered on the blank forms provided for the purpose, commanding officers and keepers of stations shall make supplementary reports on any subject connected with the work performed, which may be of value either as a matter of human interest or from a technical or scientific standpoint. Such reports shall be as much in detail as possible.

Reports to be numbered serially.

(6) Reports of assistance submitted from each cutter or station shall be numbered serially for each fiscal year. Reports of assistance in the case of derelicts shall also be numbered serially for each fiscal year and independently of the other assistance reports.

Money or supplies in kind.

3408. Except as provided in paragraph 2 of the preceding article, commanding and other officers are forbidden to receive money, or orders for money, for any damage or expense incurred by cutters in aiding vessels in distress. Provisions and other supplies not excepted in paragraph 1 of the preceding article expended for the benefit of vessels in distress may be received in kind if the owners or masters of such vessels prefer to reimburse the United States in that manner. (See art. 1967.)

Muster roll.

3409. At the close of each month, and when a cutter is about to sail on a foreign cruise or on a cruise to Alaska, a muster roll shall be prepared and submitted as follows:

Names.

(a) The names of the commissioned and warrant officers and enlisted persons, temporary surfmen, and substitutes shall be entered in the order of precedence.

Columns filled out.

(b) All of the columns on the muster roll shall be filled out under their proper headings in the case of each person attached to a cutter or station or employed at a station.

Names of persons received.

(c) 1. The name of each person received on board a cutter for one day or more shall appear.

Names of persons succored or employed to assist at wreck.

2. The name of each person succored at a station for one day or more and of each person employed to assist at a wreck shall be entered.

Changes.

(d) All changes affecting officers and enlisted persons, temporary surfmen, and substitutes, including promotion and reduction in number in the case of surfmen, shall be noted, giving dates.

Date of appointment.

(e) In the case of a warrant officer or an acting warrant officer the date of his permanent appointment, or rating as acting warrant officer, as the case may be, shall be inserted in the column "Date of current enlistment."

(f) In noting absences the abbreviations on the back of the muster-roll blank shall be used. For example, a person on leave from the 4th to the 14th shall be noted as follows: "O1 4th to 14th bl." Absence, how noted.

(g) When any person has been absent for one day or more a note shall be made showing whether such absence was on duty, leave, on account of sickness, or without leave, or on accumulated liberty, if at a station. If absent on leave, the authority for such leave shall be stated. Absence, when noted.

(h) The name of an officer who has reported for duty by assignment, or of an enlisted person, temporary surfman, or substitute, shall be carried on the rolls until detached or until the termination of his service, when the fact and date and reason for the termination of the service shall be noted. Termination of service.

(i) In case of the discharge of an enlisted person, the date thereof, and, when not on account of expiration of his term of enlistment, the date of the authority or approval of Headquarters or, in case the discharge be by the commanding officer or district superintendent, the authority under which he acted and the date thereof shall be noted. Discharge.

(j) The name of each person rated an acting warrant or petty officer shall be carried on the muster roll, with his temporary rating indicated by the letter "A" (acting). Acting ratings.

3410. In the preparation of the "Record of public property" and "Return of public property" the following instructions shall be followed: Preparation of "Record of public property."

(a) The requirements of the various footnotes shall be observed, especially those relative to the name of the manufacturer and the pattern of all plated ware. The pattern refers to the design and should not be confused with the grade marks. Footnotes observed.

(b) The date of the edition of all publications of the Naval Institute, Steamboat Inspection Rules and Laws, and other books and pamphlets of a similar nature shall be noted in the "Record" and in the "Return." Dates of publications.

(c) In all cases involving the transfer of any item from one part to another part of the book the item shall be first entered in the same place as in the previous "Record," followed by a notation showing to what page it has been transferred, and no item appearing as remaining on hand on the "Record" for the previous year shall be dropped without explanation. Transfer of items.

(d) The make and serial number of all typewriters and timepieces, when the same have a number, shall be noted. Typewriters, etc.

(e) Where an article of infantry equipment differs from the standard it shall be so noted in the "Remarks" column opposite the item. Infantry equipment.

(f) Under the heading "Description of vessel" shall be noted the number and kind of deck pumps, stating shop number, diameter of cylinder, stroke, condition, etc. Deck pumps.

(g) The description of the boats shall be carefully verified. The designation "Schooner" or "Sloop," under the heading "Rig," is not sufficient, the type of sail being required. Boats.

(h) Shop numbers and dimensions of all auxiliaries in the engine department shall be noted. Auxiliaries.

- Rifles and revolvers. (i) There shall be entered the serial number of each rifle and revolver on hand, and in case of any further receipts, transfers, or expenditures, this number shall be noted.
- Ammunition. (j) When fixed ammunition or saluting charges are expended, an equal number of empty cases shall be noted under the proper heading as received.
- Empty cases. (k) No expenditures of empty cases shall be made except by the action of a board of survey or when the same are reloaded, in which event they shall be taken up as received, either as saluting charges or fixed ammunition, as the case may be.
- Empty rifle cartridge cases. (l) Empty rifle and revolver cartridge cases, bandoleers, and clips shall be accounted for on the "Record of public property." (See art. 1870.)
- Barrels. (m) An accurate record shall be kept of all barrels, half barrels, and drums received on board containing oils or gasoline. There shall be noted under "Engineer stores," following "Repairs," the number of each class of such barrel or drum received, returned, and remaining on hand. Any discrepancies shall be fully explained in the column of "Remarks."
- Preparation of pay rolls. Names in order of precedence. 3411. The pay rolls shall be prepared in triplicate, as follows: (a) The names of all persons shall be entered in the order of precedence. Each person whose name appears thereon shall receipt the rolls opposite his name, except when payment is made by check.
- Columns footed. (b) The columns shall be footed in pencil. Two copies of each roll shall be sent to the special disbursing agent or disbursing officer who is to make the payments; the third copy shall be kept as a record.
- Acting warrant or petty officers. (c) After the name of each person rated as acting warrant or petty officer there shall be noted on the pay roll the symbol "A."
- Clothing return. 3412. In the preparation of the "Quarterly return of clothing received and issued," the articles remaining on hand shall not be rated as "Good to bad," but the number of the articles in each condition shall be definitely stated.
- Gun-mount cards. 3413. Gun-mount cards will be issued to all vessels equipped with ordnance outfits from the Navy Department. Instructions are printed on each card regarding the data required. Triplicate gun-mount cards shall be made out by the ordnance officer, and submitted in duplicate to Headquarters at the end of each calendar year.
- Transcript of ship's log. 3414. (1) The weekly transcript of the ship's log (ending Saturday) shall be submitted not later than 9 a. m. the following Tuesday to the commanding officer. The transcript shall be an exact copy of the ship's log except as provided in article 1669. At the end of the weekly transcript the junior line officer shall make and sign the following certificate:
"Examined and certified to be a correct copy of the ship's log."
- Transcript of log, harbor cutters and launches. (2) In the case of harbor cutters and launches, when there is but one commissioned officer attached, the certificate shall be made and signed by him; when there are no commissioned officers attached the senior warrant officer of the deck department shall make and sign the certificate.

(3) Except as provided in article 4401 the transcripts for all vessels shall be written on the prescribed form, and if typewritten the lines shall be single spaced, leaving one double space between watches. The name and rank of the signer of the watch shall be placed on the same line. Transcript of log, preparation of.

(4) The weekly transcript of the station log shall be submitted on the prescribed form to the keeper in conformity with the provisions of paragraph 1 of this article. The No. 1 surfman shall make and sign the required certificate, except during the inactive season at a station, when the keeper shall make and sign it. Transcript of stations.

3415. There shall be entered in the "Abstract" on the proper date or dates under the heading "Remarks," all— Abstract of ship's log.

- (a) Special service. Data.
- (b) Functions participated in.
- (c) Gun or small-arm target practice.
- (d) Repairs.
- (e) Collisions, groundings, and docking.
- (f) Other incidents of importance.

3416. Official papers, reports, returns, etc., shall be forwarded in accordance with the provisions of article 3419. Whenever a vessel is assigned to a division all such papers, reports, and returns (except as provided in the following article) shall be transmitted to the division commander and by him forwarded to the proper office. (See art. 3213.) Procedure in forwarding.

3417. Abstracts of totals of pay rolls shall be forwarded to Headquarters direct. The following papers shall, unless otherwise directed, be forwarded to the special disbursing agent or disbursing officer direct: Pay rolls, estimates for funds, vouchers for pay of officers and members of crews. To whom forwarded.

3418. The following books, returns, and papers of record shall be kept on board Coast Guard cutters, at offices of district superintendents, and at stations, respectively, and are hereby summarized for convenient reference. They shall be in charge of the several officers mentioned, respectively, who shall be responsible for their proper preparation: Books and papers.

(a) *The commanding officer.*—Letter books; report of inspection, deck department; semiannual reports on the fitness of commissioned, warrant, and acting warrant officers. Commanding officer.

(b) *The executive and navigating officer.*—Record and return of public property, except such portions as are assigned to other officers; muster roll; enlistment contract and record; liberty book; conduct book; requisitions for Classes I, II, III, VI, VIII, stationery, books and blanks, medical supplies (if there be no surgeon attached); applications for medical examination for enlistment or reenlistment; record of physical examination of applicant for enlistment or reenlistment; vouchers for purchases and repairs relative to the deck department; report of exercises at fire quarters; discharges of enlisted persons; application for medical examination and treatment; schedule of expenses incurred under general authority; invoices and bills of lading; boat report; ship's log; compass reports (deviation tables); report of examinations for certificated lifeboat men. Executive and navigating officer.

- Navigating officer.** (c) *The navigating officer.*—Ship's log; compass reports; pay rolls; pay vouchers; abstract of totals of pay roll; estimate of funds; reports of hull board and permanent board of survey, when junior member of such boards; navigation circulars; the navigator's department of the record of public property.
- Assistant to navigating officer.** (d) *The assistant to the navigating officer.*—Pay rolls; pay vouchers; abstract of totals of pay roll; estimate of funds; reports of hull board and permanent board of survey, when junior member of such boards; navigation circulars; the navigator's department of the record of public property.
- Ordnance officer.** (e) *The ordnance officer.*—Gun-mount cards; requisitions for ordnance material; the ordnance department of the record of public property; reports of hull board and permanent board of survey, if the junior member of such boards.
- Radio officer.** (f) *The radio officer.*—Radio service log; electric and radio outfits of the record of public property; radio records and accounts; copies of radiograms; statement of vessels seized and reported; reports of hull board and permanent board of survey, when junior member of such boards.
- Commissary officer.** (g) *The commissary officer.*—Requisitions for rations; ration returns; vouchers for rations; reports of hull board and permanent board of survey, when junior member of such boards.
- Clothing officer.** (h) *The clothing officer.*—Requisitions for clothing; clothing returns; vouchers for clothing; abstracts of the ship's log; reports of hull board and permanent board of survey, when junior member of such boards, cruising report.
- Junior line officer.** (i) *The junior line officer.*—Transcript of the ship's log; weekly return to collector; summary of abstract; report of hull board and permanent board of survey, when junior member of such boards; such other official clerical work as the commanding officer may direct.
- The senior engineer officer.** (j) *The senior engineer officer.*—Requisitions for engineer stores; vouchers for purchases and repairs relative to the engine department (the junior engineers to assist in their preparation); that part of the record of public property embracing the engine department; fuel report; indicator cards; monthly report of inspection of steam machinery; engineers' remark book.
- Engineer officer next junior to senior engineer.** (k) *The engineer officer next junior to the senior engineer.*—The machinery log; indicator card file.
- Junior engineer officer.** (l) *The junior engineer officer.*—Smooth copy of machinery log; such other official clerical work as the commanding officer or senior engineer officer may direct.
- Medical officer.** (m) *Medical officer.*—Requisitions for medical supplies; vouchers for medical supplies; medical log; report of medical officer; report of medical treatment; that part of the record of public property relating to his department.
- Boarding books.** (n) The boarding books shall be in charge of the boarding officers.
- Bridge book.** (o) The bridge book shall be in charge of the officer of the deck.
- Reports of assistance and violations of law.** (p) The reports of assistance rendered and the reports for violations of law shall be prepared and copied by the officer who obtained the necessary data or who reported the facts in the case.

(q) Each officer attached to a harbor cutter or launch shall keep and prepare the books of record, returns, requisitions, vouchers, and other papers pertaining to his own department. Papers on harbor cutters and launches.

(r) *The district superintendent.*—Fitness of warrant officers; application for examination and medical treatment; schedule of expenses incurred under general authority; vouchers; requisition for stationery; requisition for books and blanks; discharges of enlisted persons; estimate for funds; application for medical examination for enlistment or reenlistment; boards of survey; schedule of disbursements; account current of disbursements; letter book; letter files; invoices and bills of lading; report of examinations for certificated lifeboat men; enlistment contract and record. The district superintendent.

(s) *The keeper.*—Report on surfmen and conditions at stations; application for examination and medical treatment; schedule of expenses incurred under general authority; requisitions for supplies; vouchers; enlistment contract and record; application for medical examination for enlistment or reenlistment; muster roll; pay roll; record of public property; return of public property; report of assistance; report of resuscitation; boat report; report of violation of law; report on telephone lines; return of telephone material; letter book; letter files; report of examinations for certificated lifeboat men. The keeper.

3419. (1) Except as otherwise provided all monthly, quarterly, semiannual, and annual papers, reports, and returns required by paragraph 2 of this article shall be submitted to the commanding officer, or district superintendent, as the case may be, not later than the third day of the month following the period embraced by them, and shall be forwarded to the proper office by the officer in responsible charge of the unit. Date of submitting papers to officer in responsible charge of unit.

