





THE LIBRARY
OF
THE UNIVERSITY
OF CALIFORNIA
LOS ANGELES

GIFT OF

Santa Barbara
Public Library

9-35465

Digitized by the Internet Archive
in 2007 with funding from
Microsoft Corporation

REGULATIONS

FOR THE

GOVERNMENT OF THE NAVY

OF THE UNITED STATES



1909



WASHINGTON
GOVERNMENT PRINTING OFFICE
1909



V B
363
A2
1909

“The orders, regulations, and instructions issued by the Secretary of the Navy prior to July 14, 1862, with such alterations as he may since have adopted, with the approval of the President, shall be recognized as the Regulations of the Navy, subject to alterations adopted in the same manner.”—*Section 1547, Revised Statutes.*

NAVY REGULATIONS.

- 1775. Rules for the Regulation of the Navy of the United Colonies. (Resolution of November 28, 1775; Journal of Congress, vol. 1.)
- 1799. An Act for the Government of the Navy of the United States. (Act of March 2, 1799.)
- 1800. An Act for the Better Government of the Navy of the United States. (Act of April 23, 1800.)
- 1802. Naval Regulations. (Issued by command of the President.)
- 1809. Naval Regulations. (Reprint of the Naval Regulations of 1802.)
- 1814. Naval Regulations. (Issued by command of the President.)
- 1818. Rules, Regulations, and Instructions for the Naval Service of the United States. (Prepared by the Board of Navy Commissioners under authority of the act of February 7, 1815; commonly known as “The Blue Book.”)
- 1821. Rules and Regulations for the Naval Service. (Issued by the Secretary of the Navy under authority of the act of February 7, 1815.)
- 1832. Rules of the Navy Department regarding Civil Administration. (Issued by the Secretary of the Navy; commonly known as “The Red Book.”)
- 1838. Book of Regulations for the Use of Commanders, Pursers, and Recruiting Officers. (Published by the Navy Department.)
- 1838. Financial Regulations for Naval Officers. (Published by the Navy Department. These regulations for the accounts of pursers, commanders of vessels, and recruiting officers of the Navy were prepared under the direction of the accounting officers of the Treasury Department and promulgated by the Secretary of the Navy.)
- 1841. General Regulations for the Navy and Marine Corps of the United States. (Issued by the Secretary of the Navy by command of the President.)
- 1851. Regulations, Circulars, Orders, and Decisions for the Guide of Officers of the Navy of the United States. (Continued in part and issued after publication authorized by the Navy Department in March, 1832.)

1853. System of Orders and Instructions for the Navy. (Issued by the President; these regulations were decided by the Attorney-General to be without legal validity.)
1863. Regulations of the Navy. (Published by the Navy Department.)
1865. Regulations for the Government of the United States Navy. (Issued in accordance with the provisions of the act of July 14, 1862.)
1869. Regulations for the Government of the United States Navy. (Issued in accordance with the provisions of the act of July 14, 1862.)
1870. Regulations for the Government of the United States Navy. (Issued in accordance with the provisions of the act of July 14, 1862.)
1876. Regulations for the Government of the Navy of the United States. (Issued in accordance with the provisions of section 1547 of the Revised Statutes.)
1893. Regulations for the Government of the Navy of the United States. (Issued in accordance with the provisions of section 1547 of the Revised Statutes.)
1896. Regulations for the Government of the Navy of the United States. (Issued in accordance with the provisions of section 1547 of the Revised Statutes.)
1900. Regulations for the Government of the Navy of the United States. (Issued in accordance with the provisions of section 1547 of the Revised Statutes.)
1905. Regulations for the Government of the Navy of the United States. (Issued in accordance with the provisions of section 1547 of the Revised Statutes.)

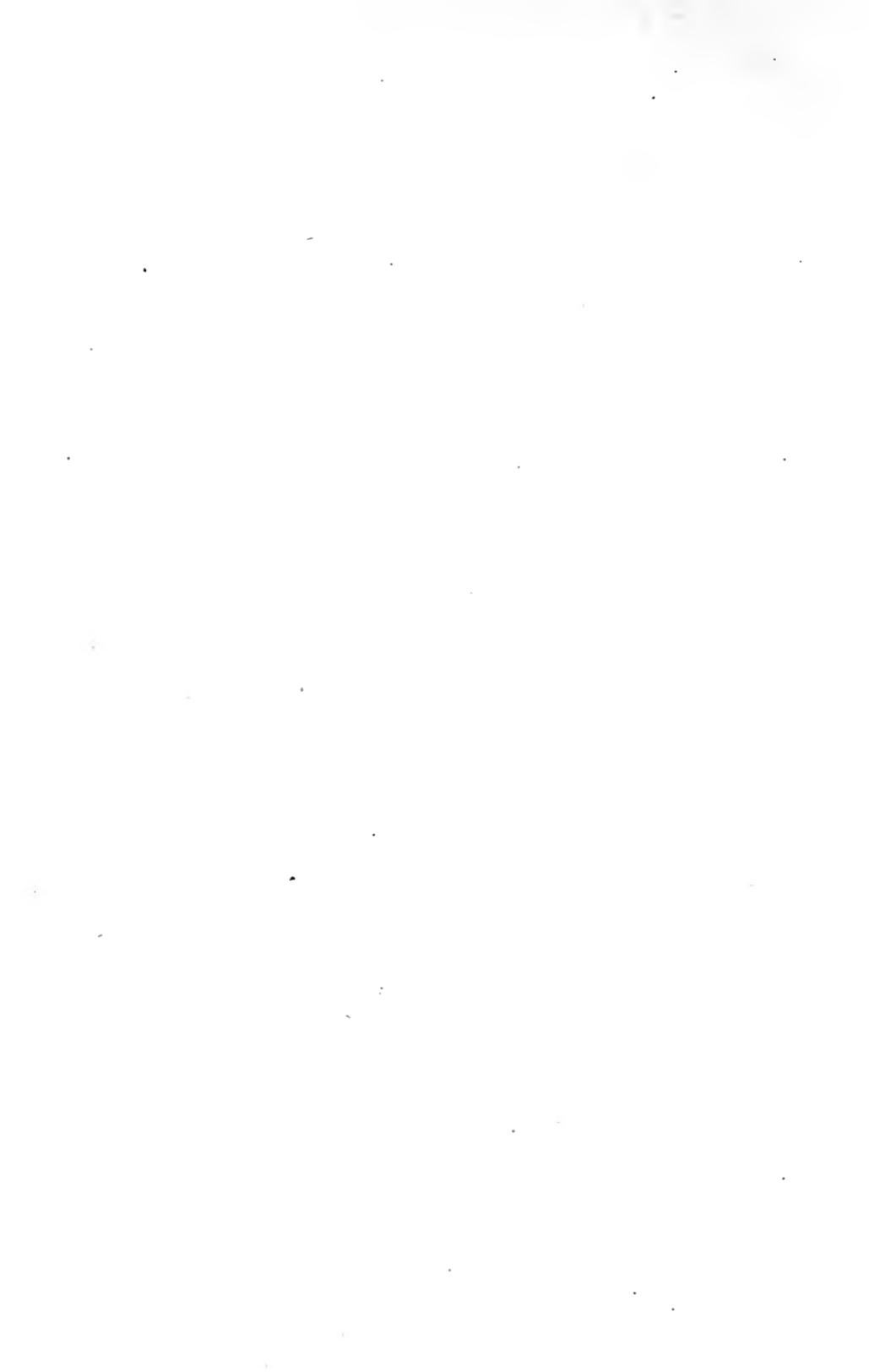
GENERAL ORDER }
No. 1. }

NAVY DEPARTMENT,
Washington, D. C., January 2, 1909.

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

All amendments to these regulations that are believed to be necessary or desirable shall be submitted to the Department, accompanied by a full statement of the reasons for the proposed change and the effect thereof.

TRUMAN H. NEWBERRY,
Secretary of the Navy.



CONTENTS.

	Page.
CHAPTER I—NAVY DEPARTMENT.	
SECTION 1. Organization; Detail of duties of bureaus	9
2. Duties of the General Board.....	17
3. Coordination of work of bureaus	17
CHAPTER II—RANK, COMMAND, AND DUTY:	
SECTION 1. Officers in general	19
2. Detail of command and duty.....	25
3. Law and decisions on rank and command.....	28
CHAPTER III—HONORS AND DISTINCTIONS:	
SECTION 1. The President, the Vice-President, an ex-President, the president or sovereign of a foreign state, members of royal families	33
2. Cabinet officers, Chief Justice, governors, members of Congress, diplomatic repre- sentatives, consuls.....	34
3. Naval and military officers.....	36
4. Honors and distinctions in general	40
5. Honors and salutes to foreign governments and officials.....	46
6. Salutes in general.....	47
7. Return salutes.....	49
8. Ensigns displayed when saluting or returning salutes	49
9. Ensigns, flags, and pennants	50
10. Visits of ceremony.....	53
11. Anniversaries, solemnities, and holidays.....	56
12. Funeral ceremonies	57
13. Uniform	61
14. Reveille and tattoo	61
CHAPTER IV—INSTRUCTIONS FOR OFFICERS IN GENERAL	63
CHAPTER V—NAVAL ADMINISTRATION AND DISCIPLINE:	
SECTION 1. The exercise of authority	71
2. Arrest or suspension.....	73
3. Punishments.....	74
4. Redress of wrongs	75
5. Apartments.....	75
6. Officers' messes	76
CHAPTER VI—A COMMANDER-IN-CHIEF:	
SECTION I. On assuming command.....	79
2. General duties	80
3. Duties in time of war.....	84
4. Intercourse with foreigners	85
5. Supplies and repairs.....	87
6. Personnel.....	89
CHAPTER VII—A FLAG OFFICER NOT IN CHIEF COMMAND	91
CHAPTER VIII—THE STAFF OF A FLAG OFFICER:	
SECTION 1. The chief of staff.....	95
2. Personal staff	96
3. Fleet staff.....	98

	Page.
CHAPTER IX—THE SENIOR OFFICER PRESENT	103
CHAPTER X—THE CAPTAIN:	
SECTION 1. Assuming command and fitting out	105
2. Organization	108
3. General duties	120
4. Duties in time of war	124
5. Intercourse with foreigners	126
6. Navigation	126
7. Supplies and repairs	127
8. Personnel	130
CHAPTER XI—THE EXECUTIVE OFFICER:	
SECTION 1. General powers	135
2. Duties	135
3. Duties as equipment and construction officer	140
CHAPTER XII—THE NAVIGATOR AND THE ORDNANCE OFFICER:	
SECTION 1. Duties of the navigator	145
2. Duties of the ordnance officer	148
CHAPTER XIII—OFFICERS OF THE DECK, AND OF GUN, TORPEDO, AND POWDER DIVISIONS:	
SECTION 1. Officer of the deck	151
2. Officers commanding gun, torpedo, and powder divisions	156
3. General duties of watch and division officers	158
CHAPTER XIV—JUNIOR OFFICERS OF THE LINE	159
CHAPTER XV—COMMISSIONED WARRANT OFFICERS AND WARRANT OFFICERS:	
SECTION 1. The chief boatswain or boatswain	161
2. The chief gunner or gunner	162
3. The chief carpenter or carpenter	163
4. The chief sailmaker or sailmaker	164
5. The pharmacist	164
6. Warrant machinists	165
CHAPTER XVI—PETTY OFFICERS AND CREW:	
SECTION 1. The master-at-arms	167
2. Other members of the crew	168
CHAPTER XVII—ENLISTMENTS, RATINGS, TRANSFERS, DISCHARGES, ETC.:	
SECTION 1. Naval recruiting stations	171
2. Receiving ships	171
3. Enlistments	172
4. Enlistment records	177
5. Ratings and disratings	179
6. Transfers	183
7. Discharges	185
8. Desertions	189
9. Rewards and privileges	191
10. Apprentice seamen	196
CHAPTER XVIII—ENGINEER OFFICERS:	
SECTION 1. Detail and duties	199
2. The senior engineer officer	199
3. Other engineer officers	203
CHAPTER XIX—ENGINEERING INSTRUCTIONS:	
SECTION 1. Trials of machinery	207
2. Care of engines and boilers	209
CHAPTER XX—PRESERVATION AND REPAIRS OF SHIPS:	
SECTION 1. Repairs	219
2. Care of steel ships	223
CHAPTER XXI—MEDICAL OFFICERS:	
SECTION 1. The senior medical officer	229
2. Junior medical officers	235

	Page.
CHAPTER XXII—MEDICAL INSTRUCTIONS:	
SECTION 1. Physical examinations of recruits	237
2. Hospitals	238
3. General instructions	240
CHAPTER XXIII—PAY OFFICERS.	243
CHAPTER XXIV—PAY AND ALLOWANCES:	
SECTION 1. Pay and bounties, Navy	247
2. Pay and bounties, Marine Corps	251
3. Advances	253
4. Allotments	255
5. Travel, officers	257
6. Travel, enlisted men	260
7. Quarters, light, fuel, and subsistence	261
8. Miscellaneous allowances	268
9. Persons deceased	273
10. Pensions	274
CHAPTER XXV—SUPPLIES ON SHORE:	
SECTION 1. Custody and care	275
2. Shipments	279
3. General instructions for purchases	281
4. Open purchase	282
5. Inspections	284
6. Public bills	286
CHAPTER XXVI—SUPPLIES AFLOAT:	
SECTION 1. Custody and care	287
2. Expenditures	289
3. Requisitions	291
4. Inspections	295
5. Public bills	296
6. Clothing and small stores	297
7. Rations	298
CHAPTER XXVII—SURVEYS AND SALES:	
SECTION 1. Surveys on personnel	303
2. Surveys on material	304
3. Sales	313
CHAPTER XXVIII—MONEY:	
SECTION 1. Responsibilities and penalties	317
2. Deposits and checks	320
3. Requisitions	326
4. Bills of exchange	326
5. Deposits by enlisted men	328
6. Money issued to officers and enlisted men	329
CHAPTER XXIX—ACCOUNTS AND RETURNS.	331
CHAPTER XXX—CHAPLAINS.	343
CHAPTER XXXI—NAVAL CONSTRUCTORS.	345
CHAPTER XXXII—MARINES:	
SECTION 1. General regulations	347
2. The Commandant of the Corps	348
3. The staff	349
4. Recruiting; transfers, discharges, and desertions	354
5. Rewards and privileges	357
6. Service at navy yards and barracks	358
7. Service afloat	367
CHAPTER XXXIII—CORRESPONDENCE.	371
CHAPTER XXXIV—LEAVE OF ABSENCE AND LIBERTY.	385

	Page.
CHAPTER XXXV—QUARANTINE AND PILOTAGE:	
SECTION 1. Quarantine	389
2. Pilotage.....	389
CHAPTER XXXVI—TRANSPORT SERVICE:	
SECTION 1. On board naval vessels and army transports.....	391
2. Rules for naval convoy of military expeditions	392
CHAPTER XXXVII—SHORE STATIONS:	
SECTION 1. General administration	395
2. Captain of the yard	401
3. Officers in charge of departments.....	402
4. Engineer officers.....	403
5. Medical officers	403
6. Pay officer.....	404
7. Naval constructor.....	404
8. Civil engineer.....	405
9. Employment of labor at navy yards.....	405
10. Vessels in ordinary	407
11. Vessels in reserve.....	408
12. Yard craft.....	410
13. Visits to vessels building at private shipyards	410
14. Relations of officers of fleet with naval stations in the West Indies	410
CHAPTER XXXVIII—APPOINTMENTS AND PROMOTIONS:	
SECTION 1. Appointments	413
2. Promotions	420
CHAPTER XXXIX—BOARDS:	
SECTION 1. Organization and general procedure.....	421
2. Examining boards	422
3. Retiring boards.....	423
4. Board on Construction.....	425
5. Board of Inspection and Survey.....	425
6. Boards of investigation.....	426
7. Boards of inquest.....	426
8. Form of oaths.....	427
CHAPTER XL—COURTS OF INQUIRY:	
SECTION 1. Objects and constitution	429
2. Method of procedure	430
3. Inquiry into the loss or grounding of a ship of the Navy.....	432
CHAPTER XLI—SUMMARY COURTS-MARTIAL.....	435
CHAPTER XLII—GENERAL COURTS-MARTIAL:	
SECTION 1. Constitution of court	449
2. Charges and specifications.....	450
3. Duties and privileges.....	452
4. Provost marshal, guard, and orderlies.....	453
5. The judge advocate	454
6. Place of assembly.....	456
7. The trial.....	456
8. Finding and sentence	462
9. Record.....	466
10. Revision.....	467
11. Final action	467
ARTICLES FOR THE GOVERNMENT OF THE NAVY.....	469
LIMITATION OF PUNISHMENTS	481
APPENDIX—REGULATIONS FOR PREVENTING COLLISIONS	489
TABLE OF CHANGES.....	513
INDEX	543

CHAPTER I.^a

NAVY DEPARTMENT.

SECTION 1.—ORGANIZATION; DETAIL OF DUTIES OF BUREAUS.

1. There shall be at the seat of the Government an Executive Department, to be known as the Department of the Navy, and a Secretary of the Navy, who shall be the head thereof. (Sec. 415, R. S.)

Secretary of
the Navy.

2. (1) An Assistant Secretary of the Navy is authorized by law who shall hereafter perform such duties as may be prescribed by the Secretary of the Navy or required by law. (Acts of July 11, 1890, and March 3, 1891.) All orders issued by the Assistant Secretary will be considered as emanating from the Secretary and shall have full force and effect as such.

Assistant Sec-
retary of the Navy.

(2) In case of the absence of the Secretary of the Navy his duties shall be performed by the Assistant Secretary of the Navy. (Sec. 177, R. S.)

3. (1) The business of the Department of the Navy shall be distributed in such manner as the Secretary of the Navy shall judge to be expedient and proper among the following bureaus:

Business of
the Department.

First, a Bureau of Yards and Docks;

Second, a Bureau of Equipment;

Third, a Bureau of Navigation;

Fourth, a Bureau of Ordnance;

Fifth, a Bureau of Construction and Repair;

Sixth, a Bureau of Steam Engineering;

Seventh, a Bureau of Supplies and Accounts;

Eighth, a Bureau of Medicine and Surgery. (Sec. 419, R. S.)

(2) The several bureaus shall retain the charge and custody of the books or records and accounts pertaining to their respective duties; and all of the duties of the bureaus shall be performed under the authority of the Secretary of the Navy, and their orders shall be considered as emanating from him, and shall have full force and effect as such. (Sec. 420, R. S.)

(3) A Judge Advocate General of the Navy is authorized by the act of June 8, 1880. His office shall be in the Navy Department, and he shall perform such duties as may lawfully be required.

Judge Advocate
General.

^aThis chapter having been rewritten since the remainder of the text went to press, the provisions of the following chapters shall be considered as modified to conform to the changed duties of the bureaus as herein prescribed. See General Order No. 9, dated January 25, 1909.

Solicitor.

(4) A Solicitor is authorized by the act of May 22, 1908; he shall perform such duties as may be assigned by the Secretary of the Navy.

The General Board.

(5) The General Board of the Navy, established by Navy Department General Order No. 544 of March 13, 1900, shall, under the direction of the Secretary of the Navy, perform such duties as are set forth in section 2 of this chapter, and such additional duties as may be prescribed from time to time by competent authority.

(6) The General Board shall be composed of the Admiral of the Navy, the Chief of the Bureau of Navigation, the Chief Intelligence Officer, the President of the War College, and such additional officers as the Secretary of the Navy may designate.

(7) An officer, of or above the grade of lieutenant, shall be detailed as secretary to the General Board. He shall record its proceedings and have charge and custody of its files and correspondence.

The Bureaus in general.

(8) No boards shall be appointed by any bureau without authority of the Navy Department.

(9) Orders relating to navy yard business connected with a bureau may be given and stated to be "by direction of the Secretary of the Navy," by a chief of bureau to the commandants, who shall be responsible for their execution. (Arts. 1507, par. 7, and 1548.)

(10) Each bureau shall have control of the organization and muster of the employees used entirely for its own purposes.

(11) Each bureau shall estimate for and defray from its own funds the cost necessary to carry out its duties as hereafter defined.

(12) In addition to the duties hereafter prescribed in general terms for the several bureaus, the duties of each shall include those heretofore authorized which are not in conflict with the provisions of this chapter.

(13) No permission shall be given by any bureau, board, or officer which shall grant special privileges or authority to erect building on government property without the authority of the Secretary or Assistant Secretary of the Navy.

Bureau of Yards and Docks.

4. The duties of the Bureau of Yards and Docks shall include preparing the details of design, and the specifications of all public works under the cognizance of the Navy Department, and such other duties as may be required by existing law.

Bureau of Equipment.

5. (1) The duties of the Bureau of Equipment shall comprise all that relates to the equipment of ships according to the allowance lists from time to time in force. It shall make the specifications of the type and character of nautical and navigating instruments, and of electrical appliances, except those in connection with the battery and hull auxiliaries.

(2) The installation, maintenance, and repair of interior and exterior signal communications, and of all electrical appliances of whatsoever nature on board naval vessels, except range finders, battle order and range transmitters and indicators, motors and their controlling apparatus used to operate the machinery belonging to other bureaus, shall be done to the satisfaction of the Bureau of Equipment.

(3) It shall defray the expenses of pilotage of all ships in commission.

(4) It shall inspect all work done for it.

(5) It shall have control of the Naval Observatory, the Hydrographic Office, wireless apparatus and stations, and of all matters connected therewith. Bureau of Navigation.

6. (1) The duties of the Bureau of Navigation shall comprise the promulgation, record, and enforcement of the orders of the Secretary to the fleet and to the officers of the Navy, except such orders as pertain to the office of the Secretary: all that relates to the education of officers and men, including the Naval Academy, the Naval War College, and technical schools for officers, the apprentice seaman establishment, schools for the technical education of enlisted men, and to the supervision and control of the Naval Home at Philadelphia, Pa., Nautical Almanac and Compass Offices, to the enlistment and discharge of all enlisted persons, and to the preparation of estimates for the pay of all officers and enlisted men.

(2) It shall have under its direction all rendezvous and receiving ships, and provide transportation for all enlisted persons under its cognizance.

(3) It shall establish the complement of all ships in commission.

(4) It shall keep the records of service of all fleets, squadrons, ships, officers, and men, and prepare an annual navy register for publication.

(5) It shall be charged with the preparation, revision, and enforcement of all tactics, drill books, signal codes, cipher codes, and regulations governing uniform and service afloat, and with the distribution of all general orders, special orders, and regulations.

(6) Questions of naval discipline arising in the service will be submitted by this bureau for the action of the Secretary.

(7) All orders governing the movement of vessels, other than those issued by officers exercising command afloat or at shore stations, within the limits of their respective commands, will be signed by the Secretary and recorded in this bureau.

(8) It shall receive and bring to the attention of the Secretary of the Navy all applications from officers for duty or change of duty.

(9) It shall receive all reports of service performed by ships, officers, or men, and all inspections of ships not of a special nature; also reports of all drills and exercises.

(10) In order to prevent conflicting instructions, and that a proper record may be kept of the readiness of all vessels for service, all official communications from the Navy Department and its offices and bureaus to ships in commission for sea service, which refer to the movements of ships, to their condition, to their repairs, to their availability for sea service, and to their personnel, shall be forwarded through this bureau, except that when the Department has set a date for the completion of repairs to a vessel at a navy yard, subsequent requests for repairs whose time of completion will fall within the date fixed as above, shall, in general, be forwarded by the commandant direct to the bureaus concerned. (Art. 1506.)

(11) It shall be charged with the transportation, storage, and handling of coal and water used for all purposes on board naval vessels, and with the control of naval coal depots and coaling stations.

7. (1) The duties of the Bureau of Ordnance shall comprise all that relates to the Torpedo Station, Naval Proving Ground, and magazines on shore, to the manufacture of offensive and defensive arms and apparatus (including torpedoes), all ammunition, and war explosives. It shall require for or manufacture all machinery, Bureau of Ordnance.

apparatus, equipment, material, and supplies required by or for use with the above.

(2) It shall recommend the armament to be carried by all armed vessels, the material, kind, and quality of armor, the interior dimensions of revolving turrets, and their requirements as regards rotation; it shall also fix, within the carrying power of vessels as determined by the Bureau of Construction and Repair, the location and command of the armament, and distribute the thickness of armor.

(3) It shall, as the work proceeds, inspect the installation of the permanent fixtures of the armament and its accessories on board ship, and the methods of stowing, handling, and transporting ammunition and torpedoes, all of which work shall be performed to its satisfaction. It shall design and construct turret ammunition hoists, determine the requirements of all ammunition hoists, and the method of construction of armories and ammunition rooms on shipboard, and, in conjunction with the Bureau of Construction and Repair, determine upon their location and that of ammunition hoists. It shall confer with the Bureau of Construction and Repair respecting the arrangements for centering the turrets, and the character of the roller paths and their supports.

(4) It shall have cognizance of all electrically operated ammunition hoists, rammers, and gun-elevating gear which are in turrets; of electric range finders; of electric training and elevating gear for gun mounts not in turrets; of electrically operated air compressors for charging torpedoes; and of all battle-order and range transmitters and indicators.

(5) It shall approve the design of the various shops and buildings at navy yards where its work is executed, so far as their internal arrangements are concerned.

(6) It shall determine upon and require for or manufacture all the tools, stores, stationery, blank books, forms, material, means and appliances of every kind required in its shops, including fuel and transportation.

(7) It shall inspect all work done for it.

**Bureau of
Construction and
Repair.**

8. (1) The duties of the Bureau of Construction and Repair shall comprise all that relates to designing, building and repairing ships of the Navy on plans approved by the Navy Department, and their equipment not otherwise provided for in this chapter. In doing this work it shall consult the Bureau of Ordnance as to the battery requirements in designing, constructing, and installing independent ammunition hoists, and other permanent fixtures, which are already specified to be the special province of the Bureau of Ordnance.

(2) It shall also have charge of all public works at navy yards unless otherwise herein provided for.

**Bureau of
Steam Engineer-
ing.**

9. (1) The duties of the Bureau of Steam Engineering shall comprise all that relates to designing the steam machinery for the propulsion of naval ships, the steam pumps, heaters, distilling apparatus and steam connections of ships within the machinery space.

(2) It shall prepare specifications for fuel to be purchased for naval ships, and shall inspect the same.

(3) It shall inspect the work done for it.

**Bureau of
Supplies and Ac-
counts.**

10. (1) The duties of the Bureau of Supplies and Accounts shall comprise all that relates to the supply of funds for disbursing officers and the keeping of the money accounts of the naval

establishment; the purchase, reception, storage, care, custody, transfer, shipment, and issue of all supplies, including coal and water, for the naval establishment and the keeping of a proper system of accounts for the same, except supplies for the Marine Corps and except the reception, storage, care, custody, transfer, and issue of medical supplies; the requiring for, preparing, or manufacture of provisions, clothing and small stores; and the requiring for material under the Naval Supply Fund.

(2) It shall approve the design of the various buildings and shops at the navy yards where its own work is performed and stores are kept, so far as their internal arrangements are concerned, and, after their completion, shall have control of the same.

(3) It shall determine upon and require for all the tools, stores, stationery, blank books, forms, materials, means, and appliances of every kind used by the Supplies and Accounts department, and all books and blanks for the other departments used in connection with the Bureau of Supplies and Accounts.

(4) It shall have charge of all shipments.

(5) The cost of supplies purchased by this bureau for other bureaus or branches of the naval establishment shall be defrayed out of the appropriations provided therefor by law, coming under the cognizance of those bureaus or branches.

(6) It shall make specifications for galleys, bake ovens, and other cooking apparatus and utensils.

11. (1) The Bureau of Medicine and Surgery shall have control of all hospitals and of the force employed there, and it shall have the general direction of the internal organization and administration of hospital ships; it shall have advisory power with respect to all questions connected with hygiene and sanitation affecting the service and, to this end, opportunity for unobstructed inspection; it shall provide for all physical examinations; it shall pass upon the competency, from a professional standpoint, of all men in the hospital corps for enlistment and promotion by means of examinations conducted under its supervision, or under forms prescribed by it; it shall have information as to the assignment and duties of all enlisted men of the hospital corps, with opportunity to invite the attention of the Department to any changes which may seem to be desirable; and shall have power to appoint and remove all nurses in the nurse corps (female), subject to the approval of the Secretary of the Navy.

Bureau of
Medicine and
Surgery.

(2) The duties of the Bureau of Medicine and Surgery shall comprise all that relates to medical supply depots, medical laboratories, naval hospitals, hospital ships, dispensaries, and technical schools for the medical and hospital corps, and the nurse corps (female). It shall require for all supplies, medicines and instruments used in the medical department of the Navy.

(3) It shall approve the design of the various buildings erected within navy yards for its own purposes, so far as their internal arrangements are concerned and, after their completion, have control of the same.

(4) It shall design, erect, furnish, and maintain all the buildings constructed for its own purposes outside the limits of navy yards, for which it may have estimated; and it shall approve, under the special instructions of the Secretary, the purchase,

sale, and transfer of all land and buildings in connection therewith, and shall be charged with the preservation of the public property under its control.

(5) It shall determine upon and require for all the stores, stationery, blank books, forms, materials, instruments, means and appliances of every kind used in the medical department for its own purposes, and shall have control of their inspection, storage, and preparation.

**Duties of
Judge Advocate
General.**

12. (1) The duties of the Judge Advocate General of the Navy shall be as follows: To revise, report upon, and have recorded the proceedings of all courts-martial, courts of inquiry, boards of investigation, inquest, and boards for the examination of officers for retirement and promotion in the naval service; to prepare charges and specifications for courts-martial, and the necessary orders convening courts-martial, in cases where such courts are ordered by the Secretary of the Navy; to prepare general orders promulgating the final action of the reviewing authority in court-martial cases; to prepare the necessary orders convening courts of inquiry and boards for the examination of officers for promotion and retirement, and for the examination of candidates for appointment as commissioned officers in the Navy other than midshipmen, and to conduct all official correspondence relating to such courts and boards.

(2) It shall also be the duty of the Judge Advocate General to examine and report upon all questions relating to the construction of the regulations, including those relating to rank and precedence, promotions and retirements, and those relating to the validity of the proceedings in court-martial cases; all matters relating to the supervision and control of naval prisons and prisoners; the removal of the mark of desertion; the correction of records of service and reporting thereupon in the regular or volunteer navy; certification of discharge in true name; pardons; bills and resolutions introduced in Congress relating to the personnel and referred to the Department for report; references to the Comptroller of the Treasury with regard to pay and allowances of the personnel; questions involving points of law concerning the personnel; and to conduct the correspondence respecting the foregoing duties.

**Duties of the
Solicitor.**

13. (1) It shall be the duty of the Solicitor to examine and report upon questions of law, including the drafting and interpretations of statutes, and matters submitted to the accounting officers, not relating to the personnel; preparation of advertisements, proposals, and contracts; insurance; patents; the sufficiency of official, contract, and other bonds and guarantees; acquisition of and questions affecting lands; proceedings in the civil courts by or against the Government or its officers; claims by or against the Government; questions submitted to the Attorney-General; bills and Congressional resolutions and inquiries not relating to the personnel and not elsewhere assigned; and to conduct the correspondence respecting the foregoing duties. Opinions relating to the personnel shall, when received, be referred by the Solicitor to the Bureau of Navigation via the office of the Judge Advocate General.

(2) He shall be charged under the special instructions of the Secretary of the Navy with the purchase, sale, transfer, and other questions affecting lands and buildings pertaining to the

Navy, and with the care and preservation of all muniments of title to land acquired for naval uses.

(3) He shall also render opinion upon any matter or question of law when directed to do so by the Secretary of the Navy.

SECTION 2.—DUTIES OF THE GENERAL BOARD.

14. (1) The General Board shall devise measures and plans for the effective preparation and maintenance of the fleet for war, and shall advise the Secretary of the Navy as to the disposition and distribution of the fleet, and of the reinforcements of ships, officers, and men of the Navy and Marine Corps. Duties of the
General Board.

(2) It shall prepare and submit to the Secretary of the Navy plans of campaign, including coöperation with the Army, and the employment of all the elements of naval defense, such as the Naval Militia, Coast Survey, Light-House Service, and merchant vessels, and shall constantly revise these plans in accordance with the latest information received.

(3) It shall consider the number and types of ships proper to constitute the fleet, the number and rank of officers, and the number and ratings of enlisted men required to man them; and shall advise the Secretary of the Navy respecting the estimates therefor (including such increase as may be requisite) to be submitted annually to Congress.

(4) It shall advise the Secretary of the Navy concerning the location, capacity, and protection of coal depots and supplies of coal; the location, general arrangement, and protection of naval stations, reserves of ordnance and ammunition, and depots of supplies; and shall advise as to the delivery of provisions and stores of every kind required by the fleet.

(5) It shall coordinate the work of the Naval War College, the Office of Naval Intelligence, and the Board of Inspection and Survey, and shall consider and report upon naval operations, manuevers, tactics, organization, training, and such other subjects as the Secretary of the Navy may lay before it.

SECTION 3.—COORDINATION OF WORK OF BUREAUS.

15. (1) During the preparation of the designs of a new vessel each bureau shall prepare a detailed statement of all objects under its cognizance which it is proposed to install during the construction and fitting out, complete for sea, of the vessel. Fully itemized estimates of weights and positions of centers of gravity of all objects shall be included in this detailed statement. A copy of the above shall be furnished to the Bureau of Construction and Repair before the final plans are submitted to the Secretary of the Navy for his approval. Within three months after the commissioning of a new vessel a detailed statement, itemized as above, shall be furnished the Bureau of Construction and Repair, in which actual weights and revised estimates of positions of centers of gravity, where necessary, shall be given. Designs of new
vessels.

(2) Changes in ships from the original designs, in the positions, dimensions or weights of framing, hull plating, spaces, openings or hull fittings, of machinery, armor and armament, articles of outfit or equipment, or in weight of stores to be carried, shall not be made unless approved by the Department, nor shall work be Changes in
original designs.

commenced on a design till the space allotted for each purpose is shown on it. Provided, that propositions to make any of the aforesaid changes not involving a cost of more than \$500, which may be agreed upon in writing by all the bureaus concerned, need not be submitted to the Department.

16. (1) Chiefs of bureaus charged with designing, manufacturing, or furnishing machinery, armor or armament, articles of outfit or equipment, or stores for vessels, who may deem it advisable to make changes in positions, dimensions, or weights of said machinery, armor or armament, articles of outfit or equipment, or stores, shall submit to the Department, through the Bureau of Construction and Repair, a statement in writing of the proposed changes and the estimated increased or decreased weight and cost thereof, and the reasons therefor.

Proposed changes to be submitted.

(2) The Chief of Bureau of Construction and Repair shall carefully consider all such statements of proposed changes and forward them to the Department with a written report regarding their effect upon the hull plans, structural strength, stability, and efficiency of the vessels, including in the report an estimate of the increased or decreased cost, if any, to the Bureau of Construction and Repair, to result therefrom. He shall also state whether or not he finds any objections to such changes as far as they relate to matters under his cognizance and, if so, shall specify them.

Report regarding effect of changes.

(3) Whenever the Chief of the Bureau of Construction and Repair may deem it advisable to make changes in the construction, position, or dimensions of the hull or fittings, or in space or arrangement of space, affecting the work of another bureau, he shall submit to the Department, through that bureau, a statement in writing of the proposed changes and the estimated increased or decreased cost thereof, and the reasons therefor. The chief of the bureau concerned shall carefully consider such statements of proposed changes and forward them to the Department with a written report showing whether or not he finds any objections to such changes as far as they relate to matters under his cognizance and, if so, shall specify them. In case such proposed changes concern more than one bureau, the Chief of Bureau of Construction and Repair shall cause the proposition to be forwarded to the Department through each of the bureaus concerned; the chief of each of these shall make his report upon it, as aforesaid, the last chief to whom it is referred forwarding it to the Department.

Structural changes affecting other bureaus.

CHAPTER II.

RANK, COMMAND, AND DUTY.

SECTION 1.—OFFICERS IN GENERAL.

17. (1) Officers of the United States Navy shall be known as officers of the line and officers of the staff. **Officers of the Navy.**

(2) Except when otherwise provided by law or regulation, every commissioned officer of the Navy when designated by title shall be given the title borne on the face of his commission that indicates his office. The titles of officers of the line are given in article 18; of officers of the staff, in article 21; of chiefs of bureaus, the Judge Advocate General, and others, in article 24. **Titles of officers, where shown.**

(3) All officers of the Navy shall be addressed officially by the titles prescribed in these regulations.

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

(2) Line officers have rank in the order given in paragraph 1 of this article and shall exercise military command accordingly, subject to the restrictions respecting the exercise of such command imposed by law in the case of officers transferred to the line for engineer duty only.

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

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

(5) Line officers on the retired list have the titles of the rank with which retired.

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

19. (1) Officers of the line exercise military command.

(2) Only officers on duty can exercise, or are subject to, command, except as provided for in article 216. **Authority of line officers.**

(3) On all occasions where two or more ships' expeditions or detachments of officers and men meet, the command of the whole devolves upon the senior line officer.

(4) At all times and places not specifically provided for in these regulations, where the exercise of military authority for the purpose of cooperation or otherwise is necessary, of which the responsible officer must be the judge, the senior line officer on the spot shall assume command and direct the movements and

efforts of all persons in the Navy present, subject to the limitations of article 1494.

(5) The senior line officer shall be held accountable for the exercise of his authority, and must not divert any officer from a duty confided to him by a common superior, or deprive him of his command or duty without good and sufficient reason.

Staff officers. 20. The officers of the staff are as follows: Medical officers, pay officers, chaplains, professors of mathematics, naval constructors, civil engineers.

Rank and titles of staff officers. 21. (1) Officers of the staff on the active list have rank and title as follows:

Medical officers. (a) Medical directors have the rank of captain and the title medical director; medical inspectors have the rank of commander and the title medical inspector; surgeons the rank of lieutenant-commander and the title surgeon; passed assistant surgeons the rank of lieutenant and the title passed assistant surgeon; assistant surgeons the rank of lieutenant (junior grade) and the title assistant surgeon.

Pay officers. (b) Pay directors have the rank of captain and the title pay director; pay inspectors the rank of commander and the title pay inspector; paymasters the rank of lieutenant-commander or lieutenant and the title paymaster; passed assistant paymasters the rank of lieutenant or lieutenant (junior grade) and the title passed assistant paymaster; assistant paymasters the rank of lieutenant (junior grade) or ensign and the title assistant paymaster.

Chaplains. (c) Of the chaplains, the senior four have the rank of captain; the next seven that of commander; the next seven that of lieutenant-commander or lieutenant, and the remaining chaplains that of lieutenant. All officers of this corps have the title chaplain.

Professors of mathematics. (d) Of the professors of mathematics, the senior three have the rank of captain; the next four that of commander; and the remaining five that of lieutenant-commander or lieutenant. All officers of this corps have the title professor of mathematics.

Naval constructors. (e) Of the naval constructors, the senior five have the rank of captain; the next five that of commander, and the remaining naval constructors that of lieutenant-commander or lieutenant. All officers of the above grades have the title naval constructor. Assistant naval constructors have the rank of lieutenant or lieutenant (junior grade) and the title assistant naval constructor.

Civil engineers. (f) Of the civil engineers, the senior two have the rank of captain; the next two that of commander; the next two that of lieutenant-commander; and the remaining civil engineers that of lieutenant. All officers of the above grades have the title civil engineer. The senior six assistant civil engineers have the rank of lieutenant (junior grade), and the remaining six that of ensign. All officers of these two latter grades have the title assistant civil engineer.

(2) Staff officers on the retired list have the titles appropriate to the corps from which retired: e. g., medical directors retired with the rank of rear admiral have the title medical director (22 Op. Att. Gen., 433); medical inspectors retired with the rank of captain have the title medical director; medical inspectors retired with the rank of commander have the title medical inspector.

Authority of staff officers. 22. (1) Officers of the staff shall, under the commanding officer, have all necessary authority within their particular depart-

ments for the due performance of their respective duties, and they shall be obeyed accordingly by their subordinates.

(2) They shall not, by virtue of rank and precedence, have any additional right to quarters, nor shall they have authority to exercise command, except in their own corps; nor shall they take precedence of their commanding officer; nor shall they take precedence of the aid or executive of the commanding officer while executing the orders of such commanding officer on board of the vessel or at the station to which he is attached; nor shall they be exempted from obeying the lawful commands of officers of the line who may be charged by proper authority with the details of military duty incident to the naval service.

23. (1) The precedence of officers of the Navy shall be regulated by the precedence list published in the Navy Register. Where commissioned officers of the different corps, who are not graduates of the Naval Academy, take precedence from the same date, they shall be arranged in the precedence table to take rank in the following order: (a) Line officers; (b) medical officers; (c) pay officers; (d) chaplains; (e) professors of mathematics; (f) naval constructors; (g) civil engineers.

Precedence of officers.

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

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

Rank and titles of line officers, chiefs of bureaus.

(2) The chiefs of the Bureaus of Medicine and Surgery, Supplies and Accounts, Steam Engineering, and Construction and Repair, while holding these offices, shall have, respectively, the title of Surgeon-General, Paymaster-General, Engineer in Chief, and Chief Constructor. (Sec. 1471, R. S.; Op. Att. Gen., March 4, 1904.) A staff officer serving as chief of the Bureau of Yards and Docks retains his title in the corps to which he belongs.

Titles of other chiefs of bureaus.

(3) Every chief of bureau shall cause the name of his office to be affixed to his official signature.

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

Judge Advocate General.

(5) Officers retired while serving as chiefs of bureau or as Judge Advocate General shall retain the rank and titles held by them, respectively, while so serving.

(6) Line titles shall not be used, either officially or semi-officially, by officers not of the line of the Navy. Where appropriate, however, as upon visiting cards and otherwise, in semi-official and personal use, the words "with the rank of ———," may, if desired, be employed.

Line titles, by whom not to be used.

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

Officers of the Army and the Marine Corps.

- (a) Admiral shall rank with general.
- (b) Rear admiral with major general.
- (c) Commodore with brigadier general.
- (d) Captain with colonel.
- (e) Commander with lieutenant-colonel.

(f) Lieutenant-commander with major.

(g) Lieutenant with captain.

(h) Lieutenant (junior grade) with first lieutenant.

(i) Ensign with second lieutenant. (Sec. 1466, R. S.)

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

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

Officers of the
Marine Corps
and Army.

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

Officers of the
Revenue Cutter
Service.

27. The officers of the Revenue Cutter Service when serving in accordance with law, as a part of the Navy, shall be entitled to relative rank, as follows:

(a) Captains with and next after lieutenant-commanders in the Navy.

(b) First lieutenants with and next after lieutenants in the Navy.

(c) Second lieutenants with and next after lieutenants (junior grade) in the Navy.

(d) Third lieutenants with and next after ensigns in the Navy. (Secs. 1492 and 2757, R. S.)

(e) No officer of the Revenue Cutter Service shall have control at any time over any vessel, officer, or man of the naval service. Nor shall any naval officer exercise such military or other control over any vessel, officer, or man of the Revenue Cutter Service, except by direction of the President. (Act of April 12, 1902.)

Warrant off-
cers.

28. (1) Boatswains, gunners, carpenters, sailmakers, pharmacists, and warrant machinists are warrant officers. They take precedence of each other on the active list of the Navy according to the date of their warrants, and in case the warrants of two or more of them are of the same date, then according to the order in which their names are borne upon the Official Navy Register as kept in the Navy Department. They take precedence next after midshipmen and ahead of all mates.

Commissioned
warrant officers.

(2) After six years from date of warrant, boatswains, gunners, carpenters, and sailmakers, respectively, if duly qualified, are commissioned chief boatswains, chief gunners, chief carpenters, and chief sailmakers, to rank with but after ensigns. On the active list of the Navy these commissioned warrant officers take precedence after ensigns, and of each other according to the dates of their commissions, and in case the commissions of two or more of them are of the same date, then according to the order in which their names are borne upon the Official Navy Register as kept in the Navy Department. Such commissions give no additional right to quarters on board ship or to command.

How classed.

(3) Chief boatswains, chief gunners, boatswains, and gunners are classed as line officers of the Navy; chief carpenters, chief sailmakers, carpenters, sailmakers, pharmacists, and warrant machinists, as staff officers.

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

Rank of, and precedence.

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

29. (1) Clerks to pay officers are appointed for a limited period. They are subject in all respects to the same laws and regulations that govern other persons in the naval service.

Paymasters' clerks.

(2) Mates are rated, by authority of the Secretary of the Navy, from seamen and ordinary seamen who have enlisted in the naval service for not less than two years. (Sec. 1408, R. S.) Mates have no relative rank, but they shall take precedence of all petty officers, noncommissioned officers of the Marine Corps, and enlisted men, and in their own grade according to the dates of their appointments.

Mates.

30. Commissioned warrant officers, warrant officers, mates, and petty officers shall have, under their superiors, all necessary authority for the due performance of their duties, and they shall be obeyed accordingly.

Authority of subordinate officers and petty officers.

31. Petty officers, musicians, and other enlisted men in the Navy, and noncommissioned officers, musicians, and privates in the Marine Corps, shall take precedence according to the following tabular classification; the precedence of two or more holding the same rate shall be determined by the date of their rates; if of the same date, then their precedence shall be determined by their respective lengths of service. At general muster the names of petty officers shall be called in the order of their precedence. (Sec. 1410, R. S.)

Petty officers and enlisted men.

Chief petty officers.

Seaman branch.	Artificer branch	Special branch.	Marines.
Chief masters-at-arms.	Chief machinist's mates.	Chief yeomen.	Sergeants major.
Chief boatswain's mates.	Chief electricians.	Hospital stewards.	First sergeants in charge of guard.
Chief gunner's mates.	Chief carpenter's mates.	Bandmasters.	Quartermaster-sergeants.
Chief turret captains.	Chief water tenders.	Chief commissary stewards.	Drum majors.
Chief gun captains.			Leader of band.
Chief quartermasters.			Second leader of band.

Petty officers, first class.