(2) The following papers, reports, and returns, with such others as are called for by these regulations, shall be prepared and forwarded through the regular official channels to the office specified, unless otherwise indicated. (See art. 3212): Preparation and forwarding of papers, etc.

Paper, report, or return.	Persons responsible for preparation.	Form to be used.	Number of copies required.	When forwarded.	To whom forwarded.
Fitness of officers.....	{ Division commander, commanding officer, district superintendent. Commanding officer.....	{ 2513 2514 2514	Original..... Original and copy for files..... do..... do.....	Semiannually, within 15 days after end of period, or when officers are detached. As soon as practicable after occurrence. do..... do.....	To Headquarters. Original to Headquarters. Do. Do.
Grounding, serious accident to hull, machinery, spars, etc. Collision or shipwreck..... Report of employment of another vessel. Report of inspection, deck department. Report of distinguished conduct, acts of valor, etc.	do..... do..... do..... do.....	2595	do..... do.....	Monthly; not later than 4th of month following. As soon as practicable after occurrence.	Do. Do.
Report relative to seizure or other customs matter. Report, violation of anchorage law... Application for examination and medical treatment.	Division commander, commanding officer, district superintendent, keeper. Commanding officer, keeper. Boarding officer.....	2636 2522	2 originals and 1 copy for files. 2 originals and 4 originals.....	do..... do..... At beginning and end of treatment. (See art. 2801.)	1 original to Headquarters, 1 to collector or district attorney, direct. 1 original to Headquarters, 1 to collector, direct. (See art. 2801.)
Schedule of expenses incurred under general authority.	Division commander, commanding officer, executive officer, district superintendent, keeper. Commanding officer, district superintendent superintendent. Division commander. Supervisor oilfloats.....	2691	Original and copy for files. Original.....	As provided in articles 3342, 3343, and 2405.	Original to Headquarters direct. Original to commanding officer and district superintendent. Original to district superintendent. Original to Headquarters.
Return of public property.....	Executive officer, navigating officer, assistant to navigating officer, ordnance officer, radio officer, senior engineer, medical officer. Keeper.....	2570 2569	Original and copy. Original.....	25 days after end of fiscal year; when vessel or station placed in or out of commission. Yearly.....	Original to Headquarters; copy to district superintendent. Retained on board.
Record of public property.....	Executive officer, navigating officer, assistant to navigating officer, ordnance officer, radio officer, medical officer. Senior engineer officer..... Keeper..... Executive officer.....	2573 2572 2506	Original and copy for files..... Original and 2 copies; 1 for files.	Monthly; when vessel about to sail on foreign or Alaskan cruise.	Retained at station. Original to Headquarters. Original to Headquarters; 1 copy to district superintendent.
Mustor roll.....	Keeper.....	2507			

Enlistment contract and record.....	{ Executive officer.....	2500	{ 3 originals.....	{ At time of enlistment and termination of same, 20 days after date of desertion. When transferred.....	{ 1 to Headquarters.
Requisitions, Classes I, II, III, VI, and VIII.	{ Keeper.....	2556	{ 4 originals. See articles 3312 and 3313.	{ Quarterly; 15 days before beginning of quarter.	{ 2 to district superintendent. See articles 3312 and 3313.
Requisition for stationery.....	{ (Division commander, executive officer, district superintendent.....	2162 2163	{ 13 originals and copy for files.	{ Yearly; in time to reach Headquarters by June 1.	{ Originals to Headquarters.
Requisition for books and blanks.....	{ do.....	2540	{ do.....	{ Semiannually; in time to reach Headquarters by Mar. 1 and Sept. 1.	{ Do.
Report, exercise at fire quarters.....	{ Executive officer.....	2643	{ Original and copy for files.	{ Quarterly.....	{ Do.
Discharges.....	{ (Executive officer, district superintendent.....	2510	{ Original.....	{ Termination of each enlistment.....	{ Delivered to discharged person.
Application for medical examination.....	{ Executive officer, district superintendent, keeper.....	2501	{ Original; 1 copy for files.	{ At time of examination.....	{ Original to medical officer.
Bills of lading.....	{ Responsible officer making shipment.....	2149	{ Original and 3 copies (1 for files).	{ At time of shipment.....	{ Original to consignee direct. 1 copy to Headquarters. 1 copy to transportation company direct.
Pay roll.....	{ (Navigating officer or assistant.....	2671a 2672	{ Original and 2 copies (1 for files).	{ Monthly, not later than 25th of month.	{ Original and 1 copy to special disbursing agent direct, or to District superintendent.
Compass report (deviation table).....	{ Keeper.....	2596	{ Original and copy for files.	{ Quarterly, not later than 4th of following month.	{ Original to Headquarters.
Estimate for funds.....	{ Navigating officer or assistant.....	2685	{ Original and copy for files.	{ Monthly; 1st day of month.....	{ Original to special disbursing agent direct, or to Headquarters.
Abstract of totals of pay rolls.....	{ District superintendent.....	2686	{ do.....	{ Monthly; last day of month.....	{ Original to Headquarters.
Report of gun target practice.....	{ Navigating officer or assistant.....	2680	{ do.....	{ Annually; immediately after completion of practice.	{ Original to Headquarters direct.
Gun-mount cards.....	{ Gun umpire.....	9568	{ do.....	{ Yearly; not later than Jan. 4.....	{ Do.
Requisition for ordinance material (Navy Department).	{ Ordnance officer.....	Navy Ord. 40. S and A. Form No. 44-D. (Navy). 2614	{ 2 originals and copy for files.	{ Quarterly; not later than 4th of following month.	{ Originals to Headquarters direct.
Radio log.....	{ Radio officer.....	2652 2653 2654 2655	{ Copy of.....	{ Monthly; not later than 4th of following month.	{ Copy to Headquarters.
Radiograms.....	{ do.....	2558	{ 3 copies commercial, 2 copies official (1 copy of each for files).	{ Weekly; Tuesday of following week.....	{ 2 copies commercial, 1 copy official, to Headquarters.
Requisition for rations.....	{ Commissary officer.....	2576	{ 2 originals and 1 copy for files.	{ Monthly; not later than 4th, and when about to sail on extended cruise.	{ Originals to Headquarters.
Ration return.....	{ do.....	2615	{ Original and copy for files.	{ Monthly; not later than 4th of following month; upon being relieved.	{ Do.
Cruising report.....	{ Clothing officer.....	2615	{ do.....	{ Not later than 4th of each month.....	{ Do.

Paper, report, or return.	Persons responsible for preparation.	Form to be used.	Number of copies required.	When forwarded.	To whom forwarded.
Requisition for clothing.....	Clothing officer.....	2556	3 originals and copy for files.	Quarterly; in time to reach Headquarters by 10th of month preceding requisition period.	Original to Headquarters.
Return of clothing.....	do.....	2578	Original and copy for files.	Quarterly; not later than 4th of following month; upon being relieved.	Do.
Abstract of log.....	do.....	2612	Original.....	Monthly; not later than 4th of following month.	Do.
Report of record small-arm target practice.	Target practice officer.....	Navy form 2611	Original and copy for files.	Annually; immediately after completion of practice.	Do.
Transcript of log.....	Junior line officer.....	2611	Original.....	do.....	Original to collector.
Weekly return to collector	No. 1 surfman.....	2623a	Original.....	do.....	Originals to Headquarters.
Report of boards of survey.....	Junior line officer; keeper.....	2631	2 originals and copy for files.	Upon completion of survey, or with requisition.	Do.
Report violation of navigation and customs laws.	District superintendent.....	2382	2 originals and 2 copies for files.	As soon as possible after being held.....	3 originals to collector direct; 1 to Secretary of Commerce.
Statement of vessels seized or reported.	Boarding officer.....	2636	4 originals and copy for files.	As soon as practicable.....	Original to Headquarters.
Report of assistance rendered.....	do.....	2637	Original and copy for files.	Monthly; not later than 4th of following month.	(Original to Headquarters.
Hull board report.....	Boarding officer.....	2628	Original and copy for files.	As soon as practicable.	Original to Headquarters; copy to district superintendent.
Report of assistance rendered.....	Keeper.....	2625	Original and copy for files.	do.....	Original to Headquarters.
Hull board report.....	do.....	2600	Original and copy for files.	Semi-annually; not later than Jan. 4 and July 4.	Original to Headquarters.
Requisitions for Classes V, VII, IX.....	Junior member.....	2556	See articles 3312 and 3313 for files.	Quarterly; 15 days before beginning of quarter.	See articles 3312 and 3313.
Report of inspection—machinery.....	Senior engineer officer.....	2598	Original and copy for files.	Monthly; not later than 4th of following month.	Original to Headquarters.
Fuel report.....	do.....	2518	Original.....	Daily; not later than 9:30 a. m.	To commanding officer.
Indicator cards.....	Engineer officer next junior in rank to senior engineer.	2917	Original and copy for files.	Monthly; not later than 4th of following month (with machinery log).	Original to Headquarters.
Smooth machinery log.....	Junior engineer officer.....	2616	Original.....	Monthly; not later than 4th of following month; when vessel goes out of commission; day commanding officer relinquishes command.	Do.
Requisition for medical supplies.....	Medical officer.....	2556	See articles 3312 and 3313.	Quarterly; 15 days before beginning of quarter.	See articles 3312 and 3313.
Report of medical officer.....	do.....		Original and copy for files.	Monthly; not later than 4th of following month.	Original to Headquarters.
Report of medical treatment.....	do.....	2523	do.....	Immediately after completion of treatment.	Do.
Record of physical examination for service.	do.....	2502	Original.....	At time of examination.....	Do.

Report of assistant superintendent of construction and repair.	Inspecting officer.		Original	Weekly; Tuesday following end of week.	Original to superintendent of construction and repair. Original to engineer in chief.
Report of assistant to engineer in chief.	do		do	do	do
Summary of weights	do		do	Monthly; not later than 4th of following month.	Original to superintendent of construction and repair and engineer in chief, respectively. Original to Headquarters.
Stores ledger report	Purchasing officer	1418	do	do	do
Requisitions for stations	Keeper	2556	Original and copy for files.	Semiannually.	Original to Headquarters.
Schedule of disbursements	District superintendent	2687	do	Monthly; with pay rolls.	do
Account current of disbursements	do	2688	do	By 10th of month following that in which payment was made. As soon as possible.	Original to Headquarters; 1 copy to district superintendent.
Report of resuscitation	Keeper	2631	Original and 2 copies (1 for files).	Immediately upon receipt of each boat and when changes are made in hull, rigging or outfit.	Original to Headquarters.
Boat report	Executive officer; keeper	2580	Original and copy for files.	Monthly; not later than 4th of following month.	Original to Headquarters.
Report on surfmen and stations	Keeper	2602	do	Immediately after making repairs.	Original to Headquarters.
Report on telephone lines	do	2574	do	Quarterly; not later than 4th of following month.	Do.
Return of telephone material and equipment.	do	2575	do	Promptly after occurrence.	Original and 1 copy to Headquarters.
Report of accidents and injuries to civilian employees.	Commandant of depot		Original and 2 copies (1 for files).	do	do
Report of examinations for certified lifeboat men.	Executive officer, district superintendent, keeper.	2632	Original and copy for files.	Monthly; not later than 4th of following month.	Original to Headquarters.

CHAPTER XXVIII.

ENFORCEMENT OF THE LAWS OF THE UNITED STATES.

3501. It shall be the duty of every person in the Coast Guard to use his utmost endeavor to detect, apprehend, and bring to justice all offenders against the customs-revenue laws, navigation laws, and all other maritime laws of the United States, and to assist, as far as practicable, all persons legally appointed to administer and enforce the laws of the United States; and all persons in the Coast Guard shall use their best efforts to protect Government property. ^{Apprehension of offenders.}

3502. At the request of the master or other officer in charge of any vessel officers shall use all force at their command, if necessary, in quelling mutiny on board such vessel. (See art. 1008.) ^{To quell mutiny.}

3503. In case of a seizure being made for the violation of any law falling within the jurisdiction of the customs authorities, report shall be made to and the seized vessel or property delivered into the keeping of the chief officer of the customs at the nearest port. Seizures made because of violation of any law not within the jurisdiction of the customs authorities shall be reported to the nearest United States district attorney and the vessel or property delivered into the keeping of the nearest United States marshal or deputy marshal. (See art. 1015.) ^{Report in seizures.}

3504. All official communications requesting information regarding the interpretation of the customs-revenue laws, navigation laws, rules of the road, and motor-boat laws shall be made to Headquarters in duplicate. (See art. 3216.) ^{Interpretation of the laws.}

CHAPTER XXIX.

THE COAST GUARD ACADEMY.

3601. The Coast Guard Academy is located at Fort Trumbull, ^{Location.}
New London, Conn.

3602. It shall be under the immediate supervision of a super- ^{Superintendent}
intendent, who shall be detailed from the list of captains in the ^{of, to be a cap-}
service. ^{tain.}

3603. The superintendent shall be assisted by officers and ^{Assistants.}
civilian instructors in the instruction of the cadets at the academy.

3604. The general duties of the superintendent and other ^{General duties.}
officers, and of the civilian instructors attached to the academy,
and of the cadets undergoing instruction, are prescribed in the
"Rules and Regulations for the Government of the Coast Guard
Academy," which shall be observed by all attached thereto.

3605. (1) The Fort Trumbull Reservation and all Govern- ^{Control of res-}
ment property within its limits shall be under the control of the ^{ervation.}
superintendent of the academy, and he shall be responsible for
the care and preservation of the same.

(2) He shall cause efficient regulations for extinguishing fire ^{Fire drill.}
to be prepared, and shall cause weekly fire drills to be held with
the force under his command.

(3) During the practice cruise for cadets, the duties pre- ^{Responsibility}
scribed in the preceding paragraphs of this article shall be per- ^{during practice}
formed by the officer detailed by Headquarters for that purpose. ^{cruise.}

CHAPTER XXX.

THE COAST GUARD DEPOT.

COMMANDANT OF THE DEPOT.

- 3701.** The commanding officer of the Coast Guard depot shall be its commandant. Defined.
- 3702.** During the absence of the commandant, or should he be incapable of exercising command, his authority shall devolve upon the senior line officer attached to the depot and present for duty. (See art. 838-1.) Succession to command.
- 3703.** The commandant shall exercise control over work of every kind at the depot and shall be responsible for the preservation of all buildings and stores contained therein, of all vessels out of commission thereat, and for the judicious application of all labor. Duties of commandant.
- 3704.** He shall see that all officers and enlisted persons under his command and all the employees of the depot perform their duties faithfully and efficiently and that all necessary reports and returns are made. To require duties to be performed properly.
- 3705.** He shall see that no materials of any kind are diverted from the use for which procured, except for proper purposes; that no employee does any work during working hours other than in connection with the public service, and that no part of the machinery plant or other Government appliances under his charge is used in doing work for private parties except in cases of emergency or when authorized by Headquarters. Not to allow improper use of labor and material.
- 3706.** He shall not, except as provided in article 3317-1, purchase any stores, nor sell, nor permit the sale of, any article of public property unless authorized by Headquarters. In making purchases he shall satisfy himself of the reasonableness of the prices charged. Not to buy or sell without authority.
- 3707.** He shall approve all pay rolls and all vouchers for supplies furnished after satisfying himself of their correctness. To approve pay rolls and vouchers.
- 3708.** He shall report promptly to Headquarters the arrival at and departure from the depot of all vessels of the service ordered there for overhauling, painting, or repairing. Movements of vessels at depot.
- 3709.** He shall submit a report in duplicate to the Secretary of Labor, through the proper channels, of all accidents and injuries that occur to civilian employees at the depot. Injuries to civil employees.
- 3710.** He shall establish regulations to guard against accidents by fire in the ships and buildings within the limits of the depot. Fire drill shall be held once each week. Fire regulations.
- 3711.** Smoking shall not be allowed at the depot outside of the officers' quarters or the limits prescribed by the commandant. No smoking.

- Fire department.** 3712. He shall cause a fire brigade to be organized and ready for duty both day and night.
- Fire alarm.** 3713. The fire alarm shall be the rapid ringing of the depot's and ships' bells and the sounding of a number of blasts at short intervals by the depot's whistle.
- Vessels at the depot.** 3714. Vessels in commission which are at the depot for any purpose shall, from arrival to departure, be subject to the direction of the commandant. He shall limit the exercise of such direction to matters pertaining to the purposes for which the vessels are at the depot, and to the enforcement of the police and fire regulations thereof.
- Authority over officers and crews at the depot.** 3715. When vessels in commission are at the depot for overhauling or repairs, or when vessels not in commission are thereat, the commandant shall have authority to detail any officer (not senior in rank to himself) or enlisted person to perform temporarily any duty in connection with the work of the depot, not inconsistent with the rank or grade of such officer or enlisted person.
- Reporting arrival and departure.** 3716. The commanding officer of a vessel arriving at the depot shall immediately and in person report his arrival to the commandant, unless he be senior to the latter, in which case he shall send an officer of his command to make the report. The intended departure of a vessel from the depot shall be similarly reported immediately before such departure.
- Control over depot force.** 3717. Except in matters coming under the police regulations of the ship, the commanding officer of a vessel at the depot shall exercise no control over the officers or enlisted persons attached to, or persons employed at, the depot unless authorized by the commandant.
- Moving vessel at depot.** 3718. A vessel at the depot shall be moved only by authority of the commandant.
- Police and fire regulations of depot to be observed.** 3719. The police, fire, and other regulations established by the commandant for the maintenance of discipline and the protection of property shall be observed by the officers and crews of all vessels at the depot.
- Accounts to be opened.** 3720. When the commandant is directed to build, fit out, or repair any vessel or boat, or to make any improvement at the depot, he shall cause an account to be opened against the vessel, boat, or depot, as the case may be, debiting it with the cost of the labor and materials and the overhead charges. Detailed reports covering work done shall be forwarded to Headquarters from time to time, as may be prescribed.
- Alterations.** 3721. No alterations in the hull, boilers, machinery, or equipments of any vessel which has been sent to the depot for repairs shall be made without the previous sanction of Headquarters. If, in making authorized repairs, it is the opinion of the commandant that changes can be made to improve the qualities of the vessel, he shall report the same to Headquarters, giving his reasons therefor and forwarding estimates of the probable increase of expense which such alterations would entail.
- Removal of officers and crew of vessel repairing.** 3722. When a vessel in commission is about to receive extensive repairs at the depot her officers and crew may be removed to some other vessel, or to quarters on shore, at the depot for as

long a period as may be necessary. The vessel and quarters thus used shall be kept and left in good order and condition.

3723. When a vessel is placed out of commission at the depot she shall be considered as having been transferred to the charge of the commandant, who shall have all of her supplies and outfits safely stored. Vessel out of commission.

3724. In making repairs to, or doing work on, a vessel at the depot the services of her crew shall be utilized as far as practicable. Using the ship's force.

OTHER OFFICERS ATTACHED.

3731. The line officer attached to the depot who is next junior in rank to the commandant shall be designated the "Captain of the yard," and shall, while executing the orders of the commandant, take precedence over all other officers attached. During the absence of the captain of the yard for more than 24 hours his duties shall be performed by the line officer next junior in rank attached to the depot. Authority of.

3732. (1) He shall have immediate charge of the police and the enforcement of the police regulations; of the fire department; of all vessels out of commission and their deck stores and outfits; of the landings; and of the means of transportation. General duties.

(2) He shall have the immediate control of the fires and lights in the workshops and shall see that precautions are taken to guard against fire after working hours. Fires and lights.

3733. In addition to his duties as captain of the yard, the senior line officer attached shall have immediate supervision of all work assigned to him by the commandant and shall be responsible to the latter for the condition and preservation of all property, tools, and outfits pertaining thereto. Additional duties.

3734. (1) The senior engineer officer attached to the depot shall have immediate supervision of all work in connection with the machinery and boilers and of other work assigned to him by the commandant and shall be responsible to the commandant for the condition and preservation of all machinery and boilers of the depot and of vessels out of commission thereat, together with all stores, tools, and outfits pertaining thereto. Senior engineer. Responsibility in supervision of work.

(2) He shall inspect quarterly all steam generators at the depot, and shall report to the commandant their condition and the steam pressure to which they may be safely subjected. He shall, at any time, make such suggestions as in his opinion will add to their safety and efficiency. Steam generators.

3735. All other officers attached to the depot shall perform such duties as may be assigned them by the commandant. Perform duties assigned by commandant.

3736. (1) Officers attached to the depot shall have immediate supervision, charge, and direction of all persons connected with the work for which they are respectively responsible. Control of work and employees.

(2) They shall make such returns of expenditures for labor and materials as may be directed by the commandant. Reports.

(3) They shall make requisitions upon the storekeeper for such supplies and materials as may be required in their work and shall keep him advised in advance as to the probable needs of their several departments. Supplies and materials from store.

Vouchers. 3737. All vouchers shall be certified by the officer immediately responsible for the expenditure of the items enumerated therein, and shall be approved by the commandant.

DEPOT LOG.

Depot log. 3743. (1) A depot log shall be kept under the direction of the junior line officer attached, and there shall be entered therein the following particulars:

- a. Reporting for duty and detachment of officers.
- b. Arrival and departure of vessels.
- c. Placing vessels in or out of commission.
- d. Receipt of stores for the depot.
- e. The number of employees each day.
- f. The principal transactions of the depot.
- g. Nature, kind, and extent of any accident that may happen to any employee.
- h. A daily meteorological record.
- i. All other matters of interest or importance at the depot.

Shall sign log daily. (2) He shall sign the log daily and shall submit it weekly for the approval of the commandant.

CORRESPONDENCE.

Transmittal of correspondence of vessels in commission at depot. 3747. (1) When a vessel is at the depot and in commission correspondence relating to repairs and all other matters under the cognizance of the commandant, or of which he should have knowledge, shall be forwarded through him. Reports, returns, and correspondence dealing with matters not connected with the depot shall be forwarded direct.

Of vessels out of commission. (2) When the vessel is out of commission all correspondence shall be conducted by or through the commandant.

CHAPTER XXXI.

DISTRIBUTION OF REGULATIONS AND AMENDMENTS.

3801. Each officer of the Coast Guard shall be furnished with a copy of these regulations. Each vessel shall be supplied with four copies, to be accounted for with other public property, one of which shall be kept in the cabin, one in the wardroom, one in the steerage, and the other shall be in charge of the master-at-arms for the general use of the crew. Each station shall be furnished with two copies, to be accounted for with other public property, one of which shall be kept by the keeper and the other shall be in charge of the No. 1 surfman for the general use of the crew. The collector of customs at the headquarters of a cutter shall be provided with a copy, which shall be duly accounted for and turned over to his successor in office.

3802. General orders, circular letters, and instructions amendatory of, or in addition to, these regulations, will be issued by the department as circumstances may require, and such orders, letters, and instructions shall have the force and effect of regulations.

3803. Special orders relating to Coast Guard courts shall have the force and effect of regulations for the guidance of all persons in the Coast Guard.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 4, 1915.

The instructions contained in the following appendices are for the guidance of all persons belonging to the Coast Guard and shall have the force and effect of regulations.

W. G. McADOO,
Secretary of the Treasury.

APPENDIX.

DERELICTS.

PAINTING SHIP.

CHINAWARE AND ARTICLES IN SPECIAL CLASSES.

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APPENDIX A.

CHAPTER XXXII.

REMOVAL AND DESTRUCTION OF DERELICTS, WRECKS, AND OTHER OBSTRUCTIONS TO NAVIGATION.

3901. The following are extracts from the laws of the United States:

(a) "That whenever the navigation of any river, lake, harbor, sound, bay, canal, or other navigable waters of the United States shall be obstructed or endangered by any sunken vessel, boat, water craft, raft, or other similar obstruction, and such obstruction has existed for a longer period than thirty days, or whenever the abandonment of such obstruction can be legally established in a less space of time, the sunken vessel, boat, water craft, raft, or other obstruction shall be subject to be broken up, removed, sold, or otherwise disposed of by the Secretary of War at his discretion, without liability for any damage to the owners of the same: *Provided*, That in his discretion, the Secretary of War may cause reasonable notice of such obstruction of not less than thirty days, unless the legal abandonment of the obstruction can be established in a less time, to be given by publication, addressed 'To whom it may concern,' in a newspaper published nearest to the locality of the obstruction, requiring the removal thereof: *And provided also*, That the Secretary of War may, in his discretion, at or after the time of giving such notice, cause sealed proposals to be solicited by public advertisement, giving reasonable notice of not less than ten days, for the removal of such obstruction as soon as possible after the expiration of the above specified thirty days' notice, in case it has not in the meantime been so removed, these proposals and contracts, at his discretion, to be conditioned that such vessel, boat, water craft, raft, or other obstruction, and all cargo and property contained therein, shall become the property of the contractor, and the contract shall be awarded to the bidder making the proposition most advantageous to the United States: *Provided*, That such bidder shall give satisfactory security to execute the work: *Provided further*, That any money received from the sale of any such wreck, or from any contractor for the removal of wrecks, under this paragraph shall be covered into the Treasury of the United States.

Law relative to
obstructions to
navigation.

Act approved
Mar. 3, 1899
(30 Stats., p.
1154).

Obstruction in
Government
canal.

(b) "That under emergency, in the case of any vessel, boat, water craft, or raft, or other similar obstruction, sinking or grounding, or being unnecessarily delayed in any Government canal or lock, or in any navigable waters mentioned in section nineteen, in such manner as to stop, seriously interfere with, or specially endanger navigation, in the opinion of the Secretary of War, or any agent of the United States to whom the Secretary may delegate proper authority, the Secretary of War or any such agent shall have the right to take immediate possession of such boat, vessel, or other water craft, or raft, so far as to remove or to destroy it and to clear immediately the canal, lock, or navigable waters aforesaid of the obstruction thereby caused, using his best judgment to prevent any unnecessary injury, and no one shall interfere with or prevent such removal or destruction: *Provided*, That the officer or agent charged with the removal or destruction of an obstruction under this section may in his discretion give notice in writing to the owners of any such obstruction requiring them to remove it: *And provided further*, That the expense of removing any such obstruction as aforesaid shall be a charge against such craft and cargo; and if the owners thereof fail or refuse to reimburse the United States for such expense within thirty days after notification, then the officer or agent aforesaid may sell the craft or cargo, or any part thereof that may not have been destroyed in removal, and the proceeds of such sale shall be covered into the Treasury of the United States."

Construction of
derelict de-
stroyer.
Act approved
May 12, 1906
(34 Stats., p.
190).