Seaman branch.	Artificer branch.	Special branch.	Marines.
Masters-at-arms, first class. Boatswain's mates, first class. Turret captains, first class. Gunner's mates, first class. Gun captains, first class. Quartermasters, first class.	Machinist's mates, first class. Electricians, first class. Boilermakers. Coppersmiths. Blacksmiths. Plumbers and fitters. Sailmaker's mates. Carpenter's mates, first class. Water tenders. Ship fitters, first class. Painters, first class.	First musicians. Yeomen, first class. Commissary stewards. Ship's cooks, first class. Bakers, first class.	First sergeants. Gunnery sergeants.

Petty officers, second class.

Masters-at-arms, second class. Boatswain's mates, second class. Gunner's mates, second class. Gun captains, second class. Quartermasters, second class.	Machinist's mates, second class. Electricians, second class. Carpenter's mates, second class. Printers. Oilers. Ship fitters, second class. Painters, second class.	Yeomen, second class. Ship's cooks, second class.	Sergeants.
---	---	--	------------

Petty officers, third class.

Masters-at-arms, third class. Coxswains. Gunner's mates, third class. Quartermasters, third class.	Electricians, third class. Carpenter's mates, third class. Painters, third class.	Yeomen, third class. Hospital apprentices, first class.	Corporals.
---	---	--	------------

Seamen, first class.

Seamen gunners. Seamen.	Firemen, first class.	Musicians, first class. Ship's cooks, third class. Bakers, second class.	Musicians. Privates.
----------------------------	-----------------------	--	-------------------------

Seamen, second class.

Seaman branch.	Artificer branch.	Special branch.	Marines.
Ordinary seamen.	Firemen, second class. Shipwrights.	Musicians, second class. Buglers. Hospital apprentices. Ship's cooks, fourth class.	

Seamen, third class.

Apprentice seamen.	Coal passers. Landsmen.	Landsmen.	
--------------------	----------------------------	-----------	--

Messman branch.

Stewards to commanders-in-chief. Cooks to commanders-in-chief. Stewards to commandants. Cooks to commandants. Cabin stewards. Cabin cooks. Wardroom stewards. Wardroom cooks.	Steerage stewards. Steerage cooks. Warrant officers' stewards. Warrant officers' cooks. Mess attendants, first class. Mess attendants, second class. Mess attendants, third class.
--	--

SECTION 2.—DETAIL OF COMMAND AND DUTY.

32. (1) Officers of the Navy shall perform such duty at sea or on shore as may be assigned to them by the Navy Department.

(2) Vessels of the Navy shall be classified as follows (Executive order of June 7, 1901):

(a) First rates, men-of-war of 8,000 tons and above.

(b) Second rates, men-of-war only of 4,000 tons and under 8,000 tons, and converted and auxiliary vessels of 6,000 tons and above, except colliers, refrigerating ships, distilling ships, tank steamers, repair ships, hospital ships, and other vessels constructed or equipped for special purposes.

(c) Third rates, men-of-war from 1,000 to 4,000 tons, converted and auxiliary vessels from 1,000 to 6,000 tons, and colliers, refrigerating ships, supply ships, distilling ships, tank steamers, repair ships, hospital ships, and other vessels constructed or equipped for special purposes of 4,000 tons and above.

(d) Fourth rates, all other rated vessels.

(e) Torpedo-boat destroyers, torpedo boats, tugs, sailing ships, and receiving ships shall not be rated.

(3) Vessels of the Naval Auxiliary Service having merchant crews are amenable to navigation laws. Crews must be shipped and discharged before consuls and papers deposited with consuls, except in those cases where anticipated orders for prompt movement make this course undesirable, in which case the consul is to be notified.

In general.

Rating of vessels.

Vessels of Naval Auxiliary Service.

- Admiral of the Navy.** 33. The Admiral of the Navy may command a fleet, or perform such other duty as may be assigned to him by the Navy Department.
- Rear admiral.** 34. A rear admiral may command a fleet, a squadron, a division, or a naval station.
- Captain.** 35. A captain may command a division or a squadron, be chief of staff to a flag officer, command a naval station, a battleship, an armored cruiser, or a ship not rated.
- Commander.** 36. (1) A commander may command a division of a squadron, a naval station, a battleship, a protected cruiser of the first rate, a ship of the second or third rate, a torpedo destroyer flotilla, or a ship not rated; be chief of staff to a flag officer; be assigned to duty as fleet engineer; and may serve as executive officer of a battleship or armored cruiser.
(2) Such rear admirals, captains, and commanders as are by law restricted to the performance of engineering duties shall be assigned accordingly, and to shore duty only.
- Lieutenant-commander.** 37. (1) A lieutenant-commander may command a ship of the third or fourth rate, a torpedo boat destroyer flotilla, a torpedo boat destroyer, or a ship not rated, and may in a ship commanded by an officer of a superior grade serve as executive officer, or navigator, or ordnance officer, or senior engineer officer. He may serve as fleet ordnance officer or flag secretary on the staff of the commander-in-chief of a fleet. Such lieutenant-commanders as are by law restricted to the performance of engineering duties shall be assigned accordingly, either at sea or on shore. (Art. 396.)
(2) A hospital ship may be commanded by a naval medical officer not below the grade of surgeon.
- Lieutenant.** 38. A lieutenant may command a ship of the fourth rate, a torpedo boat destroyer flotilla, a torpedo boat destroyer, a torpedo boat, tug, tender, or ship not rated. In a ship commanded by an officer of superior rank, he may serve as executive officer, or navigator, or ordnance officer, or senior engineer officer, or watch officer (deck or engine room), or flag lieutenant or aid to a flag officer, or secretary to the Admiral while on sea service. (Art. 396.)
- Lieutenant (junior grade).** 39. A lieutenant (junior grade) may command a torpedo boat, tug, tender, or ship not rated. In a ship commanded by an officer of superior rank, he may serve as executive officer, or navigator, or ordnance officer, or senior engineer officer, or watch officer (deck or engine room), or flag lieutenant, or aid to the commander of a division. (Art. 396.)
- Ensign.** 40. An ensign may command a torpedo boat, tug, or ship not rated. In a ship commanded by an officer of superior rank he may serve as executive officer, or navigator, or senior engineer officer, or watch officer (deck or engine room), or aid to the commander of a squadron, or to the captain of a ship. (Art. 396.)
- Midshipman.** 41. A midshipman shall perform such duty afloat as may be assigned him, including watch and division duty (deck or engine room), but shall not be detailed for duty on the personal staff of a flag officer, or as aid to the captain of a ship.
- Flag officer in chief command disabled; succession.** 42. (1) Should the flag officer commanding die, become incapacitated, or leave his station permanently before being relieved by a successor appointed by the Secretary of the Navy, the line officer next in rank in the fleet or squadron shall succeed to the command and discharge its duties until regularly relieved, in addi-

tion to his regular duties; and he shall have all the authority and responsibility of a flag officer in command as if assigned to that duty in terms, by the Navy Department.

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

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

Absence less than twenty-four hours.

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

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

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

Absence exceeding twenty-four hours in foreign port.

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

Flag officer in chief command killed in battle.

44. Should the captain of a ship be rendered incapable of exercising command, the senior line officer attached to the vessel (exclusive of those line officers restricted by law to the performance of engineering duties) shall succeed to the command until relieved by orders from the flag officer commanding, or the Navy Department, even though there be officers on board higher in rank than himself.

Death or disability of the captain of a ship; succession.

45. The captain of a ship not a flagship with a flag officer embarked as passenger by due authority shall be subject to the orders of such flag officer. The latter, when so embarked, shall display his flag. Other officers embarked as passengers, senior to the captain, shall have no authority, but those junior to him, if not on the flag officer's staff, may be assigned to duty when the exigencies of the service render it necessary, of which necessity the captain shall be the sole judge. Passengers thus assigned shall have the same authority as though regularly attached to the ship, but shall not displace any officer belonging to the regular complement of the ship in his quarters.

Authority of a flag officer when a passenger.

Passengers assigned to duty.

46. No officer can place himself on duty by virtue of his commission or warrant alone.

Authority to perform duty.

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

Authority of acting appointments.

Retired officers.

48. An officer on the retired list of the Navy shall not be employed on active duty except in time of war or as provided in article 1061.

Authority of navy and of army officers serving together.

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

Officers on duty in Light-House Service, under Fish Commission, or in Coast Survey.

50. (1) Officers ordered to duty under the Light-House Board, the Bureau of Fisheries, or the Coast and Geodetic Survey, shall report by letter to the Secretary of Commerce and Labor, and while on such duty they shall obey the orders and directions of the Secretary of Commerce and Labor and of the Light-House Board, the Bureau of Fisheries, or the Superintendent of the Coast Survey, as the case may be.

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

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

Sec. 1468, R. S.

51. Commanding officers of vessels of war and of naval stations shall take precedence over all officers placed under their command.

Sec. 1469, R. S.

The Secretary of the Navy may, in his discretion, detail a line officer to act as the aid or executive of the commanding officer of a vessel of war or naval station, which officer shall, when not impracticable, be next in rank to said commanding officer. Such aid or executive shall, while executing the orders of the commanding officer on board the vessel, or at the station, take precedence over all officers attached to the vessel or station. All orders of such aid or executive shall be regarded as proceeding from the commanding officer; and the aid or executive shall have no independent authority in consequence of such detail. Staff officers, senior to the officer so detailed, shall have the right to communicate

Sec. 1470, R. S.

directly with the commanding officer. In processions on shore, on courts-martial, summary courts, courts of inquiry, boards of survey, and all other boards, line and staff officers shall take precedence according to rank.

Sec. 1489, R. S.

Decisions.

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

Authority of officers in command.

(a) Officers intrusted with the command of vessels of war or naval stations, or with the command or direction of any military

expedition or duty, whatever their rank, must, while properly in such command or direction, have full command, authority, and precedence over all officers and persons, of whatever rank, serving in such vessel, station, or expedition, or in the execution of such duty. This authority and precedence will descend to the officer or person on whom such command or direction may devolve by reason of the death, disability, or absence of the person otherwise in command or direction.

(b) In case of death, disability, or absence of an officer in military command or direction, this command and direction, with all its authority and precedence, devolves and rests upon the line officer eligible to command next in rank who may be present and on duty with such command. In processions on shore all officers take precedence according to their rank; but when such procession forms a military command, the command devolves upon the senior line officer present eligible to command, subject to the limitation of article 1494, and authority and precedence attach accordingly. On all courts-martial, courts of inquiry, boards of survey, and other boards, line and staff officers take precedence according to rank. The senior officer of such courts or boards presides by virtue of his rank.

Death, disability or absence of commanding officer.

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

Staff officers.

(d) No officer of any grade of the Navy is authorized by virtue of his own mere rank and authority to give any order or grant any privilege, permission, or liberty to his senior in rank of any corps; nor is any senior officer required to receive such order, privilege, permission, or liberty from his junior, unless such junior is at the time in command of the vessel of war or naval station to which the senior is attached, or in command or direction of the military expedition or duty on which such senior is serving, or is, as aid or executive, executing such order of the commanding officer; and no commanding officer is authorized to delegate to any junior the authority to grant any permission, privilege, or liberty to his senior, but must himself receive and hear, under proper regulations, any request therefor from such senior, satisfying himself as to its propriety, and deciding the matter in the exercise of his own authority. Any officer on shipboard, however, who is intrusted by general provision or special order of proper authority with any duty, the present performance of which may involve the movements of the ship itself, or the attitude of the ship's company as a whole, represents the commanding officer for that purpose, and is intrusted, for the time, with all the authority necessary for the proper performance of such duty; and all officers, of whatever rank, are required to assist in carrying out such duty, and to receive and execute his orders for that purpose; nor will he be interfered with therein, unless by the captain, or the

Authority to issue orders, etc.

aid or executive, who are entitled to relieve him in the performance of such duty.

The executive officer; his duties and authority.

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

In charge of police of ship.

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

As inspecting officer of ship.

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

As intrusted with organization.

(4) As the officer to whom the details of the organization of the ship's company are intrusted, the aid or executive is the proper person to station the officers and crew, and to prepare, form, parade, and present them in proper attitude for review and inspection by the captain 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 captain. While carrying out the details of organization and those of police and inspection, in execution of the orders of the commanding officer, the aid or executive takes precedence over all officers attached to the ship, and shall be obeyed and respected accordingly. Reports of heads of departments and of officers senior in rank to the aid or executive, other than those above mentioned, will be made direct to the commanding officer. The commanding officer is authorized to grant temporary leave of absence to the officers and others attached to the vessel. Under his orders and special directions such leave of absence may be granted by the aid or executive to officers who are junior to him in rank; these officers will report their return from leave to the aid or executive. Officers senior in rank to the aid or executive desiring to leave the ship will obtain the required permission di-

rectly from the commanding officer, and upon their return from leave will report the same to him. All officers will report their permission to leave the ship, and their return, to the officer of the deck. The departure and return of officers senior to the aid or executive will be reported to the latter by the officer of the deck.

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

Exercise of authority by executive officer.

(6) The officer in command of a ship of war is not authorized to delegate his power except for the carrying out of the details of the general duties to be performed by his authority. The command is his, and he can neither delegate the duties of it to another, nor avoid its burdens, nor escape its responsibilities; and his "aid or executive," in the exercise of the power given to him 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 informed or is in doubt as to such opinion or wishes he must remedy such defect by prompt and personal application, to the end that the authority of the captain may be used only to carry out his own views; and that he may not be, by its unwarranted exercise, in any measure relieved from his official responsibilities, which can neither be assumed by nor fall upon any other officer.

Delegation of authority.

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

Authority other than as executive.

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

Not required to announce authority for orders.

is defined by the statute, which contemplates obedience to it as such by "all officers attached to the vessel," and the statute, while it provides that the officer detailed to act as "aid or executive" shall, "when not impracticable, be next in rank to the commanding officer," still contemplates the same obedience when this is impracticable.

Complaints and appeals.

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

Right of officers to communicate with commanding officer.

(10) The right of all officers, whether of the line or staff, to communicate with the commanding officer at all proper times and places is not to be denied or restricted; but this does not interfere with the duty of all such officers to recognize and acquiesce in the authority delegated to the "aid or executive" for the purpose of police, organization, and inspection as aforesaid, nor confer upon any such officer the right to interrupt the ordinary course of military organization or duty, while in actual execution, for the purpose of making such communication.

Officers in charge of departments.

54. Every officer in charge of a department has the general right, at all proper times, to communicate and confer directly with the responsible commanding officer concerning any matter relating to his department; and his duty to do so is absolute whenever he thinks it necessary for the good of his department or of the service.

CHAPTER III.

HONORS AND DISTINCTIONS.

SECTION 1.—THE PRESIDENT, THE VICE PRESIDENT, AN EX-PRESIDENT, THE PRESIDENT OR SOVEREIGN OF A FOREIGN STATE, AND MEMBERS OF ROYAL FAMILIES.

55. (1) When the President visits a ship of the Navy, all officers of the vessel shall assemble in special full dress on the side of the quarter-deck on which he enters; he shall be received at the gangway by the flag officer and captain, accompanied by such other officers as may be designated; the yards or rail shall be manned; the guard paraded; and such of the crew as are not otherwise employed formed in order forward of the guard. When the President reaches the deck, officers and men shall salute; the guard present arms; the drum give four ruffles and the bugle sound four flourishes; the ruffles and flourishes shall be followed by the national air by the band; the President's flag shall be displayed at the main at the moment he reaches the deck and kept flying as long as he is on board. A national salute shall be fired as soon as practicable after the President and his suite shall have been received. The same ceremonies shall be observed when the President leaves the ship, 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.

Reception of
the President.

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

Other United
States ships
present.

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

The Presi-
dent's ship the
senior.

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

Ships falling
in with the
President.

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

The President
passing other
ships.

56. When the Vice President of the United States visits a ship of the Navy, he shall receive the same honors as prescribed in

Reception of
the Vice Presi-
dent.

article 55, paragraph 1, except that the yards or rail shall not be manned, and there shall be but one salute of nineteen guns, which shall be fired at his departure, the national ensign displayed at the fore during the salute.

Reception of an ex-President.

57. When an ex-President of the United States visits a ship of the Navy he shall receive the same honors as prescribed in article 55, paragraph 1, except that the yards or rail shall not be manned, and no flag shall be displayed in his honor, unless the reception takes place in a foreign port, when the national ensign shall be displayed at the main during the salutes.

Reception of a foreign president or sovereign.

58. When the president of a foreign republic or a foreign sovereign visits a ship of the Navy, the same honors as those prescribed in article 55, paragraph 1, shall be extended, except that the national ensign of the country represented shall be displayed at the main during the entire visit and the national air of that country played by the band.

Reception of a member of a royal family.

59. When any member of a royal family visits a ship of the Navy, the honors prescribed in article 58 shall be extended, except that the national flag shall be displayed only during the salute.

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

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

Vessels passing Washington's tomb.

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

Ships authorized to salute.

61. (1) None of the foregoing salutes shall be fired by any except ships authorized to salute according to article 127.

Official passing with flag flying.

(2) Any official mentioned in section 1 or 2 of this chapter, when embarked in a boat or ship with his flag flying, shall, when passing close aboard a ship of war, be accorded the honors due his rank. (Arts. 88, 92, and 98.)

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

Reception of the Secretary of the Navy.

62. (1) When the Secretary of the Navy visits officially a ship of the Navy, all officers of the vessels shall assemble in special full dress on the side of the quarter-deck on which he enters; he shall be received at the gangway by the flag officer and captain, accompanied by such other officers as may be designated; the guard shall be paraded, and the crew formed in order forward of them. When the Secretary reaches the deck, officers and men shall salute, the guard present arms, the drum give four ruffles, and the bugle sound four flourishes; the ruffles and flourishes shall be followed by a march by the band, and the Secretary's flag shall be displayed at the main while he is on board. The same ceremony shall be observed when the Secretary of the Navy

officially leaves the ship, and in addition a salute of seventeen guns shall be fired upon his leaving.

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

63. (1) When the Assistant Secretary of the Navy visits officially a ship of the Navy, all officers of the vessel shall assemble in dress uniform on the side of the quarter-deck on which he enters. He shall be received at the gangway by the senior officer on board, accompanied by such other officers as he may designate; the guard shall be paraded, and the crew formed in order forward of them. When the Assistant Secretary reaches the deck, officers and men shall salute; the guard present arms; the drum give three ruffles, and the bugle sound three flourishes; the ruffles and flourishes shall be followed by a march by the band, and the Assistant Secretary's flag shall be displayed at the main while he is on board. The same ceremonies shall be observed when the Assistant Secretary of the Navy officially leaves the ship, and in addition a salute of fifteen guns shall be fired upon his leaving.

The Assistant Secretary of the Navy.

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

64. (1) With the exception that the officers shall wear dress uniform and that the national ensign shall be displayed at the fore during the salute, the same honors as prescribed in article 62 shall be extended when a ship of the Navy is visited officially by a member of the President's cabinet, other than the Secretary of the Navy; by the Chief Justice of the Supreme Court of the United States; by a governor-general of islands or groups of islands occupied by the United States forces, when the visit is made within the waters of the islands of which he is governor-general; by the President *pro tempore* of the Senate, a committee of Congress, or the Speaker of the House of Representatives; by a governor of one of the States or Territories of the United States, or of an island under the control of the United States, within the waters of the State, Territory, or island of which he is governor.

Members of the President's Cabinet.

Chief Justice of the Supreme Court.

Governor-general.

A committee of Congress, President pro tempore of Senate or the Speaker of the House of Representatives.

Governor of a State, Territory, or Island.

(2) Upon visits to naval stations of the officials named in paragraph 1 of this article, the salute shall be fired upon arrival instead of departure.

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

Ambassador, envoy extraordinary and minister plenipotentiary, minister resident, or chargé d'affaires.

(a) An ambassador, four ruffles and flourishes; band to play a march, and on departure a salute of nineteen guns, with national ensign displayed at the fore during the salute.

(b) An envoy extraordinary and minister plenipotentiary, three ruffles and flourishes; band to play a march, and on depart-

ture a salute of fifteen guns, with national ensign at fore during the salute.

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

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

Consul-general.
Consul.
Commercial agent or vice-consul.

66. (1) When a consul-general, consul, commercial agent, or vice-consul visits officially a ship of the Navy within the foreign port to which he is accredited, he shall be received by the captain, and the guard of the day shall be paraded.

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

(a) For a consul-general, nine guns.

(b) For a consul, seven guns.

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

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

SECTION 3.—NAVAL AND MILITARY OFFICERS.

Salutes.

67. (1) The following officers are entitled to salutes, ruffles, and flourishes, as follows:

(a) Admiral; seventeen guns, four ruffles and flourishes.

(b) Vice admiral; fifteen guns, three ruffles and flourishes.

(c) Rear admiral; thirteen guns, two ruffles and flourishes.

(d) Commodore; eleven guns, one ruffle and flourish.

(2) The Commandant of the Marine Corps is entitled to the same salute and other honors as a naval officer of corresponding rank.

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

(4) In all cases where a guard is paraded for an officer whose rank entitles him to a salute of eleven guns or more, the band, if there be one, shall be paraded with the guard. (Arts. 82, 92 and 93.)

A flag officer assumes command.

68. (1) When a flag officer goes on board his flagship to assume command the officers of the vessel shall assemble in dress uniform on the side of the quarter-deck on which he enters; he shall be received at the gangway by the captain and such other officers as the latter may designate; the guard shall be paraded and the crew at quarters ready for inspection. When the flag officer reaches the deck, officers and men shall salute; the guard present arms; ruffles and flourishes be given; the band play a march, and the flag officer's flag shall be hoisted and saluted with the number of guns to which he is entitled.

A flag officer assumes command in presence of another flag officer.

(2) If a flag officer assumes command in the presence of another flag officer his senior, the flag of the former shall not be saluted, but he shall salute the flag of his senior, which salute shall be returned according to the scale prescribed in article 67. If a flag officer assumes command in the presence of one or more

flag officers, his juniors, the salute provided for in paragraph 1 of this article shall be fired, and in addition he shall be saluted by the flag officer next in rank and by him only. This salute shall be returned according to the scale prescribed in article 67.

69. In the presence of a senior flag officer, salutes to junior flag officers shall not be fired except as provided in articles 70, 71, 72 and 73. In all cases the provisions of article 129 shall be observed.

Salutes to junior flag officers.

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

A flag officer relinquishes command.

71. When a flag officer goes on board a ship of his command to make an official inspection he shall be received with the same honors as prescribed in article 68, except that he shall prescribe the dress to be worn, and his flag shall not be hoisted unless hauled down from his flagship. At no time shall his flag be displayed from more than one ship.

A flag officer inspects a ship of his command.

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

A flag officer visits a ship not under his command.

73. If a ship shall be inspected by the Board of Inspection and Survey when a flag officer is present as president of the board, the same ceremonies shall be observed as in the preceding article. The flag of such president shall be hoisted and saluted, and he shall be regarded as "a flag officer embarked as passenger by due authority." (Art. 45.) Upon the completion of the inspection and at his final departure, his flag shall be saluted and hauled down. (Art. 1642, par. 5.)

A flag officer, senior member of Board of Inspection and Survey.

74. (1) When a flag officer leaves or returns to his flagship, the guard shall be paraded and ruffles and flourishes given; he shall be accompanied to the gangway or received by the captain, the officer of the deck, the officers of his personal staff, and the junior officers of the watch. (Arts. 81 and 104.)

A flag officer leaves or returns to his flagship.

(2) When a flag officer is about to leave his flagship officially during the day, a blue pennant shall be hoisted under his own flag, to indicate to the ships in company that guards are to be paraded; the pennant shall be hauled down when he shoves off.

75. When a flag officer embarked in a ship or boat with his flag flying, passes near a ship of war, the guard of the day shall be paraded in a conspicuous position, ruffles and flourishes given, and officers and men present in sight shall salute. The same ceremonies shall be observed by a ship passing the flag of a flag officer. This rule is not to be observed while performing tactical evolutions. (Art. 90.)

Saluting a flag officer when passing.

76. (1) If a flag officer is absent from his flagship at night with the intention of returning within twenty-four hours, his absence shall be indicated by four lights displayed at the peak for an admiral, three lights for a rear admiral, and two lights for a commodore.

A flag officer absent at night.

(2) All flagships when in port, or when at sea in company with other ships, shall carry a light at the mizzen masthead from sunset to sunrise. This light shall not, however, be carried at the same time as the lights indicating the absence of a flag officer.

Masthead light for flagships.

A flag officer assumes or relinquishes command of a naval station. 77. When a flag officer assumes or relinquishes command of a naval station he shall receive the same honors, so far as practicable, as prescribed in articles 68 and 70.

Flag officer saluted by ships falling in with him. 78. When a ship of the Navy, other than a flagship, falls in with a flag officer afloat, the latter shall be saluted as provided in article 67, and not again saluted by such ship while it is under his command, unless he is promoted, makes a visit of inspection, or unless there is a change in commanding officers. If two or more ships in company fall in for the first time with a flag officer, other than the one under whom they are serving, only the senior of the ships in company shall salute.

Flag officers saluted when meeting. 79. If a fleet or squadron falls in with another fleet or squadron, or if one flagship falls in with another, the flag officers in chief command shall exchange salutes; the junior fleet or squadron commander first saluting the senior, the number of guns fired to be in accordance with article 67. These salutes shall not be repeated by the same commanders unless one or the other is in the meantime promoted.

Military officers visiting ships of the Navy. 80. When a general officer of the United States Army or Marine Corps visits officially a ship of the Navy, he shall be received and saluted in the manner prescribed in article 72.

Officers to be saluted. 81. No officer of the Navy, except flag officers or chiefs of bureaus in the Navy Department, and no officer of the Army or Marine Corps, except those mentioned in article 80, shall be saluted with cannon. No officer in plain clothes shall be saluted with cannon or have a guard paraded in his honor.

"Flag officer" defined. 82. (1) The term "flag officer," as used in these regulations, shall be construed to include all officers of the line of the Navy above the rank of captain.

(2) The President may select any officer not below the grade of commander on the active list of the Navy, and assign him to the command of a squadron, with the rank and title of "flag officer;" and any officer so assigned shall have the same authority and receive the same obedience from the commanders of ships in his squadron, holding commissions of an older date than his, that he would be entitled to receive if his commission were the oldest. (Sec. 1434, R. S.)

A captain leaves or returns to his ship. 83. (1) When the captain of a ship leaves or goes on board of the vessel under his command, he shall be attended at the side by the officer who in his absence succeeds to the command; if of or above the grade of lieutenant-commander, the guard of the day shall be paraded in his honor.

(2) When the captain is absent from his ship at night with the intention of returning within twenty-four hours, his absence shall be indicated by one light displayed at the peak; the display of this light on flagships shall, however, be omitted when the lights indicating the absence of a flag officer are shown.

A captain visits another ship of the Navy. 84. When any captain of a ship visits officially another ship of the Navy, he shall be attended at his reception and departure by the commanding officer and, if of or above the grade of lieutenant-commander, the guard of the day shall be paraded in his honor.

Field officers in command visiting ships of the Navy. 85. When an officer of the Army or Marine Corps commanding a military post or station, of or above the grade of major and not above the grade of colonel, visits officially any ship of the Navy, he shall receive the same honors as prescribed in article 84.

Honors and ceremonies.

Rank.	Uniform.	Salute.		Ruffles.	Guard.	Air.	Side honors.	Flag.
		Ar- rival.	De- parture.					
President of foreign republic or a foreign sovereign.	S. F. D	1	1	4	Full	National	Yards or rail	President's, at main, during visit. National, at main, during visit.
Member of royal family	do	1	1	4	do	do	manned	do
Ex-President	do	1	1	4	do	do	8 S. boys.	National, at main, during salute. National, at main, during salute in foreign countries.
Vice President	do	1	1	4	do	do	do	National, at fore, during salute.
Ambassador of United States (within waters of countries to which accredited, etc.)	Dress	1	1	4	do	March	do	do
Secretary of the Navy	S. F. D	1	1	4	do	do	do	Secretary's, at main during visit.
Assistant Secretary of the Navy	Dress	1	1	3	do	do	do	Asst. Secretary's, at main, during visit.
Cabinet officer	do	1	1	4	do	do	do	National, at fore, during salute.
Chief Justice	do	1	1	4	do	do	do	do
Governor general, U. S. islands.	do	1	1	4	do	do	do	do
Governor of State, Territory, or U. S. islands.	do	1	1	4	do	do	do	do
President pro tempore of the Senate	do	1	1	4	do	do	do	do
Speaker of the House of Representatives	do	1	1	4	do	do	do	do
Committee of Congress	do	1	1	4	do	do	do	do
Envoy extraordinary	do	1	1	3	do	do	do	do
Minister resident or "diplomatic representative."	do	1	1	2	do	do	do	do
Chargé d'affaires	do	1	1	1	do	do	do	do
Consul general	Of the day	1	1	9	Serg't's.	do	4 S. boys	do
Consul	do	1	1	7	do	do	do	do
Vice consul or commercial agent (where he is the only representative of the United States).	do	1	1	5	do	do	do	National, at fore, during salute. (Art. 66, par. 3.)
Admiral of the Navy	Dress	1	1	17	Full	March	8 S. boys.	do
General	do	1	1	4	do	do	do	do
Vice admiral	do	1	1	3	do	do	do	do
Lieutenant general	do	1	1	15	do	do	do	do
Rear admiral (Army or Marine Corps)	do	1	1	13	do	do	6 S. boys.	do
Commodore	do	1	1	11	do	do	do	do
Brigadier general	do	1	1	11	do	do	do	do
Captain	do	1	1	7	Serg't's.	do	4 S. boys.	do
Colonel	do	1	1	5	do	do	do	do
Commander	do	1	1	3	do	do	do	do
Lieutenant-colonel	do	1	1	1	do	do	do	do
Major	do	1	1	1	do	do	do	do
All other commissioned officers, and lieutenant-commander and major, if not commanding officers.	do	1	1	1	do	do	do	In case of foreign officers, national, at fore, during salute.

SECTION 4.—HONORS AND DISTINCTIONS IN GENERAL.

Attention previous to rendering honors.

86. Previous to rendering honors to passing ships of war, to officials, to flag officers, or to commanding officers of or above the rank of lieutenant-commander, "attention" shall be sounded (except where hereinafter specified to the contrary) and every one in view on deck shall stand at attention and face toward the ship or officer to whom the honors are tendered until "carry on" is sounded.

Between ships of first, second, and third rates.

87. When ships of the first, second and third rates (except auxiliaries) are passing each other close aboard, each ship shall parade the guard of the day and band, and while the latter plays a bar of the national air all officers and men about decks shall stand at attention, and the guard shall present arms; the hand salute by all officers and men, other than the guard then paraded, shall be made at the conclusion of the playing of the national air. This is a salute to the national ensign and takes precedence over all other salutes, and for ships flying a personal flag it, therefore, supersedes the honors due a flag officer in the case of ships passing, and such personal honors shall not be rendered under these circumstances.

Close aboard.

88. The words "close aboard" shall be interpreted as meaning within 600 yards for United States ships passing each other, and within 400 yards for a flag or commanding officer of or above the rank of lieutenant-commander of the United States Navy, passing in a boat with his flag or pennant flying. For foreign ships of war and foreign officers these limits shall be extended if the circumstances seem to render it advisable. In the case of ships of other rates than those mentioned in the preceding article, officers and men shall stand at attention and make the "hand salute."

Honors to be rendered while overlapping.

89. All the honors prescribed by articles 87 and 88 shall be rendered while the ships are overlapping, or while a flag officer or commanding officer of or above the rank of lieutenant-commander, in his boat, and flying his flag or pennant, is abreast of the saluting ship.

Flag or commanding officer passing in boat.

90. When a flag officer is passing close aboard in a boat, with his flag flying, the same honors shall be rendered by the vessels he passes as would be were he coming on board, except tending the side and firing a salute. (Art. 67, par. 4, and art. 75.) When these honors are being rendered, officers and men in view shall salute with the first ruffle or flourish, and remain at the salute until the end of the last ruffle or flourish. When a commanding officer of or above the rank of lieutenant-commander, with his pennant flying, passes a vessel close aboard, the bugle call of "attention" shall be sounded. (Art. 86.)

Full honors not desired.

91. (1) Flag and commanding officers making routine calls on a commander-in-chief or on other officers of the United States Navy, and not desiring the full honors to which they are entitled shall indicate their wishes by not flying their flags or pennants, and when this is done the only honors rendered shall be when such an officer comes on board a vessel, and they shall then be as laid down in the following paragraph.

Flag and commanding officers visiting vessels officially.

(2) Flag and commanding officers visiting a vessel of the Navy shall be received with side boys, and the side piped, except as restricted by article 104, but neither guard nor band shall be paraded nor shall the bugle sound "attention" unless the visit is made with flag or pennant flying. When flag or pennant is not

flown, officers and men on the quarter-deck of the vessel visited shall stand at attention without the bugle call and face the gangway while the side is being piped.

92. When the guard is paraded as an honor to any officer or official, officers in uniform on deck and in view shall salute with the right hand at the command "present arms," and remain at the salute until the end of the ruffles or flourishes when given, and in other cases until the command "order arms."

Officers' salute.

93. When the crew, as a whole or in part, is paraded as an honor to any officer or official, the men shall be formed under command of their division officers, who shall order them to salute at the appropriate time. If flourishes are sounded, they shall be kept at the salute during the sounding of the flourishes.

Salute by crew.

94. No honors, other than "attention" on the bugle, shall be rendered between vessels while they are engaged in maneuvers or evolutions. When two or more ships are in company, whether at anchor or underway, coming to anchor or getting underway, they shall be considered as a part of the same formation, and as engaged in maneuvers or evolutions, so far as concerns exchanging salutes to the national ensign or rendering honors to a personal flag hoisted on one of the ships of the same formation. In case of a ship or ships joining such formation, honors shall not be rendered unless such ship or ships have been or are on detached duty. The term "detached duty" in this case does not apply to a ship or ships temporarily out of formation, but only to ships which, by order of competent authority, have been in some port other than the rendezvous of the division, squadron, or fleet to which they may belong; or on duty which has kept them away from their immediate division, squadron, or fleet for a period of more than forty-eight hours. A ship is not considered as on detached duty when she leaves the formation, whether underway or at anchor, for target practice, coaling in the immediate vicinity, or for similar duty. Ships of divisions or squadrons of the fleet getting underway or coming to anchor at about the same time, or in obedience to the same signal, shall be considered as engaged in evolutions, and no honors, other than "attention" on the bugle, shall be rendered as they pass each other. (Art. 1642, par. 5.)

Honors between ships during maneuvers or evolutions.

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

Stations when getting underway or coming to anchor.

96. 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; in the case of passing ships, "attention" shall be sounded when they are overlapping; that is, when the jackstaff of one has passed the jackstaff or flagstaff of the other, and "carry on" when the quarter-deck of the passing vessel has passed the quarter-deck of the other, and after due honors have been exchanged. All persons in sight shall stand at attention while passing, and shall make the hand salute at "carry on," or at the conclusion of the playing of the national air. When the guard is paraded, arms shall be presented at the "attention" call, and brought to the order at "carry on," or when the salute is acknowledged.

Sounding "attention."

Table of hon- . 97. The following is a tabular statement of salutes to be ren-
ors. dered under the foregoing instructions:

- | | |
|--|---|
| (a) Passing or being passed by a foreign man-of-war, United States man-of-war, with or without personal flag flying, whether member of fleet, squadron, or division, or not, if she has been or is on detached duty. | Salute colors; guard of the day and band; attention by bugle; national air. Hand salute at end of national air. |
| (b) Flag officer, with flag flying comes on board. | Full guard and band; attention by bugle; ruffles; march; tend side. Hand salute at command "present arms", and remain at salute until end of ruffles. |
| (c) Flag officer passes close aboard with flag flying. | Guard of the day and band; attention by bugle; ruffles; march. Hand salute as in (b). |
| (d) Flag officer, in uniform, with no flag flying, comes on board. | Attention on quarter-deck without bugle; tend side. Hand salute while piping side as flag officer comes aboard. |
| (e) Flag officer passes close aboard without flag flying, whether in uniform or not. | No general honors; boat keepers, sentries and others salute. |
| (f) Commanding officer, of or above rank of lieutenant-commander, passes close aboard with pennant flying. | Attention by bugle; boat keepers, sentries and others salute. |
| (g) Commanding officer of or above rank of lieutenant-commander with pennant flying, comes on board. | Guard of the day; attention by bugle; tend side. Hand salute at command "present arms", and remain at salute until command "order arms." |
| (h) Commanding officer of or above rank of lieutenant-commander comes on board, no pennant flying. | Attention on quarter-deck without bugle; tend side. Hand salute while piping side as officer comes aboard. |
| (i) All officers, not specified, coming on board in uniform. | Attention near gangway without bugle; tend side. Hand salute as in (h). |
| (j) All officers not specified above, passing close aboard, whether in uniform or not, or when coming on board in civilian clothes. | No general honors; boat keepers, sentries and others salute. |

Duties of officers of the deck, and others.

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

"Attention" followed by national air.

99. If "attention" is sounded followed by a national air as a salute to the flag of a ship passing, every one on the upper decks in sight shall stand at "attention," facing the ship while the air is being played, and salute at its conclusion.

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

100. When side honors 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 salute is returned, or until the end of the flourish.

Officer of the deck attends at the gangway.

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

Piping the side.

102. (1) On the occasion of the official reception or departure of a civil, diplomatic, or consular official, or of any commissioned officer of the Navy, Army, or Marine Corps, the side shall be

pipcd. The side shall not be pipcd for shore boats, but officers in them, if in uniform, may be so saluted on reaching or leaving the deck.

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

103. Side boys shall attend at the side when the side is pipcd, as follows: Side boys.

(a) For officials saluted with fifteen or more guns, eight.

(b) For officials saluted with eleven or thirteen guns, six.

(c) For other officers of and above the rank of commander, and for officials entitled to corresponding honors, four.

(d) For other commissioned officers of the Navy or Marine Corps, and officials entitled to corresponding honors, two.

104. (1) All honors, except as prescribed in article 101 and such as social courtesy may demand, shall be dispensed with at the reception or departure of all officers under the following circumstances: Side honors dispensed with.

(a) When they are in plain clothes.

(b) When the departure or reception takes place after sunset and before 8 a. m.

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

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

105. Between 8 a. m. and sunset, the sentries at the gangways shall salute all officers in uniform when going or coming over the side. All sentries on the upper decks, or in view from outside, shall salute all commissioned officers passing them close aboard, in boats or otherwise. Sentries to salute.

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

107. (1) All officers and men, whenever reaching the quarter-deck, either from a boat, from below, or from forward, or upon leaving it to go over the side, shall salute the national ensign. This salute shall be returned by the officers of the watch at hand; it shall be distinct from the salute to the officer of the deck or other officers at the gangway, and shall invariably be required if omitted. Salutes to the quarter-deck.

(2) The commanding officer shall clearly define the limits of the quarter-deck; on board battleships it shall embrace all the upper deck abaft the superstructure.

(3) All officers and men shall stand at attention whenever "The Star Spangled Banner" is being played, unless engaged in duty that will not permit them to do so. The same respect shall be observed toward the national air of any country, when played in the presence of official representatives of such country. When national air is played.

108. Every officer or man, in uniform or not, when meeting, passing, or addressing, either ashore or afloat, his commanding officer, or an officer his senior in rank, whether in uniform or not, shall salute him. An officer saluted shall return the salute. When several officers in company are saluted, all who are entitled to the salute shall return it. Personal salutes and other marks Personal salutes to officers of the Navy, Army, and Marine Corps.

of respect due their rank shall always be extended to officers of the Army and Marine Corps, and to foreign officers.

Salutes by the crew on ship-board. **109.** When any member of the crew is seated and not at work, he shall rise upon the approach of an officer and salute him. If the officer remains in the vicinity some time, the salute need not be repeated. Men actually engaged in work are not required to cease working and salute upon the approach of an officer unless addressed by him.

Lights at the gangway. **110.** The side shall be sufficiently lighted to enable officers to go on board or take their departure without inconvenience. After tattoo all lights but one, except in the case of the reception or departure of a foreign officer, may be dispensed with.

Answering the hail. **111.** (1) Except where there is a special countersign, the answering hail from a boat, in reply to a ship's hail, shall be varied according to the senior officer who may be in the boat, as follows:

- (a) Flag officer: "Flag."
- (b) Chief of Staff, if not in command: "Fleet."
- (c) Captain: The name of the ship under his command.
- (d) Other commissioned officers: "Aye, aye."
- (e) Other officers: "No, no."
- (f) Enlisted men and marines: "Hello."
- (g) Boats not intending to go alongside will answer: "Passing."

(2) Steam launches approaching a ship, when a flag or pennant is not displayed in the bow, shall sound the steam whistle at night, or during the day when the curtains are so drawn that the rank of passengers can not be distinguished, as follows:

Four short blasts for flag officer.

Three short blasts for commanding officers or chief of staff.

Two short blasts for other commissioned officers.

One short blast for all others.

Salutes when in boats. **112.** (1) Salutes shall be exchanged between boats meeting or passing each other as by the following table. No junior shall pass a senior without permission.

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

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

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

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

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

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

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

Boat salutes. (Art. 112.)

Rank or rate of the senior in the saluting boat.	Rank of the senior officer in the boat to be saluted.			
	Flag officer or commodore (with flag flying).	Commanding officer (with pennant flying).	Commissioned officer.	Midshipman and warrant officer.
Flag officer or commodore. Commanding officer.	Junior salutes with hand. Stops engine, lays on oars, and salutes with hand.	Junior salutes with hand.		
Staff officer with the rank of captain or commander. Marine officer with the rank of colonel or lieutenant-colonel.	Stops engine, lays on oars, and salutes with hand.	When meeting a senior commanding officer, or immediate commanding officer, stops engine, lays on oars, and salutes with hand.	Junior salutes with hand.	
Commissioned officer.	Stops engine, tosses or trails oars, and salutes with hand.			Junior salutes with hand.
Midshipman and warrant officer.	Stops engine, tosses or trails oars, and salutes with hand.	Stops engine, lays on oars, and salutes with hand.	Salutes with hand.	Junior salutes with hand.
Officer and coxswain in loaded or towing boat or boat under sail.	Salutes with hand.	Salutes with hand.	Junior salutes with hand.	Junior salutes with hand.
Coxswain	Stops engine, tosses or trails oars, stands, and salutes with hand.	Stops engine, lays on oars, stands, and salutes with hand.	Stands and salutes with hand.	Salutes with hand.

113. (1) At landings and gangways juniors shall give way to seniors, and at all times juniors shall show deference to their seniors by abstaining from crossing the bows of their boats, crowding them, or ignoring their presence. At gangways juniors give way.

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

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

115. Officers in verbal official communications shall be addressed solely by their titles as given in their commissions or as they appear in the Navy Register; those below the rank of commander in the line, and all officers of the staff, may be addressed by their title, or as Mr. or Dr., as the case may be. How officers are addressed.

To dress ship. **116.** (1) On the occasion of dressing ship, lower into places where secured all derricks, booms, etc.; ship flag and jack staffs; hoist a national ensign at each masthead. If the masts are the same height the ensigns should be the same size. At the peak, or on a staff aft, display the largest ensign with which the ship is furnished. Forward on the jack staff, hoist the jack. The ship shall be dressed at 8 a. m. and remain so until sundown.

(2) In ships having sail power, cross all but royal yards before 7.30 a. m.

(3) If the dressing is complimentary to some other nation, then the ensign or standard of that nation shall be hoisted as provided in article 144. In ships having less than three masts the disposition of decorations shall be as nearly in accord with the foregoing as possible.

Personal flags or pennants.

(4) In three-masted vessels, no ensign shall be displayed at a masthead where the flag or pennant of a flag officer, commodore, or senior officer is flying. In dressing ship in two- or one-masted vessels, a national ensign may be hoisted at the same masthead with any one of the above personal flags.

To full dress ship.

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

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

Manning yards.

118. (1) On an occasion of manning yards at the reception of any distinguished personage, the men shall be sent aloft in time to lay out when the approaching boat is at a distance of two hundred yards; those forward of the gangway shall face aft, and those abaft, forward; they shall lay in and lay down at the last gun of the salute, or, in case no salute is fired, upon the completion of the side honors.

(2) Upon his departure, the men shall lay out as he comes on deck and face as before; they shall lay in and lay down at the last gun. If his movements render it necessary, the men while on the yards shall be faced about by word of command so as to continue facing the visitor.

Manning the rail.

(3) The senior officer may dispense with manning yards on occasions when the weather or other circumstances render it unsafe, or when ships are not properly masted or rigged for such a ceremony. In the latter case the rail may be manned for personages visiting or passing the ship.

Distinguished officials visiting navy yards.

119. When any distinguished official visits a navy yard or naval station he shall, so far as practicable, receive the same honors as if visiting a ship of the Navy.

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

Salute to a foreign port.

120. When a ship of the Navy enters a port of any foreign nation 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 twenty-one guns unless the captain has reason to believe that the salute can not be returned; and in this

case he shall immediately take steps to ascertain the local regulations or customs. This salute shall be the first fired after entering the port. The ensign of the nation saluted shall be displayed at the main during the salute. In case two or more ships enter in company, only the senior shall salute.

121. (1) When a ship of the Navy falls in at sea with a friendly foreign ship of war flying the flag or pennant of a flag officer or commodore, she shall exchange salutes with such ship of war in the same manner as when meeting similar ships of the United States, as provided in articles 78 and 79, except that the salute will be returned gun for gun.

Salutes to foreign flag officers.

(2) In port, if several flag officers are to be saluted, the salutes shall be fired in the order of their grade; if of the same grade, priority shall be given, first, to the nationality of the port, and, second, to the length of service of the flag officers in their respective commands. As between flag officers of the same grade, the last comer will salute first. These salutes shall be fired as soon as possible after the usual boarding visits have been made.

122. On the occasion of the first official visit of a foreign naval or military officer, a member of the diplomatic corps, or other distinguished official to a ship of the Navy, he is to receive the same honors as an official of the United States of the same grade or rank. A foreign official not thus provided for, when visiting a ship of the Navy, may be saluted either at his reception or departure with the number of guns he would be entitled to receive if visiting a ship of his own nation, or the number prescribed by the senior officer, not, however, to exceed nineteen. (Arts. 119 and 139.) No personal flag of any foreign official shall be saluted except as prescribed in articles 60 and 121, unless assurance is received that the salute will be returned.