(c) "That the Secretary of the Treasury is hereby authorized to have constructed, at a cost not to exceed \$250,000, a steam vessel specially fitted for and adapted to service at sea in bad weather, for the purpose of blowing up or otherwise destroying or towing into port wrecks, derelicts, and other floating dangers to navigation, said vessel to be operated and maintained by the Revenue-Cutter Service under such regulations as the Secretary of the Treasury may prescribe."

Sphere of action
of derelict de-
stroyer.

3902. While the act of May 12, 1906, places no limitations on the sphere of action in the removal of floating dangers to navigation, nevertheless, since the derelict destroyer was to be specially fitted for, and adapted to, service at sea in bad weather, it is apparent this law contemplated that such sphere of action would be beyond the navigable waters of the United States, particularly as regards the duty of the Coast Guard to destroy such floating dangers to navigation. This is the more apparent from the fact that the prior act of March 3, 1899, had already given to the Secretary of War jurisdiction over the removal of obstructions to navigation within the navigable waters of the United States. The act of May 12, 1906, may therefore be taken as supplemental to the act of March 3, 1899, so far as the latter relates to wrecks and other similar obstructions to navigation.

Cooperation
with Corps of
Engineers, U. S.
Army.

3903. Under the provisions of sections 19 and 20 of the act of March 3, 1899, the duty of removing wrecks which may endanger navigation has been assigned to the district officers of the Corps of Engineers, United States Army, and the responsibility for such work rests upon them as agents of the Secretary of War. This regulation contemplates that the Coast Guard shall cooperate with and assist the engineer officers in the execution of that duty to

the extent herein specified. This regulation also provides that in some emergencies when the district officer can not be reached, the commanding officers of cutters shall, on their own responsibility as additional agents of the Secretary of War, take the immediate action necessary to clear the channel. If doubt arises concerning the proper action in particular cases, the general principle should be borne in mind that the existence of a wreck within navigable waters of the United States, so situated that it endangers, or is likely to endanger, navigation, should be brought to the attention of the United States engineer officer in charge of the district as speedily as possible, and that his action concerning the disposition of the wreck should be awaited, if the emergencies of the case will permit of reasonable delay. For the purpose of the cooperation contemplated by this regulation, the jurisdiction of the Secretary of War over navigable waters of the United States is to be regarded not as strictly limited to the waters within the usual marine league, but as including, according to the present practice, all the coast waters in which aids to navigation or other structures are established by authority of the United States Lighthouse Establishment or War Department.

3904. The following instructions shall be observed by the commanding officers of all cutters relative to derelicts, wrecks, etc. : Instructions relative to derelicts, wrecks, etc.
Taken to most convenient port.

(a) Derelicts and other floating dangers to navigation wherever found shall be taken to the most convenient port whenever practicable.

(b) Whenever it is not practicable to take a derelict or other floating danger into port it should be destroyed or beached, extreme care being exercised in each case that such destruction does not leave sunken or floating wreckage of such size or character as to constitute a menace to passing ships. If the derelict or other floating danger is to be destroyed within the navigable waters of the United States and the emergencies of the case permit, the engineer officer in charge of the district shall be communicated with by telegraph or otherwise consulted before final action is taken. Destruction of derelicts.

(c) Whenever circumstances make it necessary for a cutter to destroy a derelict or other floating danger to navigation, within the navigable waters of the United States, the commanding officer shall at once notify the engineer officer of that district. Notification to Army Engineer when necessary to destroy derelict.

3905. Whenever the commanding officer of a cutter has knowledge of any obstruction to navigation of the character described in sections 19 and 20 of the act of March 3, 1899, in any river, lake, harbor, or canal, or inside a line connecting the headlands of any sound or bay, he shall at once notify the district engineer officer and shall take no further action, unless requested by that officer. Obstructions in harbors, etc.

3906. When the commanding officer of a cutter has knowledge of any obstruction to navigation of the character described in sections 19 and 20 of the act of March 3, 1899, within the navigable waters of the United States (not being in any river, lake, harbor, or canal, or not inside a line connecting the headlands of any sound or bay) he shall proceed as follows: Not within harbor.

Action when immediate removal is not necessary.

(a) If the obstruction does not stop, seriously interfere with, or specially endanger navigation, and immediate removal is not necessary, the commanding officer shall notify the district engineer officer and shall take no further action, unless requested by that officer.

Wrecks to be removed.

(b) If the obstruction stops, seriously interferes with, or specially endangers navigation, and there is not time to communicate with the district engineer officer, the commanding officer is authorized to remove or destroy such obstruction so far as to clear the channel, using his best judgment to prevent any unnecessary injury in the premises. He shall notify the district engineer officer of his action as soon as practicable.

Wrecks to be lighted or buoyed.

(c) In either of the cases cited in paragraphs *a* and *b* of this article the commanding officer shall see that the wreck is properly buoyed or lighted before he leaves it, the details and cost of the same to be reported to the district engineer officer. Commanding officers shall, in all cases where wrecks are buoyed and lighted by vessels of the Coast Guard, promptly notify the nearest lighthouse inspector of the fact, giving full information as to the character of the buoy or light established, and forwarding, if practicable, a section of the chart showing its position in order that such information may be published in the weekly Notice to Mariners.

Obstructions to be destroyed by Coast Guard.

3907. Sunken obstructions outside the navigable waters of the United States shall be removed or destroyed by the Coast Guard when deemed practicable.

Authority of division commander.

3908. (1) A division commander is authorized, upon request from a district engineer officer, to direct any vessel of his division to give the latter officer such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

Assistance by commanding officers.

(2) Commanding officers of cutters not attached to a division are authorized, upon request from a district engineer officer, to give the latter such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

To correspond with Army Engineer officers.

(3) Division commanders and commanding officers are authorized to correspond direct with district engineer officers on matters concerning the removal of wrecks.

Report taking derelict into port.

3909. (1) Whenever a derelict, or other floating danger to navigation, has been taken into port, or whenever a floating or sunken danger has been destroyed outside of the navigable waters of the United States by a cutter, a full written report of the operation, in addition to the report on form No. 2628, shall be forwarded to Headquarters.

Report destruction, etc., of derelict.

(2) Whenever a derelict or other floating danger, or a wreck or other sunken obstruction, has been beached or destroyed by a cutter within the navigable waters of the United States, a full written report of the operation, in addition to the report on form No. 2628 shall be forwarded to Headquarters, and a carbon copy of the written report shall be forwarded at the same time direct to the engineer officer of the district in which the operation took place. This report shall particularly state the original condition

Report location.

of the wreck as fully as practicable, its location, as closely as possible by latitude and longitude, and by reference to established aids to navigation or other prominent features shown on United

States coast charts, and the depth of water remaining over the site of the wreck, and either the stage of water or the hour, minute, and date when the depths were measured. If the vessel submitting the above report is attached to a division, the original report shall be forwarded to Headquarters through the division commander, accompanied by an extra carbon copy for the files of the latter's office.

(3) All special expense attached to the removal or destruction of wrecks or other sunken obstructions within the navigable waters of the United States will be borne by the War Department. An itemized statement of the expense involved in each such case shall be transmitted with the written report required by the preceding paragraph. This statement shall include the quantity, unit price, and total price of each article purchased or used in the removal or destruction of the wreck or other obstruction, and also a statement as to how the price was obtained, whether from service requisitions, Navy invoices, or, where purchases were made to meet the emergency, by written proposal or acceptance, or otherwise, as the case may be.

3910. When a commanding officer can not remove obstructions with such appliances as are furnished him he shall at once report the matter to Headquarters with such recommendations regarding the manner of removing them as he may deem expedient.

3911. Nothing in this chapter is to be construed as affecting or changing in any way whatever the duties and responsibilities resting upon the commanding officers of all cutters to give assistance to vessels in distress. Whenever a stranded vessel is floated by a cutter such assistance does not fall within the class of operations comprehended by the foregoing instructions.

APPENDIX B.

CHAPTER XXXIII.

INSTRUCTIONS FOR PAINTING SHIP.

4001. (1) Only such materials as are included in the formulae given in the Naval Artificer's Handbook and such others as are approved by Headquarters will be authorized for painting ship. Use of Naval Artificer's Handbook.

(2) The following paints shall be procured on Class VIII requisitions from navy yards and naval stations by vessels which procure other ship chandlery in that manner: Paints procured at navy yards on Class VIII requisitions.

	Naval formula No.
a. Metallic brown.....	35
or—	
Red lead.....	1
Outside black.....	13
Red shellac.....	54
White enamel.....	30
Spar color.....	7
Spar color, smokestack.....	9
Spar varnish.....	0

(3) Vessels which do not procure ship chandlery from navy yards or naval stations shall place on the Class VIII requisition the necessary ingredients for mixing the required quantities of these paints in accordance with the above formulae as specified in the "General instructions for painting and cementing vessels of the United States Navy." Paints procured on Class VIII requisitions but not at navy yards.

4002. In preparing the hulls of steel, iron, composite, and sheathed ships for general painting above the water line, and the bulwarks inboard, all rust spots and blisters shall first be cleaned to the metal and the metal then cemented and painted. When dry, all surfaces shall be scrubbed with burlap or scrubbing brushes, using soap, fresh water, and, if necessary, fine sand to make them clean and smooth. The ironwork of wooden vessels shall be treated in the same manner. Paint shall not be applied over scale, rust, or dirt. Preparing hulls for painting above water line.

4003. Metal or copper on all wooden hulls, or sheathed vessels, shall be kept clean and bright above the water line. Copper kept bright above water line.

4004. On steel or iron hulls the paint used on the bottom shall extend from 9 to 18 inches above the load water line. Bottom paint extended above water line.

Heat and oil
proof paint in
engine depart-
ment.

4005. Prepared smokestack paint will be authorized for use on the smokestack and in the engine department for use where exposed to extreme heat. Heat and oil proof paint will be allowed for use in the engine department on surfaces exposed to extreme heat and to the action of oil, but not for general painting. When painting in the engine department care shall be taken to see that the stems of valves, screw studs, etc., are not painted.

Prepared paints
specified by
name.

4006. (1) Prepared black paint will be authorized for use on the hulls of harbor cutters and launches. All prepared paints asked for on requisition shall be specified by the name of the manufacturer and by the brand.

Painting harbor
cutters.

(2) Hulls of harbor cutters and launches shall be painted black above the water line. The anchors and such portions of the chain cables as are visible shall be black, but in all other respects vessels of this class shall be painted in accordance with the regulations prescribed for larger vessels of the service.

Derelict de-
stroyer.

(3) The hull of the derelict destroyer shall be painted dark green, with upper and lower sheer moldings painted yellow from stem to stern. The smokestack shall be painted yellow with a black band, one-third the diameter of the stack in width, at the top; below the black band there shall be a yellow band the same width as the black band; and below the yellow band there shall be red, white, and blue vertical stripes extending to the lower guy band.

TO BE PAINTED WHITE.

Parts painted
white.

4007. All hulls, except those of harbor cutters and launches and the derelict destroyer, from the painted water line or metal up, including rails, shall be painted white, as follows:

Bowsprit and its gear.

Anchors and visible parts of chains (from hawse pipes to anchors).

Boom ladders and pendants.

Bulwarks inside.

Bulwark stanchions.

Deck houses, to and including covering boards on tops of houses.

Awning ridgepoles.

Awning stanchions, below rails.

Boat davits, below rails.

Anchor davits, below rails.

All topgallant or monkey rails.

All iron handrails (handrails where paint is liable to be worn off should be canvas covered).

Flagstaffs, below rails.

House and hatch coamings.

Skylight frames and companionways, if of iron.

TO BE PAINTED REGULATION STRAW COLOR.

Parts painted
straw color.

4008. The following parts shall be painted straw color:

Awning stanchions above rails.

Boat davits, above rails.

Anchor davits, above rails.

Gallows frame, above rails.

Smokstack and umbrella, except a ring extending one-third the diameter of the pipe down from top, which shall be painted black.
 Guys of every description.
 Boat davit spans.
 Ventilators (inside of cowls to be painted vermilion).
 All masts (except those parts whereon yards are hoisted or hoops travel, which shall be kept bright and greased).
 Doublings of masts and poles.
 Yards.
 Gaffs.
 Blocks.
 Flagstuffs (above rails).
 Waterways.
 Covering boards (inside).
 Windlasses and capstans.
 Iron cavils.
 Bollards.
 Rails on harbor cutters and launches.
 All tops of deck houses and pilot houses, when canvas covered.

WOODWORK TO BE KEPT BRIGHT.

4009. The following woodwork shall be kept bright :
 Topgallant and quarter rails of mahogany or other hard wood.
 Hurricane-deck rails, handrails, and stanchions to same.
 Swinging booms.
 Hatch covers, movable and others.
 Skylights, frames, and companionways, if of wood.
 Sashes.
 Blinds,
 Gratings.
 Corners of deck houses, if of wood.
 Berth decks.
 Deck ladders and steps.
 Side ladders and steps.
 All boat gunwales.
 All boat gratings.
 All seats on boat thwarts between the boat knees.
 All stern sheets (seats).
 All backboards.
 All boat spars and stretchers.
 All boat flagstuffs above gunwales.
 All water breakers.
 Oars are to be kept bright and clean with sand and canvas.
 Sandpaper may be used on oars, but they are never to be scraped.

Woodwork kept
bright.

BOATS.

4010. All boats shall be painted white outside and inside from rail to bends; inside of bottoms of boats to bends shall be painted regulation straw color. Painting of
boats.

Letters on boats other than the gig shall be painted blue. The letters shall be 6 inches long, cut from yellow metal or lead, and securely fastened to the boat.

STANDING RIGGING.

Standing rigging.