Salutes to other foreign officials.

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

Nations not recognized.

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

When meeting foreign officials.

125. No ship of the Navy shall lower her sails or dip her ensign unless in return for such compliments.

Lowering sails and dipping ensign.

126. National airs of foreign states shall be played by the band as a compliment, as follows:

National airs played in compliment.

(a) In the morning, after colors, the national air of the port, followed by the national airs of the ships of war present in the order of rank. (Art. 121.)

(b) When passing or being passed by a foreign ship of war close aboard, at which time officers and men on deck in sight shall salute and sentries present arms. (Arts. 87, 88, and 107, par. 3.)

SECTION 6.—SALUTES IN GENERAL.

127. (1) In the absence of instructions from the Department ships of the Navy shall fire salutes when armed with ten or more broadside guns not heavier than 6-inch caliber; or when commanded by a captain or commander and armed with four or more light quick-firing guns of practically the same size and volume of

Saluting ships.

report, mounted on the hull, and suitably placed, not including top guns.

If unable to salute.

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

To salute if possible.

(3) In cases where, from any special circumstances, the omission to salute can not be explained without giving offense to a foreign power or officer, salutes are to be fired by any ship which can possibly do so with safety, whether included in the foregoing category or not.

A national salute.

128. (1) A national salute shall consist of twenty-one guns.

(2) The interval between guns in all salutes shall be five seconds.

Salutes in presence of a senior.

129. (1) No salute shall be fired in the presence of a senior without his permission, except it be one in honor of such senior.

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

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

When salutes may be fired.

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

(2) In the case of a salute at 8 a. m., the first gun shall be fired at the last note of "The Star Spangled Banner."

United States forts and cities.

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

Where not to salute.

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

Boats while salute is firing.

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

Officials entitled to salutes visit in company.

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

Salutes to an official making a passage.

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

When in doubt as to the rank of an official.

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

Not to use jib.

137. The jib shall not be hoisted when saluting flag officers, except as a return for a similar compliment.

Salutes and ceremonies may be dispensed with.

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

When salutes are due.

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

(2) Other officials, whether naval, military, or civil, shall not be saluted by the same ship at the same port, or by a naval station, oftener than once in twelve months, unless such official has been advanced in rank. If a personal visit is made by a flag officer of a different command, such officer shall be given a personal salute on his departure, although his flag may have been previously saluted.

(3) No port shall be saluted by the same ship oftener than once in twelve months.

SECTION 7.—RETURN SALUTES.

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

(1) Salutes to be returned gun for gun—

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

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

(2) Salutes not to be returned—

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

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

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

(d) Upon occasions of national festivals or anniversaries.

141. (1) When a ship or naval station of the United States salutes the flag of the Secretary of the Navy, or of the Assistant Secretary of the Navy, or the flag of a flag officer, the return salute shall be as prescribed by article 67. The return salute to any other commanding officer shall be seven guns. Return salutes of flag officers.

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

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

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

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

144. The following rules in regard to displaying ensigns while saluting or returning salutes shall be observed:

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

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

Foreign national anniversaries or festivals.

(c) On all occasions of celebrating foreign national anniversaries or festivals, when salutes are fired, the ensign of the nation celebrating the day shall be displayed at the main during the salute and for such further 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.

Foreign flag officers.

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

Personal salutes to foreign officials.

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

Salutes to United States officials other than naval.

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

SECTION 9.—ENSIGNS, FLAGS, AND PENNANTS.

Distinctive marks of ships of the Navy.

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

Insignia of command.

(2) The distinctive mark of the senior on board shall be displayed day and night, and shall be carried at the main, except the flag of a rear admiral or pennant of a senior officer present, which shall be carried at the after mast.

Where displayed.

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

When the national ensign shall be displayed.

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

Size of colors to be prescribed by signal.

(2) When two or more vessels of the first rate are in company in port, the senior officer present shall, at 7:45 a. m., make a preparatory signal, giving the size of colors to be hoisted for the day; if made during the day, colors shall be shifted when the signal is hauled down. Jacks, admirals' flags, and commission pennants, corresponding in size to the colors, shall be flown.

When the union jack shall be displayed.

147. (1) When at anchor in port the union jack is to be displayed in good weather, from a staff shipped in the bows or on the head booms forward when colors are hoisted. It is not to be displayed while coaling ship, when wash clothes or scrubbed canvas are up, when sails are loosed to dry, nor on square-rigged ships when top-gallant yards are not crossed.

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

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

148. The national ensign shall always be displayed from boats between 8 a. m. and sunset, when away from the ship, if in a foreign port. When the ship is dressed the ensigns of boats, which are absent from the ship or at the booms, shall be displayed. An ensign shall also be displayed in a home port when boarding foreign vessels, and at such other times as may be prescribed by the commanding officer.

Boat ensign.

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

Flags of officers of the same grade.

150. When two or more ships of the Navy are together, with no distinctive flag of a flag officer or broad pennant of a commodore, the senior officer's pennant shall be displayed at the aftermast of the senior ship, in addition to the narrow pennant at the main.

Senior officer's pennant.

151. An officer in command of a naval station shall hoist his flag or broad pennant, or senior officer's pennant, on the receiving ship, if there be one; and if not, at some conspicuous and suitable place within the limits of his command.

Flag or pennant of an officer commanding a naval station.

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

Flag of an officer absent from his command temporarily.

(2) If in a foreign port, the same officer shall succeed to the command, and the flag shall be displayed from the ship in which the temporary commander is embarked, but without firing a salute. (Art. 42, par. 5.)

153. Any flag or other officer in command afloat or at a naval station may, and upon official occasions and visits shall, carry on a staff at the bow of the boat in which he is embarked a flag or broad or narrow pennant according to his rank.

Insignia of command in bow of boat.

154. Officers commanding divisions shall not carry their divisional marks in the bow of a boat, nor display them at a masthead when separated from the fleet, squadron or station to which they belong.

Pennants of division commanders.

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

Ships not in United States service.

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

Officer in a boat not flying flag or pennant.

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

Mark upon the boat of a flag officer or commodore.

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

Marks upon boat of a commanding officer.

159. A chief of staff not in command shall carry a pennant in the bow of his boat only when visiting officially on behalf of his flag officer.

Chief of staff not in command.

Insignia of command, when half-masted.

Distinctive mark of diplomatic functionaries.

Honors to the national ensign at 8 a. m.

At sunset.

At naval stations.

At sunrise.

Half-masting the ensign.

Motions of the senior officer to be followed.

Answering a dip.

Colors to be shown at daylight.

Man-of-war lights.

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

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

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

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

162. (1) The following ceremonies shall be observed at "colors" on board ships in commission and at naval stations. The field music and the band, if there be one, shall be present. At morning "colors" the drum shall give three rolls and the bugle sound three flourishes, all officers and men shall face the ensign and stand at attention, and sentries under arms shall come to the position of "present." At the end of the third roll the ensign shall be started up and hoisted smartly to the peak or truck, and the bands shall play "The Star Spangled Banner," at the conclusion of which all officers and men shall salute, ending the ceremony. (Art. 130.)

(2) The same ceremonies shall be observed at sunset "colors," the ensign to be started from the peak or truck, and "The Star Spangled Banner" to begin at the end of the third roll. The ensign shall not be lowered hurriedly.

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

(4) Upon hoisting the ensign at sunrise the usual honors and ceremonies shall be paid, and they shall not be repeated at 8 a. m.

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

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

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

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

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

States ships at anchor shall answer such signal by hoisting the same display.

167. On board a ship where, for want of masts, the distinctive mark of command can not be displayed as prescribed, it shall be hoisted in the most conspicuous position possible. Under similar circumstances the position of a national ensign during a salute will be modified as may be necessary, following the spirit of the rules herein laid down, but its display must not be omitted. (Art. 145.)

Ships with less than three masts.

SECTION 10.—VISITS OF CEREMONY.

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

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

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

Interchange of visits afloat.

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

Boarding visits.

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

Return of a boarding visit.

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

Official visits; officers of the same grade.

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

Officers of different grades.

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

Return visits of flag officers.

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

Return visits of commanding officers.

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

Visits of commanding officers other than the senior officers present.

170. Wardroom officers of a ship of the Navy arriving in port shall, after the interchange of the usual visits by their own and other captains, call upon commanding and wardroom officers of other ships of war in port, when such visits, in the opinion of their

Visits of wardroom officers.

captain, are usual or desirable, and will probably be returned. The officers to make the visits shall be designated by the captain.

Visits between naval stations and ships.

171. Visits of ceremony between officers of ships of the Navy and those of foreign naval and military stations, and between officers of naval stations and those of foreign ships of war, shall be governed by the rules laid down in articles 169 and 170 so far as officers of the United States Navy are concerned.

Visits between officers of the Navy.

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

Visits of courtesy.

(2) An officer joining a ship or naval station shall, in addition to reporting for duty, make a visit of courtesy to his flag officer and captain, or commandant.

Arrival of ships to be reported to commandants.

173. Whenever a ship of the Navy arrives in waters adjacent to a naval station of the United States, the commanding officer shall immediately notify the commandant by telegram, or by wireless, of his arrival. As soon as the probable date and hour of his departure have been determined he shall similarly notify the commandant thereof. (Arts. 449 and 1525.)

Visits between naval officers and diplomatic and consular officers.

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

A flag officer or commodore.

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

A commanding officer.

(b) A commanding officer shall pay the first visit to a diplomatic officer of or above the rank of chargé d'affaires and to a consul-general. He will receive the first visit from other consular officers. (Art. 66, par. 3.)

Arrival in port to be announced.

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

Boats for visits.

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

Visits of courtesy to foreign officials.

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

Return visits of foreign officials.

176. Flag officers and commodores may expect a return visit in person from foreign governors and other high civil, military, and diplomatic officials. Other commanding officers may expect such return visits to be made by an aid-de-camp or other suitable officer designated for that purpose.

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

177. In ports of the United States visits of ceremony between officers of the Navy and Army will be governed by the rules laid down in articles 169 and 170 for such visits between officers of the Navy and those of friendly foreign ships of war.

Between officers of the Navy and governors of United States islands, etc.

178. When a naval vessel arrives at any island or group of islands occupied by United States forces, visits should be exchanged between a naval commander-in-chief or senior naval officer with (1) the governor general or governor of an island or group

of islands, (2) the governor of a province or department, (3) the army officer in chief command at a place where there is a civil governor general or governor of an island or group of islands.

(a) All naval officers in command shall make the first visit upon a governor general or governor of an island or group of islands.

(b) If such governor general or governor be a civilian, the naval commander-in-chief shall also make the first visit upon the army officer in chief command of troops, if the latter is of equal or superior grade.

(c) If the senior naval officer is not a commander-in-chief, he shall also make the first visit upon officers of the Army holding commands under a governor general or governor of an island or group of islands, or acting as governors of provinces or departments, if the latter are of equal or superior grade, and upon civilian governors of provinces or departments.

(d) Officers of the Army holding commands other than chief command under a governor general or governor of an island or group of islands, or acting as governors of provinces or departments, will make the first visit upon the naval commander-in-chief, if the latter is of equal or superior grade, as will also civil governors of provinces or departments.

(e) Should the governor general or any other officer administering the government of an island find that from indisposition or pressure of important business he is unable to pay or return these visits in person, he will depute his aid-de-camp, or some other officer, to do so. In like manner, should a naval commander-in-chief from indisposition or pressing occupation be precluded from paying or returning these visits, he will depute an officer, not below the rank of flag lieutenant, to do so. In each case the officer failing to pay the required visit in person will report the circumstances, and assign the reasons which led to the omission, to the Department under which he is acting.

179. Official visits shall be returned within twenty-four hours.

**Return visits.
Boarding men-
of-war.**

180. (1) The guard ship of the first division of a fleet, or of the division of the senior officer present, shall send an officer to board incoming men-of-war, except flagships and vessels attached to the fleet. Flagships shall be boarded by an officer on the personal staff of the commander-in-chief or of the senior flag officer present; in their absence, by an officer from the ship of the senior officer present. (Art. 1537.)

(2) The guard ship of the first division, or of the division of the senior flag officer present, shall also send an officer or competent chief petty officer to board all merchant vessels or yachts flying American colors found in, or arriving at, foreign ports; also, all vessels which are probably carrying mail for the fleet. If no flag officer be present, this boarding visit shall be made by the guard ship of the day.

**Boarding mer-
chant vessels and
yachts.**

(3) The following summary of information shall be obtained by boarding officers, and boarding books must conform thereto:

**Information
to be obtained
by boarding of-
ficers.**

(a) Name, nationality, and kind of vessel.

(b) Name of captain and number of crew.

(c) Tonnage and cargo.

(d) Place from, time out, and kind of passage.

(e) Probable date of departure from port, and port then bound for.

(f) Any casualties, extraordinary events on the passage, general route taken; ships, fog, ice, etc., encountered.

(g) General remarks.

In case of a man-of-war, substitute in *b* "rank of commanding officer" in place of "number of crew" and omit *c*.

In case of a merchant vessel, the fact of her carrying mail, with the destination of such mail, shall be entered under "general remarks."

(4) The date and place at which the boarding visit was made shall be noted in every case and the signature and rank of the boarding officer appended.

**Report of
boarding officer.**

(5) Immediately after boarding a vessel, the boarding officer shall report on board the flagship of the commander-in-chief, or the ship of the senior officer present, and there enter in the boarding book a full record of the visit, and shall sign his name and rank to the same.

SECTION 11.—ANNIVERSARIES, SOLEMNITIES, AND HOLIDAYS.

**Observance of
national anni-
versaries of the
United States.**

181. (1) On the 22d of February and 4th of July every ship of the Navy in commission, not under way, shall full-dress ship at 8 a. m. and remain so dressed until sunset; at noon saluting ships shall fire a national salute. At sea the same salute shall be fired with the ensign at the peak. At naval stations the ensign shall be displayed from 8 a. m. to sunset, and at noon a national salute shall be fired.

**Weather un-
favorable.**

(2) If, in the opinion of the senior officer present, the weather is so bad as to make "full-dressing" inadvisable, "dressing" may be substituted, and if necessary these flags may be hauled down after being hoisted.

Memorial Day.

(3) Memorial Day, May 30th, shall be observed by the suspension of all unnecessary work, drills, and exercises; at noon a salute of twenty-one minute guns shall be fired by all saluting vessels in commission and naval stations, during which the ensign shall be at half-mast. Detachments from vessels in United States ports and naval stations shall, in the discretion of the senior officer present, take part in memorial parades in the immediate vicinity, if requested by competent authority, if it can be done without land transportation or other expense to the Government.

**Postponement
over Sunday.**

(4) When the 22d of February, 30th of May, or 4th of July occurs on Sunday, all special ceremonies shall be postponed until the following day.

**Notification of
intended cele-
bration to be
given to foreign
authorities pres-
ent.**

182. Upon the celebration of a national anniversary of the United States, or upon observing any national solemnity, in a foreign port or in presence of a foreign ship or ships of war, due notice of the time and manner of conducting the celebration or solemnity shall be given by the senior officer to the port authorities and to the senior officer of the foreign ship or ships of each nationality present. Should any foreign authorities or ships participate in any such celebration or solemnity, by firing salutes or otherwise, an officer shall be sent, upon its completion, to return thanks for the courtesy.

**Participation
by ships of the
Navy in celebra-
tions of foreign
national anni-
versaries.**

183. Upon the occasion of the celebration of their national anniversaries by the authorities of ships of war of a friendly foreign nation in foreign or domestic ports, ships of the Navy present shall, on official intimation being received by the senior officer,

"full-dress" or "dress" ship, with the foreign national ensign at the main, and fire such salutes as are fired by the foreign authorities or ships, not, however, to exceed twenty-one guns. Under similar circumstances, ships of the Navy shall participate in the observance of national solemnities of foreign states. Upon all such occasions efforts shall be made to accord, so far as possible, with the foreign authorities in the time and manner of conducting the ceremonies.

184. (1) The 1st of January, the 22d of February, the 30th of May, the 4th of July, the first Monday in September, the 25th of December, and such other days as may be designated by the President (including the day for National Thanksgiving) shall be regarded as holidays on board ships of the Navy and at naval stations. Of these, only the 22d of February and the 4th of July, shall be observed ceremoniously.

National holidays.

(2) Whenever any of the above designated dates falls on Sunday the following Monday shall be observed as a holiday.

SECTION 12.—FUNERAL CEREMONIES.

185. (1) Upon the receipt of official intelligence of the death of the President of the United States, the senior officer shall direct that on the following day the ensign and union jack be displayed at half-mast from sunrise to sunset, and guns fired every half hour, from all ships present. Similar orders shall be given at naval stations.

On the death of the President.

(2) Upon receipt of official intelligence of the death of the Vice-President of the United States, the Secretary, or the Assistant Secretary of the Navy, the senior officer shall direct that on the following day the ensign and union jack be displayed at half-mast from 8 a. m. to sunset and minute guns fired at noon by all saluting ships present, the number of guns to be the same as that contained in the respective salutes to the above-named officials. Similar orders shall be given at all naval stations.

On the death of the Vice-President, the Secretary, or Assistant Secretary of the Navy.

(3) A civil official who was entitled to a salute is entitled to minute guns at his funeral. Whenever a naval station or a ship of the Navy joins in the funeral honors of a civil official of the Government, other than as prescribed in paragraphs 1 and 2 above, the ensign and union jack shall be displayed at half-mast from 8 a. m. to sunset, and minute guns, not exceeding in number his official salute, shall be fired by the naval station and one of the saluting ships present, when the funeral cortege moves, if at the port where the funeral occurs; otherwise at noon.

Death of a civil official.

186. On the death of an officer in the Navy the following ceremonies shall be observed:

Death of naval officer.

(a) If the deceased was at the time of his death a flag officer in command afloat or on shore, his flag or broad pennant shall be displayed at half-mast until sunset of the day of the funeral or of the removal of the body; the ensign and union jack of all ships present and at naval stations in sight shall be displayed at half-mast between 8 a. m. and sunset during the same period, unless at sea. During the transfer of the body to the place of interment, or if at sea during the funeral, minute guns shall be fired, not exceeding in number the salute. At sunset on the day of the funeral or of the transfer of the body of the deceased from the flagship or scene of command, his flag or broad pennant shall be rounded up with the ensign and hauled down.

A flag officer.

Captain of a ship. (b) If the deceased was the captain of a ship, his pennant shall be displayed at half-mast until sunset of the day of the funeral or removal of the body from the ship; the ensign and union jack of all ships present and at naval stations in sight shall be displayed at half-mast from the beginning of the funeral service until sunset of that day, unless at sea. During the transfer of the body to the place of interment or, if at sea, during the funeral, minute guns shall be fired, not exceeding seven in number. At sunset on the day of the funeral or transfer of the body from the ship, the pennant shall be rounded up with the ensign and retained at the masthead as the insignia of command of the deceased officer's successor.

A commissioned officer. (c) If the deceased officer was a commissioned officer of the Navy or Marine Corps, other than those mentioned in paragraphs *a* and *b* of this article, the ensign and union jack of all ships present and at naval stations in sight shall be displayed at half-mast during the funeral service and until the return of the escort, or for an hour after the transfer of the body from the ship should the escort have returned within such period.

A midshipman, warrant officer, clerk, or mate. (d) If the deceased was a midshipman, warrant officer, clerk, or mate, the ensign and union jack of all ships present and at naval stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body from the ship and for one hour afterwards:

An enlisted man. **187.** On the death of any petty officer or person of inferior rating, the ensign and union jack of all ships present and at naval stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body to the shore.

Minute guns fired by army posts. **188.** On the occasion of the funeral of a flag officer or commodore near a garrisoned fort of the United States, the commanding officer thereof shall be duly notified of the time of the funeral, and minute guns, not exceeding in number the officer's salute, may be expected to be fired from the fort when the cortege moves after landing.

Burial at sea. **189.** When at sea the ship shall always be hove to and the ensign displayed at half-mast during any funeral service and while committing the body to the deep. Any further display of the ensign at half-mast while at sea shall be regulated according to circumstances by the senior officer.

Volleys to be fired by the escort. **190.** (1) An escort under arms shall accompany the funeral cortege of any officer or enlisted man to the place of interment, and after the funeral service fire three volleys of musketry over the body. In foreign ports, when permission can not be obtained to land an armed escort, the volleys should be fired over the body after it has been lowered into the boat alongside; at sea, after committing the body to the deep.

Funeral escorts. (2) The funeral escort shall be as follows:
(a) Admiral, four battalions of infantry and two battalions of artillery.

(b) Rear-admiral, three battalions of infantry and one battery of artillery.

(c) Commodore, three battalions of infantry and one platoon of artillery.

(d) Captain, ten companies of infantry.

(e) Commander, six companies of infantry.

(f) Lieutenant-commander, four companies of infantry.

(g) Lieutenant, two companies of infantry.

(h) Lieutenant (junior grade), ensign, or commissioned warrant officer, one company of infantry.

(i) Midshipman, warrant officer, clerk, or mate, one section of infantry.

(j) Chief petty officer, sixteen men commanded by a chief petty officer.

(k) First, second, or third class petty officer, twelve men commanded by a first, second, or third class petty officer, respectively.

(l) All other enlisted men, eight men commanded by a third-class petty officer.

(3) Pallbearers, six in number, shall be selected from the grade of the deceased, when practicable.

(4) The funeral escort shall, when practicable, be commanded by an officer of the same grade as the deceased.

(5) The formation for funeral ceremonies shall be that prescribed in "Landing Force and Small Arm Instructions, United States Navy."

191. Funeral honors shall not be paid between sunset and sunrise. When it is necessary to bury the dead at night, such funeral services as are practicable shall take place. Burial at night.

192. When a death occurs in a foreign port among the officers or crew of a ship of the Navy, the senior officer shall arrange with the local authorities, through the consul, if there be one, otherwise directly, for the interment of the body; and shall also obtain permission for an armed escort to land. If the deceased was a commissioned officer, notice shall be sent to the senior foreign naval officials present and the proper local officials, of the time and place of the funeral. Funeral in a foreign port.

193. The pallbearers shall march at the side of the hearse or pall, the junior to the left and leading, the next junior to the right and leading, and so on. If a sufficient number of foreign officers of suitable rank attend the funeral, they may be invited to serve as additional pallbearers; they will occupy the same relative positions, but outside of the first mentioned. Eight men shall be selected to serve as body bearers, and shall march immediately behind the body. Pallbearers.

194. If the deceased was a flag officer or captain of a ship, his flag or pennant shall be draped in mourning and displayed at half-mast in the bow of the boat carrying the body. The flag or pennant shall also be carried immediately in advance of the body in the funeral cortege to the grave, but not on the return from the grave. Flag or pennant of the deceased.

195. (1) A funeral procession of boats shall move from the ship to the shore in the following order: Funeral procession of boats.

Band.

Escort.

Clergy.

Body and body bearers.

Pallbearers.

Mourners from ship of deceased in inverse order.

Mourners from other ships in inverse order, junior ships leading.

Mourners from foreign ships in inverse order, junior ships leading.

(2) Boats may be formed in more than one column if necessary.

Funeral procession on shore.

196. A funeral procession on shore shall be formed as follows:

Band.

Escort.

Clergy.

Body and pallbearers.

Body bearers.

Mourners in inverse order of rank:

(a) Enlisted men.

(b) Officers from ship of deceased.

(c) Other officers.

(d) Foreign officers.

Distinguished persons.

Delegations.

Societies.

Citizens.

Details of funerals.

197. Officers and pallbearers shall wear the mourning badge on the left arm and sword hilt. The escort only shall be under arms. The ensigns of all boats shall be displayed in the same manner as the ensigns of their respective ships. The distinctive mark of command, except that of the deceased, shall not be displayed at half-mast from ships or boats. Whatever the grade or rate, the coffin shall be covered with the union jack, and in the case of an officer the chapeau or cap, epaulets, and the side arms of the deceased placed thereon.

Moving of procession.

198. (1) On the march to the place of interment, the procession shall move in common time, the music shall play a dirge, the ensign shall be draped in mourning and carried in the center of the escort, and the drums shall be draped in mourning and muffled.

(2) In returning from the place of interment, the column shall move in quick time, and the mourners march in order of rank. When clear of the cemetery, the mourning and muffling shall be removed from the colors and drums, and the music shall play a march.

Death of an officer when not on sea duty.

199. An officer whose death occurs on shore shall receive the same honors as if it had occurred while on duty at sea.

Death of a general officer of the Army or Marine Corps.

200. (1) On receiving official intelligence of the funeral of a general officer of the Army or Marine Corps at a port where there is a naval station or in which one or more ships of the Navy may be present, the ensigns and union jacks shall be half-masted during the funeral service and until the return of the escort; and minute guns, not exceeding in number the officer's salute, shall be fired from the naval station and by one of the saluting ships when the funeral cortege moves.

(2) Volleys shall be fired for naval or military persons only.

Volleys. Death of a diplomatic or consular officer.

201. On the death in a foreign port of a diplomatic or consular officer of the United States, the senior naval officer present shall, with the permission of the local authorities, land an armed escort, direct the attendance of officers and others, and make such other funeral arrangements as seem proper and circumstances permit.

Funeral of a foreign official.

202. When the senior officer receives official notice of the funeral of a foreign official, he shall detail such officers to attend the funeral, direct such visits of condolence to be made, and make such other dispositions as circumstances warrant or permit and international courtesy demands.

SECTION 13.—UNIFORM.

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

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

SECTION 14.—REVEILLE AND TATTOO.

205. Reveille shall be sounded in port when all hands are called in the morning. Tattoo shall be sounded at 9 p. m. Reveille and tattoo.

206. Flagships in all ports of the United States, and in all foreign ports where the local regulations admit, shall fire a morning and evening gun, the former at the beginning of reveille and the latter at the end of tattoo. Morning and evening guns.



CHAPTER IV.

INSTRUCTIONS FOR OFFICERS IN GENERAL.

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

Observance of
the regulations
and all orders.

(2) Officers of all grades must carefully examine the regulations governing commanders-in-chief and captains, under which frequent reference is made to the duty of subordinate officers.

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

Inquiries as to
interpretation.

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

Relations with
foreign states.

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

Report of
knowledge of
frauds, etc.

210. In case of robbery, or on the discovery of loss of money or other public property, the person responsible for its custody shall immediately report the occurrence, and the senior officer present shall order a board of three officers to investigate the case, and to report fully all the circumstances connected therewith, which report shall be forwarded to the Secretary of the Navy, with a statement from the senior officer.

Where a robbery
occurs.

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

Offenses com-
mitted on shore
to be reported.

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

Responsibility
for expenditure
of money or
stores.

Public transportation of stores.

(2) Public conveyance for the transportation of stores shall always be used when available. Heads of departments on board vessels, having stores to be shipped, shall make inquiry and keep themselves informed as to the movements of any public vessel by which the stores may be transported.

Incurring debts.

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

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

Persons on board ship not to engage in trade.

214. No person in the Navy serving on board ship shall engage in trade or introduce any article on board for the purpose of trade without authority.

Gold, etc., taken as freight.

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

Officers ordered to duty by the Secretary of the Navy.

216. No officer shall order into service or assign to duty any officer who may be on leave of absence or on furlough, or make any change in the distribution or arrangement of officers or enlisted men established by the Secretary of the Navy, except where required by the exigencies of the service on a foreign station, or as provided for in article 363; all such changes and the reasons therefor shall be reported to the Navy Department without delay by the officer ordering them. (Art. 1516, par. 2.)

Acknowledging receipt of orders.

217. Officers shall promptly acknowledge the receipt of all orders and, immediately after reporting in obedience thereto, communicate the fact and the date of reporting. (Arts. 234, 1108, and 1391.)

Duty upon the receipt of orders.

218. An order from competent authority to an officer of the Navy or of the Marine Corps requiring him to proceed to any point, but fixing no date and not expressing haste, shall be obeyed by leaving within four days after its receipt. If the order reads "without delay," he shall leave within forty-eight hours; if "immediately," within twelve hours; and all officers shall endorse on their orders the date and hour of their receipt. The foregoing allowances of time do not apply to that part of an officer's orders which may require him to return to his regular station, etc., after performing the duty specified.

Duty when reporting in obedience to written orders.

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

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

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

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

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

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

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

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

225. All petitions, remonstrances, memorials, and communications from any officer or officers of the Navy or Marine Corps, whether on the active or retired list, addressed to Congress, or to either House thereof, or to any committee of Congress, on any subject of legislation relating to the Navy, pending, proposed, or suggested, shall be forwarded through the Navy Department, and not otherwise, except by authority of the Department. (Art. 244.) All communications to Congress shall pass through the Department.

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

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

(2) No officer, clerk, or employe in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employes in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. (Sec. 1784, R. S.)

Gratuities from contractors.

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

Officers shall not act as attorneys against the United States.

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

Certificates of officers.

230. Officers shall not give certificates to persons with whom they have had official dealings, or to inventors whose works they may have examined.

Dealings with enlisted men.

231. Officers shall not borrow money nor accept deposits from, nor have any pecuniary dealings with, enlisted men, except as provided in article 1331, for deposits with the pay officer.

Applications for orders.

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

(2) Officers are forbidden to write personal letters to the Secretary of the Navy concerning orders to duty, or the revocation or modification of orders.

Details, transfers, etc., how made.

(3) Appointments, details, transfers, and assignments shall be made on the basis of official records in the Department to the exclusion of other sources of influence or information. If an officer seeks recommendation or support other than those named above, that fact shall debar him from obtaining the particular assignment which he thereby attempts to secure, and the circumstances shall be noted on his official record.

Address of officers.

233. Every officer, whether active or retired, not on duty, shall report his address to the Bureau of Navigation on June 1 and December 1 of each year; the report made as of the latter date must reach the bureau by December 20.

Usual residence of officers.

234. (1) Every officer of the Navy or the Marine Corps shall keep the Bureau of Navigation or the Adjutant and Inspector of the Marine Corps, respectively, informed of his usual residence and of the address of his wife or next of kin. When ordered to his home he shall, upon the receipt of the order, certify upon it his place of residence, which must in all cases correspond to that which he has previously reported to the Bureau of Navigation, or Headquarters of the Marine Corps.

(2) No officer, active or retired, shall change his usual residence without permission of the Bureau of Navigation.

(3) Every officer of the Navy or Marine Corps visiting Washington shall, within twenty-four hours after his arrival, register his name and city address at the Bureau of Navigation, Navy Department, or Headquarters, Marine Corps, respectively.

Officers returning from sea by order of a superior.

235. An officer returning from sea under orders from or by permission of a superior shall, immediately upon arrival in the United States, report by letter to the Bureau of Navigation, enclosing his address and a copy of the order or permission.

An officer under arrest or suspension.

236. An officer under arrest or suspension shall not leave the State or Territory of which he is a resident, nor visit the Navy Department, without authority from the Secretary of the Navy.

Exchange of and absence from duty.

237. An officer shall not, without authority from his captain or other superior, absent himself from his duty or exchange duty with another. (Art. 1532.)

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

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

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

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

240. Nothing in article 239 shall be construed as relieving the senior line officer in a boat from the responsibility for its safety and management under all circumstances. Senior line officer in boat.

241. Commanding and other officers shall afford facilities for the officers specified in article 1379 to inspect the accounts of pay officers. Inspection of accounts.

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

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

244. All persons belonging to the Navy, or employed under the Navy Department, are forbidden to publish, or to cause or permit to be published, directly or indirectly, or to communicate by interviews, private letters or otherwise, except as required by their official duties, any information in regard to the foreign policy of the United States, or concerning the acts or measures of any department of the Government, or of any officer acting thereunder, or any comments or criticism thereon, or any official instructions, reports, or letters upon any subject whatever; or to furnish copies of the same to any person without the permission of the Navy Department. No person belonging to the Navy or employed under the Navy Department shall act as the correspondent of a newspaper, discuss in the public prints matters pertaining to the personnel of the naval service, or attempt to influence legislation in respect to the Navy, without the express authority and approval of the Department. (Art. 225.) Nothing in this article is to be construed as prohibiting officers from forwarding to the Department, through official channels, well-considered comment with suggestions tending to promote the efficiency of the service. Publication of official documents and acting as correspondent forbidden.

245. In time of war, or while international questions are pending, no person belonging to the Navy, or employed under the Navy Department, shall convey or disclose, by oral or written communications, publications, or any other means, except as may be required by his official duties, any information whatever concerning the naval or military establishment or forces, or concerning any person, thing, plan, or measure pertaining thereto, or any other information that may be of assistance to an actual or possible enemy. Information that will aid an enemy in time of war forbidden.

246. (1) Reports on the fitness of officers shall be made, on prescribed forms, to the Secretary of the Navy, on the last day of Reports on the fitness of officers.

June and December in each year, and whenever officers are detached from service or transferred. These reports shall contain a record of all punishments, other than private reprimand, inflicted upon the officer, with the date and nature of the offense and the kind and degree of punishment.

(2) A commander-in-chief shall report on the division commanders and on the members of his personal staff; a division commander, on the captains of the ships of his division and on the members of his personal staff; the captain of a ship, on all officers under his command; the commandant of a shore station, on the members of his personal staff, on the captains of stationary ships, and on all other officers under his command and not attached to ships or to departments of the yard or the marine barracks; the chief of a bureau, president of a board, head of a department, and the commanding officer of marines at navy yards, or other head of special service, on all officers serving under them.

Care in making reports.

(3) Officers are enjoined to prepare the required reports with great care and deliberation, bearing in mind their importance to the naval service and to the officers concerned.

Answers to queries.

(4) Form A will be used for reports on officers in command afloat, Form B for reports on all other officers performing service afloat, and Form C for reports on all officers performing shore duty. The answers to all queries must be written by the officer signing the report. The answers to queries from 1 to 5 of Form A, from 1 to 6 of Form B, and from 1 to 4 of Form C, all inclusive, shall be either "Excellent," "Very good," "Good," "Tolerable," or "Not good," and shall be based upon the record of the officer concerned for the period covered by the report. When the answer to said queries is "Tolerable," "Not good," or in any sense of an unfavorable nature, the reasons for such answer shall be clearly stated under the head of "Remarks." A copy of all unfavorable portions of a report shall be furnished to the officer concerned, who shall be granted a reasonable time to prepare such written statement in regard to it as he may desire to make, which statement shall be couched in temperate language, shall relate only to the matters referred to in the report, and shall be endorsed and forwarded with the report. Should the officer concerned not desire to make a statement, he shall write a communication to that effect.

Reports from subordinates.

(5) Captains of ships shall require from senior staff officers, and commandants of shore stations from heads of special service or departments, written reports on the professional fitness of their subordinates. Reports on the fitness of a pay clerk shall be made semiannually to the Bureau of Navigation, on a prescribed form, by the pay officer under whom he is serving, and shall be forwarded through the commanding officer, who shall report on the pay clerk's conduct.

Use of intoxicants.

(6) Whenever a medical officer makes an entry in the medical journal that indicates the use by any officer of intoxicants or drugs that tend to disqualify him, physically, mentally, or morally, for service, he shall immediately submit a written statement of the fact, accompanied by a copy of the entry, to the officer charged by paragraph 2 of this article with the duty of making reports on fitness on the officer concerned; and the officer so charged with making such reports shall immediately proceed with reference to said entry in the manner provided in paragraph 4 above, respect-

ing unfavorable answers made by him to queries contained in the prescribed form of reports on fitness; and shall forward a copy of the same, the statement in regard thereto, if any be made, of the officer concerned, and such comments as he may deem proper, with his semiannual report to the Department. Nothing herein contained shall preclude the further investigations and proceedings prescribed in Chapter V, Section I, of these regulations.

(7) Special reports of distinguished conduct in battle, conspicuous acts of valor or devotion in the line of duty, or extraordinary courage, ability, or resource shown in time of peril or great responsibility, shall be made at any time, as occasion arises. Serious misconduct or marked inefficiency shall also be made the subject of a special report. Letters commending or condemning an officer are forbidden, except as provided for in this paragraph, or as provided for warrant officers in articles 1601 and 1609.

Special reports.

247. Reports on midshipmen who have completed the four years' course shall be made at the end of each quarter on the special forms issued by the Bureau of Navigation. That part of article 246, paragraph 4, relating to unfavorable reports on officers shall apply to quarterly reports on midshipmen.

Reports on midshipmen.

248. (1) Judges advocate of naval general courts-martial and courts of inquiry, and all commanders-in-chief of naval squadrons, commandants of navy yards and stations, officers commanding vessels of the Navy, and recruiting officers of the Navy, and the adjutant and inspector, assistant adjutant and inspector, commanding officers, and recruiting officers of the Marine Corps, be, and the same are hereby, authorized to administer oaths for the purposes of the administration of naval justice and for other purposes of naval administration. (Act of March 3, 1901.) (Art. 1132.)

Officers authorized to administer oaths.

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

Oaths on official documents to be administered by officers.

249. Officers commanding fleets, divisions, or ships shall carefully observe the "Instructions in Regard to Intelligence Duty."

Intelligence duty.

250. Officers commanding fleets, divisions, or ships shall not permit women to reside on board of, or take passage in, any ship of the Navy in commission for sea service.

Women on board ship.

251. (1) Saturday afternoon shall, in general, be regarded on board ship as a half holiday.

Saturday half holiday.

(2) Sunday shall be observed on board all ships and at naval stations in an orderly manner. All labor shall be reduced to the requirements of necessary duty. The religious tendencies of officers and men shall be recognized and encouraged.

The observance of Sunday.

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

Foreign religious institutions.

253. Enlisted men of the Navy or Marine Corps shall not take or keep any malt or other alcoholic liquors or intoxicants on board ships of the Navy or within the limits of naval stations, marine barracks, or other commands; nor shall any be sold or given to them within such naval limits; nor shall any be issued to them except for medical purposes. (A. G. N., Art. 13.)

Malt and other liquors.

254. Members of the hospital corps shall not perform any military duties other than those pertaining to the medical department.

Duty hospital corps restricted.

CHAPTER V.

NAVAL ADMINISTRATION AND DISCIPLINE.

SECTION 1.—THE EXERCISE OF AUTHORITY.

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

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

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

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

(2) He shall also call upon the accused for such counter statement or explanation as he may wish to make, and for a list of the persons he desires to have questioned in his behalf. If the accused does not desire to submit a statement, that fact should be set forth in writing.

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

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

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

Cases requiring trial.

261. If, upon such investigation, the commanding officer shall be satisfied that the charge is such as to call for judicial action, he may place the accused under suspension or in confinement, as the case may require, neither of which, however, shall be considered as a punishment. He shall transmit to the Secretary of the Navy, through the Bureau of Navigation, or, in the case of officers or enlisted men of the Marine Corps, through the Commandant of the Marine Corps, or to the commander-in-chief of the fleet or squadron, as the case may require, a particular statement of the misconduct with which the accused is charged, embracing such details of the circumstances and of the time and place at which they occurred, with lists of witnesses and statement of the accused, as may enable the convening authority to decide upon the propriety and expediency of ordering a court, and to frame charges and specifications, should it be ordered.

Further proceedings.

262. (1) Should the Secretary or commander-in-chief decide that no trial is to take place, the accused shall be at once released and restored to duty. But if it be decided that the accused shall be brought to trial, the court shall be assembled for that purpose as soon as the nature of the case and the interests of the public service will allow, unless, meanwhile, such information or explanation shall reach the convening authority as to make it advisable to withdraw the charges and restore the accused to duty.

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

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

Officer furnished with copy of accusation.

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

Temporary release no bar to future trial or investigation.

264. The captain of a ship or other competent authority may release temporarily and put on duty an officer under suspension or arrest, should an emergency of the service or other sufficient cause make such measure necessary. The order for temporary release shall be in writing and shall assign the reasons. Should the officer be under charges, they need not be withdrawn; and such temporary release and restoration to duty shall not be a bar to any subsequent investigation or trial of the case that the convening authority may think proper to order, nor to the investigation of any complaint the accused may make in regard to the suspension or arrest.

Charges not to be held back to accumulate nor old offenses revived.

265. Offenses shall not be allowed to accumulate in order that sufficient matter may thus be collectively obtained for a trial, without giving due notice to the offender; and no officer who has been formally reprimanded for an offense shall be subsequently tried therefor, nor shall that offense be the subject again of inquiry, except when it may be indispensable to prove a particular habit charged; a private reprimand, however, is no bar to subsequent investigation and trial. (Op. Att. Gen., June 15, 1906.)

Officers to suppress quarrels.

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

render prompt assistance and obedience to the officer thus engaged in the restoration of order.

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

SECTION 2.—ARREST OR SUSPENSION.

267. (1) Every officer, when placed under arrest, shall deliver up his sword, through the arresting officer, to the captain of the ship, commander-in-chief of the fleet or squadron, or commandant of the navy yard or station. Arrest of an officer.

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

(3) He shall not visit officially his commanding or other superior officer, unless sent for; and in case of business requiring attention, he shall make it known in writing.

268. No officer placed under suspension or arrest shall be confined to his room or restrained from the proper use of any part of the ship to which before his suspension or arrest he had a right, except the quarter-deck, poop, and bridges, unless such confinement or restraint shall be necessary for the safety of the ship or the preservation of good order and discipline; but neither shall be imposed for a longer time than absolutely necessary. Unnecessary confinement.

269. (1) Whenever a commanding officer orders a pay officer under suspension or arrest, he shall take possession of the safe and the keys of the pay department storerooms, and immediately cause a seal to be placed on the safe in the presence of the pay officer suspended. The senior officer present shall immediately thereupon direct a board, consisting of at least three officers, to take an inventory of the money and papers and, except in an extreme emergency, of the stores; and shall appoint a suitable person to take immediate charge thereof, who shall be present at such inventory. Arrest or suspension of a pay officer.

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

(3) Whenever in either of the above cases the senior officer deems it impracticable to have an inventory taken of the stores, he shall furnish the pay officer with a certificate to that effect. When inventory of stores can not be taken.

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

(5) Before a pay officer under suspension or arrest is taken permanently from the ship or station to which he has been attached, a reasonable time shall be allowed him to close up his books and complete his vouchers; and no books or vouchers nec- Books and vouchers of pay officers in arrest.

essary to the perfect settlement of his accounts shall, under any circumstances, be taken from his personal charge, unless absolutely necessary for the public interest, in which case a detailed receipt for the same shall be furnished him by the person appointed to take charge of, or relieve him from, his duties.

Officers in arrest can not insist on being tried.

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

SECTION 3.—PUNISHMENTS.

Restraint of prisoners to be tried.

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

Treatment of prisoners.

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

Release of prisoners.

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

Investigation of reports.

273. (1) All reports of misconduct shall be investigated by the captain before punishment is adjudged. After morning inspection he shall be furnished by the executive officer with a list of persons reported for offenses during the preceding day. After inquiring into the facts in each case at the mast, giving to both accuser and accused an impartial hearing, he shall assign a punishment, when necessary, and affix his signature in the report book.

Investigation to be delayed.

(2) The investigation of a report, except where summary action is deemed necessary, shall be deferred until the morning following the day on which the report is made; but longer delay shall be avoided.

Punishments on Sunday.

274. Extra duty as punishment shall be discontinued on Sunday.

Dimensions of ships' prisons.

275. Cells for the confinement of prisoners shall not be less than 6 feet long and 3½ feet broad, with the full height between decks, and shall be properly ventilated. They shall not be altered without the authority of the Navy Department.

Prisons and other spaces used for confinement.

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

Confinement of intoxicated men.

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

Personal interference in the arrest of drunken men.

277. No officer shall assist personally in the arrest of a drunken man further than may be absolutely necessary, but the arrest shall always be made by persons not above the grade of petty officer, who are to be instructed to use no greater force than that required to restrain or confine the offender.

Punishments to be entered in log book.

278. Entries in the log regarding punishments shall include the name, rank, or rating of the offender, the date and nature of the offense, and the kind and degree of punishment. The date of

every suspension, arrest, confinement, and restoration to duty shall also be entered upon the log book. (A. G. N., Art. 24.)

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

Admonition
in course of
duty.

280. Whenever any person in the Navy who has been placed under suspension, in arrest, or confinement, or otherwise punished for misconduct, is released and entirely discharged by competent authority, such discharge shall be a bar to further disciplinary proceedings in the case by any naval authority. (Art. 265.)

Entire dis-
charge from ar-
rest or punish-
ment a final bar.

SECTION 4.—REDRESS OF WRONGS.

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

Oppression by
or misconduct
of superior.

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

Application for
redress.

283. If, in the opinion of the commander-in-chief or senior officer present, a trial by court-martial is necessary, and the alleged wrong has occurred within the waters of the United States, he shall submit a succinct report of the case, together with all the correspondence relating thereto, to the Secretary of the Navy unless, as commander-in-chief of a fleet or squadron within the waters of the United States, he is expressly authorized by the President to order courts-martial, in which case he shall proceed at once to prefer charges against the offender and convene a court for his trial.

Report of
wrongs.

SECTION 5.—APARTMENTS.

284. (1) A flag officer, when embarked in a ship having two cabins, may select either of them; the captain shall occupy the other.

Apartments of
flag officer.

(2) In case there is no flag officer embarked the captain may occupy either cabin.

Apartments of
captain.

285. (1) A chief of staff other than the captain of a flagship, shall be provided for in the cabin and mess of the flag officer. (Art. 397.)

Apartments of
chief of staff.

(2) The captain shall not be required to share his accommodations with a chief of staff; if there is but one cabin available for the commander-in-chief, the captain, and the chief of staff, they shall occupy it jointly, and the choice of accommodation shall be in the order named.

Flagship with
single cabin.

286. All commissioned officers not in command, above the rank of ensign, shall be wardroom officers. Ensigns assigned to duty as watch and division officers shall also be wardroom officers.

Wardroom
officers.

287. (1) When the wardroom staterooms are arranged symmetrically on both sides of the ship, the forward room on the starboard side shall be occupied by the executive officer and the next room by the navigator. All other rooms on the starboard

Staterooms for
wardroom offi-
cers.

side shall be occupied by line officers not detailed for engineering duties, in the order of rank.

(2) On the port side the forward room shall be occupied by the officer in charge of the engineer department, the second by the paymaster, the third by the senior medical officer, the fourth by the senior marine officer if there be one attached to the ship, the fifth by the chaplain, the others by the remaining staff officers, marine officers, and line officers detailed for engineering duties, entitled to quarters in the wardroom, in the order of their rank.

(3) Spare rooms shall be assigned by the captain, and he shall give preference to officers who keep a watch.

(4) In ships having staterooms arranged otherwise than as above mentioned, a plan of assignment of quarters will be supplied from the Department before the ship is commissioned.

(5) Until actually needed for a chief of staff, the quarters for such officer, when not within the cabin limits, may be assigned by the captain to the executive officer.

Personal staff
may be accom-
modated in
cabin.

288. A flag officer may assign quarters in his own cabin to any member of his personal staff; and while so accommodated he shall mess with the flag officer and have no title to quarters elsewhere. (Art. 397.)

Junior off-
icers.

289. Ensigns not watch and division officers, second lieutenants in the Marine Corps not in command of a detachment if there be one on board, pay officers having the rank of ensign not heads of departments, midshipmen, and clerks shall occupy the junior officers' quarters.

Other officers.

290. The commissioned warrant officers and each warrant officer shall have a room forward of the junior officers' quarters if there is sufficient space; if not, two of them shall occupy one room jointly. The rooms shall be occupied as designated by the Department.

Passengers.

291. No officer embarked as a passenger shall be entitled to a stateroom to the exclusion of an officer belonging to the complement of the ship.

Storerooms not
to be used for
other purposes.

292. No storeroom or office shall be used for a sleeping apartment except by authority, nor shall any such room be used for any other purpose than the public service for which it is allotted, unless in cases of emergency, such emergency and consequent changes being immediately reported to the Department.

SECTION 6.—OFFICERS' MESSSES.

Messing of of-
ficers.

293. (1) Officers shall mess in the apartments assigned therefor, except as hereinafter provided. Separate messes shall not be formed in the same apartment, nor shall meals be taken in rooms or at other places than at the regular mess table, except in case of sickness. In vessels having no junior officers' mess, clerks shall mess with the warrant officers.

Receiving
ship.

(2) The captain and other officers attached to a receiving ship shall live and mess on board unless specially exempted by the Secretary of the Navy.

Cabin messes.

294. Cabin officers in ships with two cabins may, if they prefer it, form one mess. A flag officer may have any of his personal staff in his mess.

Officers as pas-
sengers.

295. Officers embarked as passengers shall mess in the apartment to which they would belong if attached to the ship.

296. (1) In all officers' messes the senior line officer present in line of succession to the command shall preside and have the power to preserve order. (Arts. 44 and 266.) Senior line officer to preside.

(2) When no line officer in succession to the command is present, the senior of the other line officers present or, when there are none, the senior officer present, whether of the staff or the Marine Corps, shall preside.

(3) The officers of the mess shall be assigned permanent seats at the mess tables alternately, in the order of rank, to the right and left of the presiding officer. The seat opposite the presiding officer shall be occupied by the mess treasurer.

297. (1) Each officers' mess shall elect a mess treasurer, who shall have charge of all matters relating to the service and expenditure of the mess. All officers of a mess are eligible to election as mess treasurer, and if elected shall so serve; but no officer shall be required to serve more than two months consecutively. Mess treasurer.

(2) The mess treasurer shall keep an account of all receipts and expenditures, from which an abstract of the financial condition of the mess may at any time be ascertained. At the close of each month he shall render to the mess a statement of the accounts of the mess, with his receipts and expenditures, together with any bills remaining unpaid. Duties of mess treasurer.

(3) He shall incur no indebtedness which can not be discharged by the funds appropriated for the mess, and he shall see that all bills are paid before leaving port. If, however, from the unexpected sailing of the ship, or from circumstances beyond his control, he is forced to leave any bills unpaid, he shall report the number and amount to the captain, who will take all measures to have them paid as soon as possible.

(4) He shall detail mess attendants for duty within the mess, subject in permanent details to confirmation by the executive officer. (Art. 563.)

(5) The mess treasurer's accounts shall be audited by a board composed of the executive officer and two other officers elected by the mess. The members of the auditing board shall, after examining the accounts, certify them by their signatures, with such comment as they see fit to make, and then submit the accounts to the commanding officer. If the condition of the mess, as shown by the mess treasurer's monthly accounts, be unsatisfactory in any respect, the commanding officer shall take such action as may be appropriate or, if necessary, report the matter to the commander-in-chief. Audit of mess accounts.

(6) When a vessel is in a United States port and preparing to proceed on a cruise the commanding officer may sanction supplies for officers' messes being received on board, at the risk of the dealers, to be paid for as consumed, in not less than quarterly installments; provided the dealer shall agree thereto in writing. A statement of all agreements so made and the payments thereon shall be included in the mess treasurer's accounts each month until the obligation is fully discharged. Before proceeding on cruise.

(7) Neither the steward nor any other person shall, without written authority from the mess treasurer, be permitted to incur indebtedness on shore in the name of the mess.

298. (1) Every officer attached to a seagoing ship shall pay monthly, in advance, the full amount of the mess bill to the mess Mess bills.

treasurer; and no officer shall be excused from such payment unless ordered on detached duty or sent to a hospital. (Art. 293, par. 2.)

(2) An officer ordered temporarily to duty away from the vessel to which he is attached is "ordered on detached duty" within the meaning of this article, and is entitled to a rebate on his mess bill for the period of his absence.

Wine messes. **299.** (1) Wardroom and junior officers may form wine messes, but no officer shall be required to become a member thereof. Suitable locker room for wine-mess stores shall be provided when fitting a ship for sea.

(2) The provisions of article 297 shall be held to apply in all respects to wine messes.

(3) The law regarding the introduction and use of distilled liquors on board ship shall be rigidly observed. (A. G. N., Art. 13.)

CHAPTER VI.

A COMMANDER-IN-CHIEF.

SECTION 1.—ON ASSUMING COMMAND.

- 300.** (1) The title "commander-in-chief," when occurring in naval laws, regulations, and other documents, shall be held to refer to the officer designated as such in his orders from the Navy Department, or to the officer who succeeds him as provided for in article 321. **Title.**
- (2) The duties, prerogatives, and honors of a commander-in-chief commence on the date of hoisting his flag and continue until it is finally hauled down. **Period of duty.**
- 301.** A commander-in-chief shall, upon the date of assuming command, announce the fact in a general order to the fleet, setting forth the authority for his assumption of command. At the same time, or as soon thereafter as may be practicable, he shall announce the officers who are to serve upon his staff, both personal and fleet. **To announce his staff.**
- 302.** He shall, as soon as possible, make himself familiar with the condition and capabilities of the ships of his command, and thoroughly inform himself as to the qualities of their officers and crews, armament, speed under different circumstances, economy of service, and capacity for warlike stores; as to the skill, capacity, judgment, and aptitude of their several captains, and as to such other matters as may be necessary in order to enable him to make the best selections of officers, men, or instruments for the performance of any important public duty. **To become familiar with his command.**
- 303.** He shall make himself familiar with the facilities for making repairs and obtaining supplies at the various ports within the limits of his station, and with the climatic and sanitary condition of the latter, in order that the service of ships may be directed as far as possible with a view to their economic administration and efficient condition. **To become familiar with his station.**
- 304.** He shall use every exertion to equip the ships of his command expeditiously and keep them ready for service. If he discovers any defects in the ships, their armament, or equipment, whereby they are rendered unfit for their destined service, he shall report the details of such defects to the Secretary of the Navy. **Equipment and condition of ships.**
- 305.** (1) He shall regulate exercises and sanitary duties in general instructions to the ships of his command. These instructions must be in accordance with the laws and regulations governing the Navy, the orders emanating from the Secretary of the Navy, and the usages of the naval service. **To regulate exercises and sanitary duties.**
- (2) Copies of all standing orders, instructions, and routine issued to a fleet shall be forwarded to the Secretary of the Navy.

SECTION 2.—GENERAL DUTIES.

- Inspection.** **306.** (1) The commander-in-chief shall inspect every ship of his command as follows:
- (a) As soon as practicable after assuming command, or after a ship has joined his command.
- (b) Semiannually from the date of the first inspection.
- (c) Immediately before the departure of a ship from his command, if not inspected within the previous six months.
- (d) At such other times as he may deem necessary.
- (2) The inspections prescribed in this article, except the last, shall be conducted in a careful and deliberate manner, and full reports, according to prescribed forms, with such additional information as may be important, shall be made to the Secretary of the Navy. The additional inspections provided for under *d* may be more or less complete, and may be reported or not, at his discretion.
- Circumstances affecting the condition of a ship reported on.** **307.** (1) He shall take into consideration the length of time a ship has been in commission, and mention any special circumstances that may have interfered with routine drills and duties, such as long-continued special service, exposure to inclement or enervating weather, or prevailing sickness.
- Report to cover general efficiency of personnel.** (2) He shall be governed in making out his report by the ability and readiness of a ship to perform any service or duty required, so far as these qualities depend upon the efforts of her personnel, and by his observation, if sufficiently extensive, of her proficiency at drills, accuracy at target practice, and other important qualities.
- The efficient condition of the ship.** (3) He shall examine particularly into the means taken to preserve the hull, decks, steam machinery, boilers, guns and their carriages, masts, rigging, sails, and stores. He shall not fail to mention in his report any neglect on the part of the captain or any other officer to maintain the ship in the most efficient condition possible.
- Stations and exercise at the armament.** (4) He shall satisfy himself that the ship, whenever cleared for action, is fully prepared for service, especially as regards the stations of officers and men, the systems of communication, and the fire control; that all gun, torpedo, ammunition supply, and range-finding crews are sufficiently exercised at the armament to maintain their proficiency; that all instruction and training of such crews are in accordance with the instructions prescribed from time to time by the Department; and that the efficiency of the ship as a whole is not impaired by unnecessary changes among officers and men in their stations at the armament.
- Closing watertight doors.** (5) He shall make a most strict and careful inquiry and report as to the observance of the regulations in respect to closing watertight doors.
- Improvements suggested.** (6) He shall examine into and report on any suggestions of the captain, or any of the other officers, calculated to increase the efficiency of the ship.
- Sanitary condition.** (7) He shall examine into and report on the general sanitary condition of the ship.
- Laws and regulations enforced.** (8) He shall satisfy himself that the laws and regulations governing the Navy, the particular instructions from the Navy Department, and the usages of the naval service are enforced.
- Officers' messes and privileges.** (9) He shall inquire into the orders relating to smoking, and ascertain if officers' messes are in a satisfactory condition and conducted with fairness to all officers and according to regulations,

and shall cause any outstanding mess debts to be reported to him. In the administration of his command he shall endeavor to provide for the comfort of officers.

(10) He shall inspect a part of the bedding and the clothing of the crew, or all of it should he deem it necessary, and inform himself of its condition, reporting if it is not satisfactory in regard to cleanliness, material, pattern, and quantity, and if any but the prescribed uniform is worn.

The clothing and bedding of the crew.

(11) He shall inquire into the condition of the provisions for the crew and the details of the mess arrangements, reporting any just causes of complaint, or any special circumstances entitled to commendation. He shall satisfy himself that the monthly payments of money to the crew are regularly made, and that leave to visit the shore is frequently granted to deserving men, and in all cases in accordance with the Regulations.

Provisions and mess arrangements of the crew.

(12) He shall inquire into and report on the general condition of the ventilating apparatus, electric lighting plant, and other special appliances for preserving the health and comfort of the crew. He shall ascertain whether these appliances are kept in constant use and, if not, he shall report the reasons.

Special appliances for preserving the health of the crew.

(13) He shall inquire carefully into the proficiency of the crew in coaling expeditiously, and shall make a special report to the Department of any marked deficiency in this respect, with his recommendations for necessary improvements.

Coaling.

(14) He shall satisfy himself that all enlisted persons on board are given instruction and practice in swimming and encouraged to become expert, and will report what per cent of the crew can swim.

Swimming.

(15) He is fully authorized to examine and inquire into any other subject bearing upon the order, discipline, and efficiency of the ship, or upon the proper observance by all on board of the laws, regulations, and customs of the naval service.

To inquire into other subjects.

(16) He shall not delegate the inspection of a ship to another unless absolutely necessary. If so delegated, the officer selected must be under his command, and senior to the captain of the ship inspected. This officer shall conduct the inspection in the same manner, so far as possible, as the flag officer. With this end in view and for his assistance he may, by permission of the latter, be accompanied by any members of the fleet staff that he may select, who are his juniors. His report shall be made to the flag officer.

Delegation of inspection.

308. He shall make careful and frequent inspections of the naval hospital and other places provided for the sick within the limits of his command, and report their condition to the Secretary of the Navy. If unable to perform this duty himself, he shall direct one of the captains under his command to perform it. He shall require reports from the officer in command of the hospital as often as may be necessary in order to keep himself fully informed of the condition of the sick.

Inspection of hospitals.

309. (1) He shall assemble at least twice a year all or as many of the ships of his command as the nature of their duties will permit, and shall make cruises in company for exercise.

Fleet exercises.

(2) He shall send the ships to sea singly for several days in each quarter in order to exercise officers and men in working ship.

Exercise at sea.

(3) He shall require the ships to perform such exercises in port as may be for the best interests of the service.

Exercise in port.

- Exercise in general.** (4) He shall give the ships every possible opportunity for exercise, so as to render them efficient in all respects.
- Routine suspended for target practice.** (5) He shall permit vessels when on the range for target practice to suspend such exercises and other requirements of the fleet or squadron routine as may interfere with or delay carrying on any target practice and not necessary to the safety of the ship. Drills or exercises so omitted need not be made up subsequently, nor their omissions reported.
- Target practice.** (6) He shall require the allowance of ammunition of all arms for target practice to be expended in accordance with the instructions issued from time to time relating thereto, and he shall permit no omissions of regular target practice, unless for urgent reasons, which he must report to the Secretary of the Navy.
- Drills and target practice on shore.** (7) He shall, when possible, arrange for ships to land their crews for drill and for practice at target with small arms and artillery.
- Exercises of the crew on shore.** (8) He shall, when practicable, cause the crews of ships to be landed and exercised at camping, bivouacking, and marching, carrying provisions, ammunition, and other supplies necessary for a force that is to be self-sustaining, and equipped for occupying a hostile country.
- Condition of boats.** (9) He shall require frequent exercises with the boats of the fleet and satisfy himself that they are in a condition to perform any service likely to be required.
- Signals.** (10) He shall require a detail of officers and men of every ship to become expert in the various methods of night and day signaling.
- To encourage emulation.** (11) He shall encourage a spirit of emulation in the instruction of officers and men in all that pertains to their profession.
- Extent of drill.** (12) He shall, in regulating the extent of drill, take into consideration the condition of ships and make relaxation in favor of those that excel.
- Ships to visit all commercial ports within the limits of command.** **310.** He shall, so far as the public service will permit, require the ships to visit all the ports within the limits of his command where American commerce extends, unless otherwise directed by the Secretary of the Navy. He shall not send a ship beyond such limits except upon some urgent duty, which shall be reported at once.
- Long delays in port forbidden.** **311.** He shall not permit ships to remain in port for long periods of time, unless some public exigency requires it.
- Selection of flagship.** **312.** (1) He shall select one of the heaviest and most powerful vessels of his command as his permanent flagship and may, at his discretion, shift his flag temporarily to any other ship under his command, reporting to the Secretary of the Navy his reasons for so doing.
- Shifting flag.** (2) He shall shift his flag to some other vessel of his command, if practicable, when his flagship goes to a navy yard. (Art. 1557, par. 5.)
- Course to be steered.** **313.** He shall direct the course to be steered by the fleet when at sea, and is responsible for its safe conduct.
- Time signal.** **314.** He shall, when in company with other ships, have a time signal made at 7 a. m.
- Passengers.** **315.** (1) He shall, in the waters of the United States, permit passengers on board the ships of his command only upon written permission from the Secretary of the Navy.

(2) When in foreign waters, passengers shall not be embarked on board ships of his command without his express authority or that of the senior officer present. (Art. 250.)

316. When vessels of the fleet are with the flag, he shall issue orders regulating the extent of leave of absence which may be granted to officers and men to visit the shore. (Art. 1520.)

To regulate leave when in fleet.

317. (1) He shall notify the commanding officers of vessels concerned when, for any reason, he gives directions as to the forwarding of mail. (Art. 441, par. 5g.)

Mail.

(2) He shall be careful to observe, and to require others of his command to observe, the regulations in regard to correspondence. He shall also be governed by the following rules:

Correspondence.

(a) He has the sole right to correspond directly with the Navy Department concerning any official matter connected with the fleet. (Arts. 1505 and 1557.)

With Navy Department.

(b) He shall correspond regularly with the Secretary of the Navy and, by means of general reports, keep him fully informed of the movements of the fleet. These general reports shall not be considered as taking the place of separate letters on separate subjects.

General reports.

(c) He shall frequently state the condition and probable requirements of the ships of his command.

Condition and requirements of ships.

(d) He shall make any suggestions that he may deem important in relation to furnishing the ships with supplies and keeping them in an efficient condition.

Supplies.

(e) He shall at once report any contagious or infectious disease of a grave character that may break out in any of the ships of his command.

Report infectious disease.

(f) He shall make monthly reports of the distribution and employment of the ships of his command.

Monthly report.

(g) He shall, so far as is practicable, report the probable movements of ships, giving such information as may be necessary to enable the Department to maintain telegraphic communication with them.

Probable movements of ships.

(3) He shall each year transmit to the Secretary of the Navy, as soon as practicable after the first of July (or immediately after being relieved, for the elapsed portion of the fiscal year) a report, in duplicate, for publication, covering all subjects necessary for a complete military review of his command and its operations during the preceding fiscal year, and especially the following:

Yearly report.

(a) The movements of all ships, and character of work performed; the amount of coal consumed, and the cost thereof.

(b) The general condition and efficiency of all ships; a description of all military drills; a full description of all target practice; an account of all torpedo practice; and a detailed description of all tactical maneuvers with the lessons of war they are intended to illustrate.

(c) The discipline of the command with a summary of enlistments, discharges, desertions, courts-martial, and petty punishments.

(d) The sanitary condition of the command, with the percentage of sick, number of deaths, and number sent to hospitals and invalidated home.

(4) When a vessel of his command is at a navy yard for any purpose, she will be under the command of the commandant from arrival to departure, subject to the limitations of article 1557.

Ship at a navy yard.

The commander-in-chief shall release such a vessel from the observance of any fleet regulations that may interfere with the purpose for which she is at the yard. (Art. 1505.)

Suggestions for improvements.

318. He shall forward to the Secretary of the Navy any suggestions for the improvement of navy yards or ships, or upon any other subject connected with the Navy that he may deem important. Such suggestions shall be accompanied by plans and estimates when practicable.

Relinquishing command.

319. He shall not relinquish his command without the consent of the Secretary of the Navy, unless condemned by medical survey. (Art. 42.)

When relieved of command.

320. When relieved of command, he shall turn over to his successor all original records of his official correspondence, original letters, documents, or papers concerning the ships or ships' companies of his command, or authenticated copies of the same; all general regulations and orders he may have issued from time to time; all documents received for his guidance; and such other official correspondence and information concerning his command and station as may be of service to his successor. He shall forward to the Secretary of the Navy copies of all important unexecuted orders. If he returns to the United States in a ship of the Navy before being relieved, or is detached without a relief, the above correspondence and papers shall be disposed of as may be directed by the Navy Department.

Incapacitated.

321. In case of the death, incapacity, or permanent absence without relief of the commander-in-chief, the provisions of article 42, paragraphs 1 and 2, shall govern. The temporary successor shall sign as commander-in-chief.

SECTION 3.—DUTIES IN TIME OF WAR.

General duties.

322. The articles of this section will not be construed as an enumeration of all of the duties of a commander-in-chief in time of war, which must, for the most part, depend upon circumstances and instructions.

To furnish his captains with instructions.

323. The commander-in-chief, when preparing his fleet for sea in time of war, shall furnish to the commanders of squadrons and divisions and captains of single ships copies of all orders, instructions, private signals, and such other information as will enable each, so far as possible, to understand fully his duty when in action and at all other times.

To designate division commanders and their ships.

324. If the Secretary of the Navy does not reserve the privilege of designation, he shall select the ships in which the officers commanding divisions shall hoist their flags or pennants, form the fleet into squadrons and divisions, and assign the officers to command them according to rank.

To communicate plans to those who may succeed him in command.

325. He shall, if possible, before going into action, communicate to his chief of staff, his squadron and division commanders, and the captains, his secret orders, private signals, and other information that will materially assist them if called upon to assume chief command.

Concert of action with military forces.

326. If in the near vicinity of a body of United States troops or allies of the United States, he shall maintain, as far as possible, a complete concert of action with its commander, and in case of an engagement assist in every way.

327. He shall, if possible, before going into action, supply every captain with a plan of battle and assign thereon the position each shall occupy. Division commanders shall not change these dispositions unless it should become necessary at a time when signals or ships are obscured.

Each captain to have plan of battle.

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

Prepared for battle in presence of enemy.

329. Under no circumstances shall he commence an action or fight a battle without the display of the national ensign.

Display of the flag in battle.

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

To prevent the capture of important papers.

331. (1) After a battle or action of any kind, he shall require from commanders of divisions and from captains of ships a report of all the particulars thereof coming to their notice, including a statement of the conduct of their subordinates, with a particular mention of individual instances deserving praise or censure. He shall require captains to transmit with their reports those of their respective executive officers. He shall thereupon make a similar report to the Secretary of the Navy, although a report of a preliminary character may have been made previously.

Reports after a battle.

(2) He shall also require from commanders of divisions and from captains of ships, reports of any important service or duty they have performed at any time under his command, and he shall transmit these reports, with an endorsement of his opinion thereon, to the Secretary of the Navy.

Reports of any important service or duty.

(3) All important reports shall be accompanied by diagrams, sketches, or other illustrations when necessary or desirable, in order to afford a clear comprehension of the circumstances.

Reports to be accompanied by illustrations.

332. When troops are embarked on board any of the ships of his command, he shall take all necessary precautions to preserve their health and maintain discipline.

Troops embarked on board ships of his command.

333. He shall afford protection and convoy, so far as it is within his power, to merchant vessels of the United States and to those of allies.

To protect and convoy merchant vessels.

334. During a war between civilized nations with which the United States is at peace, he and all under his command shall observe the laws of neutrality and respect a lawful blockade, but at the same time make every possible effort that is consistent with the rules of international law to preserve and protect the lives and property of citizens of the United States wherever situated.

Duties during a war between civilized nations at peace with the United States.

335. When the United States is at war, he shall require all under his command to observe the rules of humane warfare and the principles of international law. When dealing with neutrals, he shall cause all under his command to observe the rules of international law and the stipulation of treaties, and expect and exact a like observance from others.

To observe the principles of international law and treaty obligations.

SECTION 4.—INTERCOURSE WITH FOREIGNERS.

336. When at a port and not informed as to the officials present whom it is usual to visit, or as to the interchange of other courtesies, he shall send an officer of his staff to the senior representative of the United States at the port, or in the absence of

To ascertain the custom as to the interchange of courtesies.

any such representative, to the highest local official, in order to inform himself.

Relations with the diplomatic and consular representatives of the United States.

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

To consider their requests.

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

Responsibility.

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

Communications with foreign officials.

338. He will, as a general rule, when in foreign ports, communicate with local civil officials and foreign diplomatic and consular authorities through the diplomatic or consular representative of the United States on the spot.

Absence of diplomatic or consular officer.

339. In the absence of a diplomatic or consular officer of the United States at a foreign port he has authority—

To exercise powers of a consul.

(a) To exercise the powers of a consul in relation to mariners of the United States (sec. 1433, R. S.);

(b) To communicate or remonstrate with foreign civil authorities as may be necessary;

(c) To urge upon citizens of the United States the necessity of abstaining from participation in political controversies or violations of the laws of neutrality.

Territorial authority.

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

No armed force to be landed.

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

No target practice without permission.

(3) Great-gun target practice, even at floating targets, shall not take place within foreign territorial waters or at any point from which shots may fall therein, without permission.

Violation of international law and treaty obligations.

341. On occasions where injury to the United States or to citizens thereof is committed or threatened, in violation of the principles of international law or treaty rights, he shall consult with the diplomatic representative or consul of the United States, and take such steps as the gravity of the case demands, reporting immediately to the Secretary of the Navy all the facts. The responsibility for any action taken by a naval force, however, rests wholly upon the commanding officer thereof.

Use of force.

342. The use of force against a foreign and friendly state, or against anyone within the territories thereof, is illegal. The right of self-preservation, however, is a right which belongs to states as well as to individuals, and in the case of states it includes the protection of the state, its honor, and its possessions, and the lives and property of its citizens against arbitrary violence, actual or impending, whereby the state or its citizens may suffer irreparable injury. The conditions calling for the application of the right of self-preservation can not be defined beforehand, but must be left to the sound judgment of responsible officers, who are to perform their duties in this respect with all possible care and forbearance. In no case shall force be exercised in time of peace otherwise than

Self-preservation.

as an application of the right of self-preservation as above defined. It must be used only as a last resort, and then only to the extent which is absolutely necessary to accomplish the end required. It can never be exercised with a view to inflicting punishment for acts already committed.

343. Whenever, in the application of the above-mentioned principles, it shall become necessary to land an armed force in foreign territory on occasions of political disturbance where the local authorities are unable to give adequate protection to life and property, the assent of such authorities, or of some one of them, shall first be obtained, if it can be done without prejudice to the interests involved.

Landing an armed force in foreign territory.

344. The right of asylum for political or other refugees has no foundation in international law. In countries, however, where frequent insurrections occur, and constant instability of government exists, usage sanctions the granting of asylum; but even in the waters of such countries, officers should refuse all applications for asylum except when required by the interests of humanity in extreme or exceptional cases, such as the pursuit of a refugee by a mob. Officers must not directly nor indirectly invite refugees to accept asylum.

Granting of asylum.

345. So far as lies within their power, commanders-in-chief and captains of ships shall protect all merchant vessels of the United States in lawful occupations, and advance the commercial interests of this country, always acting in accordance with international law and treaty obligations.

To protect the commerce of the United States.

346. He shall impress upon officers and men that when in foreign ports it is their duty to avoid all possible causes of offense to the authorities or inhabitants; that due deference must be shown by them to the local laws, customs, ceremonies, and regulations; that in all dealings with foreigners moderation and courtesy should be displayed, and that a feeling of good will and mutual respect should be cultivated.

Dealings with foreigners.

SECTION 5.—SUPPLIES AND REPAIRS.

347. He shall be responsible for the economical administration of his command.

Economy of the fleet.

348. He shall exact economy in the consumption of fuel for all purposes, but he shall not refuse to permit expenditures of coal for target practice, speed trials, steaming trials, and other necessary exercises, unless for other reasons than economy.

Economy of fuel.

349. He shall require captains to keep him fully informed as to the stores and supplies needed by the ships under their command, and as to the general condition of those on hand.

Captains to report stores required and on hand.

350. When on a foreign station he shall cause separate requisitions for each ship to be made on the Bureau of Supplies and Accounts once in six months, or oftener if necessary, for stores pertaining to that bureau. He shall at the same time state to what point such supplies should be shipped in each case. He shall cause requisitions for supplies under cognizance of other bureaus to be made to fill anticipated wants when he deems it for the best interests of his command to do so, but such requisitions must conform in all respects to the requirements of article 1208, and when the supplies are not to be purchased on the station, they shall be forwarded to the bureau concerned, from whence they shall be transmitted to the Paymaster General for fulfillment.

Supplying ships with provisions and stores.

Requisitions for supplies, repairs, and labor.

351. (1) When in command of a foreign station he shall carefully scrutinize all requisitions, take into consideration the necessity for obtaining whatever is required and the expenditure involved, and only approve them when he considers it for the best interests of the Government to do so. Requisitions shall not be granted for articles in excess of allowance either in kind or quantity except in cases of emergency or necessity.

Cost of supplies, repairs, and labor.

(2) In addition to the methods provided by these regulations for ascertaining, when in a foreign port, the cost of all supplies, repairs, and labor, he is authorized to ascertain the cost by such other means as he may deem suitable and proper.

Repairs in foreign ports.

352. In a foreign port, when any ship under his command requires slight repairs which can not be made by the mechanics of the Navy present without too much delay, he shall order a board of survey to report upon the facts; in accordance with the regulations for such surveys and, if the emergency requires it, shall direct that the repairs be made in the manner most advantageous to the Government.

Supplies of money.

353. (1) He shall be very careful to limit an approved requisition for money, either in the United States or in foreign ports, to the amount which will be actually required before another supply can be advantageously obtained, as shown by closely calculated estimates. He shall direct the fleet paymaster to furnish him with the information required by article 1330, paragraph e.

(2) He shall furnish the ships of his command with supplies of money so as to obviate, so far as possible, the necessity of the negotiation of bills of exchange by their captains.

Disposition of stores, supplies, or munitions.

354. He shall not permit any stores, supplies, or munitions to be disposed of otherwise than as herein provided. (See Surveys and Sales.)

Accountable for disbursement of public money or disposal of public stores

355. He will be held accountable for every disbursement of public money or disposal of public stores made in pursuance of his order. His signature to an order, requisition, or other authority to disburse money or dispose of stores, and his approval of the same, will be considered as evidence of his complete knowledge of and accountability for the transaction.

Sending home condemned articles by ships returning to United States.

356. When in command of a foreign station he shall, when conditions warrant, transfer to the ships about to sail for the United States all condemned supplies and stores which have been recommended to be turned into store. (Art. 363, par. 4.)

When vessels are chartered.

357. If it is necessary to charter a vessel for any purpose, he shall have a charter party containing all the agreements of the contracting parties drawn in quadruplicate, retaining one copy, giving one to the master of the chartered vessel, forwarding the third to the Secretary of the Navy, and giving the fourth to the pay officer, to be forwarded with the bill to the Auditor for the Navy Department.

Investigation of all serious damages by a court of inquiry or board.

358. He shall cause investigation to be made by a court of inquiry or a board of three officers, of all serious cases of collision, grounding, fire, accidents to hull, spars, machinery, and boilers, or other important casualties which he may deem necessary, and forward the result in a clear, complete, and concise form, with a full statement of injuries, to the Secretary of the Navy. All such accidents, whether involving an investigation or not, shall be made the subject of report.

SECTION 6.—PERSONNEL.

359. (1) The commander-in-chief on a foreign station shall cause to be investigated all reports and charges preferred against officers and men attached to ships of his command, and, if necessary, bring the accused to trial by court-martial on the station. Officers and men on foreign stations accused of offenses.

(2) When a sufficient number of officers of the requisite rank can not be obtained to form a court, a full report of the case shall be made to the Secretary of the Navy and his action awaited.

(3) The commander-in-chief may, when the public good imperatively demands it, send an officer to the United States who has been guilty of acts not susceptible of trial by a court-martial. A full report of the circumstances shall be made to the Secretary of the Navy. (Art. 1070.)

360. (1) He shall take every reasonable precaution to preserve the health of crews of ships serving in malarial and unhealthy regions. Kroomen may be employed for boat duty in ships on the west coast of tropical Africa. Precautions on unhealthy stations.

(2) Upon arrival in port, he shall at once obtain information regarding the health of the neighborhood, and in case of the prevalence of infectious disease such of the following precautionary measures shall be adopted as are consistent with the necessities of the ship and the exigencies of the service: Information regarding health of ports visited.

(a) Restriction of liberty on shore either to certain hours or to the transaction of important business; when necessary, total deprivation of liberty. Precautionary measures.

(b) Restriction of communication with the shore or other ships, either to market boat, mail boat or chartered boat; when necessary, complete non-intercourse.

(c) Restriction of supplies (food, water, coal and other stores) from shore.

(d) Modification of standing orders or routine regarding drill, dress, diet, etc., for the crew, and the ventilation and purification of the ship or any of its parts.

(e) Control of any other conditions likely to affect the general health of the ship.

(3) In tropical climates, and especially in unhealthy ports, ships must be kept as cool and dry as possible, and disinfectants freely used. Awnings must be kept either spread or housed. In tropics.

(4) He shall avoid infected ports if possible. An anchorage in malarial and infected ports shall, when practicable, be selected to windward and at a distance of at least one mile from probable sources of infection. Anchorage in unhealthy ports.

(5) He shall be careful to see that the sanitary instructions issued by the Department are strictly observed.

361. When sick and disabled officers and men are about to be sent home in a supply or chartered ship, the commander-in-chief shall order a board of officers, one of whom shall be an experienced medical officer, to examine the ship and report to him in writing if she is suitable for the purpose, and if everything necessary has been provided for health and comfort, and if not, what deficiencies exist. He shall not permit such a ship to depart until every possible provision necessary for the sick has been made. He shall detail from his command any extra medical officers that may be necessary to accompany such ships. Precautions when sending the sick home.

How the sick
are to be sent
home.

362. (1) He shall endeavor to send home all sick and disabled officers and men by public ships, and only charter vessels for the purpose on occasions of urgent necessity.

(2) He may, at his discretion, send home by other conveyance patients condemned by medical survey whose physical condition renders it necessary to avoid the climatic influences, delay, or other conditions affecting health to which they would be subjected in a public ship. Under these circumstances officers are entitled to a first-class passage, and others as their physical condition may require, but not above second class.

Ships on for-
eign stations
about to sail for
home.

363. (1) He shall, when in command of a foreign station, in the absence of instructions on the subject, transfer to ships about to sail for home all men whose terms of enlistment are about to expire, unless for some urgent reason connected with the public service it should be necessary to retain them. Men in such ships who have a long time to serve may be transferred to ships remaining on the station, to fill their complements; but this shall be done only when urgently necessary.

(2) He shall endeavor to arrange the detail of officers for ships about to sail for home so that those who shall have been on continuous sea service for three years may reach the United States at the expiration of that time. (Art. 1516, par. 2.)

(3) He shall take advantage of every public conveyance to send home all prisoners and such other persons as may be necessary.

Transportation
by Army trans-
ports.

(4) By direction of the Secretary of War, men and supplies pertaining to the Navy Department will, upon the request of the senior naval officer present, be transported on the Army transport ships having accommodations not required for uses of the Army. When the vessel upon which such transportation is desired is about to sail from one of the ports of a military department, application therefor should be made to the military commander of the department, and when it is impracticable to reach such commander, then to the military commander of the port of departure. When such transportation is desired upon a vessel about to sail from any port not within a military department, the transport quartermaster may grant the same.

Officers trans-
ferred to or
from hospitals.

364. He shall report by telegraph to the Bureau of Navigation when officers are transferred to hospitals for treatment and when they return for duty.

Authority of
consul on the
high seas.

365. He has, when upon the high seas, the authority of a consul in relation to mariners of the United States.

Administration
of ships of his
command.

366. He shall hold the same relation to the flagship in regard to its internal administration and discipline as to any other ship of his command. His importance is lessened by engaging in the details of duty of this particular ship, and the respect which ought to attach to her captain is weakened by any interference with him in the proper exercise of his authority.

CHAPTER VII.

A FLAG OFFICER NOT IN CHIEF COMMAND.

367. Flag officers and others, not in chief command, shall obey without delay or modification all orders of the commander-in-chief. Unless otherwise ordered, signals made by the commander-in-chief shall be answered by the officers commanding squadrons and divisions; these officers shall repeat the signals to the ships of their commands.

To obey the
commander-in-
chief

368. (1) When a fleet is formed in accordance with article 324, the commanders of divisions, in the presence of the commander-in-chief, shall, within the limits of their respective commands, perform the duties prescribed by the following articles: 302; 303; 304; 306; 307; 317, paragraph 1, and paragraph 2 (first two lines), paragraph 2 (*d*), paragraph 2 (*e*), paragraph 4; 318; 320; 321; 322; 323; 325; 326; 327; 328; 329; 330; 331; 332; 333; 334; 335; 337; 338; 340; 344; 345; 346; 347; 348; 349; 350; 354; and 366.

Duties of com-
manders of divi-
sions.

(2) They shall also perform such other duties as may be required by the commander-in-chief, to whom all reports and similar papers called for by the above enumerated articles shall be addressed. The authority of the commander-in-chief over his entire command is in no way diminished by the provisions of this article.

To perform
duties required
by commander-
in-chief.

369. (1) In carrying out the provisions of article 306, with regard to vessels under his command, a division commander shall carefully choose the times for the inspections required by paragraphs *a*, *c*, and *d* of that article, and shall regulate those to be made semiannually so that preparation therefor shall not interfere with training for target practice. Before inspecting a ship he shall report to the commander-in-chief in order that the fleet ordnance officer, if practicable, may be detailed to assist.

Inspections.

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

Inspections
without previous
notice.

(3) Commanders of divisions shall make to the commander-in-chief such written suggestions and reports concerning the efficiency, discipline, and condition of the ships under their commands as they may deem important.

Reports to
commander-in-
chief.

When on detached service.

(4) When an officer not in chief command is separated from his senior, and is in command of a squadron or division of ships on detached service, he shall, under the commander-in-chief and subject to his orders, routine, and instructions, be governed by the articles of Chapter VI. Such officers shall assume the title of "commander of detached squadron (or division)" and, if not a flag officer, shall be governed by articles 150 and 154 in regard to the display of the insignia of seniority.

Drills ashore and afloat.

370. The commander of a division shall not hesitate to request permission to land brigades (when in home ports) or to carry out a drill with the boats of his command, or to perform any other individual or collective drills which in his opinion may be necessary to increase the efficiency of his command.

Surveys, boards, and summary courts-martial.

371. (1) He shall order and act upon all medical and other surveys within the limits of his command, but reports of boards of medical survey shall be forwarded for the action of the commander-in-chief when present.

(2) He shall order all boards for the examination of petty officers (excepting turret captains) for promotion required by regulations or by departmental order.

(3) He shall perform such duties in connection with the inspection of the records of summary courts-martial as may be prescribed by the commander-in-chief.

Navigation duties.

372. He shall see that the ships under his command observe proper precautions in navigation, and that when in pilotage waters they so direct their course as to avoid dangers and not risk accidents through a rigid observance of formation. When in narrow waters he shall specially correct the tendency of the rear of a column to sag down with the tide or wind thereby hazarding ships in passing outlying dangers which have been safely passed by the head of the column. The duties required of the captain by articles 456 and 457 shall also be performed by him within the limits of his command, but this shall not be construed as relieving the individual commanding officers of the responsibility placed upon them by the above mentioned articles.

Maneuvers and signals.

373. (1) When the fleet is underway he shall take such steps as may be necessary to see that his ships maintain their positions and obey promptly all orders issued by signal or otherwise. He shall, in fleet maneuvers, make signals to his division or squadron as required by the Tactical Signal Book.

(2) He shall give special attention to the efficiency in signaling of the vessels under his command.

In case of separation, to assume command.

374. (1) If from any cause the commander of a division becomes separated from the commander-in-chief, he shall assume command of all vessels within signal distance, not in sight of the commander-in-chief, and then proceed to join the latter with the utmost dispatch. (Arts. 19, par. 4, and 408, par. 1.)

(2) He shall upon rejoining the commander-in-chief submit a report of the cause of such separation, and direct similar reports to be made by the captains of the ships under him, and forward them with his own. (Art. 458, par. 1.)

May shift his flag or pennant.

375. A commander of a division may shift his flag or pennant to another ship should his own become disabled during an action; under no other circumstances, however, shall he do so without the authority of the commander-in-chief, except as provided in article 1557, paragraph 5.

376. During an action commanders of squadrons and divisions shall do their utmost to aid the commander-in-chief. **To aid the commander-in-chief.**

377. Commanders of divisions shall after an action or any important service, forward to the commander-in-chief their reports; also those of the captains under their command, prepared as laid down in article 331. **Reports of an action or any important service.**

378. Commanders of divisions shall require that orders and regulations issued by the Navy Department or by the commander-in-chief are observed by all under their commands, and that their ships are maintained efficiently. They shall conduct their work so as not to delay the transaction of business between individual ships and the commander-in-chief. **Orders and regulations to be observed.**

CHAPTER VIII.

THE STAFF OF A FLAG OFFICER.

SECTION 1.—THE CHIEF OF STAFF.

379. If an officer is detailed by the Secretary of the Navy to act as chief of staff to a flag officer, he shall perform the duties of that office as laid down in these regulations; otherwise these duties shall be performed by the captain of the flagship, who shall be chief of staff. If the flag officer considers the services of a chief of staff other than the captain of the flagship necessary, he shall represent the fact to the Secretary of the Navy, and suggest for the position some officer who, if practicable, shall be senior in rank to all commanding officers of the fleet to which he is thus assigned.

The detail of a chief of staff.

380. He shall be attached to the flagship, and subject to the orders of the flag officer in all matters of duty, and to him only. He shall perform the duties herein prescribed and shall assist the flag officer as the latter may require.

General duty.

381. The authority of the chief of staff is authority delegated by the flag officer, and officers of the personal and fleet staff shall be subject to the orders of the chief of staff in all matters pertaining to staff duty.

Authority.

382. The following papers shall be transmitted to the chief of staff, who shall endorse upon them his opinion as to the disposition of their contents, and place them before the flag officer: All papers concerning the condition, efficiency, equipment, or repair of ships, or any of their appurtenances; applications for surveys; applications for leave, transfer, or discharge; requisitions for money and, when on a foreign station, requisitions for stores or provisions; and all periodical returns, except those rendered to the accounting officers of the Treasury.

Papers to be transmitted to the chief of staff.

383. He shall keep a roster of all officers, with the times when their regular tours of service expire, and a summary of the returns concerning the crews of ships, so that he may at any time inform the flag officer fully concerning the personnel of his command.

Personnel of the command.

384. He shall always be prepared to supply the flag officer with any information concerning the amount of stores, provisions, and other munitions of war on board of the ships of his command; also those available in store or supply vessels, and at depots under his control.

Account of supplies.

385. He shall keep a journal of the operations and movements of ships, including such details as may be of importance as a matter of record, or for transmission to the Secretary of the Navy.

To keep a journal of events.

386. He shall keep a record of all orders issued by the flag officer or by his authority, and shall require the flag lieutenant to keep a record of all signals made and received by the flag, noting as nearly as possible the exact time of each signal.

To keep a record of orders and signals.

To keep a record of a council of war.

387. When a flag officer holds a council of war, or discusses the operations of his command with the commanders of divisions or ships, the chief of staff shall be present and keep a record of the proceedings.

To issue the orders for the day.

388. He shall detail the picket vessels and guard ships, and make out the orders for all routine exercises. He shall issue to each ship the countersign for the day.

Signals.

389. (1) He shall require the flag lieutenant to keep the signal books correct, frequently inspecting them to see that all prescribed entries are made. (Art. 386.)

(2) He shall report to the flag officer, for transmission to the Navy Department, any defects discovered in the signal or tactical books, or any suggestions for their improvement that may occur to him as important.

(3) He shall give such directions as may be necessary to prevent the entry of a signal number and its meaning in the same piece of writing.

(4) He shall give such directions as may be necessary regarding the methods of signaling.

(5) All signals and official messages, including those transmitted by megaphone or word of mouth, sent or received by a vessel of the Navy, shall be immediately recorded in a book kept for the purpose. The record shall be signed by the officer of the deck at the end of his watch, except in flagships, where the flag lieutenant shall sign, and it shall be transcribed in a smooth signal record book, and be submitted daily for the approval and signature of the commanding officer or, on board flagships, the chief of staff. No mutilation, alteration, or removal of any part of this smooth record shall be permitted; and whenever completed, and when the vessel goes out of commission, the record book shall be forwarded to the Bureau of Navigation, with a letter of transmittal under separate cover.

Reports to the flag officer.

390. He shall report to the flag officer without delay all orders he may give, and any neglect of duty or disobedience of orders that he may observe.

Station and duty in battle.

391. His station in battle is near the flag officer, whom he shall assist in every manner possible. He shall assign competent officers to keep a record of all signals made, and to take notes of the movements of ships and other important events during the action.

Detachment or death of the flag officer.

392. Upon the detachment or death of a flag officer, or of the commander of a squadron or division, the officers composing his staff (except such as have been appointed by the Secretary of the Navy) shall cease to exercise their duties, unless reappointed by his successor. They may be temporarily appointed to continue their duties by the officer succeeding to temporary command, or may be assigned to other duty.

May succeed to command.

393. A chief of staff may succeed to the chief command in the manner prescribed in article 321.

Chief of staff to an officer not in chief command.

394. The duties of the chief of staff, as well as of the personal and fleet staff, are the same, whether their superior is in chief command or in command of a division.

SECTION 2.—PERSONAL STAFF.

Personal staff.

395. (1) The chief of staff, flag secretary, fleet ordnance officer, fleet engineer; flag lieutenant, and aid, shall constitute the personal staff of the commander-in-chief of a fleet.

(2) The flag lieutenant and one aid shall constitute the staff of a division commander.

(3) The chief of staff shall, and other members of the personal staff may, mess with the flag officer. Mess with flag officer.

396. (1) An admiral or a vice admiral may, at his discretion, nominate to the Secretary of the Navy such line officers of the Navy as he may deem necessary to serve on his personal staff as aids. Aids for admiral or vice admiral.

(2) A rear admiral when ordered to command a fleet may, at his discretion, nominate to the Secretary of the Navy, a line officer not below the rank of lieutenant-commander to serve on his staff as fleet engineer; line officers not above the rank of lieutenant-commander to serve as flag secretary, and as fleet ordnance officer; a line officer not above the rank of lieutenant to serve as flag lieutenant and fleet signal officer; and a line officer junior to the flag lieutenant to serve as aid and fleet athletic officer. Nomination of personal staff of rear admiral.

(a) A rear admiral, when ordered to command a division may, at his discretion, nominate to the Secretary of the Navy line officers not above the rank of lieutenant to serve as flag lieutenant, and as aid.

(3) A flag officer afloat may select any line officer of his command, of the proper rank, to serve as flag lieutenant, flag secretary, or aid. He may also select other line officers to serve on his personal staff as temporary aids when necessary. Flag officer may select members of personal staff from his command.

(4) Midshipmen shall not be assigned to staff duty. (Art. 41.)

397. (1) Members of the personal staff of a flag officer shall be borne upon the books of the flagship, and assigned to quarters as follows: When of or above the grade of commander, to cabin accommodations after the captain of the flagship; when below the grade of commander, to the wardroom with accommodations in accordance with their rank after the executive and navigator; when of the grade of ensign, to the junior officers' quarters, with accommodations in accordance with their rank. Quarters of members of personal staff.