4011. The lanyards, service, and seizings of standing rigging and other exposed hemp rope shall be tarred or blacked at least once every six months. The exposed parts of wire standing rigging and other wire rope (except as otherwise provided in these regulations) shall be painted lead color as often as may be necessary to prevent them becoming rusty.

Preservative for pliable wire rope.

4012. Wire rope actuating through blocks or over sheaves shall be covered with a preservative of the following, or equally good, composition:

Lubricating machinery oil.....	1 pint.
Stockholm or American tar.....	1 quart.
Tallow or Albany grease.....	5 pounds.
Graphite.....	1 pound.

EXTERIOR GILT WORK.

Exterior gilt work.

4013. The following parts shall be kept gilded:

Eagles on pilot houses of harbor cutters and launches (now on).

Figureheads and scrollwork on headboards.

Trucks and balls.

Name of vessel on stern.

Letters and arrows on bows of gigs.

One-quarter inch cove on gig below the bright gunwale.

GENERAL PAINTING.

Decks.

4014. Decks shall never be painted except by express authority of Headquarters. Berth decks shall be kept clean and coated with shellac, carefully and evenly applied, each coat to be hard and dry before the next is applied. They shall be touched up weekly.

Hulls painted three times a year.

4015. (1) Outside of hulls above the water line shall be painted three times each year, if necessary.

Deck houses, etc., painted once a year.

(2) Deck houses and other deck work shall be painted once each year, care being taken in all cases that all surfaces are carefully cleaned and smoothed before paint is applied.

Filling nail holes.

(3) The use of putty to fill nail holes is prohibited, and beeswax shall be used for that purpose. To prevent beeswax melting when thus used in hot climates or hot weather, a little resin should be mixed or rolled into it.

Holds, etc., painted with red lead.

4016. The holds, bunkers, and bilges of steel and iron vessels shall be painted with red lead.

Brass work kept bright.

4017. All finished brass handrails and other brass work except skylight rods shall be kept bright and polished. Skylight rods fitted in wooden frames shall be painted vermilion. Skylight rods fitted in metal frames shall be kept bright and polished.

Paint work to be touched up.

4018. All paint work shall be touched up as frequently as may be necessary to keep it in proper condition.

General instructions in handbook to be followed.

4019. The general instructions as to painting and the formulæ given in the Naval Artificer's Handbook shall be followed wherever the same do not conflict with the regulations of the service and the instructions in this chapter.

APPENDIX C.

CHAPTER XXXIV.

CHINAWARE AND ARTICLES IN SPECIAL CLASSES.

4101. (1) A complete set of cabin or wardroom chinaware with the size and the cost of the allowance of each article shall be as follows: Complete set of cabin or wardroom chinaware.

1 dozen plates, 8-inch dinner.....	\$2.92
1 dozen plates, 7½-inch breakfast.....	2.72
2 dozen plates, 6½-inch entrée or salad, \$2.40 dozen.....	4.80
1 dozen plates, 5-inch B. & B.....	1.98
1 dozen plates, 7-inch deep soup or oyster.....	2.70
1 dozen ovoid bouillon cups, B. H.....	2.78
1 dozen ovoid coffee cups, B. H. C. F. R. H. U.....	2.10
1 dozen ovoid saucers.....	1.74
1 dozen ovoid A. B. coffee cups, B. H.....	1.77
1 dozen ovoid A. B. coffee saucers.....	1.55
1 only, dish, 16-inch.....	2.75
2 only, dishes, 14-inch, \$1.75 each.....	3.50
1 only, dish, 11-inch.....	.80
2 only, dishes, 9-inch, 62 cents each.....	1.24
4 only, baker's A. C., 10-inch, 45 cents each.....	1.80
2 only, baker's A. C., 8-inch, 35 cents each.....	.70
12 only, egg cups, unhd. N. M.....	2.00
2 only, ice cream, 5-inch dessert, \$1.80 each.....	3.60
1 only, ice cream, 5½-inch oatmeal.....	1.95
2 only, St. Chas. pickles, No. 2, 40 cents each.....	.80
1 only, club celery tray No. 1.....	.70
12 only, hub fruits, 6½-inch.....	2.25
1 only, club sauce boat No. 1.....	.63
2 only, banquet square cakes, bread, etc., 52 cents.....	1.04
Invoice value of each set.....	48.82

(2) The measurements of the circular plates in the preceding paragraph are taken from the circumference of the flat part of the inside of the bottom, through the center, to the opposite outer edge. Measurement of circular plates.

Value of glass-ware. (3) The value of a complete set of cabin or wardroom glass-ware, exclusive of carafes and decanters, shall be eight dollars, for the purpose of computing the allowance for breakage authorized in article 2716.

Complete set of steerage china-ware. 4102. A complete set of steerage chinaware, with the size and the cost of the allowance of each article shall be as follows:

1 dozen plates, 8-inch dinner.....	\$1.25
1 dozen plates, 7½-inch breakfast.....	1.15
1 dozen plates, 7-inch soup.....	1.13
1 dozen coffee cups, B. H.....	.80
1 dozen coffee saucers.....	.68
1 only, dish, 14-inch.....	.60
1 only, dish, 11-inch.....	.30
2 only, dishes, 9-inch, each 20 cents.....	.40
4 only, baker's A. C., 10-inch, each 30 cents.....	1.20
2 only, baker's A. C., 8-inch, each 18 cents.....	.36
1 dozen 5-inch dessert.....	.73
1 dozen 5½-inch oatmeal.....	.84
1 only, pickle.....	.20
1 only, sauce boat.....	.34
2 only, banquet square, each 35 cents.....	.70

Invoice value of each set..... 10.68

Berth-deck chinaware.

4103. (1) Berth-deck chinaware shall consist of the following pieces:

Dinner plates, per dozen.....	\$0.90
Bowls, per dozen.....	1.26
Cups, per dozen.....	1.10

Allowance for general mess.

(2) The outfit of berth-deck chinaware shall be one piece of each of the articles mentioned in the preceding paragraph for each member of the general mess.

Articles to be asked for on Class I requisitions.

4104. The following articles, when required, shall be asked for on Class I requisitions:

- (a) Boatswain's calls.
- (b) Books listed in "Record of public property."
- (c) Bugles.
- (d) Bunting.
- (e) Clocks.
- (f) Flags.
- (g) Glasses, binocular.
- (h) Revolver parts and accessories.
- (i) Thermometers, maximum and minimum.
- (j) Rulers, Camden and Sigsbee.
- (k) Such other articles as are usually noted on the requisition, "To be furnished by Headquarters."

(l) Aluminum paint and heat and oil proof white paint.

4105. The following articles, when required, shall be asked for on Class VI requisitions:

Articles to be asked for on Class VI requisitions.

(a) Fixed ammunition for small arms for vessels on the Great Lakes, Atlantic and Gulf coasts (ammunition for small arms required for vessels on the Pacific coast shall be placed on Class IV requisition).

- (b) Rifle parts and accessories for all vessels.
 (c) Infantry equipment.
 (d) Standard brass or composition boat fittings, such as rowlocks, sockets, etc., not including boat hooks.
 (e) Hammocks and bags for vessels on the Great Lakes, Atlantic and Gulf coasts (for vessels on the Pacific coast these articles shall be placed on Class IV requisitions).

(f) Mail bags, leather.

4106. (1) Contracts will be awarded by the department for the following articles: Contracts awarded for vaclite, etc.

- Vaclite.
 Vaclite lamps.
 Wicks for vaclite lamps.
 Vaclite lanterns.
 Wicks for vaclite lanterns.

(2) Vessels will be furnished with a list of the agents at the various ports from whom the articles listed in paragraph 1 of this article may be obtained. Commanding officers of vessels on the Great Lakes, and Atlantic and Gulf coasts are authorized to obtain from these agents such vaclite and wicks as may be required. List of vaclite agents furnished. Purchases from vaclite agents.

(3) One original and four memorandum copies of the voucher for purchases of vaclite and wicks shall be prepared. They shall show the articles obtained at the contract prices, citing as authority for the purchase article 3317-1 of the regulations, and noting them as having been purchased under "2 and B," the written proposal and acceptance being filed with the Auditor for the Treasury Department. Preparation of vouchers for vaclite, etc.

(4) When vaclite lamps or lanterns are required, they shall be placed on requisition. They shall, when authorized, be procured from the local agent, and the voucher shall cite the letter of authorization as authority for the purchase. This letter shall be attached to the original voucher. Vaclite lamps and lanterns to be placed on requisition.

4107. (1) The commandants of the following naval stations have been authorized to issue, upon the written request of the commanding officer of a vessel of the Coast Guard, such Navy boiler compound as may be required: Navy boiler compound furnished from navy yards.

Portsmouth; Boston; New York; Philadelphia; Washington; Norfolk; Charleston; Key West; Mare Island; Puget Sound; Guantanamo; Superintendent Naval Academy, Annapolis; Commanding Officer, Naval Station, Newport; Inspector of Ordnance in Charge, Newport Torpedo Station. (Paymaster General, U. S. Navy, letter 119122.)

(2) Commanding officers are authorized when in the vicinity of one of the above-mentioned stations, where no expense for transportation is involved, to request such quantities of Navy boiler compound as may be required. There shall be forwarded to Headquarters immediately upon the receipt of any of this compound, a receipted copy of the invoice covering its issue, in which the amount received and the value thereof shall be plainly stated. Invoices for Navy boiler compound.

4108. Commanding officers of vessels stationed on the Pacific coast shall obtain vaclite, and vaclite lamps, lanterns, and wicks, and Navy boiler compound on Coast Guard store requisitions. Coast Guard store to furnish vaclite, etc., on Pacific coast.

Vacilite and vacilite wicks entered on "Schedule of expenses incurred under general authority."

4109. Vacilite and vacilite wicks procured under authority of article 3317-1 of the regulations, and navy boiler compound procured by vessels directly from naval stations, shall be entered on the monthly "Schedule of expenses incurred under general authority." When these articles are procured on Coast Guard store requisitions they shall not be entered on the monthly schedule.

Wrecking mine outfits.

4110. (1) Division commanders, and commanding officers of cutters not attached to divisions, are authorized to obtain from the commandant of the nearest navy yard, naval station, or torpedo station, such articles of the United States Navy wrecking mine outfit as may be necessary for the vessels or vessel under their direction or command, respectively.

Invoice for same.

(2) Upon the receipt of any articles of wrecking mine outfit from the Navy Department, one copy of the invoice covering the same, received by the officer receiving the articles, shall at once be submitted to Headquarters.

Electric-light lamps.

4111. (1) Only standard tungsten (Mazda) filament lamps of 25 watts capacity shall be authorized on requisition, except that smaller sizes will be authorized for telephotos sets and binnacles, and that carbon filament lamps may be used for the latter purposes when "Mazda" lamps can not be obtained.

Where obtained.

(2) Vessels on the Pacific coast will be furnished "Mazda" lamps on Coast Guard store requisitions. Vessels elsewhere shall, when practicable, obtain such electric lamps on requisition from navy yards.

APPENDIX D.

CHAPTER XXXV.

HEAT AND LIGHT.

4201. (1) Where a commissioned officer is entitled to and is occupying quarters other than public, the department will pay commutation to such officer for the heat actually necessary for the number of rooms actually occupied, but not exceeding the number to which the rank of the officer entitles him as specified in paragraph 2 of this article, and in no case exceeding the maximum allowances set forth in the following table for the zones of equal temperature in which serving. Commutation rates for such officers occupying quarters other than public shall be as follows:

Rates per month for the actual number of rooms occupied within the allowances given for each grade in paragraph 2.

[Value per month for number of rooms actually occupied.]

Number of rooms.	Months of—												
	December, January, and February.				March and November.				April, May, and October.			June, July, August, and September.	
	Zone 1.	Zone 2.	Zone 3.	Zone 4.	Zone 5.	Zone 6.	Zone 7.	Zone 8.	Zone 9.	Zone 10.	Zone 11.	Zone 12.	Zone 13.
7..	\$20.65	\$19.25	\$17.85	\$16.45	\$19.95	\$18.55	\$16.80	\$14.35	\$16.45	\$15.75	\$5.53	\$15.05	\$5.55
6..	18.60	17.40	15.90	14.70	18.00	16.80	15.30	12.90	14.70	14.40	5.52	13.50	5.50
5..	16.50	15.50	14.25	13.00	16.00	15.00	13.50	11.50	13.00	12.50	5.00	12.00	5.00
4..	14.40	13.40	12.40	11.60	14.00	13.00	11.60	10.00	11.20	10.80	5.00	10.40	5.00
3..	12.00	11.10	10.20	9.60	11.55	10.65	9.60	8.25	9.30	9.00	5.00	8.55	5.00
2..	8.90	8.30	7.80	7.30	8.70	8.10	7.30	6.40	7.10	6.90	5.00	6.70	5.00
1..	5.50	5.20	5.00	4.80	5.30	5.10	4.70	4.25	4.50	4.45	4.00	4.50	4.00

(2) The number of rooms to which the rank of an officer entitles him is shown in the following table:

Rank of officer:	As quarters (rooms).	Rooms for which commutation is authorized.
Captain Commandant, occupying 7 rooms as quarters	7	
Senior captain, engineer in chief, or officer of higher rank, occupying 6 rooms as quarters	6	
Captain, constructor, or officer of higher rank, occupying 5 rooms as quarters	5	
First lieutenant, first lieutenant of engineers, constructor, or officer of higher rank, occupying 4 rooms as quarters	4	
Second lieutenant, second lieutenant of engineers, or officer of higher rank, occupying 3 rooms as quarters	3	
Third lieutenant, third lieutenant of engineers, or officer of higher rank, occupying 2 rooms as quarters	2	
Person of any rank or rating, occupying 1 room as quarters	1	

Zone, number of. (3) An officer on being assigned to shore duty and who is entitled to heat and light for quarters will be advised by Headquarters of the number of the zone referred to in paragraph 1 of this article on which to base his fuel allowance.