(2) When a flag officer transfers his flag to a ship other than the regular flagship, the members of his staff accompanying him shall not displace in their quarters the executive, navigator, or four senior watch officers of that ship, or any junior officer who keeps a night watch.

398. (1) The duties of the members of the personal staff, other than those prescribed by these regulations, shall be entirely regulated by the chief of staff, subject to the flag officer. Duties of members of personal staff.

(2) Members of the personal staff shall be assigned to stations in battle by the flag officer. (Art. 391.)

(3) All boarding duty from the flagship in the name or on the service of the flag officer shall be performed by the members of the personal staff.

(4) In all matters of general discipline the members of the personal staff shall be subject to the internal regulations and routine of the ship in which they are embarked, as though they were a part of her complement.

(5) The members of the personal staff shall perform no duties exclusively connected with the personnel or material of the ship in which they are embarked, except under the direction of the captain of that ship.

(6) The band, when not employed on duty for the flag officer, shall be considered as part of the ship's crew.

(7) When the barge is not being prepared or held in readiness for the immediate use of the flag officer its crew, except when required for other duties in his service on board ship, shall be considered as part of the ship's force.

(8) The signal force of the flag officer, while employed in signal work, shall be under the direction of the fleet signal officer.

Duties of fleet engineer.

399. (1) The fleet engineer shall perform such duties as may be assigned to him by the commander-in-chief.

(2) He shall examine and pass upon all requisitions and surveys of ships of the fleet for stores pertaining to the Bureau of Steam Engineering that require the approval of the commander-in-chief.

Supervision over senior engineers of the fleet.

(3) He shall, under the chief of staff exercise a general supervision over all the senior engineer officers in the fleet in the manner of caring for the engines, boilers, and other machinery in their charge, and the general performance of their technical duties, visiting each ship from time to time for that purpose. He shall frequently embark upon ships of the fleet in cruising from one port to another to observe the performance of machinery, boilers, and the methods of firing boilers; and he shall so regulate such methods as to reduce the coal consumption to a minimum.

Inspection of engineer department of ships.

(4) He shall, when directed, carefully examine all steam machinery on board ships of the fleet, and make himself thoroughly familiar with its construction, condition, requirements, care, and maintenance. He shall also make himself familiar with the condition of all the dependencies of this machinery, the spare parts, tools, stores, and supplies on hand. He shall inform himself fully as to the manner in which the engineer officers of each ship perform their technical duties. He shall, if any repairs are necessary, carefully ascertain their nature and extent; he shall make a written report, in detail, of the result to the flag officer, and shall not fail to state therein any evidence of neglect of duty on the part of the engineer officers of the ship.

Suggestions.

(5) It shall be his duty, whenever he deems it important, to make to the flag officer any suggestions or reports concerning supplies of coal or engine stores for the fleet, the efficiency, condition, and preservation of the motive machinery of ships and its dependencies, and any measures that will tend to improve any of the material of the fleet that pertains to the Bureau of Steam Engineering, or promote economy in its administration. All such suggestions and reports shall be made in writing.

Official reports and returns.

(6) He shall forward all official reports, communications, and returns, whatever their destination, through the chief of staff and flag officer. At the end of every six months he shall make to the flag officer a general report, in duplicate, of the condition of the motive machinery and its dependencies upon each ship of the fleet. One copy shall be retained by the flag officer and one forwarded to the Secretary of the Navy for the Bureau of Steam Engineering.

SECTION 3.—FLEET STAFF.

Fleet staff.

400. (1) The officers designated by the Navy Department as fleet surgeon, fleet paymaster, and fleet marine officer, shall constitute the fleet staff of the commander-in-chief of a fleet. The

medical and pay officers shall, when practicable, have the rank of commander, and the marine officer that of major.

(2) When not designated by the Department, the senior medical, pay, and marine officers in the fleet may be detailed by the commander-in-chief to act as fleet staff officers.

(3) When practicable, naval constructors shall be detailed as members of the fleet staff of the commander-in-chief of a fleet.

401. The members of the fleet staff shall be embarked in the flagship, if practicable.

Embarked in
flagship.

402. The duties of the members of the fleet staff, as such, shall be in addition to those assigned them by the captain of the particular ship in which they are embarked.

Duties.

403. The members of the fleet staff shall make no official inspection or examination on board any ship other than the one to which they are attached, except upon a written order from the flag officer, which shall be presented to the captain of the ship about to be inspected or examined.

To inspect
ships only when
ordered.

404. (1) The fleet surgeon, fleet paymaster, and fleet marine officer may perform the duties, respectively, of senior medical officer, pay officer, and commanding officer of marines, of the ship to which they are attached.

General du-
ties of fleet sur-
geon, paymaster,
and marine of-
ficer.

(2) They shall, in general, perform such duties as are assigned them by the flag officer.

(3) They shall examine and pass upon all requisitions of ships of the fleet for stores pertaining to their respective departments that require the approval of the flag officer.

(4) They shall forward through the chief of staff and flag officer all official reports, communications, and returns, whatever their destination, except correspondence with the Treasury Department and the accounts and returns of the fleet paymaster. (Arts. 1042 and 1382.)

405. (1) The fleet surgeon shall, under the flag officer, exercise a general supervision over all medical officers in the fleet in their professional treatment and care of the sick, visiting each ship from time to time for that purpose. He shall consult with the medical officers in the fleet as to the treatment of difficult cases of sickness.

Supervision
over medical
officers of the
fleet.

(2) He shall, when directed to inspect the sanitary condition of any ship, carefully examine the sick bay, dispensary, medical storeroom, hospital stores and medicines, medical journal and other records, and instruments. In cases of epidemics, or where there is much sickness on board, he shall examine the condition of the bunkers, holds, bilges, closets, food, water, or make any other inspections necessary to ascertain the cause of the sickness. He shall make a written report, in detail, of the result to the flag officer, and shall not fail to state therein if there is any evidence of neglect of duty on the part of any medical officer of the ship.

Inspection of
a ship.

(3) Whenever he deems it important, he shall make to the flag officer any suggestions or reports in writing concerning the sanitary condition of the personnel of the fleet, the prevention of disease or how it may be checked, and the promotion of the care and comfort of the sick and wounded.

Suggestions to
flag officer.

(4) He shall inspect quarterly, if practicable, or oftener if ordered, the sanitary condition of all naval hospitals and other places for treating the sick of the Navy within the limits of the command of the flag officer, and the methods of treating the pa-

Inspection of
naval hospitals.

tients therein; he shall report to the flag officer in writing the result of his inspection.

A report of the killed and wounded. (5) He shall, after an action and from the reports of the medical officers of the ships of the fleet, make and forward to the flag officer and to the Navy Department for the Bureau of Medicine and Surgery a tabulated report of all the killed and wounded.

Official reports and returns. (6) At the end of the year he shall forward to the Navy Department for the Bureau of Medicine and Surgery a general sanitary report of the station. He shall approve and forward certificates of death and reports of medical surveys. (Art. 964.)

Supervision over pay officers of the fleet. **406.** (1) The fleet paymaster shall, under the flag officer, exercise a general supervision over all pay officers in the fleet in regard to the manner of keeping accounts and the performance of other technical duties connected with the pay department, visiting each ship from time to time for that purpose.

Inspection of pay department of a ship. (2) He shall, when directed, carefully examine into the condition of all stores and supplies, the accounts and money in charge of the pay officer of any ship of the fleet, his method of performing technical duties, and generally satisfy himself as to the care, zeal, and attention shown by such pay officer. He shall make a written report of the result in detail to the flag officer, and shall not fail to state therein if there is any evidence of neglect of duty on the part of the pay officer of the ship.

Suggestions to flag officer. (3) Whenever he deems it important, he shall make to the flag officer any suggestions or reports in writing, concerning supplies for the fleet, or for the promotion of efficiency, uniformity, and economy among the pay officers in the fleet in the performance of their official duties.

Supplies available for the fleet. (4) He shall keep an account of the supplies at naval depots and other places of deposit within the limits of the flag officer's command and of the amount of provisions and clothing in the cruising ships of the fleet.

To procure cash for the fleet. (5) He shall, under the direction of the flag officer, negotiate bills of exchange and procure supplies of money for the fleet. He shall pay out the same only on orders and requisitions duly approved.

To keep separate accounts. (6) His accounts as fleet paymaster shall be kept separate from those of the flagship. Money and other supplies procured for the fleet shall not be used for the flagship, except upon approved requisitions, in the same manner as supplied to other ships.

Purchases for the fleet. (7) He shall make such purchases for the fleet, and under such conditions, as are prescribed by the flag officer.

Duties of fleet marine officer. **407.** (1) The fleet marine officer shall, when ordered to do so by the flag officer, make inspection of the marines of the ships of the fleet, and report in writing in duplicate the result of such inspection to the flag officer, who will forward one copy to the Commandant of the Marine Corps.

Inspection of detachments. (2) The inspection shall consist of a thorough examination into the condition of the detachments and their proficiency in all drills and duties required of them, and into the care and condition of all arms, accouterments, clothing, and other government property in that department, for which the officer or noncommissioned officer in charge is responsible.

(3) He may be detailed by the commander-in-chief as superintendent of small-arm target practice.

(4) He shall require, from officers and noncommissioned officers, commanding marines of other ships of the fleet, monthly reports of the strength and distribution of such detachments, and shall organize the marines of the fleet into a battalion for drill, instruction, or other duty on shore when required.

Reports of distribution and battalion organization.

(5) He shall, through the proper channel, keep the flag officer informed of any changes in the strength and organization of the battalion.

Changes in the battalion organization.

(6) He shall, when authorized by the flag officer, collect the marines of the fleet on shore for drill and instruction, and shall avail himself of any favorable or convenient opportunity for so doing, and he shall exert himself to make them as efficient as possible in all drills and duties required of them.

Marines to be landed for drill.

(7) All monthly and quarterly reports and returns, which may be required from the officers and noncommissioned officers in charge of detachments on board ships of the fleet, shall be forwarded through the fleet marine officer for examination or remark.

Monthly and quarterly reports to be forwarded.



CHAPTER IX.

THE SENIOR OFFICER PRESENT.

408. (1) When two or more ships meet in port or at sea, the chief command during the time the ships are within signal distance of each other shall be exercised as laid down in article 19. **Command when two or more ships meet.**

(2) Upon meeting, the ships shall hoist their ensigns and official numbers.

(3) When ships meet, and there is doubt as to which has the senior captain, the fact shall be ascertained by signal.

409. When ships meet in port, the junior commanding officer of one or more ships shall, if circumstances permit, call upon the senior commanding officer of one or more ships, show all the orders not secret under which he is acting, and inform him of the condition of his command. For the time being he shall consider himself subject to the authority of such senior. **Junior to show orders.**

410. When the commanding officer of one or more ships arrives at a port within the limits of a foreign station, he shall, if the junior, immediately communicate with the commander-in-chief of that station, either by mail or telegraph, as expedient. He shall report to him the tenor of his orders, if not secret; the condition of his command; his proposed movements, and how communications may reach him. These reports shall be continued from time to time, as necessary, or as required by a change of circumstances, until he has left the limits of his senior's command. **Duty of an officer in command when passing through the cruising limits of a senior.**

411. A junior in command must, when meeting a senior, either at sea or in port, obtain permission by signal or otherwise to continue on his course, to anchor or get under way, to haul fires or get up steam, to communicate with the shore, or to perform any evolution or act of importance which would require the permission of his commander-in-chief, if the latter were present. **To obtain permission of the senior to perform evolutions, etc.**

412. (1) The senior officer shall not, in the absence of special instructions, take advantage of his superior rank to detain or divert from their destination the whole or any part of any forces which he may fall in with. His authority to do so, however, must be recognized without question and should the public interests imperatively demand it, he may employ temporarily the ships which he meets. If the captains of these ships have special instructions which forbid their being diverted from their course, they must inform the senior officer, in order that he may give such instructions due consideration. **When the senior officer may divert or detain forces not under his immediate command.**

(2) As soon as the cooperation of these ships ceases to be imperative, he shall order them to continue the service on which they were engaged when he met them, unless circumstances in the meantime render this inexpedient.

(3) He shall limit the exercise of command over training ships to such general matters of naval routine, discipline, and official intercourse as shall not interfere with the special service upon which they are employed.

Investigation of all serious damages by a board.

413. (1) When serious damage, from whatsoever cause, is received by any vessel under his command, he shall order an investigation by a board of three officers, who shall be directed to report fully the circumstances and to state to whom, if to anyone, fault is to be attributed.

(2) In the event of a collision he shall proceed as provided in article 464.

Reports to the officer in chief command.

414. He shall make to the officer in chief command a detailed report of any important circumstances in connection with, or duty performed by, the forces under him, requiring from his subordinates such reports as may be necessary.

To require exercise in signals.

415. He shall, when two or more ships are together, have frequent exercises in day and night signals, each ship making and reading signals in turn.

Duties of flag officer discharged by senior officer.

416. The senior officer present shall discharge the duties of the flag officer in chief command, as laid down in article 309, paragraphs 3, 4, 6, and 8; and articles 313; 314; 315; 316; 317, paragraph 1; 322; 325; 326; 327; 328; 329; 330; 333; 334; 335; 336; 337; 338; 339; 340; 341; 342; 343; 344; 345; 346; 348; 351; 352; 355; 357; 362, and 364, and authority for that purpose is hereby conferred upon him.

CHAPTER X.

THE CAPTAIN.

SECTION I.—ASSUMING COMMAND AND FITTING OUT.

417. (1) An officer who has been ordered by the Navy Department for the command of a ship not yet in commission shall at once make a thorough personal examination of her, and inform himself as to her condition and state of preparation for service. **When ordered to a ship not in commission.**

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

(3) If, when the commandant signifies his intention of transferring the ship to his command, he considers her in an unfit condition to be commissioned, he shall represent the fact to the commandant in writing, stating the reasons.

418. When the ship is to be placed in commission, she shall be formally transferred by the commandant, or by an officer representing him, who shall not be inferior to the captain in grade, as follows: As many of the officers and crew of the ship as circumstances permit, including a guard and music, shall be assembled and properly distributed on the quarter-deck. When ready, the commandant or his representative shall cause the national ensign and the proper insignia of command to be hoisted, in accordance with articles 145 and 162, and turn the ship over to the captain; the latter shall then read his orders to command, assume charge of the ship, and cause a watch to be set. **Going into commission.**

419. (1) The captain, upon assuming command of a ship when she is commissioned, becomes responsible for the discipline on board. **Responsible for discipline.**

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

(3) He shall apply to the commandant for detailed plans of the ship, and for such other information as can be given him concerning her condition and the repairs and changes made to her hull, machinery, and equipment.

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

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

(6) He shall make frequent verbal reports of her condition to the commandant, and on the last day of each week a written report in which he shall state all of her deficiencies of material and personnel.

When supplied with an inferior crew.

420. If, when the crew is received on board after a ship has been commissioned, he believes that any members thereof are physically incompetent to perform properly the duties of their ratings, or are otherwise undesirable, he shall so report in writing to the commandant, and request a survey or other appropriate action upon them. (Arts. 791, par. 5; and 961, par. 3.)

To verify descriptions.

421. After going into commission, and as soon as practicable after the receipt of the crew on board, he shall have a general muster for the purpose of verifying the descriptions. The executive officer, with the senior medical and pay officers, shall constitute a board for that purpose; the board shall correct all errors found in the description of the men, also errors in dates and spelling, and shall note those who appear physically defective; a list of these corrections shall be submitted to the captain for his approval. Copies of the corrections made shall be transmitted by the captain to the Navy Department for the Bureau of Navigation. The same precautions shall be observed whenever men are received on board.

Defects in equipment.

422. (1) He shall pay particular attention to the equipment of the ship and endeavor to discover if there are any defects in her outfit and stores, including machinery, boilers, pumps, water-tight doors, bulkhead gates, valves and cocks, access to bottoms and bilges, ventilation, fire-extinguishing and distilling apparatus, spars, sails, rigging, guns and implements, ammunition and ordnance stores, navigation supplies and instruments, clothing, provisions, and medical outfits.

Machinery, boats, battery.

(2) He shall cause to be examined all spare parts of machinery and other spare articles, and ascertain if they are suitable for the purpose intended. He shall satisfy himself that the boats are tight, and that their outfits, including boat guns and their fittings and the hoisting apparatus, are efficient; and also that the battery can be manipulated effectively.

Report of defects.

(3) Should any defects be discovered in connection with the items mentioned in paragraphs 1 and 2 of this article, or in any other particular, he shall make a written report thereof to the commandant, and if not remedied in a reasonable time, to the Navy Department.

(4) Before leaving the navy yard the captain shall require each officer in charge of a department to report to him in writing if all the stores as laid down in the allowance books have been received, and what defects or deficiencies, if any, exist in the material or personnel under his immediate supervision. He shall then report to the Navy Department the condition of the ship, her outfit, and equipment.

Assuming command of a ship in commission.

423. (1) If, when a captain joins the ship to which he has been ordered, she is already in commission and at a navy yard, the commanding officer shall call all hands to muster, and the captain shall read his orders and assume command. After taking command he shall proceed as though the ship had just been commissioned.

(2) If, when he joins, the ship is cruising or on service, and without a permanent captain, he shall assume command as laid down in paragraph 1 of this article. The commanding officer

shall transfer to him every article in his keeping that pertains to the captain, and afford all the information possible that will be of service in the administration and command of the ship. After taking command he shall hold the inspection provided for in article 424 and report the result to the Navy Department.

424. (1) The captain or commanding officer about to be relieved, shall, before the transfer is effected, make a thorough inspection of the ship in company with his successor, and cause the crew to be exercised in his presence. He shall point out any defects and account for them, and explain fully any peculiarities of construction or arrangement of the ship. A statement, in quadruplicate, of the inspection is to be drawn up and, if satisfactory, signed by the officer succeeding him. If not satisfactory he shall state in what particular it is not so, and the officer relieved shall make such explanations as he may deem necessary, each over his own signature. One copy of this statement is to be forwarded to the Navy Department, one to the commander-in-chief of the station, and one shall be retained by each of the captains.

A captain relieving another of command.

(2) The captain about to be relieved shall deliver to his successor the originals or authenticated copies of all unexecuted orders, and take duplicate receipts for the same, forwarding one copy to the superior from whom the order was received. He shall also deliver to him copies of all general regulations and orders that are in force on board, all documents received for his guidance in command, and such other official correspondence and information concerning the ship and her qualities, the officers and crew, as may be of service to his successor. He shall deliver the signal books, intelligence outfit, and the keys to all confidential signals; also all other books, rolls, and documents required by these regulations to be either kept or supervised by himself. Under no circumstances shall he carry away the original records of his official correspondence, original letters, documents, or papers concerning the ship or her officers and crew, but he may take authenticated copies of the same. He shall turn over to his successor the keys to the magazines and shell rooms and all articles of the ship's outfit in his possession. He shall sign the log books, signal record books, midshipmen's journals, expenditure books, reports of fitness of officers, and all other papers requiring his approval, up to the date of his relief.

Correspondence, keys, signal books, etc.

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

Turning over command.

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

Status of captain relieved.

(5) In the case of a vessel acting singly, the captain relieved shall make, as soon as practicable, a report to the Secretary of the Navy, in accordance with so much of article 317, paragraph 3, as may be applicable to his late command; if in command of a vessel attached to a fleet, he shall furnish the commander-in-chief with the data necessary for him to make the required report complete as far as the vessel is concerned.

Data for annual report.

A captain transferred to another command may take servants.

425. When the captain of a seagoing vessel is transferred to the command of another such vessel, he may take with him his steward, cook, and mess attendant; and the persons thus rendered supernumerary shall be transferred to fill the vacancies under the other command, or carried as supernumeraries until their disposition be arranged for by order from the Navy Department.

SECTION 2.—ORGANIZATION.

Police and other regulations.

426. The organization of ships of the Navy shall be governed by naval laws, regulations, and orders from superior authority; all rules and routine orders of the captain shall be in accordance with the same.

General orders and Articles for Government of Navy.

427. He shall cause the Articles for the Government of the Navy to be read aloud to the officers and crew, at muster if practicable, once in every month. All general orders issued by the Secretary of the Navy or the commander-in-chief, which may in any degree affect the crew, shall be read to the officers and crew by an officer, under the direction of the captain, at the first general muster after their receipt, and the fact entered in the log book. Court-martial orders, and other official matter of like tenor, shall be read in the same manner, or placed on bulletin boards or other conspicuous places where they can be read by officers and crew.

The captain will issue orders through the executive.

428. The captain shall issue all general orders relative to the duties of the ship through the executive officer and in other respects keep him informed of his own methods of performing duty, in order that in his absence this officer may exercise command intelligently and in accordance with his wishes.

Billets for the crew.

429. (1) He shall cause to be prepared for each member of the crew a billet which shall assign to him his rating, watch number, part of the ship, mess, boat, and station at quarters and fire-quarters. These billets shall be given out when the crew goes on board.

Watch, quarter, station, fire, coaling, and boat bills.

(2) He shall, as soon as possible, cause complete watch, quarter, station, fire, coaling, collision, and boat bills to be made out, framed, and hung up in some conspicuous position. These must be kept complete, correct, and accessible at all times during the cruise. The boat bill must contain full directions for abandoning ship, including arrangements for providing the necessary supplies of food and water. The fire bill must contain full directions for extinguishing a fire during quarters, when the regular alarm is not given.

Useful information to be made known to the crew.

(3) The Articles for the Government of the Navy, the daily routine, daily conduct reports, all police regulations, and routine orders concerning the ship's company shall also be kept hung up in a conspicuous position. Information concerning the movements of the ship, the mails, the address for letters, conduct classes and records, quarterly recommendations and standing, restriction lists, results of competitive drills, and other information of like nature interesting to the crew, and proper for them to know, should be published from time to time.

Audit of accounts of ship's store, etc.

(4) He shall appoint a board, consisting of the executive officer and two other officers, to audit monthly the accounts of the ship's store and chief petty officers' mess, which board shall report to him anything unsatisfactory in the condition of either. The commissary officer shall not be made a member of this board.

(5) When no pay officer is attached to the vessel, he shall detail an officer to act as commissary. Commissary.

430. (1) The ship shall not sail from a port in the United States until the crew has been watched, quartered, and stationed, and also exercised at all important stations. Crew stationed and exercised before sailing.

(2) If the vessel be newly commissioned, the commanding officer shall take the first opportunity after leaving the navy yard to make a thorough test of all the armament, unless this has already been done by the Board of Inspection and Survey.

431. The captain shall superintend all important evolutions, exercises, and inspections. To superintend evolutions and exercises. Preparation of the ship and crew for service.

432. (1) He shall carefully follow the directions laid down in the ordnance instructions in respect to all matters treated therein, unless inconsistent with these regulations or other later orders. Organization.

(2) The complement of the ship shall be organized into divisions according to the plan deemed most advisable. In regard to the battery he shall assign the watch and division officers to the command of gun, powder, and torpedo divisions in a manner that will, in his judgment, most conduce to the efficiency of the ship as a whole, and shall make no changes in such assignment except to the same end. The personal command of any officer at the battery, in battle or for drill, shall include, as far as practicable, only one class of guns—heavy, intermediate, or secondary—from which command he shall not be displaced simply because of difference in rank.

(3) Unless urgent duties prevent, or the weather renders it impossible, he shall have an exercise at general quarters at least once a week, and require each division to be drilled at least once a day, except on Saturday and Sunday, until the crew is proficient. In bad weather, oral instruction under cover shall be substituted for open air drills. When in port where there are United States marine barracks, the marines, if there be a detachment on board, shall be landed and drilled in company with those at the barracks at least once a week, when practicable. General quarters.

(4) He shall cause special instruction and exercise to be given to all men under his command who evince marked inclination or aptitude for any particular branch of their profession. Every incentive shall be given to develop and maintain the professional qualifications of such men, and opportunities shall be afforded them for improvement in that branch for which they are best fitted. He shall cause all men of the seamen branch, and particularly the ordinary seamen, to be instructed in steering, boxing the compass, heaving the lead, knotting and splicing, the use of the palm and needle, sailing and pulling in boats, exercise aloft, nomenclature of parts of the ship, common navigation and weather instruments, and generally in all the duties of seamen. If there are any who can not read and write, he will give them facilities to learn and encourage them in so doing. (For rules relating to apprentice seamen, see Chapter XVII, section 10.) Instruction of crew.

(5) He shall encourage petty officers to become expert instructors of enlisted men and to acquire the requisite confidence and ability to assume responsibility and exercise authority, in the instruction, drilling, and control of enlisted men under their charge afloat and ashore. Systematic instruction shall be given them by officers in each branch of their duties, to qualify them as instructors and drill masters. When they attain proficiency Petty officers.

they shall be utilized, under the supervision of their divisional officers, to drill and instruct squads of men placed under them.

Helmsmen.

(6) He shall require that all seamen, and men holding higher ratings in the seaman branch, become expert helmsmen; ordinary seamen also should be able to steer before being advanced in rating. Every opportunity should be taken to accomplish these ends.

(7) He shall, so far as is within his power, comply with and carry out the instructions concerning drills and exercises contained in article 309.

(8) He shall carefully observe the requirements of article 307, paragraph 4. After men have become thoroughly proficient in the duties of their regular stations for action, they shall be instructed in the duties of some other battle stations, so that in times of emergency they may serve at stations other than their own, or perform other useful duty. All members of the crew, whatever their rating, shall be taught the use of small arms of all kinds and shall be exercised in boats.

(9) He shall so arrange that, when a considerable part of the complement is away from the ship, for any service, the force remaining on board shall be able to man and serve efficiently at least one-half of the vessel's armament.

(10) He shall use his utmost endeavors to bring his vessel to the highest proficiency in coaling ship. Whenever more than half the vessel's normal coal supply is taken aboard, he shall report to the Bureau of Navigation the following:

- (a) Amount of coal taken aboard, and where;
- (b) Time employed in coaling, excluding meal hours;
- (c) Whether coal was taken from a collier, lighter, or dock;
- (d) Number of officers and men attached to the ship fit for duty;
- (e) Number of officers and men employed in coaling;
- (f) Remarks on conditions, facilities available, weather, and delays. (Art. 1533, par. 2.)

(11) Coaling bags shall not be stowed below until they are dry. While in use, suitable details shall be made to repair bags that may become torn, and means shall be provided for returning bags from ship to collier, so that they will not be lost overboard.

**Commissary
branch excused
from drills.**

(12) Commissary stewards, cooks, and bakers shall be excused from all drills other than "clear ship for action," "general quarters," "fire quarters," "abandon ship," and "target practice."

(13) At all times when food is being prepared at the galley or oven for use, excepting in cases of actual emergency, a sufficient number of cooks and bakers shall be left in charge.

Care of crew.

433. (1) He shall use all proper means to preserve the health of the crew, and from time to time consult with the senior medical officer in regard to sanitary measures to be adopted for that end. (Arts. 360 and 792.)

**Athletic exer-
cises.**

(2) He shall encourage the men to engage in athletics, fencing, boxing, boating, and other similar sports and exercises. Gymnastic outfits will be furnished by the Department to vessels requesting them. When the weather and other circumstances permit, he shall establish in the routine of exercises and drills a regular period for swimming, such exercise to include every enlisted person on board, except those excused by the surgeon.

Swimming.

(a) During boat races the use of whistles or siren shall not be permitted as an encouragement to the contestants; the whistle of

the referee's launch may, however, be used to indicate which boat is leading.

(3) He shall, so far as is in his power, keep the ship thoroughly clean throughout, dry, at a comfortable temperature, well supplied with light, and properly ventilated; blowers shall generally be kept running at full speed when hammocks are down. He shall require the men to wash daily; when possible, supplies of fresh water shall be allowed for that purpose and for washing clothes. Barrels or buckets of dirty water must not be stowed away or permitted to stand about the decks. Bath and wash rooms shall be supplied with hot and cold water and kept open during the evening. Every effort shall be made to encourage cleanly personal habits. The hair and beard shall be kept short. At morning inspection division officers shall carefully observe whether these rules have been followed, and, should it be necessary, any man may be punished for their infraction.

Cleanliness.

(4) He shall require division officers to inspect clothing once a month, and oftener if necessary, in order to ascertain that it is clean, properly marked, and of uniform pattern, that previous issues are duly accounted for, and to take note of any deficiencies; and he shall see that every man is provided with a proper amount of stowage space for his clothing. In granting clothing requisitions he shall have due regard to the necessities of the individuals of the crew and the state of their accounts, keeping them, if possible, out of debt. He shall permit nothing but the regulation uniform to be worn; and in arranging the dress for the day he shall prescribe such as is adapted to the climate with prompt changes to meet varying conditions of weather, so as not injuriously to affect the health. Clothing wet by perspiration must be dried and, if possible, washed before being stowed away. At morning inspection, from which no one shall be excused unless positively necessary, a careful examination shall be made to see that the clothing is clean, neat, and in accordance with the order for the day. Every reasonable opportunity and facility shall be given to the crew to make, mend, mark, and wash their clothing.

Clothing.

(5) He shall require the bedding to be aired once a week, each piece being separately shaken out and hung up, arranged along the ridge ropes and rails without intervals. All bedding shall be of the uniform pattern and color; each man shall have two mattress covers and change them frequently; the mattresses shall be picked over and the tickings washed at least once a year; blankets shall be washed as often as necessary; special facilities, if possible, being given to firemen, mechanics, and others whose bedding requires frequent inspections and much care.

Bedding.

(6) He shall see that all cooking and mess utensils are kept clean; that the food is wholesome and well cooked. Only pure water, distilled when practicable, shall be allowed for drinking or culinary purposes, and no water shall be issued for drinking until it has been tested and approved by the senior medical officer.

Food and water.

(7) In ports where cholera, typhoid, or dysentery are prevailing, either sporadically or epidemically, the use of harbor water shall not be permitted on board either upon or below the upper deck; also, in ports where the water is contaminated by sewage, animal matter, or refuse, its use shall only be permitted with the concurrence of the senior medical officer.

Harbor water.

- Inspections and use of fresh food, etc.** (8) He shall require a medical officer to inspect, as to quality, all fresh food purchased for the general mess, and frequently inspect the fruit and other articles of food and drink offered for sale alongside. In localities where night soil is commonly used for fertilizing purposes, none of the vegetables ordinarily eaten uncooked shall be permitted on board; and in infected ports, no fresh milk, bottled waters, or fruits shall be allowed.
- Serving out of rations.** (9) He shall, when possible, require a junior officer and one or more petty officers to be present when meals are served out at the galley; they shall report if there is any cause for complaint as to the quantity and quality of the food.
- Hours for messing.** (10) He shall establish hours for messing, having a due regard for the duties of the ship and the health of the crew. The crew shall not be disturbed during meal hours when it can be avoided. The practice of conducting visitors through the messing spaces of the men during meal hours should be discouraged.
- Extra issues for night watches.** (11) He shall require the commissary officers to be notified daily of the number of men in the engineer and dynamo force detailed for night steaming watches, so that extra issues of provisions may be made to them.
- Precautions as to health of crew.** (12) He shall see that the crew is not exposed to the sun or to night dews when such exposure is injurious and can be prevented. Men who get wet shall be permitted to change their clothing as soon as possible. In ports where there is an infectious disease, or where contagious diseases are notoriously prevalent, the captain should restrict the amount of leave given or refuse it altogether, if necessary to preserve the health of the crew. When in unhealthy localities, and where necessary, the captain may engage native boatmen to attend the ship in order to preserve the health of the crew. Men suffering from disease shall not be granted liberty, except upon recommendation of the senior medical officer.
- Ship's store.** (13) He may, at his discretion, establish a ship's store for the sale of articles not forbidden by law or regulations, when the crew desires such action and is willing to contribute the funds necessary to make the first purchase of stores.
- Monthly statement.** (14) When established, the ship's store shall be under the supervision and control of the commissary officer, who shall submit monthly a written statement of its condition, for the examination of the auditing board mentioned in paragraph 4 of article 429.
- Profits.** (15) The amounts contributed by individual members of the crew shall be repaid from the first available profits, after which the profits shall be used for the purchase of additional stores or in such manner as the commanding officer deems most conducive to the welfare of the enlisted men. No part of these profits is under any circumstances to be applied to supplement the authorized rations. When a vessel having a ship's store is placed in reserve or out of commission, the assets shall be divided equally among the members of the crew.
- Ship's store-room and keeper.** (16) In all cases when a ship's store is established, a suitable storeroom shall be provided, and a capable and trustworthy yeoman assigned to duty in connection therewith.
- Care and preservation of iron and steel ships.** **434.** Captains of iron or steel ships shall give particular attention to the enforcement of the regulations for the care and preservation of such ships. (Chapter XX.)
- Signals for closing water-tight doors and valves.** **435.** (1) Signals shall be provided to indicate that water-tight doors, valves, and traps must be closed. These signals shall be one blast of the siren much prolonged, together with the general

alarm and the solenoid whistles if they are provided. Care shall be taken that these signals are accessible to the officer of the deck and kept in readiness at all times, both at sea and in port. They must be so arranged that the men employed in remote compartments may hear them and not be in danger of being shut in; means of escape must be provided, and those stationed to close doors must also be required to make search for and give warning to men in distant compartments.

(2) The signal to open water-tight doors and hatches shall be three short blasts of the siren. The siren shall never be sounded for any other purpose than collision quarters, closing or opening water-tight doors and hatches, and testing daily, which test shall consist of three short blasts. Whenever it may be necessary to sound the siren for trial at other times, the word shall first be passed to keep fast the water-tight doors and hatches. Unless this word has been passed, all water-tight doors and hatches shall invariably be closed whenever the siren is sounded.

Signals for opening water-tight doors.

(3) The captain shall during an action, or when at sea, in fog, or at night, and at other times when sudden collisions may occur, have as many of the water-tight doors and valves closed as practicable, taking into consideration the necessities of the occasion and the requirements of the officers and crew. Even in action, certain communications in the engine and fire rooms, coal bunkers, magazines, and ventilating conduits must be kept open until the last moment.

Doors closed as a precaution.

(4) He shall have men detailed who shall, upon the alarm of fire or when the signal is given, proceed with all possible speed to close the air-ducts and water-tight doors which will isolate the fire and not interfere with the water supply, and then report them closed to the officer of their division. The branch pipes from the air conduits to the magazines and shell rooms shall be kept disconnected, except when the latter are in use. There shall be a sufficient number of men so detailed as to provide for all possible absences from sickness or other causes.

Details for closing doors in case of fire.

(5) He shall exercise at collision drill and at closing water-tight doors and hatches without warning at other than routine times, and shall require that the officers and crew observe the signal with the utmost dispatch, and shall determine by careful inspection that all water-tight doors and hatches have been properly closed and secured, and that the regular collision mat is ready to be put into place, gear rove and mat stretched. He shall cause to be entered on the log book the time required fully to perform the foregoing requirements. Where doors are not closed properly or gaskets are found in bad condition, special reports from those responsible shall be required.

Exercise at collision drill.

(6) He shall assure himself that the duty of examining and working, once a week, all cocks, valves, slides, doors, outlets, and hatches in connection with the ventilating apparatus, pumps, and water-tight compartments, is faithfully performed.

All doors, valves, etc., to be worked once a week.

436. All turrets shall be revolved and guns moved through the extreme arcs of train and elevation, and all motors and mechanisms in connection with the guns and ammunition hoists shall be operated daily except on Sundays and holidays, or when coaling ship or heavy weather at sea render it impracticable. The men regularly stationed to point and train the guns and operate the

Care of turrets and guns.

hoists and mechanisms shall be required to do so at this time, and all parts shall be lubricated.

Fires for cooking.

437. (1) All fires used for cooking shall be extinguished at tattoo, unless specially authorized by the captain to be continued longer for some specific purpose. When the weather is very warm they shall be extinguished as early as practicable, if by so doing the comfort of the crew is increased.

Lights extinguished at tattoo.

(2) All lights, except those in the cabins, offices, officers' quarters, and those designated by the captain as standing lights, shall be extinguished at tattoo.

Lights extinguished before tattoo.

(3) The lights on the lower decks shall be reduced in number, unless required for the comfort of the crew, before tattoo. All lights in the holds, storerooms, and orlops, and all open lights in the ship, except those in officers' quarters, must be extinguished before 7.30 p. m., or at the time of the evening inspection by the executive officer.

Standing lights.

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

Lights in officers' quarters.

(5) The lights in officers' quarters, except those in the cabins and such as may be designated as standing lights, shall be extinguished at 10 p. m., unless the time is extended.

Extension of lights.

(6) Special lights for officers' use in their rooms, after hours, may be permitted by the captain, provided that they do not prevent those who may desire rest from sleeping.

Quiet to be preserved after hours.

(7) The captain shall require quiet to be preserved in officers' quarters after 10 o'clock, unless the time is extended as provided in paragraph 5 of this article.

Sufficient light.

(8) During rainy or cloudy weather and at other times, if necessary, when the duties of the ship will permit, sufficient artificial light shall be supplied between decks for the crew to read, write, or engage in recreation.

Single electric lighting plants.

(9) Ships with single electric lighting plants shall always have on hand in the dynamo room and at other places throughout the ship, ready for use, lamps or lanterns that will give sufficient light for emergencies.

Uncovered lights.

(10) Uncovered lights shall never be left unattended in any part of the ship, and covered lights shall always be so secured as to prevent breaking or capsizing. Uncovered lights shall never be used in holds, storerooms, orlops, lockers, bilges, or other places below the berth deck, except to test the air.

Lights and fires when handling powder and explosives.

(11) Such lights and fires as the captain may deem dangerous shall be extinguished when the magazines are opened, or when handling or passing powder, explosives, or other dangerous combustibles.

Lights in time of war.

(12) In time of war, or when necessary to conceal a ship from an enemy, only such lights shall be used as are deemed advisable by the senior officer present.

Precautions to be taken against fire from spontaneous combustion and coal gas.

438. (1) Except in emergencies, coal shall not be taken on board in a condition that might render it dangerous. The bunkers containing such coal shall be carefully watched.

(2) Coal after having been received must be kept as dry as possible. Special precautions must be taken to prevent the leakage of water into the bunkers.

Ventilation of coal bunkers.

(3) When coal bunkers are not provided with permanent ventilators, the plates shall be removed for ventilation at least twice

a week, and oftener if convenient, and kept removed for a period of several hours each time.

(4) Coal bags that have been used should be examined periodically, as fine coal dust remaining in them may produce spontaneous combustion. (Art. 432, par. 11.)

Coal bags.

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

Oil, tallow, and waste.

(6) Oiled or painted canvas, and other oiled or painted fabrics, must not be stowed below, and when not in daily use must be frequently examined. Great caution is to be used when lights are taken into the paint room.

Oiled or painted canvas.

(7) The captain shall not permit any private property in the nature of inflammable liquid or oil, explosives, or other dangerous stores liable to spontaneous combustion, to be placed on board. Private ammunition must be stowed in places provided for ship's ammunition of a similar character.

Inflammable liquids and oils; explosives and other dangerous stores.

(8) He shall not permit any inflammable liquid or explosive oil to come on board for ship's use, except such as is permitted by the allowance books. Spirits of turpentine, alcohol, and all varnishes and liquid driers shall be kept in metallic tanks or vessels securely stowed on an upper deck; and none of these liquids shall be taken below except in small quantities for immediate use.

Where stowed.

(9) The captain shall require the senior medical officer to give his personal attention to the safety of all inflammable medical stores. Acids must not be kept near combustible materials and, when in bottles, should be placed in lead-lined boxes.

Inflammable medical stores.

(10) Once a month all oil lamps used for replacing the electric lights in case of an accident, shall be lighted and kept burning for a sufficient length of time to insure their being ready for use.

Oil lamps tested monthly.

(11) Care shall be exercised that all lights used by navy yard and other shore mechanics are extinguished when work ceases for the day.

(12) He shall permit on board none other than safety matches, and shall prescribe the necessary precautions to be observed in their use. They shall not be used in storerooms, holds, or orlops, and care shall be taken that persons about to enter the magazines and shell rooms have no matches about them.

Matches.

(13) He shall see that precautions are taken to guard against fire in the vicinity of the boilers and engines when steam is up, and for at least twelve hours after fires are hauled.

Boilers and engines.

(14) He shall have all ventilators and air conduits periodically examined and cleaned out, in order to prevent the accumulation of rubbish and lint that might assist to spread a fire.

Ventilation and air conduits.

(15) He shall have the instructions for the care and preservation of electric lighting plants carefully followed. The use of electric lights greatly reduces the chances of fire, which can only occur from defective insulation or an improper use of the plant.

Electric lighting.

(16) He shall take such other proper precautions as may occur to him to guard against fire, and keep all fire-extinguishing apparatus in order and ready for use. When in dry dock, and the fire pumps are useless, extra and stringent precautions must be taken.

Precautions in general.

(17) He shall have the crew drilled at their fire stations at least once a week, the alarm being frequently sounded at night.

Fire regulations and drill.

- Keys to magazines and flood cocks.** **439.** (1) He shall be the custodian of the keys to all store-rooms containing ammunition and explosives, and the keys to all flood-cock wrenches.
- Magazines.** (2) The magazines shall only be opened with his knowledge and consent, and every precaution must be taken to prevent accidents. An officer shall always be present to superintend the duty performed and to receive and return the keys.
- Embarking explosives.** (3) Whenever powder or any explosive is to be embarked or disembarked, a red flag must be hoisted at the fore and all unauthorized lights and fires extinguished.
- Saluting powder.** (4) Powder removed from the magazines for saluting shall not remain out overnight; during the day it must be kept in tanks with the lids screwed down, and in charge of a sentry or other responsible person.
- Primers and fuses.** (5) The captain shall designate the places for stowing primers of dry gun cotton and fulminate fuses. In no case shall they be kept near each other.
- Inspections of magazines.** (6) 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 book, with appropriate remarks. This daily examination shall be made by the gunner or his assistant or by such persons as the commanding officer may designate.
- Shell rooms and flood cocks.** (7) Shell rooms containing loaded shell only shall be examined weekly, and all flood cocks shall be tested weekly and the fact of such inspection and their condition entered in the ship's log book.
- (8) Special attention shall be paid to the ventilation of magazines. (Art. 707.)
- Lights in magazines.** (9) No naked light, or candle or lamp, even if in a lantern, must ever be taken into a magazine containing powder or used in the vicinity of the magazine doors or hatches if open. Portable electric lights may be used if absolutely necessary to get at the bilges or for temporary examinations, but only in special cases.
- Smokeless powder.** (10) The captain shall see that the regulations governing the examination and storage of smokeless powder and ammunition are carried into effect, as required by article 707.
- Smoking.** **440.** (1) The captain shall designate the parts of the ship where smoking is allowed for officers and crew, and if possible provide places where all may be comfortable.
- Crew.** (2) The crew shall be permitted to smoke from "all hands" to "turn to," during meal hours, and from the time the hammocks are down until tattoo. The crew may also be permitted to smoke at other times, such as during holidays, on Saturday and Sunday afternoons, during coaling ship and cleaning up afterwards, and for a limited period during night watches; but these are privileges which may be withheld, and should be if they lead to soiling the ship or other abuses.
- Officers.** (3) Smoking below the main deck shall be allowed only in the cabins and ward room between the hours of 8 a. m. and 10 p. m., and in such other inclosures and at such times as the captain may specifically designate. On special occasions the captain may extend the hours for smoking in the ward room.
- (4) Smoking during divine service is forbidden.

(5) Smoking in the ship's boats, not on detached service, at any time during daylight is forbidden. **Ship's boats.**

(6) After the hammocks are down, the crew shall smoke only on the upper decks.

441. (1) Enlisted men of the Navy may upon selection by the Secretary of the Navy, be designated by the Post Office Department as navy mail clerks and assistant navy mail clerks, who shall be authorized to receive and open all pouches and sacks of mail addressed to naval vessels; to make proper delivery of such mail; to receive matter for transmission in the mails; to receipt for registered matter (keeping an accurate record thereof); to keep and have for sale an adequate supply of postage stamps; to make up and dispatch mails, and other postal duties as may be authorized by the Postmaster General, all in accordance with such rules and regulations as may be prescribed by the commander-in-chief, division commander, or commanding officer of the vessel to which they are attached. **Mail clerks, duties, etc.**

(2) Each mail clerk and assistant mail clerk shall take the oath of office prescribed for employees of the postal service, and shall give bond to the United States in the sum of one thousand dollars for the faithful performance of his duties as such clerk, and shall be amenable in all respects to naval discipline, except that, as to their duties as such clerks, the commanding officers of the vessels upon which they are stationed shall require them to be governed by the postal laws and regulations of the United States. **Oath and bond.**

(3) An assistant mail clerk shall assist the mail clerk in the performance of his duties as such clerk; and whenever the necessity arises therefor any assistant mail clerk may be designated by the commanding officer of the vessel upon which he is stationed, or of the fleet or division to which the vessel is attached, to perform the duties of mail clerk. **Assistant mail clerk.**

(4) The services and compensation of mail clerks and assistant mail clerks, as such, shall terminate at the discretion of the commanding officer of the vessel upon which they are stationed, or of the fleet or division to which said vessel is attached; commanding officers shall immediately notify the Department (Bureau of Navigation) of the date upon which their services as such clerks cease. **Services and compensation, terminated.**

(5) On board ships that are not allowed mail clerks, or on which mail clerks are not detailed, or serving as such, the mails shall be handled as follows: **Handling of mails on other vessels.**

(a) The captain shall appoint some trustworthy person to perform the duty of mail orderly, to whom he shall give authority to receive the mails from the post office and to sign receipts for all registered letters.

(b) The mail for the ship's company shall be placed in the hands of the officer of the deck for distribution. The latter shall have the mail for the crew distributed by the master-at-arms. Lock boxes shall be conveniently placed in which mail for the post office may be deposited. They shall be kept locked, and the keys, when not in use by the mail orderly, shall be kept in the executive officer's office.

(c) The captain shall cause arrangements to be made for facilitating the purchase of postage stamps by the crew and, when preparing for service in waters where United States stamps can not be procured, he shall cause a sufficient supply to be obtained **U. S. stamps.**

to last, if possible, during the proposed cruise, in order that the dispatch of mail in closed bags may be expedited.