Officer and family. (4) Where an officer and his family occupy rooms it will be considered that such rooms are occupied exclusively by himself.

Rooms excluded. (5) Rooms used in common with others and not under exclusive control of the officer, such as public parlors, lobbies, dining rooms, sitting rooms, halls, and kitchens, can not be considered rooms exclusively occupied; nor can halls, closets, pantries, storage, and bathrooms be considered rooms.

Allowance of mineral oil. **4202.** (1) Each commissioned officer entitled to and occupying public quarters or quarters other than public, where mineral-oil lamps are installed, will be reimbursed at the expense of the United States for the mineral oil actually necessary and consumed for each room actually occupied, but not exceeding the number to which his rank entitles him, as set forth in paragraph 2 of the preceding article, for the period between September 1 and April 30, 4 gallons of mineral oil a month; and from May 1 to August 31, 3 gallons of mineral oil a month.

Commutation for light. (2) Where a commissioned officer is entitled to and occupies quarters other than public the department will pay commutation for light to such officer for the number of rooms actually occupied, but not exceeding the number to which the rank of the officer entitles him, as specified in paragraph 2 of the preceding article, at the following rates:

Rooms.	April to September, inclusive.	October to March, inclusive.
1.....	\$0.72	\$1.08
2.....	.90	1.44
3.....	1.26	2.04
4.....	1.44	2.28
5.....	1.62	2.58
6.....	1.98	3.18
7.....	2.40	3.84

Allowance in Alaska. (3) For stations located in Alaska, the above amounts shall be decreased 30 per cent for months April-September, inclusive, and increased 90 per cent for months October-March, inclusive.

APPENDIX E.

CHAPTER XXXVI.

INSTRUCTIONS FOR THE EXAMINATION OF CANDIDATES FOR APPOINTMENT AS WARRANT OFFICER.

4301. A candidate for original appointment as warrant officer shall be not less than 25 and not more than 42 years of age. He shall be able to read and write English with facility; shall understand the first four rules of arithmetic; shall be able to keep a correct account of stores; shall be conversant with drills and service regulations; and shall pass a physical, mental, and moral examination showing him qualified to perform the duties of a warrant officer. (See arts. 213, 355-a, and 355-b.)

4302. (1) When a commanding officer or district superintendent has recommended to Headquarters for examination for appointment as a warrant officer a person who has satisfactorily completed his probationary period as acting warrant officer, Headquarters shall convene a board of three commissioned officers for his professional examination.

(2) The candidate shall be required to pass the prescribed standard "B" physical examination (Form 2502) before being allowed to take the professional examination.

4303. The mark given to each subject by the board of examination shall be noted on the papers submitted, and the whole shall be properly tabulated. No acting warrant officer shall be appointed a warrant officer who does not reach a general average of merit of at least 70 per cent. No candidate shall be deemed eligible for promotion who shall not attain also an average of at least 70 per cent in the principal subject of the grade for which he is being examined. Ample time shall be given to the candidate to consider the questions and make his answers thereto. (See art. 2451 et seq.)

4304. The following are the subjects and weights for the examinations in the several grades:

(a) Master's mate:	Weights.
1. Rules to prevent collisions of vessels.....	40
2. Drill regulations.....	10
3. Service regulations.....	15
4. Signaling.....	5
5. Letter writing, accounts, etc.....	10
6. Report on fitness for appointment.....	20

100

An average of at least 70 per cent in rules to prevent collisions of vessels is required.

(b) Keeper:		Weights.
Subjects and weights for keeper.	1. Handling boats.....	20
	2. Motor-boat laws.....	10
	3. Rules to prevent collisions of vessels.....	10
	4. Resuscitation of apparently drowned.....	10
	5. Beach apparatus drill.....	10
	6. Signaling.....	5
	7. Service regulations.....	10
	8. Letter writing, accounts, etc.....	10
	9. Report on fitness for appointment.....	15
	100	

An average of at least 70 per cent in handling boats is required.

(c) Boatswain:		Weights.
Subjects and weights for boatswain.	1. Seamanship.....	40
	2. Drill regulations.....	10
	3. Service regulations.....	15
	4. Signaling.....	5
	5. Letter writing, accounts, etc.....	10
	6. Report on fitness for appointment.....	20
	100	

An average of at least 70 per cent in seamanship is required.

(d) Gunner:		Weights.
Subjects and weights for gunner.	1. Gunnery.....	30
	2. Seamanship.....	15
	3. Drill regulations.....	10
	4. Service regulations.....	15
	5. Signaling.....	5
	6. Letter writing, accounts, etc.....	10
	7. Report on fitness for appointment.....	15
	100	

An average of at least 70 per cent in gunnery is required.

(e) Machinist:		Weights.
Subjects and weights for machinist.	1. Practical knowledge regarding the handling of boilers, engines, and auxiliaries.....	25
	2. Practical knowledge regarding the care and preservation of boilers, engines, and auxiliaries.....	20
	3. Knowledge of hand and machine tools and the approximate strength of the various materials used in the construction of boilers, engines, and auxiliaries.....	15
	4. Service regulations.....	15
	5. Letter writing, keeping engine log.....	10
	6. Report on fitness for appointment.....	15
	100	

An average of at least 70 per cent in knowledge of boilers, engines, and auxiliaries is required.

(f) Carpenter:	Weights.	
1. Knowledge of ship's carpentry, care of windlasses -----	45	Subjects and weights for carpenter.
2. Seamanship -----	20	
3. Service regulations -----	10	
4. Letter writing, accounts, etc. -----	10	
5. Report on fitness for appointment -----	15	
	100	

An average of at least 70 per cent in knowledge of ship's carpentry is required.

4305. Seamanship.—Knowledge of seamanship required for appointment as a warrant officer (except a machinist) of a cruising cutter: Sails, rigging, spars, ground tackle, etc.; handling boats under oars and sails; purchases and handling heavy weights; rules of the road; mixing paints; care of iron, steel, woodwork, etc.; general knowledge of cordage, canvas, etc. Requirements in seamanship.

4306. Gunnery.—Knowledge of gunnery required for appointment as a gunner: Nomenclature and general description of gun, mount, and breech mechanism—6-pounder, 3-pounder, and 1-pounder rapid-fire guns—with general knowledge of machine guns; projectiles, powder charges, fuses, etc.; description and care of United States magazine rifle and service pistol; stowage and supply of ammunition; care of ordnance. Requirements for gunner.

4307. Drill regulations.—A knowledge of the drill regulations sufficient to insure ability to drill and instruct guns' crews and the infantry landing force is required of all candidates for appointment as warrant officers except keepers, machinists, and carpenters. Requirements in drill regulations.

4308. Signals.—A knowledge of the general service and international signal codes is required of all candidates for appointment as warrant officers except machinists and carpenters. Signals.

4309. Coast Guard regulations.—A knowledge of Chapters IX and XVII is required of all candidates for appointment as warrant officers in so far as applicable to their respective grades. Service regulations.

4310. Letter writing, accounts, etc.—A knowledge of the preparation of an official letter or brief report; keeping accounts of stores received and expended, etc., is required of all candidates for appointment as warrant officers. This topic is designed to test the candidate's knowledge of the English language and ability to keep necessary accounts. Letter writing, accounts, etc.

4311. Practical skill as a ship's carpenter.—The board will mark a candidate for appointment as ship's carpenter after careful personal inspection of some of his work on board ship. Practical skill as ship's carpenter.

APPENDIX F.

CHAPTER XXXVII.

LOGS AND TRANSCRIPTS FOR HARBOR CUTTERS AND LAUNCHES.

4401. (1) The following-named harbor cutters shall use the Harbor cutters that use ship's log. (Form 2610), and shall prepare the transcript of the log. Transcript of log.
log on Form 2611:

Arcata.

Mackinac.

Golden Gate.

Manhattan.

(2) All other harbor cutters and launches shall write the log Harbor cutters and launches that do not use ship's log. Transcripts of log.
in a blank book, and shall prepare the transcript of the log on 8 by 10½ inches plain white paper. Both sides of the paper shall be used, the writing on the reverse side to commence opposite the foot of the first page, so that sheets when fastened at the top will read continuously as turned. A margin of 1 inch shall be allowed at the top of each sheet for binding. (See art. 3414.)

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This and subsequent General Orders will be inserted in the Regulations in consecutive order immediately after the index.

GENERAL ORDERS AND CIRCULAR LETTERS SUPPLEMENTARY TO REGULATIONS, U. S. COAST GUARD, 1916.



TREASURY DEPARTMENT,
Washington, June 10, 1916.

General Orders Nos. 1-6.
Circular Letters Nos. 1-10. //

Order No. 1.

(Promulgating General Orders and Circular Letters.)

All general orders and circular letters of the Revenue-Cutter Service, Life-Saving Service, and Coast Guard, issued prior to June 7, 1916, and all regulations of the Revenue-Cutter Service and Life-Saving Service are superseded by the "Regulations, U. S. Coast Guard, 1916," and the general orders and circular letters published herewith.

Order No. 2.

(Report Having Read Regulations, 1916.)

Each commissioned and warrant officer on the active list shall report to Headquarters within one month after the receipt of the Regulations, U. S. Coast Guard, 1916, that he has read them throughout.

Order No. 3.

(Small-arms Target Practice.)

(This order supersedes the parts of "Instructions for Drills and Target Practice in the Revenue-Cutter Service, 1914," contained under the titles "General Instructions for Small-arms Target Practice," "Range Firing," except articles 21, 22, 37, and 38, "The Report," page 26, except article 41; and Chapter III, relating to medals.)

1. On and after January 1, 1916, the Firing Regulations for Small Arms, United States Navy, 1916, are adopted for the regulation of small-arms firing and target practice in the Coast Guard.

2. The determination as to who shall be required to fire the prescribed courses is left to the discretion of the commanding officer of each vessel. He shall also decide what competitions the complement may undertake in view of the exigencies of the service and the duties of the vessel.

3. Until such time as funds for the payment of prize money for small-arms qualifications and competitions are available, no prizes can be paid from the public moneys; but the prizes prescribed in the Firing Regulations may be awarded from funds otherwise obtained by the commanding officers of vessels and stations and be issued in their discretion. Commanding officers are authorized to arrange for competitions with other ships and stations.

4. For the purpose of retained qualification for a man in continuous service, his current enlistment shall be considered as extending over the entire period of his continuous service.

5. Articles in the Firing Regulations which require the forwarding of records, reports, etc., to the various headquarters shall be interpreted to require their forwarding to Coast Guard Headquarters.

6. Entries for credits attained by qualification and competition at small-arms practice shall be made on the report of fitness of an officer next following the attainment of the credit and on the current enlistment record of an enlisted person. (See articles 50 and 60, Firing Regulations.)

7. The Navy Department maintains a school for the training of small-arms coaches on the rifle range at Winthrop, Md., under the charge of officers of the Marine Corps, and the Coast Guard has been invited by the Secretary of the Navy to send its officers and men there for the purpose of receiving the instruction afforded. The school is ordinarily open from April 1 to December 15. Commanding officers of cutters will make use of the facilities thus offered for the complements of their commands and shall make request to Headquarters for information as to the procedure to be followed.

8. For the purpose of awarding individual prizes to the various qualification courses, the complement of a Coast Guard cutter may be considered as made up of one division or of more than one division, in the judgment of the commanding officer, but the divisor "8" shall be maintained in issuing prizes, as provided in the Firing Regulations. No prize may be awarded to a class of less than eight members or to a remainder less than eight of any class. Attention is called to article 148 of the Firing Regulations, which affords a guide to commanding officers in deciding whether a class shall consist of more than eight competitors. The firing requirements have been so arranged that eight men using two targets can readily complete any course in a forenoon or afternoon of firing, and all the requirements can be met when two targets are used.

Order No. 4.

(Form for Minor Courts.)

The following form of procedure for minor courts is approved and published for the information and guidance of the Coast Guard. While the phraseology need not be absolutely adhered to, yet the procedure laid down should be strictly followed, as it has the department's approval, and deviation therefrom may be materially irregular and erroneous.

NOTES CONCERNING MINOR COAST GUARD COURTS.

1. Minor courts are for the trial of enlisted persons exclusively.
2. They are convened by the commanding officer of a vessel when the offenses are deemed deserving of greater punishment than he is empowered to inflict under article 2033, paragraph b, of the regulations, but not sufficiently grave to require a trial by a general court. When the circumstances require it a minor court will be convened by the captain commandant.
3. The court shall be composed of three commissioned officers, and when convened by a commanding officer of officers under his command. The senior member of the court shall be the president and the junior member the recorder. The junior member shall sign the findings and sentence as "member and recorder," but shall authenticate all papers as "recorder."
4. The convening order shall be addressed to the officer who is to be the president, stating the name and rank of each of the members of the court, the time and place of meeting, the name and rating of the person to be tried, adding "and of such other persons as may legally be brought before it."

5. In alleging an offense for trial before a minor court it must be remembered that the court can not impose a sentence involving imprisonment on land or forfeiture of more than one month's pay. The offense of desertion can not be tried by a minor court. With the above limitations a minor court has the same jurisdiction as a general court in cases of offenses committed by enlisted persons.