(d) He shall require the instructions for the receipt and dispatch of closed mails to be carefully observed, especially in regard to registered articles, and all mail received for persons no longer attached to the vessel to be properly forwarded. Registered articles which require forwarding shall be re-registered if practicable.

Registered
mail.

(e) He shall require a book to be kept as a part of the permanent records of the ship, in which all registered matter received or sent to the post office shall be entered. Registered articles delivered shall be signed for by the persons receiving them. Those sent to the post office shall be signed for by the mail orderly, who shall, on his return to the ship, deliver the registry receipts to the senders, who shall acknowledge the same in the record book. This book and all other papers relative to the receipt and dispatch of registered matter shall be carefully preserved and turned in, as prescribed in article 485 when the vessel goes out of commission.

(f) When sealed mail bags are dispatched in foreign waters to home post offices, a strong (preferably canvas) label shall be attached to them, on which shall be inscribed the address.

(g) The captain shall give the necessary directions for forwarding the mail of the vessel under his command. (Art. 317.)

Boats.

442. (1) He shall, when in port, and when sanitary conditions, exercises, and the duties of the ship permit, cause regular trips of the ship's boats to be made, at such hours as he may think proper. In order that officers and men may conveniently return on board for their meals, and at night, trips should be appropriately timed, the last to be made not later than midnight.

Official func-
tions on shore.

(2) Whenever officers attend entertainments, or like affairs, on shore in their official capacity, a boat shall be provided for their return. If more than one ship is in port on such occasions, the senior officer present shall fix the boat hours, so that boats of the different ships may leave the shore at intervals, giving passage to officers of other ships that belong to the same squadron or division, or which are anchored in the same vicinity.

Not to be ab-
sent during
meal hours.

(3) He shall not permit boats to be absent from the ship at meal hours except on urgent public duty, and shall restrict their use at night to a reasonable extent.

(4) When a ship is supplied with but one steam launch it shall be used for the general service of the ship.

Rescuing per-
sons overboard.

443. He shall require efficient means to be constantly kept in readiness for rescuing anyone who may fall overboard.

Quarters for
inspection.

444. (1) He shall have quarters for inspection daily, except on Saturday, at 9.30 a. m., or earlier, and an evening muster at quarters daily, except Sunday in port, at such hour as will least interrupt the time available for the men's rest and recreation after the regular hours of drill and routine work, unless the weather or some urgent necessity prevents.

(2) Evening muster at quarters may be dispensed with when in the opinion of the commander-in-chief or commanding officer it may not be necessary for the maintenance of discipline on board, or for affording opportunity for physical drill.

(3) He shall cause every officer and man attached to the ship to be assigned to a division, that he may know at once of their presence or absence by the reports at quarters.

(4) He shall require officers of divisions, at quarters, to inspect the condition and security of the battery, the dress and personal

appearance of the men of the divisions, to ascertain if all are present or accounted for, and to attend to such other duties as the routine of the ship may require.

445. Every officer attached to a ship of the Navy in commission, not a subordinate in a division, shall be required to report his presence at quarters if on board. All officers to report at quarters.

446. (1) The captain shall regulate the manner of keeping watch both in port and at sea, having due regard for the duties of the ship and the comfort of the officers. (Art. 237.) Officers' watches.

(2) At sea, except in cases of emergency, and as provided for in article 552, the regular deck watch officers only shall have charge of the deck.

(3) The navigator may be assigned to the duties of deck watch officer— Navigator.

(a) In first and second rates, when the number of commissioned line officers junior to himself is reduced below four, including the ordnance officer, when he is junior to the navigator, but not including any officers detailed for engineering duty.

(b) In other vessels, when the number of officers available for deck watch is reduced below three at sea or two in port.

(4) The ordnance officer may be assigned to the duties of deck watch officer when the number of commissioned line officers junior to himself is reduced below four, including the navigator when he is junior to the ordnance officer, but not including any officers detailed for engineering duties. When the ordnance officer is junior to the navigator, he may be assigned to the duties of deck watch officer at sea at other times also, at the discretion of the captain. Ordnance officer.

(5) In vessels of the third and fourth rates, and in other vessels where there are less than four regular deck watch officers, it shall not be required of them to stand watch in port, except when the captain decides that an urgent reason requires it.

(6) An officer on "day's duty" shall always be ready for duty and appear the moment he is summoned or notified that his presence is desired. He shall receive all the usual reports, no matter where he may be. Day's duty.

447. (1) It being the purpose of the Department that line officers shall become proficient in engineering duties, such officers other than the executive, navigator, and ordnance officer, who may be junior to the senior engineer officer, shall, in rotation, for such fixed periods as the captain may find practicable, be assigned to watch duty in the engineering department. (Arts. 552, par. 5, and 861, par. 2.) Engineering duty.

(2) Each midshipman shall be detailed to engineering duty for at least one-fourth of the time during the two years' cruise; they shall perform engineering and line duty alternately, if practicable. The details to engineering duty shall be for periods of six months. Midshipman for engineering duty.

(3) The detail as assistant navigator shall be for such period as to allow each midshipman on board to have a tour of this duty during the two years' cruise. If transferred from one ship to another a memorandum showing the kind of duty performed on the ship from which transferred shall be sent to the commanding officer of the ship to which transferred as a guide to further assignments. Midshipman as assistant navigator.

Station bills at end of cruise. 448. On going out of commission, he shall transmit the watch, quarter, station, fire, boat, and other bills to the Navy Department.

SECTION 3.—GENERAL DUTIES.

Telegraph movements of ship. 449. When acting singly he shall, by direct telegram, keep the Department (Bureau of Navigation) advised of the movements of his ship. (Arts. 173, 1500, par. 3, and 1525.)

Bill of health. 450. Before proceeding to sea he shall require the senior medical officer to procure a bill of health.

Passengers. 451. (1) He shall permit passengers on board only under the following conditions:

(a) When in the waters of the United States, upon the permission of the Secretary of the Navy or upon the order of a superior officer.

(b) When in foreign waters, upon the written permission of the commander-in-chief or of the senior officer; or, if alone, in accordance with article 315.

(2) He shall not permit a passenger to interfere in the management of the ship in any way, except as provided for in article 45.

(3) The names of all passengers and the dates of arrival on board and departure shall be entered in the log book and reported to the Navy Department.

(4) Before proceeding to sea he shall satisfy himself that there are no unauthorized persons on board.

A captain always responsible for his acts. 452. A captain who departs from his orders or instructions under any circumstances, or takes official action at the request of any person, must do so upon his own responsibility and immediately report the circumstances to his superior.

Night order book. 453. He shall keep an order book in which shall be entered all orders given to the officer of the deck for the night. This book shall be preserved as a part of the official records of the ship and turned in at the end of the cruise.

Motions of flagship followed. 454. In matters affecting the external appearance of the ship, the motions of the flagship or of the senior officer present shall be followed.

Not to make signals. 455. He shall not, when in a fleet or squadron, make an official signal to any other than the flagship of his immediate superior, except when necessary to repeat one made by the latter or to report a danger, or as provided in article 461, paragraph 2; nor shall he make a signal of recognition to a strange ship without permission.

No independent movements. 456. He shall not, when in a fleet or squadron, perform any independent evolution without orders from the senior officer, except to avoid a collision or danger.

Notice of danger when. 457. If, when in a fleet or squadron, he finds that the course directed is leading the ship under his command, or any other, into danger, he shall promptly give notice to the senior officer and to the ship endangered.

If separated. 458. (1) If a ship is separated from the fleet or squadron to which she belongs, the captain must explain the cause of such separation to the officer in chief command at the time, and also to the commander-in-chief. (Art. 374, par. 2.)

Entering port not designated. (2) If a ship enters a port not designated nor permitted by the instructions, the captain shall report to his immediate superior the cause for so doing and the delay necessary.

459. (1) He shall, when in a fleet or squadron, forward directly to the commander thereof, unless otherwise directed by him, all routine reports concerning the organization, administration, duties, and discipline of the ship. (Art. 1505, par. 2.)

Reports to
commander-in-
chief.

(2) He shall report in detail, as soon as discovered, any defects in the ship, its armament, or equipment, which lessens its efficiency.

Report de-
fects.

460. He shall report to the commander-in-chief, immediately after its occurrence, every instance when the ship under his command touches the ground, has a collision, a fire on board, any serious accident to hull, spars, machinery, or boilers, or other important events of like nature; he shall forward with the report a statement of all the circumstances attending the accident, also the report of the board, if one has been ordered.

Reports in case
of damage to
ship.

461. (1) He shall, when in command of a flagship, have the following reports made to the flag officer:

Personal re-
ports to com-
mander-in-chief.

(a) When in port, the movements of all ships of war, mail steamers, and vessels that may be in danger from any cause.

(b) When at sea, the discovery of land, light-houses, light-ships, strange sails, and all dangers, real or supposed; also the position of the ship at 8 a. m., 12 m., and 8 p. m.

(2) He shall, when in command of a ship at sea in company with the flagship, make by signal the same reports to the commander-in-chief or squadron commander as though he were in command of a flagship, except the 8 o'clock positions.

(3) He shall, when in port in company with the flagship and in command of a ship acting as guardship, report by signal to the senior officer present every event happening in port that is of interest to him in his official capacity.

462. (1) He shall make to the Department, in accordance with the prescribed form, a report of the seagoing qualities of the ship as soon after commissioning as sufficient data have been obtained; and thereafter he shall make a similar report annually on January 1st.

Report on the
qualities of the
ship.

(2) He shall, when he deems it important, suggest any alterations which will, in his opinion, improve or render the ship more efficient and, if practicable, state the probable cost of such alterations, but no change in the internal arrangement of the ship shall be made, except by the written authority of the Navy Department.

463. He shall, when acting singly, report as required by articles 331, 414, 497, and 498.

Reports to the
officer in chief
command.

464. (1) In the event of a collision between a ship of the Navy and a merchant vessel, so serious, or under such circumstances as not to admit of immediate repair with the resources at hand, and therefore likely to involve damages, the captain shall order a board of three officers to ascertain all the attendant circumstances, injuries received by the merchant vessel, probable amount of damages, and which of the ships is responsible for the accident; and 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 be given a hearing by the board, if such hearing is desired. The report shall be prepared in triplicate; one copy shall be forwarded without delay to the commander-in-chief for the Secretary of the Navy, one retained by the captain of the ship, and the remaining copy given to the master of the merchant vessel, provided, that the

Collisions with
merchant ves-
sels.

officers and crew thereof who were witnesses to the collision shall have 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 commander-in-chief, to the Secretary of the Navy.

(2) If in the presence of a senior officer, the facts shall be immediately reported to him, and he shall order the board.

(3) If the collision occurs in the waters of the United States, and results in the loss of life or damage to person or property, the captain shall inform the collector of the district in which it occurs, in accordance with the act of June 20, 1874. (18 Stats., 128.)

(4) He shall, if the collision occurs in a foreign port, take such measures as may be required by the port regulations, informing the captain of the port, should it be necessary.

(5) The foregoing provisions of this article shall apply, as far as practicable, in all cases of collision by a ship of the Navy with a wharf, float, or other object.

Libel proceedings.

(6) Whenever, in consequence of injuries sustained in the waters of a foreign port by a United States vessel, as a result of a collision between it and a foreign merchant vessel, clearly the fault of the latter, it may become necessary or desirable, on the part of the commanding officer of the former, to libel the latter vessel, such libel proceedings shall be instituted in the name of the United States, and not in the name of such commanding officer. In all such cases it shall be the duty of the commanding officer concerned, or of the senior officer present, according to circumstances, immediately to inform the Department of his action.

Loss of the ship.

465. (1) He shall, in case of the loss of the ship, remain by her with officers and crew as long as necessary and save as much government property as possible. Every reasonable effort shall be made to save the log book, muster roll, accounts of officers and crew, and other valuable papers.

The captain last to leave.

(2) If it becomes necessary to abandon the ship, he should be the last person to leave her.

(3) He shall make a report of the circumstances to the Secretary of the Navy as soon as possible and, if wrecked within the United States, repair to the nearest naval station with the crew of the ship.

Crew and property saved, how disposed of.

(4) He shall, if in a foreign country, lose no time, after making all efforts to save property, in returning with the officers and crew to the fleet or squadron to which they belong or, if acting singly, to the United States. He shall take steps for the preservation of the government property saved, until it shall be disposed of in such manner as the Department may direct.

Loss of accounts.

(5) He shall, in the event of the loss of accounts of any person in the Navy, caused by wreck or otherwise, proceed in accordance with article 1380.

Loss of enlistment records.

(6) He shall, when the enlistment records of any of the crew are lost, apply to the Navy Department for copies, forwarding a list containing their names and ratings.

Loss of clothing and bedding.

(7) He shall cause each officer of division to report to him the loss of clothing and bedding sustained by the crew on occasion of the loss or capture of the ship. These reports, carefully drawn up in a uniform manner and duly signed by each officer of division and by himself, shall be forwarded to the Secretary of the Navy.

Expeditions sent from a ship.

466. On occasions of sending a boat or other expedition away from the ship on important duty, when it is to proceed beyond

signal distance, the captain shall give the officer in command written orders.

467. He shall, when not attached to a fleet or squadron and while senior officer, be governed by article 416. When acting singly.

468. He shall, when not attached to a fleet or squadron, inspect the ship under his command in accordance with articles 306 and 307. Inspection acting singly.

469. He shall not permit wood refuse, barrels, packing boxes, or unpierced metal cans, to be thrown overboard, either in port or at sea. Disposal of refuse.

470. He shall act in accordance with article 249 in regard to intelligence reports, and will require the officers of his command to cooperate with him in acquiring information for that purpose. Intelligence reports.

471. He shall, if practicable, when falling in with another ship of the Navy, compare signal books, general and special orders, and take such other steps as may be necessary to obtain the latest information that may affect his command. To seek late official information.

472. When in command of a vessel not a flagship he shall be governed by the provisions of article 389, paragraphs 2 to 5, inclusive. Signal and tactical books.

473. (1) He shall facilitate any examination which it may be the duty of a customs officer of the United States to make on board of the ship under his command. Customs examinations.

(2) He shall not permit a foreign customs officer to make any examination whatsoever on board of the ship or boats under his command.

474. He shall not permit any ship of the Navy under his command to be searched by any person representing a foreign state, nor any of the officers or crew to be taken out of her, so long as he has the power to resist. If force is used it must be repelled. Search never to be permitted.

475. (1) In ports where war or insurrection exists or threatens, he shall always require the boats away from the ship to have some competent person in charge, and care shall be taken to make their national character evident at all times. Man-of-war boats.

(2) The boats of a ship of war will be regarded, in all matters concerning the rights, privileges, and comity of nations, as parts of the ship herself.

476. He may require the medical officers of his command to render professional aid to persons not in the naval service, when such aid can be rendered without detriment to the interests of the Government, and is necessary and demanded by the laws of humanity or the principles of international courtesy. Medical aid to persons not in the Navy.

477. (1) He shall not perform a marriage ceremony on board; nor shall he permit one to be performed when the ship is outside of the territory of the United States, except in accordance with the local laws and laws of the State, Territory, or district in which the parties are domiciled, and in presence of a minister or consul of the United States, who has consented to issue the certificates and make the returns required by the consular regulations. Marriages on board.

(2) He shall report to the Secretary of the Navy all marriages occurring on board.

478. (1) He shall examine the log book, signal record book, and steam log daily, the electrical journal and all expenditure books as occasion may require, and shall approve them on the last day of every month, when they are filled out, and upon the day of relinquishing command. He shall have corrected any inaccuracies or omissions he may observe. After they have been ex- The log book.
The electrical journal.
Expenditure books.

amined by the captain no change or addition shall be made without his permission or direction.

Changes in log.

(2) Any change or addition to the log book must be made by the officer in whose watch the event under consideration occurred. An officer of the watch shall not decline to make a change in or an addition to his log, when his attention is called to an inaccuracy or omission by the captain or navigator, unless he believes the proposed change or addition to be incorrect; in which event he shall, if required, explain in writing to the captain his reasons for this opinion. The captain may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature.

The steam log.

(3) The senior engineer officer shall cause the steam log to be corrected as pointed out by the captain, unless he believes the proposed entries to be incorrect; in which event he shall, if required, explain in writing to the captain the reasons for this opinion. The captain may then enter upon the steam log, over his own signature, any remarks concerning the particular inaccuracy or omission under consideration that he may deem proper.

The medical journal.

479. He shall, whenever he considers it necessary, inspect the medical journal.

Binnacle list.

480. He shall examine and approve daily the binnacle or other list of officers and crew recommended to be excused from duty, and no names shall be added after it has been approved without his permission.

Rockets and powder for signal purposes.

481. He shall designate the number of rockets and the amount of powder to be kept in readiness for signal purposes.

Cables slipped or lost.

482. He shall, if a cable has been slipped or parted, use every means possible to recover it.

High explosives to be removed.

483. When a ship under his command arrives at a navy yard for docking or for ordinary repairs, only high explosives need be removed.

Not required to act as pay officer.

484. He is not required to perform the duties of a pay officer. (Sec. 1432, R. S.)

Going out of commission.

485. When the vessel under his command is ordered out of commission at a navy yard, he shall not deliver the orders of detachment to any officer until the vessel's battery and entire ordnance equipment have been surveyed by a special board, composed of the ordnance officer of the navy yard, the ordnance officer of the vessel, and an officer from the Bureau of Ordnance. Before leaving the ship he shall satisfy himself that the engines and boilers and their attachments have been put into the condition required by article 915, and that all returns have been made and every article turned over to the proper authority. He shall then forward to the Secretary of the Navy the original records of all correspondence for the cruise concerning the ship, her officers and crew, and shall forward to the Bureau of Navigation, for the Office of Naval Intelligence, the intelligence outfit of the vessel.

SECTION 4.—DUTIES IN TIME OF WAR.

In time of war.

486. He shall consider the provisions of article 323 as applicable to himself in reference to this section.

Station in battle.

487. His station in battle shall be such as will enable him to fight the ship to the best advantage.

488. If he entertains any doubts in regard to the pacific relations of the United States with any foreign state, he shall be vigilant in watching the movements and acts of possible enemies, in order to prevent being surprised or taken at a disadvantage. When pacific relations are doubtful.
489. (1) He shall, when in presence of an enemy, or upon approaching a strange ship or on being approached by one, have the crew at quarters and the ship ready for battle. When an engagement is possible.
- (2) When in company with an enemy for a considerable length of time, as when both are at anchor in a neutral port, the officers and crew shall be kept on board and the ship and personnel at all times, day and night, in readiness for action at a moment's notice.
490. He shall, if possible, before going into action, communicate to his officers his plans for battle and such other information as will be of service to them should they succeed to the command of the ship. Communicating important information.
491. He shall not, when in command of a ship in the presence of a senior officer, engage an enemy without an order from such senior officer. When in squadron not to engage without orders.
492. He shall not, without permission, retire from battle to assist a disabled ship, or to take possession of a captured one. Shall not retire from battle.
493. He shall, when an enemy's ship in battle strikes her flag, continue the action with other ships of the enemy; but shall take possession of the surrendered ship as soon as practicable. When an enemy's ship strikes her flag.
494. He shall, on taking possession of a prize, adopt such measures as may be necessary to prevent her from being recaptured. He shall remove such of the officers and crew as may be necessary, and take great care to preserve the log, all journals, signal books and signals, orders, instructions, letters, ship's papers, and any other documents of importance or bearing upon the validity of the capture. Taking possession of a captured vessel.
495. He shall take care that all prisoners of war are treated with humanity; that their personal property is preserved and protected; that they are allowed the use of such of their effects as may be necessary for their health; and that they are supplied with rations properly cooked. He shall, however, have them properly guarded and deprived of all means of escape or revolt. Prisoners of war.
496. He shall, if the motive machinery is disabled and he is obliged to drop out of battle, make such repairs as he is able without delay, and bring the ship as soon as possible again into action. If unable to continue the battle.
497. He shall, immediately after a battle, repair damages as far as possible, and use every effort to prepare the ship for further service in action. He shall transmit to his superior in command a list of killed and wounded, and of ammunition, personnel, or material necessary for immediate service. To prepare for further service immediately after battle.
498. He shall, after a battle, make full report thereof as prescribed in article 331. These reports must be accurate and explicit, and contain all important details; the movements of ships should be illustrated; the force and direction of the wind and the state of the sea given; the bearing, distance, and outlines of the land, if any is in sight, stated; and the efficiency of the ship and all munitions of war carefully noted. Reports after a battle.
499. When acting singly, he shall carry out the instructions prescribed in section 3, Chapter VI, for a commander-in-chief, as far as they may be applicable. General duties.

SECTION 5.—INTERCOURSE WITH FOREIGNERS.

- General duties in relation to foreigners.** **500.** He shall carefully note and conform to the instructions laid down in section 4, Chapter VI.
- Assistance to foreign vessels.** **501.** He shall afford all assistance in his power to vessels of a foreign state at peace with the United States.
- If refused assistance.** **502.** If refused assistance by any foreign official, he shall report the circumstances to the officer in chief command and to the Secretary of the Navy.

SECTION 6.—NAVIGATION.

- Draft of ship.** **503.** He shall, immediately before leaving and as soon as practicable after entering port, require the navigator to ascertain the draft of the ship, forward and aft, and enter it in the log book.
- Lookouts.** **504.** He shall always when under way and, if necessary, when at anchor, have a lookout stationed aloft during the day. At night he shall have as many lookouts stationed as are necessary. He shall require them to be proficient in their duties as lookouts.
- Running and anchor lights.** **505.** (1) He shall take special care that the lights required by law, to prevent collisions at sea and in port, are kept in order and burning during the night, unless it be necessary to extinguish them for war purposes or while exercising as though engaged in war.
(2) He shall require that there be kept at hand, convenient for use, means for relighting or replacing any such light as may be extinguished.
- Precautions to prevent collisions.** **506.** He shall observe every precaution required by law to prevent collisions and other accidents on the high seas and inland waters.
- Course steered.** **507.** Unless in company with a senior, he is responsible for the course steered, and he is always responsible for the safe conduct of the ship.
- Entries in the night order book.** **508.** He shall enter in the night order book each evening, for the information of the officer of the deck, the course and any necessary special precautions concerning the speed and navigation of the ship.
- Piloting.** **509.** He shall pilot the ship under his command under all ordinary circumstances but may, in accordance with the provisions of article 1538, employ a pilot when necessary.
- Preparations for anchoring.** **510.** (1) When in the vicinity of the land, or upon approaching an anchorage of any kind, he shall have the cables bent and the anchors ready for letting go.
(2) When anchoring in squadron or fleet, or when mooring any vessel, it is advisable that anchors when let go should have marking buoys attached.
- When soundings shall be taken.** **511.** (1) When underway on soundings he shall have casts of the lead taken frequently if necessary to verify the position.
(2) When going into or out of a port or approaching an anchorage, shoal, or rock, with or without a pilot on board, he shall keep the hand leads going and, if necessary in order to obtain correct soundings, reduce the speed.
- Anchoring.** **512.** (1) He shall select a safe place to anchor. After anchoring he shall have such bearings and angles taken and entered in the log book as will enable the exact position of the ship to be located on the chart.
(2) He shall, if the ship is anchored at a place not surveyed, and if practicable, have the depth of water and character of the

bottom examined for at least three cables' lengths around the ship. The result shall be entered in the log book.

513. (1) He shall keep himself informed of the error of the standard compass. He shall forward to the Navy Department a report of the result every time the local deviation is obtained.

Compasses.

(2) He shall carefully follow the instructions issued from time to time concerning the management of and reports on compasses.

514. He shall report to the Navy Department all important hydrographic or other information he may acquire concerning the navigation of ships.

Hydrographic information.

515. (1) He shall carefully preserve all information that he may receive or be able to procure concerning the safe navigation of the ship.

Sailing directions.

(2) He shall require the sailing directions, light and beacon lists, and notices to mariners of the ship to be compared with those of other ships of the Navy which he may meet, having later information on these subjects than his own, and any differences shall be noted.

(3) He shall, when there is any doubt about the safe navigation of routes he proposes to take, or ports he intends to visit, make every effort to obtain from any reliable source, foreign or otherwise, all possible information that will aid him.

516. He shall, when his duties and other circumstances permit, make a careful survey and construct a chart of any shoals, harbors, or dangers to navigation that he may discover or find to be inaccurately located. He shall forward them through the usual official channels, with all the original data and computations used in their construction, to the Navy Department.

Surveys.

517. When passing in the vicinity of suspected dangers, or where there are indications of shoal water or danger not on the chart, he shall, unless there are good reasons to the contrary, make such search as the weather and other circumstances permit, forwarding to the Navy Department the results, with a track chart showing the traverses made and soundings taken. In the event of no search being made, he shall report to the Navy Department the result of his observations and his reasons for the omission.

Suspected dangers.

SECTION 7.—SUPPLIES AND REPAIRS.

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

Economy in expenditure.

519. He shall not, unless absolutely necessary, limit the daily allowance of fresh water to less than one gallon per man for all purposes. He shall, when practicable, issue fresh water to be used for washing the soiled clothes of the crew.

Allowance of water.

520. He shall be governed by the provisions of article 354. Should he learn of inaccuracies in the property accounts of any officer of the ship charged with the care and custody of the property, he shall arrange the adjustment by survey or other method prescribed by these regulations.

Disposing of supplies.

521. (1) He shall, before arriving in port, cause to be submitted to him, by the heads of the several departments of the ship, requisitions for all supplies, prepared in accordance with articles 1208 to 1215 inclusive and shall, immediately upon arrival, take

Requisitions and other papers submitted to senior officer.

the necessary steps to procure needed supplies. He shall also submit to the commandant of the station or senior officer present reports of all repairs needed, requests for surveys, and all other papers requiring action. He shall call special attention to any article he may require that is in excess of allowance either in kind or quantity.

(2) Upon arrival in port he shall immediately prepare his ship for sea, unless otherwise ordered.

Requisitions approved by himself.

522. (1) He shall, when it becomes necessary to approve requisitions for supplies, repairs, or labor for the ship under his command, be governed by articles 351 and 355.

Purchase of coal.

(2) When coal is to be purchased he shall see that the requirements for weighing or measuring it are carefully observed. (Art. 608, par. 2.)

Supplies of money.

523. (1) He shall not, when the ship under his command is attached to a fleet or squadron, authorize bills of exchange to be negotiated without having previously obtained permission from the commander-in-chief, except in cases of emergency.

(2) When procuring supplies of money he shall be governed by article 353, paragraph 1.

(3) He shall, when the ship under his command is attached to a fleet, but separated from the commander-in-chief, forward to him, whenever a bill of exchange is negotiated, an additional copy of the letter of advice required by these regulations to be sent to the Secretary of the Navy.

(4) All money received by negotiating bills of exchange shall be deposited on board ship without delay by the pay officer, who shall make a report of the amount to the captain and to the officer of the deck.

Not to land spare articles.

524. He shall not, except in emergency, the nature of which shall be reported, land any spare spars, stores, or other articles belonging to the ship, at any port, without the written permission of proper authority.

Examination of stores and spare articles.

525. (1) He shall, each quarter, and oftener if necessary, cause all spare articles, stores, cables, hawsers, and sails, to be examined, in order to prevent deterioration and insure their efficient condition.

Chain cables.

(2) At this quarterly examination particular attention shall be paid to the chain cables; they must be scaled and cleaned of rust and other foreign matter; the shackles, shackle bolts, forelock pins, and swivels will be carefully examined and put in order; and such parts as require it will be coated with blacking, tallow, or white lead. (Art. 594.)

Inventory of equipage and supplies taken yearly.

(3) He shall require the heads of the departments of Equipment, Construction and Repair, Ordnance, and Steam Engineering to take a yearly inventory of equipage and supplies in their custody, to report the condition of the same, and to correct the account books in accordance with the quantities found to be on hand.

(4) The first inventory shall be completed within one month from its commencement, and succeeding ones yearly thereafter within twelve months from the date of completion of the one next preceding. A report in writing shall be made to the captain in each instance, stating that the inventory has been completed, and that the necessary requests for surveys have been sub-

mitted to enable the books to be corrected, with the statement that the surveys submitted cover all deficiencies and excesses.

(5) The dates of commencement and completion of each inventory will be entered in the ship's log book.

(6) Any failure to comply with the provisions of this regulation must be reported immediately to the bureau concerned.

(7) He shall see that, pursuant to changes in the detail of officers, there is always an officer in charge of every department by detailing one; and that the regulations for turning over property when officers are transferred are strictly complied with. If in command of a ship in reserve, he shall exercise particular care to prevent the deterioration of her equipment in any manner. (Arts. 1047 and 1206, paragraphs 2 and 3.)

Detailing officers as heads of departments.

526. He shall exercise no control over the officers or mechanics of a navy yard or station where the ship under his command may be moored, unless by the permission or direction of the commandant, except in matters coming under the police regulations of the ship. (Arts. 1505 and 1557.)

Not to interfere with duty of commandant.

527. (1) 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 to all articles of equipment and outfit, to be made by the ship's mechanics. (Art. 1563.)

Repairs by ship's mechanics.

(2) He shall regard as urgent all repairs necessary to insure efficiency, or to preserve the health of the personnel. He may request assistance from the senior officer present in making such repairs, both in labor and material, but the ship's own force must be utilized to the utmost.

528. He shall, after actual trial, report any deficiencies or excesses that may come to his notice, in the kind or quantity of articles in the allowance lists. He shall require from any of the officers of his command who find these books defective, specific written statements giving the particulars wherein they are so, and shall embody this information in his report. (Art. 1157, par. 13.)

Allowance lists.

529. The captain shall require that there be kept on hand, in accordance with the allowances of such materials prescribed by the allowance lists of the various bureaus, a sufficient quantity of cement, composition, and paint to prevent corrosion or other deterioration. Except as provided in articles 1157 and 1207, he shall require that the allowance under each bureau be used for the protection and preservation from corrosion of such parts of the ship, its machinery and fittings as are under the cognizance of that bureau. Materials of this character supplied for the protection of machinery and fittings under the cognizance of bureaus other than the Bureau of Construction and Repair should not be used for protection of bulkheads, bunkers, bilges, double bottoms, or other hull members or fittings wherever located.

Materials for preservation of ship.

530. If it becomes necessary to charter a vessel for any purpose he shall follow the instructions laid down in article 357.

Chartering vessels.

531. He shall, when alone, carry out the instructions laid down in articles 358, 413, and 464.

Investigation of damages.

SECTION 8.—PERSONNEL.

- Persons who may be sent to the United States.** **532.** (1) He is authorized, when acting singly, to send to the United States the following:
 (a) Persons whose term of service has expired.
 (b) Persons who have been condemned by medical survey.
 (c) Persons charged with a crime or offense for which they can not be tried on the spot by a court competent to adjudge a sufficient punishment, in which case necessary witnesses shall also be sent.
 (2) He shall follow the instructions laid down in articles 361 and 362, when applicable to himself.
- Service on unhealthy stations.** **533.** He shall carefully observe the instructions given in article 360.
- Investigation of offenses.** **534.** (1) He shall, if possible, investigate in person all offenses. The investigation shall not be delegated to any other officer, unless in case of illness or absence from the ship. (Art. 273.)
 (2) He shall have a record of punishments kept according to prescribed forms, including all minor punishments such as extra duty and deprivation of leave as well as confinement.
- Record of punishments.** **535.** He shall cause to be prepared liberty lists and monthly money lists which he shall carefully inspect before approval. He shall exercise great care that no injustice is done in the distribution of privileges in these respects. (Arts. 838 et seq.; 1428; and 1534.)
- Liberty and monthly money lists.** **536.** He shall prescribe the means, with reasonable restrictions as to time and place, by which the members of the crew may make any request, report, or statement to him, which he shall receive and consider. Frivolous, vexatious, or false reports or statements, knowingly made, shall be considered misdemeanors.
- To receive and consider requests of the crew.** **537.** He shall not, while on a foreign station, receive on board as prisoners seamen from merchant vessels, unless the witnesses necessary to substantiate the charges against them are also received, or adequate means adopted to insure the presence of such witnesses on the arrival of the prisoners at the place where they are to be handed over to the civil authorities.
- Merchant seamen not to be received on board as prisoners.** **538.** He shall, when on a foreign station, if three or more of the crew of a merchant vessel of the United States complain to him of the quality or quantity of the provisions or water served out to them, proceed in accordance with the Revised Statutes, section 4565.
- Complaints of merchant seamen.** **539.** He may, when on a foreign station, receive on board distressed seamen of the United States without reference to the established complement of the ship. They shall be entered as supernumeraries for rations and passage to the United States, provided they bind themselves to be amenable in all respects to the laws and regulations for the government of the Navy. Such persons, however, shall not be received or entered upon the books of the ship without the authority of the senior officer present; and captains shall keep the commander-in-chief fully informed of all transactions in regard to them.
- Distressed seamen.** **540.** He shall not exceed the number of men allowed by the complement of the ship in any rating, except to make up a deficiency in some superior rating, or by express authority of the Secretary of the Navy or, when on a foreign station, by authority of the commander-in-chief, or as provided in articles 754 and 760.
- Not to exceed the complement of the ship.**

541. He shall cause all recruits, previous to their enlistment, to be inspected and examined in accordance with the requirements of the enlistment forms. To inspect recruits.

542. He shall, on the ship's arrival at any port of the United States for the purpose of going out of commission, forward to the Navy Department a requisition for money to pay off such of the crew as may be ordered to be discharged, or whose term of service has expired. Paying off.

543. (1) He shall take great care that all discharges are made out in accordance with the instructions laid down in Chapter XVII, section 7. Discharges.

(2) He shall make all necessary efforts to prevent delay in discharging men whose terms of service have expired.

544. (1) He shall cause to be entered in the log book the name and rank or rating of any person who may die on board, and also a statement of the exact time of his death. Deaths to be entered in log.

(2) He shall report to the Bureau of Navigation any death that may occur on board. In addition, information of the same shall be forwarded to the nearest relative or legal representative of the deceased if the address of such person can be obtained. He is authorized to use the telegraph for this if deemed expedient. Report of deaths.

(3) He shall, upon the death of any person on board the ship under his command, cause all of the effects of the deceased to be collected and inventoried. If the deceased was an officer, this shall be done by two officers of the ship; if a member of the crew or other person, by the officer of his division or one detailed for the purpose. The inventories shall be made out in duplicate, duly attested and signed by the officers making them. Upon the completion of the inventory the effects, if not of a perishable nature, shall be put up in packages of a convenient size and sealed with the seal of the ship. The captain shall retain one copy of the inventory himself, and shall deliver the other to the pay officer, who shall also take charge of the effects for safe keeping. Effects of deceased persons.

(4) If any of the effects of a deceased person are perishable and deteriorating they shall be immediately sold at auction. Disposition of effects of deceased persons.

(5) All papers, medals, small trinkets, and keepsakes of value shall be forwarded to the legal representative or, in default of such, the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representative or of heirs at law, the articles mentioned shall be sent to the Bureau of Navigation or to the Commandant of the Marine Corps, as the case may be, for safe keeping.

(6) When the executor or legal representative of the deceased person applies for his effects, all shall be delivered to him, except any money that may be found among them.

(7) The captain shall exercise his discretion in causing the effects of deceased enlisted men to be sold at auction at the mast, or retaining them for transmission to the heirs, relatives, or friends. In exercising this discretion he shall be governed by the wishes of the heirs, relatives, or friends, if possible to learn them before closing the accounts of the deceased. (Art 1290.)

(8) He shall cause the accounts of all deceased persons to be closed as soon as possible and forwarded to the Auditor for the Navy Department, together with the will if any can be found. These accounts must be examined and approved by the captain.

Certificates of death, disability, and pension. 545. He shall sign the descriptive lists on all certificates of death, certificates of ordinary disability, and certificates of pensions.

Effects of a deserter. 546. (1) He shall, when he declares any person a deserter, cause the effects of the latter to be collected and inventoried according to instructions laid down in article 544, paragraph 3.

(2) These effects shall be sold at public auction at the mast, and the proceeds credited on the accounts of the deserter by the pay officer, unless the vessel sails before the date upon which such person is declared a deserter, in which case the effects shall not be sold until a reasonable time has elapsed after arrival at the next port. (Art. 1290, par. 2.)

Effects of persons captured by an enemy. 547. The effects of persons captured shall be collected, inventoried, and placed in the custody of the paymaster of the ship, subject to the orders of the owner or his representative; but the same discretion may be exercised by the captain in reference to sale of the effects of captured enlisted men as in the case of enlisted men deceased.

Effects destroyed to prevent spread of disease. 548. He shall, if it becomes necessary to destroy clothing or other personal effects of officers or crew to prevent the spread of disease, order a survey as provided in article 1279.

Report of men received. 549. He shall, on the eve of sailing from any port, forward to the Navy Department an alphabetical list of men received on board since leaving last port.

Books, records, and returns concerning the crew. 550. (1) He shall carefully examine the books, records, and returns pertaining to the crew, and shall have them kept and made in strict accordance with the regulations and with such instructions as may be issued by the Bureau of Navigation.

(2) He shall require the division and other officers to report in writing such information as may be necessary to enter in these books, records, and returns.

Officers absent when the ship is about to sail. 551. He shall, if any officers are absent when the ship is about to sail from a home port, report their names to the Navy Department, with such particulars concerning their absence as he may be able to furnish.

The instruction of officers. 552. (1) He shall require all officers of his command to embrace every opportunity to improve themselves in their profession and to increase their knowledge of it.

(2) He shall, on suitable occasions at sea during daylight, and in port, direct the line officers junior to the watch officers, and not assigned to engineering duty, to take charge of the deck for the purpose of instruction, and to perform the duty of officer of the deck under the direction and subject to the orders of the watch officer on duty, who shall be responsible and who shall sign the log book. (Art. 446, par. 2.)

(3) He shall give line officers opportunity to gain experience in maneuvering the ship, and shall for this purpose, when suitable occasions occur, lay out targets or anchor buoys to represent an object to be rammed, blown up, or avoided.

(4) He may, when at sea, require any of the watch officers to determine and report to him the ship's position and the compass error.

(5) He shall require all line officers junior to the watch officers to acquire a thorough knowledge of the steam machinery and boiler.

ers of the ship, and to become proficient in their management, care, and preservation.

(6) He shall require all line officers junior to the watch officers to become skilled in practical navigation, and shall direct them to perform such duties in connection with the navigation of the ship as may be necessary to accomplish this end.

(7) He shall give special care to the instruction of midshipmen in electricity. Midshipmen doing line duty shall be required daily to obtain and submit the noon position by observation and by dead reckoning, and the compass error on one heading, when practicable. In addition they shall be required to take twilight observations when the weather is favorable.

Midshipmen.

(8) He shall require midshipmen to keep a journal containing observations of a professional nature on the places visited, the wind and currents, the daily position of the ship, a track chart embracing the cruise of the ship, and essays on professional subjects, or descriptions of nautical and professional material which they may desire or may be directed to prepare, in order to aid them at their final examination. He shall examine these journals on the last day of every month and upon the day of relinquishing command and make such endorsement thereon as he may deem proper. He shall also require them to keep a navigation notebook. (Art. 693, par. 2.)

(9) During tactical evolutions with steam launches midshipmen shall be detailed as coxswains and to run the engines.

(10) All midshipmen, not regular watch and division officers, on board ships fitted with wireless apparatus, shall become familiar with the use of such apparatus so as to be able to send and receive messages. They shall be given every opportunity to familiarize themselves with the system and, when any one of them is considered sufficiently expert to send and read messages, he shall, when possible, be detailed occasionally for wireless duty exclusively for short periods, during which time he shall be stationed in the operating room at least six hours daily, taking messages through the duplicate telephonic receiver until he is able to receive the messages alone.

553. He shall carry out the instructions in regard to the reports on the fitness of officers, as laid down in articles 246 and 247. When acting independently, these reports shall be forwarded directly to the Secretary of the Navy.

Reports on the fitness of officers.

554. He shall make to the Department a special report of any petty officer who may show marked ability for the position of chief petty officer, or for a rating higher than that in which serving; also of men and apprentice seamen specially qualified for instruction as seamen gunners, petty officers, electricians, yeomen, or for ratings in the engineers' force.

Special reports on petty officers.

555. He shall not withhold any orders or other communications received from a senior for any person under his command, except for good and sufficient reasons, which he shall at once report to said senior.

To deliver orders and communications.

556. He has, when in a foreign port where there is no United States consul, or upon the high seas when senior officer, the authority of law to exercise the powers of a consul in regard to mariners of the United States. (Sec. 1433, R. S.)

When to exercise the power of a consul.

Succession to command in case of the absence or disability of the captain. 557. (1) In the absence or during the disability of the captain, the command shall devolve upon the officer designated in article 44 who has all the responsibility and all the authority of the captain, except as stated below.

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

(3) When in command for any period during a temporary absence of the captain, he shall not change the general orders, routine, or other permanent dispositions of the captain.

CHAPTER XI.

THE EXECUTIVE OFFICER.

SECTION 1.—GENERAL POWERS.

558. (1) The executive will be detailed as such by the Secretary of the Navy from officers of the line exclusive of those restricted by law to the performance of engineering duties. He will, when not impracticable, be the line officer next in rank to the captain.

Personality.

(2) If detached, absent, disabled, placed under arrest, or suspended from duty, his duties shall devolve upon the line officer next in rank below him, attached to the ship, and exclusive of any line officer who is detailed for the performance of engineering duties.

559. (1) He has no authority independent of the captain, from whom his orders shall be considered as emanating, and the details of duty hereinafter laid down shall be regarded as in execution of the captain's orders. (Art. 53.)

Authority.

(2) While executing the orders of the captain he takes precedence over all other officers.

560. (1) When on board ship, he shall regard himself as always on duty.

General duty.

(2) He shall receive all orders relating to the general duties of the ship directly from the captain and shall transmit them to other officers as may be necessary. He is responsible for their execution. (Art. 428.)

(3) He shall carry out all details of duty in connection with the organization, police, inspection, discipline, exercise, and efficient condition of the crew, and the cleanliness, good order, efficiency, and neat and trim appearance of the ship. He shall arrange the drill and exercise of the crew with the armament; the ordnance officer shall supervise these drills and exercises, as prescribed in article 640.

(4) He shall keep himself constantly informed of the policy of the captain in regard to the official administration of all matters of duty, in order that he may carry out the captain's wishes. (Art. 428.)

(5) So far as his power extends, he shall correct all abuses, prevent infractions of discipline, and suppress disorder. He shall report to the captain anyone who may disobey or disregard any law, naval regulation, or order.

SECTION 2.—DUTIES.

561. (1) The executive officer shall aid the captain in every way possible in performing the duties enumerated in Chapter X, wherever applicable.

Fitting out.

(2) He shall be constant in his attendance on board both before and after commissioning, and shall make himself familiar with every part of the ship and with all her appurtenances.

(3) He shall report to the captain any defects, or other matters of importance connected with the ship, that he may discover.

Capacity of the crew. 562. He shall inform himself, so far as possible, of the physical capacity, service, record, and experience of each man detailed for the crew, in order that he may station him to the best advantage. Should he have any doubt of a man's physical ability to perform the duty required of him, he shall report the fact to the captain.

Organization. 563. (1) He shall prepare a berthing plan and have the berthing numbers put up before the crew goes on board, if possible.

(2) He shall prepare the billets to be delivered to the members of the crew when they go on board.

Watch, quarter, and station bills. (3) He shall prepare the watch, quarter, station, fire, collision, coaling, and boat bills as soon as possible and, after their approval by the captain, have copies framed and hung in a conspicuous position.

(4) He shall keep these bills corrected as changes occur during the cruise.

(5) He shall not assign a turret captain, gun pointer, or gun captain to any duty that may interfere with the drill, exercise, and other duties of his station at the battery; nor shall he make any change in the composition of any gun or torpedo crew without especially consulting the commanding officer in each individual case.

(6) He shall see that officers and men of gun, turret, ammunition, torpedo, and range finder crews are present at their stations at exercise, unless unavoidably absent, so that the efficiency of the crews may not be impaired by exercising shorthanded or with inexpert substitutes.

(7) He shall require the junior line officers to keep correct watch, quarter, station, fire, collision, and boat bills.

(8) He shall cause a copy of the Articles for the Government of the United States Navy, the daily routine, and all police regulations and routine orders concerning the ship's company, to be exhibited in a conspicuous position.

(9) He shall prepare, for the guidance of the officer of the deck, a routine book which shall contain the daily routine at sea and in port, and such orders and instructions as may be necessary concerning the manner of performing the duties of the ship over which he has supervision. This book shall be kept in a place where it is accessible to all.

(10) He shall keep a morning order book, in which he shall enter the instructions for the officer of the deck during the morning watch.

Chief petty officers' mess. 564. (1) He shall form a separate mess for chief petty officers, to which one cook shall be allowed. When the number in the mess is more than twelve, one messman shall be allowed in addition to the cook; when the number in the mess is more than twenty-four an additional messman shall be allowed.

General mess. (2) He shall arrange other petty officers, enlisted men, and marines in one general mess, divided into submesses of twenty, as nearly as may be, to each of which shall be assigned one messman. Petty officers shall mess with their own divisions when practicable.

Detailing messmen. (3) He shall detail messmen from the lower ratings. In no case shall a petty officer be detailed for duty as a messman.

(4) He shall be responsible for the detail, organization, and discipline of the messmen of the general mess, for the proper service of the food at mess tables, and for the condition of the mess gear and furniture.

(5) He shall notify the commissary officer of any changes in the number of men in the various submesses, in order that the food may be properly apportioned at the galley.

Changes in submesses.

565. He shall see that the officers of the ship are vigilant in the performance of their duties; that they perform them in a uniform manner; and that they conform strictly to all orders.

To supervise the manner of performing duty.

566. He shall direct the officer of the deck in all matters concerning the general duties of the ship. When the captain is not on deck, he may direct the officer of the deck how to proceed in time of danger or during an emergency; or he may assume charge of the deck himself, and shall do so should it in his judgment be necessary, but he shall at once report to the captain the fact and his reasons for so doing.

To direct the officer of the deck.