6. Each charge preferred against the accused must allege an offense of which the court is, by law, authorized to take cognizance. The charge therefore must be one of the offenses designated in the table in article 2221 of the regulations. Charges and specifications shall be signed by a commissioned officer and a copy furnished the accused at least 24 hours before the court assembles, and a note of that fact entered in the log.

7. The record of proceedings should be typewritten, with the exception of the findings and sentence, and should be recorded on paper 8 by 10½ inches.

8. The president shall summon the witnesses; the recorder shall administer the oaths to them.

9. Questions asked a witness shall be numbered consecutively. If examination is interrupted by recess or adjournment and resumed when court reassembles, the numbering shall be continued in sequence. If a witness is later recalled, the numbering shall begin anew.

INCIDENTS OF A TRIAL BY MINOR COURT.

1. Court meets in closed session.
2. Court opened and accused introduced.
3. President asks accused if he desires counsel; and if so, counsel introduced.
4. President asks accused if he has received copy of charges and specifications; and if so, when.
5. President asks accused if he is ready for trial.
6. Recorder reads aloud the convening order.
7. President asks accused if he objects to any member mentioned in the convening order.
8. Recorder sworn by president.
9. Members sworn by recorder. Clerk sworn by recorder.
10. President directs all witnesses to withdraw.
11. Recorder reads aloud the charges and specifications; president arraigns the accused.
12. Prosecution begins.
13. Prosecution rests.
14. Defense begins.
15. Defense rests.
16. Rebuttal.
17. Surrebuttal.
18. President declares the trial finished.
19. Court closed for deliberation.
20. Recorder records findings.
21. Court opens; recorder reads evidence of previous convictions and extracts from conduct record showing punishments.
22. Court closed.
23. Recorder directed to record sentence.
24. Record signed by members of the court.
25. Recommendation for clemency.
26. Adjournment authenticated by president and recorder.

RECORD OF PROCEEDINGS
OF A
MINOR COAST GUARD COURT

IN THE CASE OF

J—— B——, SEAMAN, U. S. COAST GUARD.
COAST GUARD CUTTER WINONA.

November 30, 1914.

ORDER CONVENING A MINOR COAST GUARD COURT.

TREASURY DEPARTMENT, UNITED STATES COAST GUARD,
Boston, Mass., November 15, 1914.

Coast Guard Cutter WINONA.

First Lieut. of Engineers A. B. C——, U. S. Coast Guard,
Coast Guard Cutter WINONA,
Boston, Mass.

Subject: Convening minor court.

SIR: A minor Coast Guard court is hereby ordered to convene on board this vessel on Wednesday, November —, 19—, or as soon thereafter as practicable, for the trial of J—— B——, seaman, U. S. Coast Guard, and of such other persons as may be legally brought before it.

The court will be constituted as follows:

First Lieut. of Engineers A. B. C——, U. S. Coast Guard;
Second Lieut. D. E. F——, U. S. Coast Guard; and
Third Lieut. G. H. J——, U. S. Coast Guard, members.

K. L. M——,

Captain, U. S. Coast Guard, Commanding.

Original convening order to be *prefixed* to the record of the first case.

If more than one case is tried by the court, an authenticated copy of the convening order shall be *prefixed* to the record of each other case tried.

FORM OF CHARGE AND SPECIFICATION.

Charge and specification preferred against Seaman J—— B——, U. S. Coast Guard, November —, 19—, by Capt. K. L. M——, U. S. Coast Guard, both attached to and serving on board the Coast Guard cutter WINONA.

CHARGE.—Absence from duty without leave.

SPECIFICATION.—In that J—— B——, a seaman in the United States Coast Guard, attached to and serving on board the United States Coast Guard cutter WINONA at Boston, Massachusetts, did, on the —— day of November, nineteen hundred and ——, absent himself from his station and duty without leave from proper authority, and did remain so absent until the —— hour of the —— day of the month and year aforesaid.

K. L. M——,

Captain, U. S. Coast Guard, Commanding.

Original to be *prefixed* to the record.

FIRST DAY.

U. S. COAST GUARD CUTTER WINONA,
Boston, Mass., November 30, 1914.

(1) The court met at 10 a. m.
Present: First Lieut. of Engineers A. B. C——, U. S. Coast Guard; Second Lieut. D. E. F——, U. S. Coast Guard; and Third Lieut. G. H. J——, U. S. Coast Guard, members.

Record of each case complete.—The record of every case must be complete in itself, and therefore the place, date, names, and rank of members must be fully set out at the beginning of each case.

Var. 1. Second Lieut. D. E. F——, U. S. Coast Guard, a member, was absent on account of illness (or other cause), and the court being reduced below the number authorized by law, adjourned until 10 a. m. to-morrow, the —— instant.

Var. 2. The court, being reduced below the number authorized by law, informed the convening authority to that effect and then took a recess until 11.30 a. m., the same date, when it reconvened. Present: The members last mentioned above, and Third Lieut. N. O. P——, U. S. Coast Guard, appointed a member by the convening authority, vice Third Lieut. G. H. J——, U. S. Coast Guard, relieved.

The court was cleared and the convening order read. After examination of the charge and specification, and deciding to hold the trial in open (closed) session, the court was opened, and

Preliminary meeting.—The preliminary meeting of the court shall be in closed session, only the members being present. The recorder shall read aloud the convening order, the charge and specification, and the accompanying instructions, if any. The court will then examine the charge and specification to note any errors and to ascertain whether or not it is technically correct. The court shall in closed session decide upon its procedure as to open or closed sessions during the trial.

- (2) the accused entered and
- (3) stated that he did not desire counsel,
- (4) that he had received a copy of the charge and specification against him at 10 a. m., November —, 19—, and
- (5) that he was ready for trial.

Var. 1. —— that he desired Second Lieut. R. O. S——, U. S. Coast Guard, as his counsel, and that officer reported as such; that he had received ——.

Var. 2. —— that he desired postponement until ——, for the reason that ——.

(6) The recorder read the convening order, original prefixed hereto and marked "A."

Var. 1. —— copy prefixed and marked "A."

Var. 2. —— and an order relating thereto, marked "A1." (Copy, if Var. 1.)

Reading of papers, etc.—When the record states that a paper or document is read, it is to be understood that it is read aloud.

Composition of court changed.—In case the composition of the court is changed a new precept should be issued.

(7) The accused stated that he did not object to any member.

Var. 1. The accused objected to being tried by Second Lieut. D. E. F——, U. S. Coast Guard, for the following reasons: ——.

Second Lieut. D. E. F——, U. S. Coast Guard, replied to the objection as follows: ——.

The court was closed for the consideration of the challenge, the challenged member withdrawing.

After due deliberation the court was opened, and all parties to the trial entered. The president announced that the objection was not sustained. The accused had no further objection to offer.

Var. 2. The accused, etc. (as above).

The president announced that the objection of the accused was sustained, and that the record would be forwarded to the convening authority, pending a reply from whom the court adjourned until to-morrow, the — instant, at — a. m.

Var. 3. When the court convened (if on a subsequent day),

Present: ——, etc.

The recorder read an order appended, marked “—,” from the convening authority returning the record and directing the court to proceed as originally constituted. The accused had no further objections to offer.

Var. 4. The recorder read aloud an order from the convening authority appointing Second Lieut. R. S. T——, U. S. Coast Guard, vice Second Lieut. D. E. F——, relieved, which order is hereto appended, marked “—.”

The accused, etc.

(8) Each member was duly sworn.

(9) ——, detailed as clerk, was duly sworn.

(10) No witnesses were present.

Var. 1. All witnesses were directed to withdraw.

(11) The recorder read the charge and specification, original prefixed and marked “B.”

The president arraigned the accused as follows:

Q. You, Seaman J—— B——, United States Coast Guard, have heard read the charge and specification of the charge preferred against you; how plead you to the specification of the charge—guilty or not guilty?

Procedure when plea is guilty.

A. Guilty.

Q. And to the charge, guilty or not guilty?

A. Guilty.

The president duly warned the accused as to the effects of his plea, but he persisted therein.

Warning upon plea of guilty.—When the accused pleads guilty, he shall be warned by the president that by so doing he deprives himself of the benefits of a regular defense and can only introduce evidence in extenuation or as to character.

The accused did not desire to offer any evidence in his behalf or make a statement.

(or)

The accused offered an oral statement in his behalf, in substance as follows ——:

Oral statement.—The substance of oral statement by the accused is to be recorded, but if the statement is inconsistent with the plea of “guilty” the accused is to be considered as having pleaded “not guilty,” and testimony is to be taken in the same manner as if he had offered that plea.

for consideration *after* the findings. For the guidance of the reviewing authority extracts may be quoted from the record, giving dates of punishments by the commanding officer. Especially should this be the case if the offense for which the accused is on trial is a repetition of offenses during his current enlistment for which he has been previously punished by the commanding officer without recourse to courts.

- (19) The court was cleared, and after maturely considering the evidence,
 (20) the recorder was directed to record the following findings.

(To be in the handwriting of the recorder, without erasure or interlineations, according to the following form, care being taken to properly write the name and rating of the accused.)

The specification of the charge proved, and the accused J—— B——, seaman, U. S. Coast Guard, is of the charge, guilty.

Var. 1. The specification of the charge proved by plea, and the accused ——.

Var. 2. The specification of the charge not proved, and of the charge, not guilty, and the court acquits him, the said J—— B——, seaman, U. S. Coast Guard, of the offense specified.

Var. 3. The specification of the charge, proved in part, proved except the words “——,” which words are not proved, and the accused ——, is of the charge, guilty.

Var. 4. The specification of the charge proved in part, proved except the words “——,” which words are not proved, and for the excepted words the court substitutes the words “——,” which words are proved, and the accused ——, is of the charge, guilty in a less degree than charged, guilty of ——.

Var. 5. The specification of the first charge proved, and the accused ——, is of the first charge, guilty.

The first specification of the second charge, proved.

The second specification of the second charge, proved in part, proved except the words “——,” which words are not proved, and for the excepted words the court substitutes the words “——,” which words are proved.

And that the accused ——, is of the second charge, guilty.

The specification of the third charge, not proved, and of the third charge, not guilty, and the court acquits him, the said ——, of the offense specified.

- (21) The court was opened and all parties to the trial entered.

There being no objection, the recorder read the following extracts from the current enlistment record of the accused, showing previous convictions, and also the following extracts from the conduct record of the accused.

If there are no previous convictions or punishments, the court is not to be cleared and the foregoing is omitted.

- (22) The court was cleared, and after due deliberation the recorder was

(23) directed to record the following sentence in the case of J—— B——, seaman, U. S. Coast Guard: To be dishonorably discharged from the United States Coast Guard.

(To be in the handwriting of the recorder without erasure or interlineation.)

Var. 1. ——: To be dishonorably discharged from the United States Coast Guard, and to forfeit all pay now due and that may become due him to date of discharge (excepting the sum of six (6) dollars, the amount of his indebtedness for clothing drawn) (or other reason).

Var. 2. ———: To be confined on board ship for one month.

Var. 3. ———: To forfeit the sum of ten (10) dollars from his pay.

Var. 4. ———: To be reduced to the next inferior rating, that of ordinary seaman, and to forfeit the sum of ten (10) dollars from his pay.

Var. 5. ———: To forfeit one (1) month's pay, amounting to thirty-eight dollars and forty cents (\$38.40).

Var. 6. ———: To be deprived of liberty on shore for two (2) months, and to forfeit fifteen (15) days' pay, amounting to nineteen dollars and twenty cents (\$19.20).

Sentence to be lawful.—The sentence must conform to law. Care shall be taken relative to the phraseology, and not to make use of the words, "to lose," "quarantine," "in the brig," and the like.

(24)

A. B. C———,
First Lieut. of Engineers, U. S. Coast Guard, President.
 D. E. F———,
Second Lieut., U. S. Coast Guard, Member.
 G. H. J———,
Third Lieut., U. S. Coast Guard, Member and Recorder.

(25) In consideration of his previous good record, we recommend the accused in this case to the clemency of the reviewing authority.

Var. 1. ——— his youth and inexperience ———.

Var. 2. ——— the attendant circumstances of provocation (or, as the case may be) ———.

D. E. F———,
Second Lieut., U. S. Coast Guard, Member.
 G. H. J———,
Third Lieut., U. S. Coast Guard, Member.

Sentence to be adequate.—The sentence must in every case be adequate, but if the circumstances of the case are such that it be deemed proper that leniency should be shown, the members who concur may join in a recommendation for clemency. The recommendation for clemency is the act of the member or members joining therein, and not the act of the court, even if all members of the court join in the recommendation.

Clemency not the prerogative of court.—The court shall not itself extend clemency in awarding the sentence, or suggest the nature of the clemency to be extended. The privilege of extending clemency rests exclusively with the reviewing authority. Therefore, in cases where the court concludes that the accused should be discharged from the service, yet deems the sentence of dishonorable discharge too severe, it is proper for the court to award a sentence of dishonorable discharge and then make a recommendation for clemency.

(26) The court then, at ———, adjourned to await orders from the convening authority.

Var. 1. ——— took up the next case.

Var. 2. Adjourned to meet at ———.

A. B. C———,
First Lieut. of Engineers, U. S. Coast Guard, President.
 G. H. J———,
Third Lieut., U. S. Coast Guard, Recorder.

Authentication of record.—The record of proceedings for each day shall be signed by the recorder, and the entire proceedings shall be authenticated by the signatures of the president and recorder, who shall sign as such, and not as members.