567. He shall see that officers commanding divisions perform their duties carefully, thoroughly, uniformly, and in accordance with these regulations; that they thoroughly inspect and keep in order the ordnance and boats under their charge; that they comply strictly with the uniform regulations; and that they are present and personally instruct the junior officers and men at all exercises. He shall endeavor to inculcate a spirit of emulation among the officers in respect to the efficiency, drill, bearing, and behavior of the men under their command. (Art. 432, par. 4.)

Supervision over division officers.

568. He shall, under the captain, exercise particular supervision over the instruction of midshipmen.

Supervision of midshipmen.

569. In his administration of the police of the ship, he shall give such orders as may be necessary. He shall satisfy himself that the sentries are properly placed and that they are attentive to their duties. He shall endeavor to enlivate among the sentries a feeling of pride in the strict performance of all their duties.

Ship's police.

570. He shall take the deck whenever all hands are called for any particular duty, exercise, or evolution, except at quarters and during action; and unless otherwise directed by the commanding officer, shall see that every officer of the ship fit for duty is at his station. (Art. 637.)

To take the deck at all hands.

571. He shall require the chief boatswain or boatswain, chief gunner or gunner, chief carpenter or carpenter, and chief sailmaker or sailmaker, or, in their absence, their mates, to report twice daily, at 8 a. m. and 8 p. m., the condition of the ship and her appurtenances, so far as their respective departments are concerned.

Reports from warrant officers.

572. He shall require all officers of the ship to exact a silent performance of duty, and the avoidance of all unnecessary noise, confusion, and singing out.

To prevent unnecessary noise.

573. He shall see that all dispositions ordered for safety at night, including the securing of storerooms, holds, orlops, watertight doors, etc., that are closed for the night, are completed by 7.30 p. m., or before.

Evening inspection.

574. (1) He shall make frequent inspections of all the mess gear and stores of the crew, and of all cooking utensils, galleys, chests, and lockers.

Inspection of mess gear and lockers.

(2) Whenever requisite for the cleanliness or preservation of the health of the ship, insect powder or other necessary material for such purposes may be purchased.

- Inspection of the ship.** **575.** All parts of the ship shall be open to his inspection, and he shall make such inspections as the captain may direct.
- To report condition of ship.** **576.** He shall report to the captain the condition of the ship at 8 p. m.
- Anchor watch.** **577.** He shall detail a suitable anchor watch in accordance with the orders of the captain.
- Keeping watch.** **578.** He shall not be required to keep a watch, but he may relieve the officer of the deck for short periods as a matter of accommodation.
- The custodian of the ship's keys.** **579.** (1) He shall be the custodian of all the keys of the ship except those that are kept by the captain, those of storerooms belonging to other departments than his own, and those of receptacles for personal effects.
(2) Heads of departments shall have charge of all keys of their respective storerooms.
(3) None of the ship's keys shall be taken out of the ship.
- Supervision over compartments, double bottoms, watertight doors and valves.** **580.** He shall be responsible for the cleanliness and good condition of all compartments and double bottoms, and of all the bulkheads, doors, valves, and pipes within them, excepting those specified as coming under the supervision of the senior engineer officer. He shall also be responsible for the cleanliness of the casings, and of the bulkheads around all machinery outside the engineer compartments, and all pipes (including the smoke pipes), hatches, ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the captain.
- Care of powder and explosives.** **581.** (1) He shall take stringent precautions to guard against accidents whenever the magazines or shell rooms are opened. (Art. 439.)
(2) He shall cause to be posted such sentries as may be necessary to guard against the danger of igniting any explosive or dangerous compound.
(3) He shall be vigilant in the care of gun cotton, fulminate fuzes, and other compounds of like nature. (Art. 439.)
- Munitions of war on board.** **582.** He shall at all times keep himself informed of the condition and quantity of munitions of war on board.
- Station and duties at quarters.** **583.** (1) At quarters he shall receive, and transmit as a whole to the captain, the reports from officers in charge of divisions.
(2) He shall make such disposition of officers and men as may be necessary in order to prepare for the inspections of the captain.
- Clearing ship for action.** **584.** When the ship is cleared for action and officers commanding divisions have reported ready, he shall report to the captain. He shall then, if circumstances permit, inspect the ship and personally see that all proper and necessary dispositions for battle have been made, and report the result of this inspection to the captain.
- Station in battle.** **585.** In battle he shall look after the general working of the armament and from time to time repair to any part of the ship where this duty may be performed to the best advantage.
- After battle.** **586.** He shall, after battle, make out a detailed report comprising all noteworthy incidents that have come to his notice, including a statement of the conduct of his subordinates, with particular mention of individual instances deserving praise or censure.
- Preparations for funerals.** **587.** He shall superintend funeral preparations.
- In time of danger.** **588.** In case of fire, or of any occurrence that may place the ship in danger, he shall exert himself to maintain order, and

should it become necessary to abandon the ship, he shall, under the direction of the captain, see that the sick and wounded are first cared for.

589. (1) He shall assign each boat to a line officer, who shall be responsible for her general condition, armament, equipment, and outfit, and for the proper instruction of her crew in their duties, and who shall, as a rule, command her when on special duty.

Boats.

(2) He shall assign provisions and other articles to boats when they are sent on expeditions.

(3) If a boat is sent away from the ship at sea, he shall see that she is provided with sails, spars, oars, bucket, water, provisions, compass, lantern, candles, matches, rifles and cartridges, and such other articles as the special occasion or duty demands. A moderate supply of provisions and water shall be kept in all boats at sea.

(4) He shall, when at sea, keep the boats best adapted as life-boats, one on each side, always ready for lowering. He shall see that in these boats are always kept life preservers, water, bread, a compass, and a lantern with a reserve supply of oil and means of ignition; that the detaching apparatus is in order and ready for use, the steering oar shipped, and such other dispositions made as will render these boats most effective and safe in a sea way and as lifeboats. In port, one or both lifeboats shall be kept ready for immediate use, from sunset until colors next morning.

(5) He shall have the boat sails kept in readiness for use. If it is at any time necessary to unbend and stow them below for preservation, they shall be kept in bags, properly marked, with all their gear complete, so that they may be obtained without delay.

590. He shall see that hawsers and towlines are pointed, and that all other pieces of gear, including awning stops, are hitched.

Hawsers and towlines.

591. He shall see that the life buoys are in order and constantly in readiness; that they are frequently tested by dropping, with a line attached for recovery; and that when at sea or in a strong tideway an efficient person is stationed by them.

Life buoys.

592. He shall prepare a dress board on which will be indicated the uniform of the crew, and place it in a conspicuous position.

Dress board.

593. Before entering port he shall see all dispositions made for anchoring and that the ship presents a neat appearance in all respects; the anchors ready; wash clothes piped down; boat, gun, search light covers, and, unless inadvisable, boat gripes removed; gear taut; side inspected; and boats prepared for service. Ventilators shall be kept trimmed ahead when entering port, except in very bad weather. Booms shall be kept close to the side until rigged out.

Entering port.

594. (1) He is responsible for the condition of the anchors, chains, and moorings. He shall inspect and overhaul the chain cables whenever necessary, and see that they are properly marked and in good order. Once each month both bower chains, if they have been used, shall be ranged on deck to the 45-fathom shackle and each link closely examined for defects.

Ground tackle.

(2) When moored he shall keep himself informed of the condition of the hawse and, with the sanction of the captain, have it cleared when necessary.

(3) In getting under way, at least two competent petty officers shall be detailed whose sole duty shall be to examine critically

each link of chain as it comes in, for any sign of cracks in the welds.

(4) Club links of bower anchors on board battleships and armored cruisers shall be relinked after continuous use during one year.

Report book. 595. (1) He shall keep a report book with the columns headed in accordance with the information required, and so placed that officers, desiring to make against any member of the crew a report not requiring immediate attention, may have access to it and enter the report therein.

(2) Reports requiring immediate attention shall be made to the officer of the deck, who shall at once refer them to the executive officer.

Bumboats and traffic. 596. He shall regulate the bumboats and all traffic alongside or on board, and be watchful that no unauthorized articles for the crew, unwholesome fruit or food, or improper articles, are introduced on board. (Art. 433, par. 8.)

Ship's barber, tailor, and shoemaker. 597. He shall, with the approval of the captain, regulate the prices that the barber, tailor, and shoemaker, and other men performing services for the crew, shall be permitted to charge, bearing in mind that the charges should be moderate, as the men are already paid for their services.

Air and gun ports at sea. 598. (1) He shall require that no ports be opened at sea without the captain's knowledge and consent; that they shall always be opened and closed by men specially appointed for that duty; that those on the lower decks shall be closed at sunset unless special authority is granted to keep them open, and that a report shall invariably be made to the officer of the deck when a port is opened or closed.

(2) He shall never permit either gun or air ports to be opened when there is any probability that the sea will enter to a dangerous extent.

Records concerning the crew. 599. (1) He shall, under the supervision of the captain, have charge of the preparation and keeping of all of the books, records, and returns required by the Bureau of Navigation concerning the crew.

(2) He shall be allowed a yeoman for his clerical work.

Recruiting of fier. 600. He shall act as recruiting officer of the ship and enlist such men as may be required, subject to the provisions of these regulations.

Leave and liberty. 601. (1) He shall, under orders and special directions from the captain, grant leave to officers junior to himself.

(2) He shall require officers who obtain leave from him to report their return to him.

(3) He shall be charged with the preparation of the lists of men to be granted liberty, and with the preparation of the monthly money lists, and shall be especially careful that the men are treated in these respects with the utmost fairness.

Absenting himself from the ship. 602. The executive officer shall not absent himself from the ship except as provided in Article 1532, paragraph 1.

SECTION 3.—DUTIES AS EQUIPMENT AND CONSTRUCTION OFFICER.

General duties. 603. The executive officer is the equipment and construction officer of the ship, and shall perform the duties assigned to that officer and have charge of all stores and supplies of the Bureau of Equipment (except such as pertain to the navigator), and

Bureau of Construction and Repair. He shall be allowed a yeoman to assist him in these duties.

604. When fitting out he shall carefully examine all his stores and supplies, and report to the captain any defects that he may discover. When fitting out.

605. (1) When a ship is commissioned he shall be furnished with invoices of all stores and supplies placed in his charge and shall receipt for the same. Invoices and receipts.

(2) If he finds any discrepancy, error, or omission in the invoices, he shall report it to the captain, who will have it rectified through a board of inspection before a receipt for the stores is given.

606. (1) He shall at once enter in the proper books all receipts and expenditures of stores, and keep the accounts and render the returns prescribed in Chapter XXIX (Accounts and Returns). Books and returns.

(2) Stores issued for the manufacture of articles shall be expended on the books, and the manufactured articles entered therein and duly accounted for.

(3) Under the captain, he shall control the expenditure of all stores in his charge.

(4) He shall submit to the captain for his approval the weekly and monthly reports of receipts and expenditures of stores. (Art. 478.)

(5) He shall forward to the Bureau of Equipment at the end of each month and on going out of commission the Coal Report and Water Report.

(6) At the end of the cruise he shall turn in the equipment and the construction books to the equipment and construction officers, respectively, of the yard where the ship is put out of commission.

(7) His quarterly property returns to the Bureaus of Equipment and Construction and Repair shall embrace only such supplies as are increased or diminished during the quarter. The quarterly returns of these articles will be limited to showing the number or quantity on hand at the beginning of the quarter, the receipts and expenditures during the quarter, and the number or quantity on hand at the end of the quarter, of articles which have been increased by receipts or diminished by expenditures during the quarter. Quarterly return of supplies.

607. He shall make out requisitions for all supplies under his charge, except the regular outfit when the ship is commissioned. Requisitions.

608. (1) Whenever coal is delivered on board a steamer, he shall enter it with the invoice price on the equipment books and immediately expend it as transferred to the engineer department. Coal.

(2) When arrangements are being made for the purchase and delivery of coal on board, he shall enter into written agreement with the contractors or agents, before coal is purchased or delivered, specifying the exact manner of delivery and method of accounting for the quantity. Weighing or measuring coal before purchase.

(a) If the method of weighing into lighters is adopted, an officer must be sent to see the coal weighed and put in, recording the amount and giving a written certificate thereof to the commanding officer and to the contractor or agent. He shall see that his record of the total amount agrees with that of the contractor or agent before the coal is delivered alongside the ship.

(b) Where the weight is to be determined by measurement, the amount so determined by both parties must be agreed upon before any coal is placed on board.

Disputes as to
correctness of
tally.

(c) Where the amount is to be determined by weighing filled baskets, bags, etc., the coaling must not begin until agreement has been made as to how full the baskets, bags, etc., are to be, how many are to be weighed, and until the scales to be used have been adjusted to the satisfaction of both parties. If a dispute shall arise at any time during the coaling as to the correct tally or aggregate amount received up to that time, the coaling shall be stopped and the matter adjusted before proceeding. No coaling should be done unless the contractor or agent has men present to keep tally, or has expressed his willingness to accept the ship's tally.

(d) Where the coal is to be delivered through chutes or by coal-handling machinery, the method of determining the amount will depend upon circumstances for which no general rules can be laid down, but care must be observed, as in all other cases, to make agreement previous to coaling concerning the method of determining weights and tally.

Invoice for
senior engineer.

(3) When transferring coal to the engineer department he shall furnish to the senior engineer an invoice of the same, stating amount and price.

Galley use.

(4) When coal is received on board a sailing ship for galley or other use, an account shall be kept of its expenditure in the same manner as of other equipment supplies.

Mess outfits.

609. (1) He shall hold the officers' messes to a strict accountability for the mess outfits of china, glass, plated tableware, and linen. The wardroom, junior and warrant officers' messes may, however, decline the whole or any part of such outfits.

(2) All articles of china or glass, broken, chipped, cracked, or otherwise rendered unfit for reissue, may be replaced by requisition, to be filled by the Bureau of Equipment, if the losses, etc., have not exceeded twenty per cent per annum on the total invoice value of these parts, respectively, of the outfit; and also when the excess in losses, etc., above twenty per cent has been deposited with the paymaster to the credit of the appropriation "Equipment of vessels." In the case of plated ware, allowance will be made for ordinary wear, but no percentage will be allowed for its damage or loss.

Inventory at
end of each
quarter.

(3) The equipment officer shall make a careful inspection and inventory of mess outfits at the end of each quarter and when the ship is put out of commission; he shall furnish the different messes with itemized statements of the losses in their outfits and of the amounts due the Government, and shall receive and deposit such amounts with the pay officer of the ship. Accumulations of allowance are not authorized; settlement must be made at the end of each fiscal year. At the end of the cruise the equipment officer shall be held responsible for all losses not covered by the amounts above mentioned.

For crew.

(4) Mess gear for each man of the complement of the ship will be furnished by the Bureau of Equipment, and shall not be subject to survey on board ship. All articles of this individual mess gear broken, chipped, cracked, lost, or otherwise rendered unfit for issue may be replaced upon requisition, provided the amount to be replaced in any fiscal year does not exceed twenty per cent of the total invoice value. Any loss exceeding twenty per cent per annum must be replaced to the extent of such excess by the enlisted force of the ship in such manner as the commanding officer may direct. Requisition in excess of allowance may be

made provided the money to cover the amount required for in excess of twenty per cent of the invoice value has been deposited with the pay officer of the ship to the credit of the appropriation "Equipment of vessels." In computing percentages of loss each article shall be considered separately, and the gain on one article can not be used to cover excess of loss on other articles.

(5) The equipment officer shall make an inventory each quarter of the individual mess outfits, and he shall be responsible for the keeping of all the outfits up to their full allowance. Full settlement shall be made at the end of each fiscal year.

610. (1) He shall see that all equipage and supplies in his charge are properly cared for, and take such measures as are necessary for their preservation. Care of supplies.

(2) He shall issue supplies for use in other departments only upon transfers approved by the captain. Issue of supplies.

(3) He shall comply with the provisions of article 525, paragraphs 3 and 4.

(4) Missing articles covered by surveys are to be expended from the books and articles in excess are to be taken up.

611. He shall be held accountable for the proper expenditure, transfer, or return into store of all supplies for which he has received. Accountability.

612. He shall prepare requisitions for articles of equipage and supplies, in accordance with articles 1208 to 1215 inclusive. Requisitions.

613. When the ship is placed out of commission the following named persons shall not be detached, paid off, or transferred until the outfits and supplies that have been in the custody of the executive officer have been turned in, and the invoices thereof received by the general storekeeper: The executive officer; chief boatswain or boatswain; chief boatswain's mate; the chief carpenter or carpenter; chief carpenter's mate; and the yeoman for equipment and construction duties. (Arts. 702, 715, and 1559.) Detachment at end of cruise.

614. As construction officer he shall take charge of all duplicate and spare keys furnished to the ship, the custody of which is not, by regulation, confided to other officers, and hold them ready for issue when needed. Keys.

CHAPTER XII.

THE NAVIGATOR AND THE ORDNANCE OFFICER.

SECTION 1.—DUTIES OF THE NAVIGATOR.

- 615.** (1) The navigator is the officer detailed by the Department to perform the navigation duties, and shall be senior to all the watch and division officers, exclusive of any detailed for engineering duties. (Art. 639, par. 3.) **Personality.**
- (2) If detached, absent, disabled, placed under arrest, or suspended from duty, his duties devolve upon the line officer next below him in rank, exclusive of any detailed for engineering duties.
- 616.** He shall be responsible for the care and good order of the steering gear in general, and of the compartments occupied by the steering machinery, the interior of the conning tower and chart house, navigator's office and storerooms. **General duties.**
- 617.** When fitting out, he shall make a careful inspection of all parts of the ship mentioned in article 616 and of everything connected with the navigation outfit. Should he discover any defects or deficiencies he shall immediately make a detailed written report to the captain. **When fitting out.**
- 618.** (1) When under way he shall report in writing to the captain the position of the ship at 8 a. m., at 12 m., and at 8 p. m., and at such other times as the captain may require. **Position of the ship.**
- (2) He shall take such observations or make such calculations concerning the position of the ship as the captain may at any time require.
- 619.** (1) He shall keep the compass record and prepare the compass reports in accordance with the instructions as laid down in the prescribed forms or issued from time to time. **Compasses.**
- (2) When the ship is under way and the weather permits, he shall each day ascertain by observation the error of the standard compass and report the result in writing to the captain.
- (3) He shall prepare and keep corrected a table of deviations of the standard compass, a copy of which shall be so placed as to be accessible to the officer of the deck.
- (4) All courses and bearings that are entered in the log book, as well as bearings for computation, shall be those shown by the standard compass, and in case of bearings the ship's head "per standard compass" must be stated.
- (5) He shall not move the standard compass, or any of its attachments or compensating magnets or appurtenances, from the position in which they were placed and secured when the ship was commissioned, unless authorized by the captain.

(6) He shall frequently examine all the compasses of the ship and see that they are in good order and ready for use, and that the spare compasses are properly stored.

Chronometers and clocks. 620. (1) He shall wind the chronometers daily, and carry out such instructions as may be given from time to time concerning their care, comparison, and rating. The chronometer comparison book shall be forwarded to the Bureau of Equipment at the end of the cruise.

Deck clock. (2) He shall have the care of the deck clock and regulate the ship's time.

Lead lines and speed-measuring apparatus. 621. He shall frequently examine the lead lines and other sounding gear, and all apparatus used for determining the speed of the ship, and see that they are in order and correctly and properly marked.

Duties when approaching shoals or in pilot waters. 622. (1) He shall, previous to entering pilot waters, study the charts, sailing directions, and other sources of information concerning the navigation of the ship therein, so that he may be prepared to give to the captain any information or assistance required concerning this duty.

(2) He shall, when the ship is approaching land or shoals, or entering port, give his careful attention to the course of the ship and the depth of water.

(3) If he thinks the ship is running into danger, he shall at once notify the officer of the deck and advise him as to a safe course to be steered, and promptly report to the captain.

(4) The duties mentioned herein shall be performed whether there be a pilot on board or not.

Corrections to be made in charts, etc. 623. He shall keep corrected to date all the charts, sailing directions, light and beacon lists of the ship, in accordance with personal observation, and such other reliable information as he may from time to time be supplied with, or be able to obtain.

Hydrographic surveys. 624. When hydrographic surveys are made, he shall construct on a large scale the charts of the ground surveyed, to be forwarded to the Department.

Latitude and longitude of places not well surveyed. 625. When determining the position of places whose latitude or longitude, as laid down on charts or recorded in tables, is believed to be in error, he shall carefully note the particular spot at which the observations were taken, describing it in such a manner that it may be plotted on a chart, and shall state the number and nature of the observations and the manner in which they were taken. If he obtains the longitude by means of chronometers and meridian distances, he shall state the number of chronometers employed, their general character, the age of their rates, and the longitude he assumed as that of the place measured from. A copy of all data, as well as of the computations made, shall be forwarded by the captain to the Navy Department.

Tidal observations. 626. He shall, so far as practicable with the means and appliances at his command, make tidal and current observations at all places visited where careful observations of this kind have not been recorded, and endeavor to ascertain the set and strength of the tides, the limits of their rise and fall, and the time of high water immediately following the periods of a new or full moon.

Book for computations. 627. He shall keep a book in which shall appear all original observations and computations, made for the purpose of navigating the ship, or copy thereof, with results and dates. This book shall be regarded as an official record of his performance of his

duties in the navigation of the ship, and shall be subject to examination by superior authority. At the end of the cruise it shall be forwarded to the Navy Department.

628. (1) He shall have charge of the preparation and care of the ship's log book and, except on board a flagship, of the signal record book. (Art. 389.) The log and signal record.

(2) When the ship is commissioned, he shall begin the log book by entering and signing the remarks describing that part of the ceremony of going into commission which takes place previous to the setting of the watch. Ship going into commission.

(3) He shall carefully examine the deck log book, see that it is prepared in accordance with the instructions issued from time to time, and call the attention of the watch officers to any inaccuracies or omissions in their entries. He shall then have it accurately and neatly copied into the smooth log book before morning quarters each day, and he shall have it placed before the watch officers for signature. Care in writing up log.

(4) He shall enter each day in the deck log book the course and distance made good, the ship's position, the magnetic variation and the deviation of the compass, the amounts of coal and water expended, the quantity of each remaining on hand at noon, and such other data as may be required. Daily entries at sea.

(5) Except on board a flagship, he shall have the rough signal record accurately and neatly copied into the smooth signal record book before morning quarters each day, and shall have it placed before the watch officers for signature. Signal record book.

(6) The smooth log book and the smooth signal record book shall be signed by the watch officers and himself before one o'clock p. m., daily, and shall be submitted to the captain for his approval. (Arts. 389 and 478.) To be submitted to captain before 1 p. m.

(7) The smooth log book and the smooth signal record book shall be regarded as the ship's official log book and signal record, respectively. They are to be correct certified copies of the deck log book and of the rough signal record book. The smooth log book and the smooth signal record book shall be forwarded to the Navy Department by express or registered mail as soon as they are filled out; the deck log and rough signal record books shall be turned in to the equipment officer of the navy yard when the vessel is placed out of commission. To be forwarded to Navy Department.

(8) He shall be allowed a yeoman for his clerical work.

629. He shall carefully prepare all hydrographic reports and meteorological returns required in accordance with instructions and forms issued from time to time, and submit them to the captain for transmission. Yeoman. Meteorological observations.

630. (1) He shall be charged with the care, preservation, efficiency, and operation of all electric generators, appliances, and appurtenances in the ship, and with the cleanliness and good condition of the dynamo room and electrical workshops. Electric appliances.

(2) He shall not permit temporary outlets to be made in the electrical circuits of the ship unless duly authorized by the Department.

631. He shall perform similar duties in connection with outfit and supplies under his charge as are prescribed for the executive officer in Chapter XI, section 3. Duty in regard to stores.

- Detachment at end of cruise.** **632.** When the ship is placed out of commission the following named persons shall not be detached, paid off, or transferred until the outfit and supplies that have been in the custody of the navigator have been turned in, and the invoices thereof receipted by the general storekeeper: The navigator; the chief gunner, or gunner, for electrical duties; the chief electrician; the chief quartermaster; and the yeoman. (Arts. 648, par. 1, and 1559.)
- Ship's library.** **633.** He shall be responsible for the library books issued to the ship and if any which are not upon the invoice are needed he shall make requisition for them.
- Draft of the ship.** **634.** He shall, immediately before leaving port, and as soon as possible after entering, carefully take the draft of the ship, forward and aft, and have it entered in the log.
- Taking the deck.** **635.** (1) When the officer of the deck is required to take part in drills and exercises, the navigator shall take the deck, unless another officer be designated for this duty by the captain. (Art. 446, pars. 3a, 3b.)
(2) He may relieve the officer of the deck at any time as a matter of accommodation.
- When acting as executive officer.** **636.** When acting as executive officer during a temporary absence or disability of the latter, he shall endeavor to have the work of the ship carried on in all respects as it would be if the executive officer were on duty.
- Station at quarters.** **637.** At quarters and in action he shall take the deck and assist the captain as may be required.
- Absenting himself from the ship.** **638.** He shall not absent himself from the ship during the absence of the captain, executive officer, and ordnance officer, except upon urgent public duty.

SECTION 2.—DUTIES OF THE ORDNANCE OFFICER.

- Supervision over division officers in training of crew at battery.** **639.** (1) The ordnance officer is the officer detailed by the Department to have supervision, under the executive officer, over the division officers in the training of the crew with the vessel's armament, and to be responsible for the condition of her entire ordnance equipment. He may be junior or senior to the navigator, and shall be senior to all the division officers.
(2) If detached, absent, disabled, placed under arrest, or suspended from duty, his duties temporarily devolve upon the senior watch and division officer.
(3) In vessels other than first rates, and other than second rates having turret guns, the navigator shall perform the duties of ordnance officer.
(4) He shall not absent himself from the ship during the absence of the captain, executive officer, and navigator, except upon urgent public duty.
- General duties.** **640.** (1) The ordnance officer shall be responsible that all training in the efficient use and service of the battery, torpedoes, and range finders is carried out in a uniform manner throughout the ship, in strict accordance with instructions and regulations issued by the Navy Department from time to time, and that all prescribed or necessary safety precautions are strictly observed at all times. To these ends he shall have the necessary authority over all gun, powder, torpedo, and range division officers; but nothing in these regulations shall be construed as relieving divi-

sion officers from any part of their responsibility for the efficiency of the men and material committed to their charge.

(2) He shall have charge of all material, stores, supplies, and articles of outfit pertaining to the Bureau of Ordnance, and be responsible for the care and preservation of the same, except as provided for in article 671, paragraph 2. (Art. 705, par. 5.)

641. (1) He shall perform similar duties in connection with the outfit and supplies under his charge as are prescribed for the executive officer in Chapter XI, section 3. (Art. 1214.)

Duty in regard to ordnance stores.

(2) He shall report annually and when changes occur to the Bureau of Ordnance, on the back of the gun card, how many and what kind of rifles, belts, bayonets, slings, and scabbards are in the hands of the marine detachment, if there be one on board, of the vessel to which he is attached, and to whom the said rifles, etc., belong, whether to the Bureau of Ordnance, the United States Marine Corps, or the War Department, being furnished with this information in writing annually and when changes occur, by the commanding officer of the marine detachment of the vessel.

Return of arms in hands of marine detachment.

642. Upon the detachment of officers, he shall require the return to him of revolvers and other ordnance stores which have been loaned to them for their personal use.

Officers' revolvers.

643. He shall be held responsible for the efficiency of the armament and of all appurtenances connected therewith, and for the cleanliness and good condition of all ordnance storerooms, magazines, shell rooms, and ordnance workshops.

Duty in regard to the armament.

644. (1) When acting as executive officer during a temporary absence or disability of the latter, he shall endeavor to have the work of the ship carried on in all respects as it would be if the executive officer were on duty.

Acting as executive officer.

(2) He may relieve the officer of the deck at any time as a matter of accommodation. (Art. 446.)

Officer of the deck.

645. (1) When fitting out, he shall make a careful inspection of the battery and its appurtenances, and of all arms, equipments, and other material belonging to the ordnance department; of the magazines and shell rooms, the passages, light boxes, flood cocks, outlet and overflow pipes, hose, hoisting and transporting gear, and all other appurtenances connected with the stowage, care, preservation, and service of the ammunition of the ship.

When fitting out.

(2) He shall during his inspection, ascertain whether the magazines and shell rooms are dry and their linings tight, the means for flooding and draining efficient and in order; the arrangement for stowage complete and ample; 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 the means for supplying ammunition to the battery safe, efficient, and ample.

(3) When the magazines and shell rooms are ready for the ammunition, and he is familiar with all their appurtenances, he shall report the fact to the executive officer.

(4) Should he discover any defects or deficiencies, he shall immediately make a detailed written report of the facts to the captain.

646. During the cruise he shall inspect the magazines and shell rooms and test all of the flood cocks once a week, reporting the result to the executive officer and causing it to be entered in the log book.

Inspections during cruise.

647. He shall have the assistance of the chief gunner or gunner, as provided in Chapter XV, section 2.

Detachment at
end of cruise.

648. (1) When the ship is placed out of commission the following named persons shall not be detached, paid off, or transferred until the battery and entire ordnance equipment of the vessel have been surveyed by a special board and the supplies that have been in the custody of the ordnance officer turned in, and the invoices receipted by the general storekeeper: The ordnance officer; the chief gunner or gunner; the chief gunner's mate; and the yeoman, if there be one. (Arts. 709, 1206, and 1559.)

(2) When an ordnance officer is relieved, his orders of detachment shall not be delivered until he has made a detailed inspection of the armament in company with his successor and has turned over to him all orders and instructions relating thereto.

CHAPTER XIII.

OFFICERS OF THE DECK, AND OF GUN, TORPEDO, AND POWDER DIVISIONS.

SECTION 1.—OFFICER OF THE DECK.

- 649.** (1) The officer of the deck is the officer on watch in charge of the ship. **Definition.**
- (2) When on day's duty, the watch officers are not required to stand their regular watch on deck, but shall comply with the provisions of article 446, paragraph 6.
- (3) When, as provided in article 552, paragraph 2, a line officer "junior to the watch officers" is directed to take charge of the deck, he shall have all the authority and responsibility of the officer of the deck as provided in these regulations and shall, in addition to the duties required of the officer of the deck, report all matters of importance or interest to the "watch officer on duty," under whose direction and orders he is acting. **Junior officer in charge of deck.**
- (4) The watch officer on duty can exercise his authority only through the officer of the deck, whom he is authorized to relieve at any time.
- 650.** In port he shall wear gloves and carry a spyglass or binocular. **Insignia of duty.**
- 651.** Every officer or other person in the ship, whatever may be his rank, who is subject to the orders of the captain, except the executive officer, shall be subordinate to the officer of the deck. **Authority.**
- 652.** The officer of the deck shall be responsible for the safety of the ship subject, however, to any special orders he may have received from the captain. **Responsibility.**
- 653.** (1) He shall, before taking charge, make himself thoroughly acquainted with the position of the ship with reference to vessels in sight, and to any land, shoals, or rocks which may be near; with the general condition of the weather, the course, speed, main engines and boilers in use, condition and amount of sail set, all unexecuted orders, and the orders of the captain for the night; with the condition of the running lights, and any other appliances required by law to be in operation or at hand in order to prevent collisions; and with the condition of the force on deck available for duty, and the general condition of the ship. **General duties before taking charge.**
- (2) He shall before taking charge, when the ship is in squadron, see that she is in her station; if out of her station, he may decline to take charge until he has reported the fact to the captain and received his orders. **If out of station.**
- (3) He may, when at sea, decline to relieve the deck until there is a watch up ready for duty. If the ship is in a perilous position he may also decline to relieve the deck until he has reported the fact to the captain and received his orders. **When he may decline to relieve the deck.**

Keeping the ship out of danger.

(4) When at sea, and especially when approaching land or in pilot waters, he shall keep himself informed of the position of the ship; whether land or lights are in sight, or whether either are likely to be seen, and of all other particulars which may be of use to him in keeping the ship out of danger. If approaching land or shoals, he shall keep leadsmen in the chains, and have the anchors and chains clear and ready for use.

To remain on deck and be attentive.

(5) He shall remain in charge until regularly relieved, and shall not engage in any occupation which may distract his attention from duty.

Care of the ship when under way.

(6) He shall see that the junior officers and the watch are at all times alert, at their stations, attentive and ready for duty; that every necessary precaution is taken to prevent accidents; that a boat is always ready for lowering, and the life buoys ready for letting go; if in a ship with sails, that the spars, sails, and rigging are protected from the heat of the smoke pipe as much as possible; that the lookouts are in place and vigilant, and that they understand their duties; that the sails are properly set, the yards trimmed, and everything ready for shortening sail, particularly during squally weather; and that the spars and rigging are not unduly strained. He shall exercise great care that the ship is skilfully steered and kept on her course, and shall keep a correct account of the courses, the speed, and leeway made. He shall see that the running lights are kept bright from sunset to sunrise and their condition reported every half hour; that during a fog, when approaching vessels, and at all other times, the precautions required by law to prevent collisions (see Appendix) are fully complied with; that when in pilot waters the leads are kept going, or that other means to ascertain the soundings are at hand, and are frequently used; and that nothing is placed near the compasses that will change their errors. (Art. 598.)

To keep in station.

(7) When in company with other ships he shall be very careful to keep in station; if unable to do so, he shall report at once to the captain.

To consult the captain when on deck.

(8) When the captain is on deck, the officer of the deck shall not change the course, make any different disposition of sails, alter the speed, nor perform any important evolution without consulting him.

Reports to be made to the captain.

(9) He shall promptly report to the captain all land, shoals, rocks, light-houses, beacons, bnoys, discolored water, vessels, or wrecks discovered; all changes in the weather or shifts of wind; all signals made; all changes of sail, speed, or course by the senior officer present, or the ships in company; any change in course, speed, or disposition of sails, made by himself; any marked change in the barometer, force of the wind, state of the sea, or marked indications of bad weather; the display of storm signals on shore; all serious accidents; the winding of the chronometers; the hours of 8 a. m., meridian, and 8 p. m.; when at sea, the latitude at meridian, if obtained; the movements of men-of-war, mail steamers, and other large vessels; and, in general, all occurrences worthy of notice.

Changing the course.

(10) He shall not, unless to avoid immediate danger, change the course without directions from the captain, and then he shall report the change to him as soon as possible. When on soundings, he shall regard advice from the navigator as sufficient authority

to change the course, but he shall at once report the change to the captain.

(11) In time of war, or when hostilities may be expected, he shall not make any dispositions that will interfere with the immediate use of the armament. If at any time he sights a suspicious ship or other object that may, by any possibility, have a hostile purpose, he shall instantly make preparations for battle, and inform the captain. **Precautions in time of war.**

(12) He shall not make any official signal, either by day or by night, without authority from the captain, except to warn ships of immediate danger. He shall see that a good lookout is kept for signals; that none is answered until understood; and that the authorized appliances for making signals of all kinds are at hand and ready for use, night and day. He shall see that all signals and official messages, including those transmitted orally, sent or received, are immediately entered in the signal record book, noting the time and the vessel or vessels or station to or from which the signal was made. Upon being relieved he shall sign the signal record for the time covered by his watch. On board a flagship the duty of keeping the signal record shall be performed by the personal staff of the flag officer. **Signals.**

(13) When there is danger of a collision he shall at once sound the signals for closing the water-tight doors. (Art. 435.) **Closing water-tight doors.**

(14) At sea he shall always cause the watch to be mustered as soon as the former watch is relieved, and as frequently thereafter as may be necessary in order to keep all present alert and ready for duty. **Mustering the watch.**

(15) He shall require the coxswains of both lifeboats to report to him daily at sunset the condition of the boats in respect to readiness for service; and at sea he shall require the coxswain of the lifeboat's crew of the watch to make the same report at the beginning of each watch. **Lifeboats.**

(16) He shall see that the petty officer, or corporal, of the guard, or other person detailed for the purpose, makes the rounds of the ship, visiting all accessible parts below the spar deck every half hour after 10 p. m., and until all hands or the idlers are called in the morning. During these rounds the petty officer, or corporal, is to inspect the lights and the prisoners, and see if irregularities of any kind are taking place, reporting the result to the officer of the deck. The latter shall also require a junior officer of the watch, if there be one, to make these rounds every two hours, or oftener if necessary, when his services on deck can be spared. **Inspections during the night.**

654. (1) The officer of the deck shall carry out the instructions laid down in the routine book, the weather and other circumstances permitting, modifying them as may be necessary to comply with the orders of the captain and executive officer. **The routine.**

(2) When the bell or bogle of the flag or senior ship can be heard, ships shall follow her in striking the bell and in sounding routine calls.

655. (1) When stores or supplies for the ship come alongside, he shall report the fact to the executive officer and notify the officer in whose charge they belong. He shall notify the senior medical officer when fresh provisions for the general mess come alongside. (Art. 1220.) **Stores and supplies.**

(2) When boats, tenders, or lighters come alongside with stores, he shall have them cleared, and at the same time exercise due diligence to prevent the introduction of prohibited articles.

(3) He shall see that all articles to be sent away from the ship are carefully stowed in the boats or vessels receiving them so as to prevent injury.

Boats.

656. (1) He shall inform himself of all boats that come alongside or leave the ship.

(2) He shall report to the executive officer any contemplated movements of the ship's boats of which the latter is presumably not cognizant.

(3) When the boats of the ship are manned, he shall inspect them and see that they are in good order, that they have their regular crews, and that the latter are suitably clothed in the uniform of the day.

(4) He shall see that the keepers of the boats riding at the booms and astern unship the ensigns, except on prescribed occasions, that they lay in the oars, are generally attentive, do not lounge about or leave their boats, and give the proper salutes as hereinbefore laid down.

(5) He shall take care that boats alongside do not lie at the gangway while waiting, but off the boom or quarter out of the way of approaching boats, unless permission is given to haul out to the boom.

Boarding book.

657. (1) He shall see that when a boat is sent to board the ship of the senior officer a notebook is carried in which verbal orders received must be immediately entered.

(2) The information from merchant vessels boarded shall be recorded permanently in a book kept for the purpose. (Art. 180.)

Ship's boats under sail.

658. (1) He shall see that a lookout is kept on the ship's boats that are in sight and under sail, that aid may be promptly sent in case of accident.

(2) He shall direct the junior officers, or coxswains, in charge of boats, to use sails when it can be done with propriety and without loss of time.

Salutes, honors, and distinctions.

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

Etiquette of the side.

660. (1) He shall see that all officials who come on board or leave the ship receive the side honors to which they are entitled.

(2) He shall see that all persons coming alongside or visiting the ship are courteously treated.

(3) Unless prevented by urgent duty, he shall be at the gangway to receive, and shall accompany to the side, all commissioned officers or distinguished visitors. When so prevented, he shall send a junior officer of the watch to represent him.

Leaving and returning to the ship.

661. (1) He shall require all persons over whom he has authority to report to him or his representative upon leaving the ship, stating that they have permission to do so; and also to report their return on board.

(2) The absence from the gangway of an officer of the watch at the time of the departure or return of any officer is not to be construed by the latter as a sufficient reason for omitting this report.

(3) The officer of the deck shall report to the executive the departure and return of all officers senior to the executive.

662. Whenever it may be necessary to turn over the engines by steam when the ship is not under way, the officer of the deck shall first obtain permission to do so from the commanding officer, and shall station a junior officer of the watch or other competent person at the engine-room bell to give the necessary signals, taking every precaution against accident.

Turning over the engines when not under way.

663. When at anchor in a strong tideway, or with a strong wind blowing, he shall keep a drift lead over the side and, if possible, observe a range on shore, and take all other precautions necessary to ascertain at once if the ship drags.

When in danger of dragging.

664. He shall not, without permission from superior authority, permit the hatch tarpaulins to be used for any purpose except covering the hatches.

Hatch tarpaulins.

665. He shall not, without permission from superior authority, permit birds or animals to be brought on board to be kept as pets.

Pets.

666. When washing decks, and the temperature permits, he shall require the crew to take off their shoes or boots and stockings, except those who are excused by proper authority.

When washing decks.

667. (1) In addition to the entries in the log book required by the established forms, and by special instructions, he shall see that every circumstance of importance or interest occurring during his watch is noted in the deck log book. Upon being relieved he shall sign his name at the conclusion of his remarks. (Art. 653, par. 12.)

The log book.

(2) He shall exercise particular care that the meteorological observations are carefully taken and entered in the deck log, in accordance with instructions, and that the signs of approaching bad weather are noted and recorded.

Meteorological observations.

(3) He shall enter the following particulars in the deck log:

In general.

(a) The name and rank, or rating, of all persons who may join or be detached from the ship; all enlistments, transfers, discharges, deaths, and desertions; the names of all persons made prisoners by an enemy, and of all absent without leave; the names of all passengers, with times of coming aboard and leaving; the direction of the wind, state of the weather, courses steered, and distances sailed; the time when any particular evolution, exercise, or any other service was performed; the nature and extent of all punishments inflicted, with the name of the offender and his offense; when at sea, the sighting of all vessels, land, light-houses, light-ships, and of all dangers to navigation.

(b) Any accident to the ship, including all cases of grounding, and the loss or injury of boats, spars, sails, rigging, and stores, with all the attendant circumstances and the extent of the injury.

Accident.

(c) Full particulars of any and every injury, accident, or casualty, however slight, among the officers, crew, or passengers on board.

Casualty.

(d) All alterations made in the allowance of provisions, with the authority therefor.

Provisions.

(e) A mention of the employment of any hired vessel, with a statement of her tonnage, the name of her master or owner, the number of her crew, for what purpose she is employed, and the authority therefor.

Hired vessel.

(f) Every occasion upon which fires in the furnaces are lighted, hauled, or allowed to die out, with the hour of each change. If the engines are in operation, the average revolutions per minute and the average pressure of steam for the watch.

Boilers and engines.

- Ship's draft.** (g) The reading of all draft marks before leaving and after entering a port.
- Inventories.** (h) The dates of commencement and completion of each inventory of equipage and supplies taken under the requirements of article 525.
(i) Temperature of magazines as reported by the gunner. (Art. 707.)
- Examinations and reports.** **668.** When at sea he shall require—
(a) The chief boatswain or boatswain, during the morning watch, to examine the condition of the rigging, and report the result.
(b) The chief carpenter or carpenter at the same time, to make a similar examination and report concerning the spars.
(c) The chief sailmaker or sailmaker to make a similar examination and report concerning the sails.
(d) The chief carpenter or carpenter, or one of his mates, to sound the well in each compartment, and examine all ports that should be closed, reporting the result at least twice during each watch. When water ballast is admitted, the chief carpenter or carpenter shall himself examine the state of the water and report at 8 a. m. and 8 p. m.
(e) The chief gunner or gunner, or one of his mates, to examine the guns and see that they are properly secured, reporting the result at least twice during each watch.
- To instruct junior officers and crew.** **669.** He shall carefully and patiently instruct the junior officers and crew in their respective duties, pointing out any mistakes made and how they may be avoided.
- Manner of performing duty.** **670.** (1) He must bear in mind that his manner of performing duty has a great influence upon the discipline of the crew and the efficiency of the ship; that he should be dignified, discreet, zealous, energetic, and subordinate, displaying a feeling of deference to superiors and a spirit of kindness to inferiors. He shall himself scrupulously obey all orders and regulations, and require the same of his subordinates. He shall avoid the use of harsh language, and while never permitting any duty to be performed in a careless, indifferent, or dilatory manner, he shall protect the crew from all unnecessary annoyances.
(2) He shall, when giving orders, use only the phraseology customary in the service, without any unnecessary repetition; he shall use a decided and authoritative tone, sufficiently loud only for the occasion. He shall, when giving orders that are to be repeated or passed, use the exact words proper to pass them, and not permit any changes or additions by his subordinates. The crew should be taught to obey orders, without noise, confusion, repetition, or unseamanlike singing out.
- SECTION 2.—OFFICERS COMMANDING GUN, TORPEDO, AND POWDER DIVISIONS.**
- Assignment to divisions.** **671.** (1) Officers shall be assigned by the captain to the command of gun, torpedo, and powder divisions in such manner as, in his judgment, will most conduce to the efficiency of the ship as a whole. (Art. 432, par. 2.)
- Responsibility for material.** (2) They shall be responsible for the care and preservation of all ordnance material, stores, supplies, and articles of outfit issued to their divisions.

(3) They shall keep themselves fully informed of all regulations, instructions, and technical details concerning the care, preservation, and manipulation of the armament of the ship and its appurtenances, and the training of enlisted men. They shall scrupulously observe every prescribed and necessary precaution for safety

To keep fully informed concerning the armament.

672. (1) They shall personally instruct and exercise their divisions at all prescribed drills. They shall also, under their immediate supervision, afford every opportunity to the junior officers and petty officers to become proficient in exercising and handling men. (Arts. 432, par. 5, and 1039, par. 6.)

Duty as instructors.

(2) In all that pertains to the training in the efficient use, service, and supply of the armament, they shall be subject to the supervision and control of the ordnance officer.

673. They shall, so far as applicable to themselves, observe the requirements of articles 432, 433, and 567.

Drills and inspections.

674. They shall endeavor to bring the divisions under their command to the highest possible state of fighting efficiency.

Fighting efficiency of divisions.

675. (1) They shall, during exercise, follow the directions laid down in the official instructions, and take the necessary precautions to prevent accidents.

Instructions and supervision over guns and arms.

(2) They shall see that the men of their divisions, in accordance with the prescribed duties of each, keep the guns, arms, and all their appurtenances clean and in order.

676. They shall make themselves thoroughly conversant with the fire bill and carefully carry out its requirements.

The fire bill.

677. (1) The powder division officer shall, during quarters, in all matters requiring the exercise of military command, have charge of the berth deck and all below it, exclusive of the engine and fire room spaces. Should a fire occur during action within the limits of his command, he shall take charge of all hose and other means at hand for extinguishing it, and close the magazines and shell rooms, unless the fire is remote from them and the urgency for supply of ammunition great. He must be prepared to close instantly such water-tight doors, valves, and gates as will tend to check the spreading of the fire or to keep the ship afloat should her hull be pierced.

Powder division officer.

(2) He shall bear in mind that he occupies a most responsible position, and that, while he should make to the captain all reports possible, the safety of the ship may, in times of emergency, depend upon his acting immediately, before any instructions can reach him.