The proceedings, findings, and sentence in the foregoing case of J—— B——, seaman, U. S. Coast Guard, are approved and respectfully referred to the Secretary of the Treasury.

K. L. M——,
Captain, U. S. Coast Guard,
Commanding Coast Guard Cutter WINONA.

Var. 1. —— are disapproved for the following reasons, ——, and respectfully referred ——.

Review of record.—The commanding officer of the vessel, being the immediate convening authority, shall review the proceedings, findings, and sentence, and approve or disapprove the same. If he disapproves, he shall state his reasons for so doing, but shall make no recommendations.

If the minor court has been convened by the captain commandant, the court will transmit the record directly to headquarters.

RECORD OF PROCEEDINGS IN REVISION

OF A

MINOR COAST GUARD COURT

IN THE CASE OF

J—— B——, SEAMAN, U. S. COAST GUARD.

Coast Guard Cutter WINONA.

Boston, Mass., December 28, 1914.

Record in revision.—The proceedings in revision must form a separate and complete record which shall be *prefaced* to the record of which it is a revision.

ORDER FOR REVISION.

TREASURY DEPARTMENT,
 UNITED STATES COAST GUARD,
Boston, Mass., December 26, 1914.

Coast Guard Cutter WINONA.

First Lieut. of Engineers A. B. C——, U. S. Coast Guard, *President,*
Minor Coast Guard Court.

Subject: Order for revision, case
 J—— B——, seaman, U. S.
 Coast Guard.

SIR: The minor Coast Guard court before which J—— B——, seaman, U. S. Coast Guard, was tried, will reconvene as soon as practicable and will reconsider its sentence in his case, as it is not, in my opinion, adequate to the offense found proved.

K. L. M——,
Captain, U. S. Coast Guard, Commanding.

Var. 1. —— as it is not one which the court is authorized to adjudge.

Var. 2. —— reconsider its finding and sentence, as the finding is not in accordance with the evidence adduced.

Var. 3. —— reconsider its record in the following particulars:
 ——.

Var. 4. ——— reconsider its record in this case and make such recommendations as are warranted by the facts in the following particulars: On page 4 it does not appear that the witness ——— was duly sworn; on page 5 it does not appear that the accused entered when the court was opened.

Separate record.—An entirely separate record shall be kept of the proceedings in revision, to which the order for reconvening must be prefixed. A full entry shall be made of all the proceedings, verified by the signatures of the members, authenticated by the president and the recorder, and upon completion the entire record shall be transmitted to the reviewing officer.

U. S. COAST GUARD CUTTER WINONA.

Boston, Mass., December 28, 1914.

The court met at 10 a. m., pursuant to an order hereto prefixed, marked "A," which was read by the recorder.

Present: All the members.

What record must show.—If the court be reconvened to amend or otherwise remedy a defect or omission in the record, which may be done if the facts warrant, the record must show that all members of the court, and the accused (with counsel, if any) were present, and that the amendment was then made to conform to and express the truth in the case.

Presence of accused.—If the court be reconvened to correct clerical errors the accused need not be present, nor shall he be present during the revision of any matters that occurred in closed court.

Correction of clerical errors.—Clerical errors are not to be corrected in an informal way by erasure or interlineation. The legal procedure is for the court to continue the record by a report of the proceedings in revision when the amendment is made.

No new testimony admitted.—No new testimony shall be brought forward in any shape, the proceedings in revision being strictly confined to a reconsideration of the matter already recorded in the proceedings of the original record, no part of which is to be amended, altered, or annulled in any way.

After due deliberation, the recorder was directed to record that the court decided to revoke its former sentence in the case of J—— B——, seaman, U. S. Coast Guard, and to substitute therefor the following sentence: ———.

Var. 1: ——— revoke its former finding in the case of J—— B——, seaman, U. S. Coast Guard, and to substitute therefor the following finding: The specification proved in part, proved except, etc. The court respectfully adheres to its former sentence.

Var. 2: ——— decided respectfully to adhere to its former finding (or, finding and sentence; or sentence).

Var. 3: ——— decided to correct the following clerical errors:

(a) On page 7, by inserting between lines 10 and 11, the following:

"———."

(b) On page 9, by omitting from lines 16 and 17 the following:

"———."

(c) On page 15, by striking out the words "———," lines 5 to 9, inclusive, and substituting therefor the words, "———."

A. B. C———,

First Lieut. of Engineers, U. S. Coast Guard, President.

D. E. F———,

Second Lieut., U. S. Coast Guard, Member.

G. H. J———,

Third Lieut., U. S. Coast Guard, Member and Recorder.

The court took up the next case.

Var. 1: ——— adjourned to meet ———.

Var. 2: ——— adjourned to await orders from the convening authority.

Var. 3: ——— proceeded with the trial of ———.

A. B. C———,

First Lieut. of Engineers, U. S. Coast Guard, President.

G. H. J———,

Third Lieut., U. S. Coast Guard, Recorder.

Order No. 5.

(Pay of Acting Warrant and Acting Petty Officers in the Coast Guard.)

1. The rate of base pay for persons acting as warrant officers under probationary assignments shall be:

Acting master's mate.....	\$100 per month.
Acting keeper.....	1,000 per annum.
Acting boatswain, gunner, machinist, and carpenter.....	60 per month.
Acting keeper, house of refuge.....	50 per month.

2. The monthly rate of base pay of persons acting as petty officers under probationary assignments shall be the monthly rate of base pay established for the corresponding permanent ratings.

Order No. 6.

(Headquarters and Allowances Field Assistants, Construction and Repair in the Coast Guard.)

1. Field Assistants, Construction and Repair, will be assigned headquarters, and such headquarters may be changed whenever the exigencies of the service require.

2. When absent from headquarters under travel orders Field Assistants will be allowed their actual necessary traveling expenses in accordance with the department regulations, unless under the provisions of section 13 of the sundry civil act of August 1, 1914, a per diem rate of allowance in lieu of subsistence shall be authorized.

3. Whenever the duties of a Field Assistant require him to return to his headquarters from any point where he is temporarily engaged, and there is not sufficient time to obtain authority therefor in advance, he is authorized to perform such travel and immediately report his action by separate letter, stating specifically the nature of said duties.

Circular Letter No. 1.

(Naturalization of Aliens.)

The act approved June 30, 1914, making appropriations for the naval service for the fiscal year ending June 30, 1915, contains the following provisions which, having the force of law, are published for the information of all concerned:

"Any alien of the age of twenty-one years and upward who may, under existing law, become a citizen of the United States, who has served or may

hereafter serve for one enlistment of not less than four years in the United States Navy or Marine Corps, and who has received therefrom an honorable discharge or an ordinary discharge, with recommendation for reenlistment, or who has completed four years in the Revenue-Cutter Service and received therefrom an honorable discharge or an ordinary discharge with recommendation for reenlistment, or who has completed four years of honorable service in the naval auxiliary service, shall be admitted to become a citizen of the United States upon his petition without any previous declaration of his intention to become such, and without proof of residence on shore, and the court admitting such alien shall, in addition to proof of good moral character, be satisfied by competent proof from naval or revenue-cutter sources of such service: *Provided*, That an honorable discharge from the Navy, Marine Corps, Revenue-Cutter Service, or the naval auxiliary service, or an ordinary discharge with recommendation for reenlistment, shall be accepted as proof of good moral character: *Provided further*, That any court which now has or may hereafter be given jurisdiction to naturalize aliens as citizens of the United States may immediately naturalize any alien applying under and furnishing the proof prescribed by the foregoing provisions."

Circular Letter No. 2.

(Examination of Candidates for Appointment as District Superintendent in the United States Coast Guard.)

1. (a) Applications for permission to take the examination for appointment to the grade of district superintendent should be made to the Captain Commandant of the Coast Guard upon the prescribed form, which will be sent upon request.

(b) Examinations will be held at a number of places along the coast in the several sections prescribed by the regulations, depending upon the location of the various candidates. Upon the receipt of an application from a candidate who is within the age limits, he will be informed of the exact date of the examination, as soon as such date is determined upon, and of the place nearest his present station where such examination will be conducted, and will be designated to be examined at such time and place.

(c) No expenses will be allowed candidates who are designated to appear for examination.

(d) The physical examination, which shall, in all cases, precede the professional examination, will be that prescribed for commissioned officers of the Coast Guard. No one found physically disqualified will be examined further.

(e) The professional examination will be designed to ascertain the candidate's knowledge of the various subjects with which he will have to deal as district superintendent. All papers of all the candidates will be examined and rated by a board of commissioned officers of the Coast Guard. The examination is strictly competitive, in that appointments will be made from the candidates who attain the highest averages, provided that such averages are not less than 70 per cent. Each question will be marked independently by each officer of the board, and the mean of the marks given by all the members of the board will be taken as the candidate's mark on that question.

2. The examination will take about five days and will comprise the following subjects:

(a) *Spelling*.—Thirty words of common use.

(b) *Letter writing*.—A letter of not less than 200 words shall be written in official form on a subject to be given and addressed to the captain commandant.

purchasing officer. The purchasing officer shall check his retained copy to agree with the original, and shall forward the original to headquarters after initialing it under the consignee's signature.

Circular Letter No. 5.

(Field Assistants and Telephone Linemen. Vouchers for Compensation and Leave.)

1. District superintendents, as special disbursing agents, will settle vouchers for compensation, when presented in proper form, of such telephone linemen and field assistants of construction and repair as Headquarters may specifically authorize.

2. Telephone linemen and field assistants shall certify their vouchers (payee certificate) for compensation and forward them for payment to such district superintendents as Headquarters may hereafter direct. Vouchers shall not be certified before the last day of the period which they cover, and the date of certification shall appear thereon.

3. In case a lineman or field assistant has been absent from duty from any cause in excess of his accrued leave during a calendar year, the vouchers for compensation covering the period in which such excess of absence occurred shall be forwarded to Headquarters for settlement, unless such excess of absence has been previously approved by Headquarters.

4. Accrued leave will be computed at the rate of two and one-half days per month.

Circular Letter No. 6.

(Instructions Relative to Applicants for Enlistment.)

1. In order that applicants for enlistment in the Coast Guard who have obvious physical deficiencies may be saved expense in traveling and that the time of the officers of the Public Health Service may not be taken up unnecessarily, the following instructions should be observed, so far as practicable, in sending applicants to those officers for physical examination:

Send no applicant—

(a) Who has obvious defects.

(b) Who has more than three teeth missing which have not been replaced by bridge work or capping.

(c) Whose weight, stripped, is less than 135 pounds.

(d) Whose weight is more than 205 pounds.

(e) Whose height is less than 5 feet 4 inches.

(f) Who stammers.

(g) Whose physical development is not apparently sufficient for the work required of him.

(h) Who has not, apparently, good vision.

(i) Who is color blind.

Advise applicants that a bath should be taken on the day of examination.

2. Keepers will be able to assure themselves in most instances as to the general fitness of applicants with respect to the foregoing, except as to vision, by close observation and inquiry.

3. It is recognized that the vision of applicants (Items 8 and 9) can not be passed upon conclusively by keepers, but by using such simple means as are at hand keepers should be able to form an opinion as to whether a man has good vision or is color blind. Keepers will inform applicants, however, that any observations they may make as to vision shall in no way interfere with the privilege of presenting themselves to a medical officer of the Public Health Service.

Circular Letter No. 7.

(Boat number plates.)

1. To identify all Coast Guard boats in the records at Headquarters, on the cutters, at the stations, and in the offices of persons supervising the building and repair of boats and motors, it has proved desirable to assign a new boat number to each and every boat, the property of the Coast Guard. The previous numbering scheme will be succeeded by the special numbering system now adopted.

2. Commanding officers, district superintendents, and officers having to do with boat repairs will number the boats under their cognizance as directed by Headquarters, and the commandant of the Coast Guard Depot, South Baltimore, Md., will be directed to furnish the corresponding new boat plates, with an ample number of screws. The new boat plate shall be clearly visible and neatly screwed to the boat on top of the after permanent thwart, at the starboard end, or for a boat without thwarts, shall be screwed to the bulkhead forming the after cockpit, the plate to be on the after side near the starboard cockpit coaming. All old boat numbers or equivalent markings shall be neatly canceled, and if there is an old boat plate it will be removed when the new boat number plate is attached and returned to the Commandant, Coast Guard Depot, South Baltimore, Md., through the proper channels; Headquarters to be notified of the boat number on each plate thus returned. While the new plate may be painted to match the boat, care shall be taken in repainting not to fill up the plates and to keep the numbering clear and legible.

Circular Letter No. 8.

(Signing Official Papers During Absence District Superintendent.)

1. District superintendents may authorize their clerks, in writing, giving notice of such action to Headquarters, to sign official matter of a routine character which does not involve the superintendent's official judgment or discretion, and such as will not readily admit of delay, during the absence of the superintendent for one or more days. In no case shall a clerk sign official papers of any description when the superintendent is present, or during his absence for a portion of a day.

2. All original papers pertaining to accounts must be signed by the district superintendent himself.

3. The form used by a clerk should be as follows:

"By direction of the district superintendent.

(Signature) _____,

Clerk to District Superintendent."

On telegrams the surnames only will be used, followed by the word "clerk."

Circular Letter No. 9.

(Repainting buildings at Coast Guard stations.)

1. The following paints will be used for *repainting*, when needed, the buildings at Coast Guard stations:

OUTSIDE.

(a) Outside white paint mixed: For walls of buildings, including trim; also fences and flagpoles. The walls of unpainted buildings and fences, constructed of rough lumber, should be whitewashed.