(3) He shall also command the torpedo division when that division is stationed on or below the berth deck, and is not in command of an officer specially assigned.

678. (1) The division officers shall, whenever necessary, have prepared and sign memorandum requisitions for clothing and small stores or other articles required by the men. They shall not permit requisitions to be submitted for any man more frequently than necessary with the exercise of reasonable foresight.

Requisitions by division officers.

(2) No issue of clothing or small stores shall be made to any person in debt to the Government or against whom a checkage is pending which may put him in debt, except on written authority of the commanding officer and a statement upon the requisition that the issue is necessary for the health and comfort of the person requiring it.

To witness the issue of all clothing and stores. **679.** The division officers shall require each man to whom an issue of clothing or small stores is made to present the articles drawn, together with his copy of the receipt given by him (art. 1226), to his division officer, or to some person in that division designated by such officer, to check off.

Conduct report. **680.** (1) They shall make quarterly to the captain a conduct report of the men of their divisions in accordance with prescribed forms.

(2) They shall encourage and endeavor to assist those who are specially desirous of improving themselves in knowledge or of advancing in rating.

Inspections. **681.** (1) They shall, in addition to carrying out the instructions already laid down for inspection, take special care that all outer and under clothing, overcoats, caps, hats, and bedding of the men are, in respect to quality, pattern, and color, in accordance with the prescribed uniform.

(2) They shall see that all materials drawn are used for the purpose required; that all clothing is neatly made, marked, and kept in order, and that none of it is sold; that the men are neat in person and clothing, and provided with regulation knives and lanyards; and that underclothing is worn at all times unless dispensed with by order of the captain. All work done by the ship's tailor shall be submitted to the division officer concerned for inspection and approval before it is accepted or any payment made therefor. (Art. 204.)

SECTION 3.—GENERAL DUTIES OF WATCH AND DIVISION OFFICERS

Definition. **682.** A watch and division officer, within the meaning of these regulations, is one assigned permanently to the charge of a watch and the command of a division.

General duties. **683.** Watch and division officers shall punctually and zealously execute all orders received from the captain, executive officer, and other superiors set over them; see that their subordinates on board perform with diligence the duties assigned them; be attentive to the conduct of the ship's company; check all profane, abusive, obscene, and improper language; suppress any unseemly noise, confusion, or disturbance; and report to the executive officer those who are guilty of any infraction of the laws, regulations, or orders by which they are governed.

Manner of performing duty. **684.** They shall, in the performance of their duty, conform to the methods prescribed by the executive officer.

To keep copy of station bills and orders. **685.** They shall keep a book containing a correct copy of the watch, quarter, station, fire, collision, and boat bills, of all internal orders, of the routine book, and of other written instructions concerning the duty of the ship.

To take their stations at all hands. **686.** They shall at once repair to their stations whenever the call for all hands is sounded, unless otherwise directed.

Supervision over battery and boats. **687.** They shall exercise a careful supervision over the cleanliness and efficient condition of the battery, ordnance, equipments, and boats assigned to them, and shall report immediately to the executive officer any repairs or extra cleaning which may be necessary, and furnish the officer of the deck with a memorandum of any article lost or injured while under their charge.

CHAPTER XIV.

JUNIOR OFFICERS OF THE LINE.

- 688.** (1) The junior officers of the line are defined as being those of a rank below that of lieutenant, junior grade, not assigned permanently to duty as watch and division officers. **Definition.**
- (2) They will not be ordered to other than sea duty until they have made one cruise in a cruising vessel of war after the completion of the prescribed six years' course.
- 689.** They shall, when attached to a cruising ship, keep on hand an approved treatise on navigation, one on marine surveying, one on seamanship, one on the marine steam engine, copies of the Ordnance Instructions, Boat Book, Landing Force and Small Arm Instructions, and Navy Regulations; also blank books for journals and navigation notebooks. **When attached to a cruising ship.**
- 690.** (1) They shall perform such duty as may be assigned them. **Duty.**
- (2) When avoidable, an ensign shall not be required to perform the duties of aid more than six out of twelve successive months.
- (3) Ensigns and midshipmen shall conform to the requirements of article 685, and shall submit to the executive officer the books referred to therein for inspection on the last day of each month.
- (4) In case there are no junior officers of the line attached to a vessel, the junior watch and division officer, if an ensign, shall perform the duties of captain's aid, in addition to his other duties.
- 691.** Ensigns and midshipmen shall perform such navigation duties as may be assigned them, and they shall make every effort to become skilled practical navigators. **Navigation duties.**
- 692.** Should an ensign be assigned permanently to duty as a watch and division officer, he shall mess in the wardroom and be assigned quarters as a wardroom officer. **Watch duty for ensigns.**
- 693.** (1) Midshipmen shall specially familiarize themselves with chapters II, III, IV, XI, XII, XIII, XIV, XVIII, XIX, XX, XXXIII, and XLI of these regulations. (Art. 552, par. 7, et seq.) **Duties of midshipmen.**
- (2) They shall keep a journal and navigation note book. (Art. 552, par. 8.)
- (3) Those detailed for engineering duty shall be required to take supervisory watches and, when they have obtained sufficient experience in such duties, they shall be held responsible, in the absence of a commissioned officer, for the proper performance of duty by all others in the engine and fire rooms. (Art. 447, par. 1.)
- (4) During the day at sea in good weather, and when other circumstances permit, those doing deck duty shall take the deck under the supervision of the commissioned officer of the deck. (Arts. 446 and 552.)
- 694.** Midshipmen shall not be granted leave to go on shore unless they shall have satisfactorily performed all duties required of them. **Leave of midshipmen.**

CHAPTER XV.

COMMISSIONED WARRANT OFFICERS AND WARRANT OFFICERS.

SECTION 1.—THE CHIEF BOATSWAIN OR BOATSWAIN.

695. The chief boatswain, or boatswain, shall act as an assistant to the executive, especially in all that relates to his work as equipment officer, and shall perform such other duties as may be assigned him. **General duties.**

696. (1) He shall critically examine all boatswain's stores and spare articles received, and report any defect or deficiency. Spare articles shall be tried in place to ascertain if they fit and are in all respects suitable for the purpose intended. **Stores.**

(2) He shall be accountable for the condition of all his stores, whether in use or not.

(3) He shall exercise a careful supervision over the expenditure of his stores, exert himself to the utmost to prevent any waste or loss, and see that all issues are applied to the purpose intended. He shall be responsible for articles issued from store-rooms for use with the intention of being returned.

(4) He shall upon the discovery of any loss or deterioration of his stores, or damage to or defects in the ship, at once report the same to the executive officer.

(5) When the ship goes out of commission he shall exercise great care that all his stores and articles of outfit are carefully tallied and properly stored without loss or injury. (Art. 613.)

697. He shall report the condition of his department to the executive officer daily at 8 a. m. and 8 p. m. **Daily reports.**

698. (1) He shall frequently examine the spars and rigging. Should he discover any signs of weakness, or any defects, he shall report the same to the executive officer and, if requiring immediate attention, to the officer of the deck. **Special duties.**

(2) When at sea, he shall go aloft every morning and examine the rigging on each mast, reporting the result to the officer of the deck, and shall pay particular attention to the securing of the anchors, boats, and other movable articles. **Rigging and movable articles.**

(3) He shall satisfy himself that the ground tackle is always ready for use and in good condition. When at anchor he shall see that nothing interferes with a readiness to veer, slip, or bring to the chain, or to let go the spare anchors. **Ground tackle.**

(4) He shall supervise any work going on in his department. **Supervision of work.**

(5) He shall be on deck generally during the day; also during the night when his services are needed. **When to be on deck.**

699. He shall report to the executive officer any repairs to rigging or other work in his department that he deems necessary. **Repairs necessary.**

- Stowage of hold.** **700.** He shall take care when stowing the hold and yeoman's storeroom that such articles as may be needed in an emergency are kept accessible.
- Station.** **701.** His station at quarters and at all hands shall be as the captain may direct.
- When absent.** **702.** In his absence his duties shall be performed by the chief boatswain's mate.

SECTION 2.—THE CHIEF GUNNER OR GUNNER.

- General duties.** **703.** The chief gunner, or gunner, shall act as an assistant to the ordnance officer. He shall perform the same duties in relation to ordnance stores and spare articles as are, in article 696, assigned to the boatswain in relation to equipment stores; also, such other duties as may be assigned him.
- Daily reports.** **704.** He shall report the condition of his department to the executive officer daily at 8 a. m. and 8 p. m.
- Special duties.** **705.** (1) He shall comply with the ordnance instructions as to the care, preservation, and use of ordnance material; he shall report to the ordnance officer any repairs to the armament or other work in his department that he deems necessary; he shall supervise such ordnance work as is directed by the ordnance officer.—
- Armament.** (2) He shall, when at sea, attend to the security of the battery, and endeavor at all times to prevent injury to any part of the armament.
- (3) He shall be accountable to the ordnance officer for the condition of the armament and ordnance stores.
- (4) He shall issue no ordnance stores without authority from the ordnance officer.
- (5) He shall collect data for ordnance returns, and shall perform such clerical work as the ordnance officer may require in connection with his department.
- Life buoys.** **706.** He shall be responsible for the efficient condition of the life buoys, frequently testing them to insure their good condition, and shall keep them ready for use at all times.
- Care of powder.** **707.** (1) He shall faithfully comply with all orders governing the examination and storage of smokeless powder.
- Examinations and tests.** (2) The examination and tests to be made of smokeless powder on shipboard shall be such as may be prescribed by the Navy Department.
- Storage and ventilation.** (3) As far as practicable, smokeless powder for different calibers shall be stored in separate magazines.
- (4) Black powder (except that for ignition charges) shall not be stored in the same magazine with smokeless powder and, whenever practicable, black powder shall be stored by itself in a separate magazine.
- (5) Small arm ammunition must be stored by itself in separate magazines.
- (6) Fixed ammunition, in cases containing the primers, shall be stored by itself in separate magazines.
- (7) Smokeless powder must not be stored in magazines wherein the temperature is habitually above 95° F. or which ever reaches 100° F. If the temperature reaches 100° F. artificial means for reducing it must be resorted to.
- (8) If the air is at all impure or the odor of ether is noticeably strong in any of the magazines containing smokeless powder, such

magazine shall be blown out with portable fans and otherwise ventilated.

(9) Magazines must be inspected daily and the fact noted in the ship's log book, with appropriate remarks.

(10) The daily inspection shall be made personally by the gunner (if there be one on board) unless he is incapacitated for duty. (Art. 709.)

(11) The temperature and hygroscopic condition of the magazines must be constantly watched. Maximum and minimum thermometers shall be placed, one in the hottest and one in the coolest parts of the magazines. The temperature shall be taken daily and noted in the ship's log book, and reports made to the Bureau of Ordnance monthly on the forms provided.

(12) The condition of the magazines shall be carefully observed as to cleanliness, ventilation, temperature, and the general condition of their contents.

(13) No naked light shall ever be taken into a magazine containing powder of any kind.

708. The station of the chief gunner, or gunner, at quarters shall be in accordance with the ordnance instructions. When all hands are called, it shall be where the captain may direct.

709. In his absence his duties shall be performed by the chief gunner's mate.

Inspections.

Station.

When absent.

SECTION 3.—THE CHIEF CARPENTER OR CARPENTER.

710. (1) The chief carpenter, or carpenter, shall act as an assistant to the executive, especially in all that relates to his work as construction officer, and shall perform such other duties as may be assigned him.

(2) He shall perform the same duties in relation to construction stores and spare articles as are, in article 696, assigned to the boatswain in relation to equipment stores.

711. He shall report the condition of his department to the executive officer daily at 8 a. m. and 8 p. m.

712. (1) He shall strictly comply with the regulations and other instructions concerning the care, preservation, and repair of ships.

(2) He shall supervise the work done by the mechanics placed under him.

(3) He shall see that all fire-extinguishing apparatus, except the steam fire pumps and their appurtenances (which are under the charge of the senior engineer), is kept in order and always 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 engineer compartments.

(4) He shall keep in place and ready for use at all times the apparatus used for battening down hatches.

(5) He shall see that the air and all other ports are kept in good order and water tight. They shall only be opened at sea by permission of the executive officer, and both their opening and closing shall be reported to the officer of the deck. (Art. 598.)

(6) He shall frequently examine the lightning conductors and see that they are kept in good condition.

General duties.

Daily reports.

Special duties.

Supervision of work.

Fire apparatus and pumps.

Battening down hatches.

Air and other ports.

Lightning conductors.

- Repairing damages in action.** (7) He shall, so far as possible, keep at hand and ready for use apparatus for repairing damages received in action.
- Draft of the ship.** (8) He shall take the draft of the ship when entering and just before leaving port, and report it to the navigator.
- Responsibility.** (9) He shall, except when otherwise directed, be held responsible for the cleanliness and good condition of all capstans, windlasses, steering apparatus, winches, pumps, valves, air ducts, and pipes, coming under the cognizance of the Bureau of Construction and Repair. So far as possible, the mechanics under him shall be utilized in the care and operation of the machinery under his charge, but additional men may be detailed, if necessary, to assist in these duties.
- Assistance to be given executive officer.** (10) 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.
- Examination of spars.** (11) He shall, when at sea, examine the spars during every morning watch and report their condition to the officer of the deck.
- To report necessary repairs.** **713.** He shall report to the executive officer any repairs that he may deem necessary.
- Station.** **714.** His duty in action is to repair damages. His station at quarters for inspection and at all hands shall be as the captain may direct.
- When absent.** **715.** In his absence his duties shall be performed by the chief carpenter's mate.

SECTION 4.—THE CHIEF SAILMAKER OR SAILMAKER.

- General duties.** **716.** (1) The chief sailmaker, or sailmaker, shall act as an assistant to the executive, especially in all that relates to his work as equipment officer, and shall perform such other duties as may be assigned him.
- (2) He shall perform similar duties in relation to sailmaker's stores and spare articles as are, in article 696, required of the boatswain, for equipment stores.
- Daily reports.** **717.** He shall report the condition of his department to the executive officer daily at 8 p. m.
- Special duties.** **718.** (1) He shall frequently examine the sail rooms to see if the sails, awnings, etc., are dry, free from vermin, and properly tallied.
- (2) He shall allow no painted or oiled canvas or other material that may produce spontaneous combustion to be stowed in the sail room.
- Painted and oiled canvas.** (2) He shall allow no painted or oiled canvas or other material that may produce spontaneous combustion to be stowed in the sail room.
- Supervision of work.** (3) He shall supervise the work done by the sailmaker's gang.
- Inspection of sails.** (4) He shall every day when at sea, during the morning watch, make an inspection of the sails bent, and report their condition to the officer of the deck.
- To report necessary repairs.** **719.** He shall report to the executive officer any repairs of sails or awnings, or other work in his department, that he deems necessary.
- Station.** **720.** His station at quarters and at all hands shall be as the captain may direct.
- When absent.** **721.** In his absence his duties shall be performed by the sailmaker's mate.

SECTION 5.—THE PHARMACIST.

- General duties.** **722.** The pharmacist shall act as an assistant to the senior medical officer, and shall perform such other duties as may be assigned him.

723. (1) He shall critically examine all medical stores and supplies received, and report any defect or deficiency. Stores.

(2) He shall be accountable for the condition of all his stores, whether in use or not.

(3) He shall exercise a careful supervision over the expenditure of his stores, exert himself to prevent any waste or loss, and see that all issues are applied to the purpose intended. He shall be responsible for articles issued for use with the intention of being returned.

(4) He shall, upon the discovery of any loss or deterioration of his stores, at once report the same to the senior medical officer.

(5) He shall perform such clerical work and keep such accounts of medical stores as may be prescribed.

(6) When the ship goes out of commission, he shall see that all his stores are properly labeled and carefully packed.

724. He shall see that the regulations concerning lights in the storerooms to which he has access are strictly observed, and that every precaution is taken to prevent fire or other accident. Lights.

725. He shall be diligent in attendance in the quarters provided for the sick, and shall see that the surgeon's directions for the comfort and care of the patients therein are duly complied with, and that good order is maintained. Comfort of sick.

726. His station at quarters is in the surgeon's division, and at all hands shall be in the dispensary unless otherwise ordered. Station.

SECTION 6.—WARRANT MACHINISTS.

727. (1) Warrant machinists shall act as assistants to the engineer officers of the ship in all that relates to the care and management of machinery and boilers and their appurtenances, and shall perform such duty as may be assigned them. General duties.

(2) Routine duties in connection with the surveillance, care, and efficient condition of the machinery, boilers, and mechanical appliances, and the cleanliness of bulkheads and compartments in the engineer department, shall be assigned them by the senior engineer officer.

728. (1) They shall stand regular engine room watch in not more than four watches whenever fires are lighted under boilers for getting under way. While on duty as engine room watch officers they shall be under the supervision of and be subject to the orders of the engineer officer on duty, and shall be governed by the provisions of article 889. Watch duty.

(2) When not standing watch, as defined in paragraph 1 of this article, they shall stand day's duty. Day's duty.

(3) They shall at all times exercise supervision over the work going on in that part of the engineer's department to which they are especially assigned, and shall be responsible for the cleanliness and efficient condition of the same. Supervision over work.

(4) They shall be responsible for the efficient performance of the work of the petty officers and men detailed under their control. Responsible for work of men under their control.

(5) They shall be assigned by the senior engineer officer to a section of the engineer division, and in the absence of a senior engineer officer, for the general duties of divisional officers as far as they apply to the section under their charge. Assigned to section of engineer division.

- When less than four on board.** 729. (1) When the number of warrant machinists on board available for duty is reduced below four, chief machinist's mates may be assigned to duty as engine room watch officers. (Art. 745.)
- When less than three on board.** (2) When the number of warrant machinists is reduced below three, they shall stand a supervisory watch at sea, and the duty of engine room watch may be assigned to competent machinist's mates.

CHAPTER XVI.

PETTY OFFICERS AND CREW.

SECTION 1.—THE MASTER-AT-ARMS.

- 730.** (1) The senior master-at-arms is the chief of police of the ship. The other masters-at-arms are his assistants. **Position.**
- (2) He shall exercise a strict surveillance over the conduct of the crew. **General duty.**
- (3) He shall have charge of the messes of the crew, and is responsible for the maintenance of order and decorum therein. **Berth-deck messes.**
- (4) He shall exert himself to the utmost to preserve order, insure cleanliness, and prevent any infractions of discipline in all parts of the ship. **Preservation of order.**
- (5) He shall, when necessary, arrest offenders and report at once to the officer of the deck or to the executive officer any violation of the regulations. **Reports.**
- 731.** (1) He is the custodian of all prisoners, and he shall not suffer them to escape, nor dismiss them without orders from the proper authority. **Custodian of prisoners.**
- (2) In case of serious fire, or of any sudden danger whereby the safety of the ship is imperilled, 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. **Release of prisoners in times of great danger.**
- (3) He shall be watchful over the prisoners and visit them at least once every four hours during the day, and oftener if necessary, to ascertain their condition and needs. **Prisoners.**
- (4) While he must suppress disorder among the prisoners and report all delinquents, he shall be reasonable and not unduly severe in his demands.
- (5) When confining prisoners he shall take care to have sufficient assistance at hand. He must always be prepared, so far as possible, to confine additional prisoners.
- 732.** He shall keep a record of punishments involving confinement, and shall report to the officer of the deck, for entry in the log book, all cases of confinement and release of prisoners. **Record of punishments.**
- 733.** At 9 a. m. daily he shall submit through the executive officer a report of all persons confined, with a statement of their offenses, the manner and date of confinement, and the authority by which the confinement was ordered. **Report of prisoners.**
- 734.** He shall examine the holds and storerooms to see if they have been closed at the appointed hour, the lights extinguished, and the keys turned in, and report the result to the executive officer when the latter makes his evening rounds. **Inspections.**
- 735.** (1) He shall be vigilant in his efforts to prevent liquor and other prohibited articles from being smuggled on board, and **Police duties.**

to prevent any of the crew from leaving the ship without authority. In cases where his suspicions have been aroused, he shall make report accordingly.

To see that lights and fires are extinguished. (2) At 8, 9, and 10 p. m. he shall make the rounds to see that fires and lights are extinguished as prescribed, reporting the result of his inspection to the officer of the deck.

Injury to property. (3) He shall take great care that no government property is injured, or taken out of the ship without authority.

Prevention of thieving. (4) He shall use every possible effort to prevent thieving and to detect any person who may be guilty thereof.

To care for private property found. (5) He shall take charge of all unclaimed private property found on board until instructions are given him as to its final disposition.

Prevention of improper conduct. (6) He shall check all profane and bad language, quarreling, gambling, and unseemly noises, and use every effort to prevent improper conduct in any form.

Bumboats. **736.** He shall examine the bumboats and report the presence of any unwholesome or objectionable articles therein. He shall note the prices charged and report to the executive officer any exorbitant demands or cases of unfair dealing.

Smoking. **737.** He shall have charge of the smoking lantern and see that it is kept lighted during smoking hours only. He shall take care that there is no smoking in unauthorized places and that the galley fires and other lights are not used by smokers.

Absentees at muster. **738.** At general muster, he shall answer for the members of the crew who are in confinement.

Effects of the absent and dead. **739.** (1) He shall take charge of the effects of all absent and deceased members of the crew and hold them until disposed of by order of superior authority.

(2) He shall take charge of the bag and hammock of any one who is absent without leave, reporting his action to the executive officer.

(3) He shall take charge of the effects of liberty men when so directed.

(4) He shall be present at the sale of the effects of deserters and deceased persons.

When magazines opened. **740.** When the magazine is about to be opened he shall first see that all unauthorized lights and fires are extinguished, and report the fact to the officer of the deck.

Clearing lower decks. **741.** When an order is given to clear the lower decks he shall see that it is obeyed at once, and that no unauthorized persons remain below.

When absent. **742.** During the absence of the senior master-at-arms his duties shall be performed by the master-at-arms next in rank; and if there be no junior master-at-arms, by some one designated to act in that capacity.

SECTION 2.—OTHER MEMBERS OF THE CREW.

Petty officers. **743.** (1) Petty officers shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty.

(2) They shall aid to the utmost of their ability in maintaining good order, discipline, and all that concerns the efficiency of the command.

(3) They are always on duty, even while on liberty, as far as breaches of discipline are concerned, and they shall endeavor to preserve order at all times. In case men are disorderly on shore, petty officers must arrest them and return them to their ships.

(4) Whenever an acting or permanent appointment is issued to a petty officer, he shall read the appointment and the foregoing paragraphs of this article, and shall sign the statement on the back of the appointment, in the presence of a commissioned officer, who shall date and sign as a witness.

744. (1) The yeomen and the hospital steward shall exercise vigilance and care over the stores to which they have access. **Yeomen and hospital steward.**

(2) They shall keep such accounts of public stores as may be prescribed from time to time.

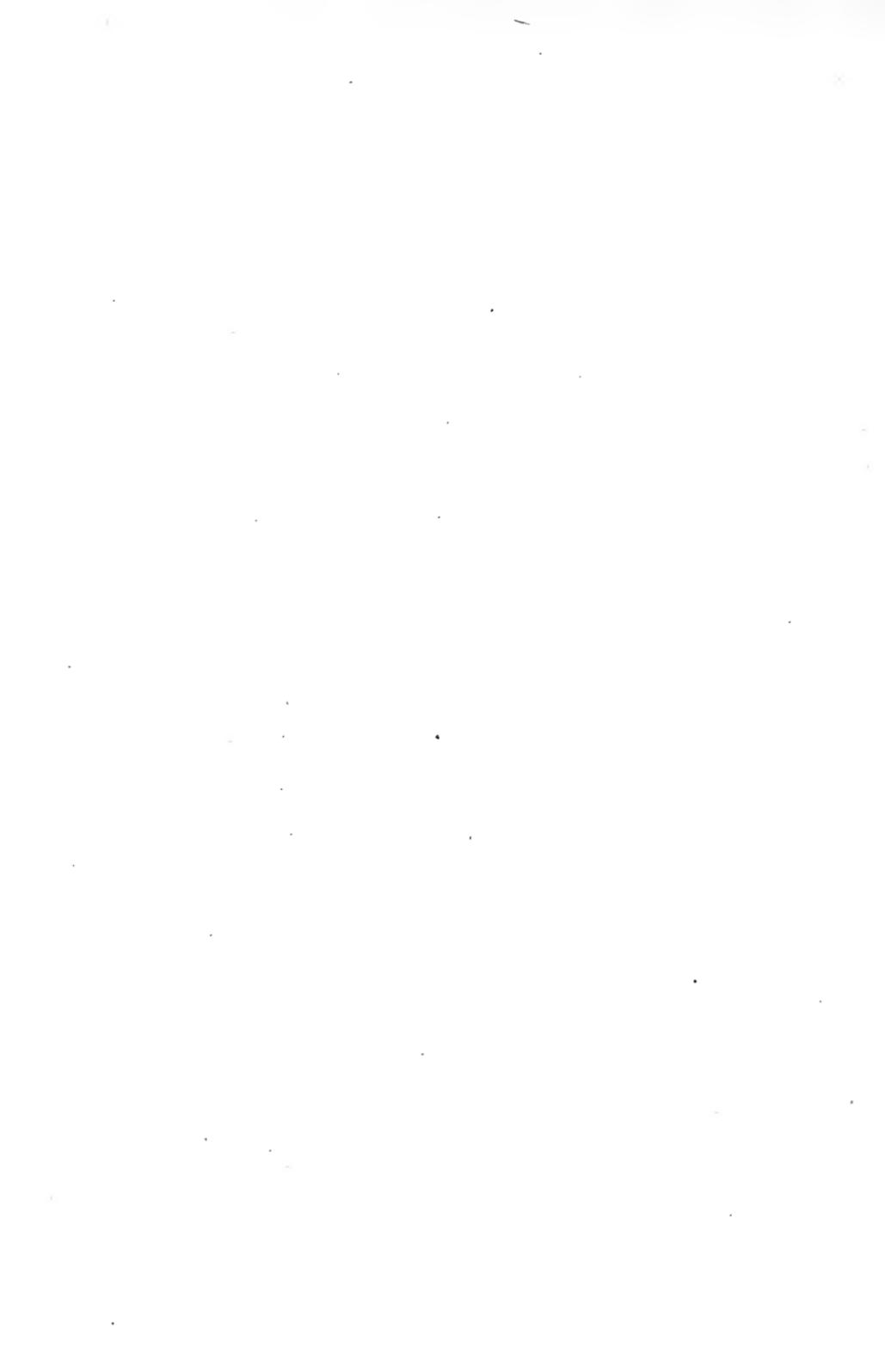
(3) They shall see that the regulations concerning lights in the storerooms to which they have access are strictly observed, and that every precaution is taken to prevent fire or other accident.

745. (1) A chief machinist's mate may have charge of an engine-room watch whenever the number of warrant machinists on board fit for duty is reduced below the number prescribed in article 729. **Machinist's mates.**

(2) Machinist's mates, first class, may, if qualified, be given charge of an engine-room watch when there are not a sufficient number of warrant machinists and chief machinist's mates on board to perform this duty.

(3) All machinist's mates shall perform such other duties as may be assigned them. Machinist's mates, second class, may be assigned to duty as oilers.

746. The members of the crew must, on all occasions, yield a ready, cheerful, and prompt obedience to those placed over them; obey all orders and regulations; be attentive to their duties and to any instructions they may receive; avoid difficulties with each other; 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. **The crew.**



CHAPTER XVII.

ENLISTMENTS, RATINGS, TRANSFERS, DISCHARGES, ETC.

SECTION 1.—NAVAL RECRUITING STATIONS.

747. (1) An officer detailed for recruiting duty shall make himself familiar with all laws and regulations regarding enlistments, and shall be governed by such instructions as may be issued by the Bureau of Navigation for the guidance of recruiting officers.

Officers on recruiting duty; general duties.

(2) He shall be present daily at the rendezvous from 9 a. m. to 4 p. m., and later, if necessary.

(3) He shall guard against the enlistment of improper, unsound, or incompetent persons. (Art. 756; A. G. N., Art. 19; and Act of June 29, 1906.)

(4) Officers attached to a rendezvous as assistants to the commanding officer shall not act as his substitute, unless he is unable to attend.

748. (1) The officer in command is the recruiting officer. He shall, in order to guard against illegal enlistments, personally inspect and question men offering to enlist. He shall examine into their qualifications and determine their fitness and capacity.

Commanding officers personally to inspect recruits.

(2) On enlisting a person, he shall administer to him the oath of allegiance, if authorized by law to do so; otherwise it shall be administered by the commanding officer of the ship on board which the recruit is ordered to repair. (Art. 749.)

Oath of allegiance.

(3) He shall direct the enlisted person to repair without delay on board a designated ship, and shall forward to the commanding officer at the same time the enlistment record, prepared at the rendezvous, and signed by himself and the medical officer. He shall forward to the Bureau of Navigation the first sheet of the enlistment record, including the oath of allegiance and the identification record.

Enlistment records and recruits to be sent to receiving ship.

(4) He shall preserve records of all enlistments in the book provided by the Bureau of Navigation.

Duplicate shipping articles.

(5) No advance shall be allowed unless specially authorized by the Navy Department. (Art. 1092.)

Advances.

(6) He shall make, on the prescribed forms, to the commandant of the station a daily report of the enlistments, and to the Navy Department, every Saturday evening, a report stating the number enlisted in each rating during the week.

Reports.

(7) He shall write over his official signature, on the face of every honorable discharge or continuous service certificate presented, the date of reenlistment.

Endorsement in cases of reenlistment.

SECTION 2.—RECEIVING SHIPS.

749. (1) The commanding officer of a receiving ship shall receipt to the officer commanding the rendezvous for the recruits sent on board, and for their enlistment records and other papers;

Duties of commanding officer.

and if, after an examination by himself and the medical officer, they shall be found fit for the service, he shall administer to them the oath of allegiance, if this has not already been done, and cause them to be entered on the books and paid such advance as may be allowed; and in cases in which he has administered the oath of allegiance he shall send the first sheet of the enlistment records, including the oath and identification record to the Bureau of Navigation.

To guard against desertion.

(2) He shall adopt proper precautions to prevent desertion and shall not allow any recruits liberty to go on shore, if in debt, without the authority of the commandant of the station.

Records and returns.

750. (1) The executive officer shall keep copies of the descriptive lists of all recruits, and record of all transfers and other changes.

Separate books for crew.

(2) Separate books shall be kept for the crew of the ship.

Exercise and instruction of recruits.

751. (1) The captain, under the direction of the commandant of the station, shall have recruits drilled at the guns, fieldpieces, small arms, heaving the lead, exercising in boats, with sails, etc.

Employed at work outside.

(2) Recruits shall not be employed on duties not connected with the receiving ship, except by the specific order of the commandant; and when so employed they shall remain under the direction of officers of the Navy. Except in an emergency, commandants of navy yards shall not require nor authorize the employment of enlisted men in a yard upon duties other than such as are connected with the equipment of ships, or with the preparation of their outfit or stores.

Surveys in case of dissatisfaction with draft received.

752. If, when recruits are transferred to a cruising vessel the captain thereof finds cause of complaint or dissatisfaction with them, the commandant shall, upon the captain's request, order a survey, upon the report of which he shall decide the case; but no men shall be returned to the receiving ship and exchanged except by the commandant's written order, in which the reasons for the same shall be given. (Arts. 791, par. 5; and 961, par. 3.)

SECTION 3.—ENLISTMENTS.

Term of enlistment.

753. (1) The term of enlistment of all enlisted men of the Navy shall be four years. No enlistments for special service are allowed.

(2) Minors over the age of eighteen may be enlisted without consent of parents or guardians.

(3) The regulations governing the enlistment of minors under eighteen years of age will be found under section 10 of this chapter, (Apprentice Seamen.)

Enlistments, where authorized.

754. Enlistments are authorized:

(a) At naval rendezvous and on receiving ships established by the Navy Department.

(b) On cruising ships when necessary to fill vacancies in complements, except in ports where rendezvous or receiving ships are established. Any man discharged from a cruising ship by reason of expiration of service may be reenlisted on said ship to fill the vacancy created by such discharge. (Art. 760.)

(c) On vessels of the Bureau of Fisheries.

(d) At naval stations, when necessary to fill vacancies in an established complement of receiving or station ships, tugs, or boats, except that the Department will, as occasion may arise, assign to such ships men who have served twenty-five years in

the Navy, who shall receive all the benefits of their continuous service certificates.

755. (1) Every person before being enlisted must pass the physical examination prescribed in the medical instructions; and no one shall be enlisted unless pronounced fit by the commanding and medical officers, except by special authority in each case from the Navy Department.

Examination of recruits.

(2) In the case of a person having physical disabilities, who has been enlisted by order of the Navy Department, the physical condition of the enlisted man must be fully described in the enlistment record, in order that no improper claims for pensions may be allowed.

Persons with physical disabilities enlisted.

(3) Each recruit shall be required to declare on oath, in presence of the commanding officer of the ship or rendezvous, that he makes a true statement of his age to the best of his knowledge and belief, and shall be required to sign his full name to the shipping articles.

Statement of age.

756. (1) Except as provided in article 760, paragraph 1, no person shall be enlisted or reenlisted who is not a citizen of the United States or a native of the insular possessions, and who does not understand and speak the English language.

Enlistment of aliens and non-English speaking persons.

(2) No minor under the age of fourteen years, no insane or intoxicated person, and no deserter from the naval or military service of the United States or from the Revenue Cutter Service shall be enlisted in the naval service. (Sec. 1420, R. S.)

Who may not be enlisted.

(3) No one who has already been in the naval or military service of the United States shall be enlisted without showing his discharge therefrom. Should it be claimed that the discharge has been lost, the circumstances shall be reported to the Navy Department for decision.

(4) Beneficiaries and pensioners who have been admitted to the Naval Home shall not be enlisted.

(5) The holder of a continuous service certificate which is endorsed "discharged with bad conduct discharge," "dishonorably discharged," or "not recommended for reenlistment," shall not be reenlisted.

757. (1) First enlistments in the Navy shall be made only in the ratings of the following table and between the ages therein specified for the different ratings.

Ratings in which first enlistment will be made.

Rating.	Years of age.	Rating.	Years of age.
Seamen	21 to 35	Shiptitters, second class.....	21 to 35
Ordinary seamen	18 to 30	Coppersmiths	21 to 35
Apprentice seamen	17 to 25	Firemen, first class.....	21 to 35
Landsmen (not for seaman branch).....	18 to 25	Firemen, second class	21 to 35
Shipwrights.....	21 to 35	Coal passers.....	21 to 35
Blacksmiths	21 to 35	Hospital apprentices, first class	21 to 28
Plumbers and fitters	21 to 35	Hospital apprentices.....	18 to 25
Sailmaker's mates	21 to 35	Bakers, second class.....	21 to 35
Machinist's mates, first class.....	21 to 35	Mess attendants, third class	18 to 30
Machinist's mates, second class.....	21 to 35	Ship's cooks, fourth class	18 to 30
Electricians, second class.....	21 to 35	Musicians, first class.....	21 to 35
Electricians, third class.....	21 to 35	Musicians, second class.....	21 to 35
Boilermakers	21 to 35	Painters, third class	21 to 35

* Must have consent of parents if under 18.

Men for the insular force may be enlisted in the following ratings and assigned only to vessels in service in the Philippines and at Guam:

Rates.	Age.
Native seamen.....	18 to 25
Native ordinary seamen.....	18 to 25
Native machinist's mates, first class.....	21 to 35
Native machinist's mates, second class.....	18 to 25
Native firemen, first class.....	18 to 35
Native firemen, second class.....	18 to 25
Native coal passers.....	18 to 25
Native stewards.....	18 to 35
Native cooks.....	18 to 35
Native mess attendants.....	^a 16 to 25

^a Must have consent of parents if under 18.

Landsmen having a trade.

(2) Persons possessing a mechanical trade may be enlisted as landsmen even if over twenty-five, provided they are under thirty-five years of age.

(3) A landsman enlisted for a special position shall have the fact stated on his enlistment record.

Seamen and ordinary seamen.

(4) No person, except an honorably discharge ex-apprentice, shall be enlisted as a seaman, unless he shall have been four years at sea; nor as an ordinary seaman, unless he shall have been two years at sea, before the mast; nor shall any person be enlisted as a fireman, first class, unless he shall have had two years' experience at sea in a fireroom. In all cases applicants shall be required to pass a satisfactory examination.

Artificer class.

(5) Special care shall be taken in enlisting men for the artificer branch to see that they have knowledge of the trades required.

Machinist's mates.

(6) A candidate for enlistment as a machinist's mate must be a machinist by trade, must know the names and uses of the various parts of marine engines and boilers, must be able to perform work with various tools in a machine shop, including bench work, must be able to write legibly, and must understand arithmetic.

(7) Machinists who have had experience at sea with marine engines for one year may be enlisted as "machinists' mates, first class."

(8) Machinists who have had no experience at sea with marine engines will be enlisted as "machinist's mates, second class."

(9) The examination of candidates for enlistment as machinist's mates regarding their knowledge of engines and boilers must be made in the engine rooms of ships, and regarding their knowledge of machine work, in the workshops of navy yards, when practicable.

Hospital apprentices.

(10) A candidate for first enlistment as hospital apprentice, first class, or hospital apprentice may be enlisted only by order of the Bureau of Navigation on the recommendation of the Bureau of Medicine and Surgery. He should address his application to the Bureau of Medicine and Surgery, giving his name in full, date of birth, nativity, citizenship, general education, hospital experience (if any), and whether a graduate of a training school for nurses. He must satisfactorily pass a professional examination before one or more medical officers prior to enlistment and, if practicable, shall be given a course of instruction in a naval hos-

pital before being drafted for service in a seagoing ship. A candidate for the rating of hospital steward who shall satisfactorily pass the prescribed examination, shall be enlisted as hospital apprentice, first class, and may be given an acting appointment as hospital steward.

(11) A candidate for enlistment as an electrician must be an electrician by trade, must know the names and uses of the various parts of a dynamo and dynamo engine, must be familiar with the ordinary types of switchboard and methods of wiring, must be able to write legibly, and must understand arithmetic. Qualifications
for electrician.

(12) Bandmasters and first musicians are petty officers and are appointed from musicians, first class. Bandmasters
and first musi-
cians.
Reenlistment.

758. A reenlistment in the Navy can be made in any one of the ratings shown in the table for first enlistments, without regard to age limits, provided the applicant is physically and otherwise qualified for enlistment in that rating.

759. Should any person claim that his discharge has been lost, the case, with such means of identifying the person as can be obtained, shall be reported to the Navy Department for verification. Discharge lost.

760. (1) Every person who, upon the expiration of a term of enlistment, holds an honorable discharge or a continuous service certificate upon which there is endorsed an "honorable" or "ordinary" discharge, with recommendation for reenlistment, shall, on presenting himself for reenlistment at any naval rendezvous or receiving ship, or on board any cruising ship not in the presence of a rendezvous or receiving ship, within four months from the date of his discharge as shown thereon, be immediately reenlisted, regardless of complement, provided he is physically and otherwise qualified and answers to the descriptive list of his discharge. (For bounty and extra pay, see art. 1072.) Continuous-
service men.

(2) In computing the four months referred to in this article and in articles 761, 762, 765, and 1072, the date of discharge shall not be included.

761. Should any person eligible for continuous service, as defined in article 760, be found physically disqualified for reenlistment, a copy of the record of his medical examination shall be forwarded immediately to the Navy Department, with the recommendations of the medical and commanding officers. Should the Department not authorize the reenlistment of the applicant, an endorsement 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 a reply from the Department, the discharge shall be held by the recruiting officer, and the owner may, if he so elect, remain during such time on board ship. Continuous
service men
physically dis-
qualified.

762. (1) Any person who, upon the expiration of an enlistment, receives an honorable discharge, or a recommendation for reenlistment endorsed upon an ordinary discharge, shall, upon reenlistment within four months from the date of his discharge, receive in exchange for said discharge a continuous service certificate. Exchange of
discharge for
continuous serv-
ice certificate.

(2) When said discharge is surrendered for exchange, the date of reenlistment shall be endorsed in red ink across its face, over the signature of the commander of the ship or rendezvous where the man reenlisted, and also the amount of the gratuity credited

to his account, over the signature of the pay officer. The discharge shall then be forwarded to the Bureau of Navigation.

Continuous service certificates issued by Bureau of Navigation.

763. (1) Continuous service certificates shall be prepared and issued by the Bureau of Navigation to men who make application for and are entitled thereto upon the receipt of the discharge from the commander of the ship or rendezvous where the men reenlist. The increase of pay for continuous service shall begin immediately upon reenlistment.

Changes of rating.

(2) Each change of rating must be noted on the continuous service certificate, together with the date of such change and the professional and conduct record while serving on board of each ship in each rating.

Place of reenlistment.

(3) When a man holding a continuous service certificate is reenlisted, the recruiting officer shall cause the place of reenlistment to be indicated on the man's continuous service certificate, in the column headed "Vessels on board of which service is performed," on the same line on which the reenlistment is noted.

Place of discharge.

(4) When a man holding a continuous service certificate is discharged, the place of discharge shall be noted in the column prepared for that purpose.

Residence at date of reenlistment.

(5) The residence at the date of reenlistment must be noted, on the line where the man's name appears on the page showing "Descriptive list and health record." The residence at the date of enlistment, or home address, of an enlisted man shall not be changed on his enlistment record or continuous service certificate except by authority of the Bureau of Navigation.

(6) This information is required in order to determine the place to which an enlisted man is entitled to transportation on discharge—whether to place of enlistment, if discharged on expiration of enlistment; or to place of residence, if discharged for physical disability.

Custody of continuous service certificates.

764. Continuous service certificates are the property of the men to whom they have been issued, and must be delivered to them upon discharge. While the men are serving on board ship, the certificates shall be deposited with the captain for safe keeping.

Reenlistments in rating.

765. (1) A petty officer, honorably discharged with a permanent appointment, who presents himself for reenlistment within four months from date of discharge, shall, if physically and otherwise qualified, be enlisted in the rating of the permanent appointment under which he was serving at the time of his discharge. Men holding certificates as seamen gunners are entitled to reenlist as such.

Acting appointments after reenlistment.

(2) When men holding acting appointments, who have been discharged in their ratings as petty officers, and whose records and conduct are satisfactory, reenlist within four months from the date of such discharge, the commanding officer of a ship or recruiting station shall enter, over his signature, on the acting appointment held, "Renewed for 12 months," with the date of reenlistment. If the acting appointment has been lost a new one shall be issued provided the man's record and conduct warrant such action.

(3) Men holding the following ratings may be reenlisted within four months from date of honorable discharge, as indicated: Cooks and stewards holding certificates of qualification from the Bureau of Navigation, in the rating designated on such certificates; ship's cooks, bakers, and mess attendants, in the rating and class in which discharged. (Art. 777, par. 2.)

(4) Other persons can be reenlisted only in one of those ratings in which first enlistment is authorized.

766. The shipping articles and laws relating to enlistments must be read and explained by the recruiting officer to every person about to be enlisted. Shipping articles read.

767. Fraudulent enlistment and the receipt of any pay or allowance thereunder are offenses against naval discipline punishable by general court-martial. (Act of March 3, 1893.) Fraudulent enlistment.

SECTION 4.—ENLISTMENT RECORDS.

768. An enlistment record, which is to accompany each person during his term of enlistment, must be prepared at the rendezvous or on board the vessel where the enlistment is made. It must be signed by the medical officer and by the recruiting officer making the enlistment, and if made on board ship approved by the captain. Prepared at place of enlistment.

769. (1) The enlistment record shall give the full name of every person enlisted, including all Christian names, in the first entry of the first and final sheets; Entries upon enlistment.

(2) A full description of the physical condition of every person having physical disabilities whose enlistment has been authorized by the Department;

(3) The special position for which any landsman may have been enlisted.

770. The enlistment record must be signed by the captain quarterly, and upon the transfer, discharge, desertion, or death of the person. When signed.

771. (1) The following entries are to be made on the enlistment record, and the instructions contained thereon must be carefully complied with: Entries during service.

(2) *When occurring.*—(a) The dates of issue, renewal, and revocation of all appointments; (b) rating; (c) disratings, and causes therefor; (d) whenever men are detailed to duties for which they are entitled to extra compensation, the dates between which such duties are performed shall be noted; (e) meritorious conduct worthy of special mention briefly stated. (Art. 1698, par. 2.) When occurring.

(3) *Quarterly.*—(a) Marks for professional qualifications and conduct (see paragraphs 8, 9, and 10, following); (b) recommendations for honorable-discharge and good-conduct medals; (c) rating best qualified to fill and recommendation for reenlistment; (d) offenses committed and punishments adjudged. Quarterly.

(4) *On transfer.*—All the quarterly information required in paragraph 3. On transfer.

(5) *On discharge.*—All the quarterly information required by paragraph 3, and the following additional: On discharge.

(a) Date, place, cause, authority for, and character of discharge, rate of pay, and state of account.

(b) When an enlisted man is discharged while serving as coxswain to commander-in-chief, coxswain of a boat propelled by machinery, seaman in charge of hold, ordinary seaman assigned as jack-of-the-dust or lamplighter, or holding any detail carrying with it increased pay, the fact must be noted upon his enlistment record in the space assigned; and when an enlisted man is discharged who has had experience in running the engine of a launch, an ice machine, a refrigerating apparatus, or an evaporating plant, the fact shall be entered, in red ink, on his enlistment record.

(c) All written requests of enlisted men 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 coast of the United States may be waived, must, as soon as granted, be entered in full on the enlistment record.

(d) When an ordinary discharge is given the enlistment record must show whether or not the man is recommended for reenlistment, with the reasons for such recommendation.

(e) When a person holding a continuous service certificate is discharged and is "not recommended for reenlistment," the fact shall be endorsed upon the enlistment record with the reasons therefor.

(f) When a man having a gunnery record is discharged, the words "Gunnery record" shall be endorsed on his enlistment record; and if such man be a regularly detailed gun captain, except of a secondary battery gun, the endorsement "GC (8-inch)" (or whatever the caliber of the gun may be) shall be added; if he be a regularly qualified gun pointer, the endorsement, "H. G. P., first class," "I. G. P., second class" (or whatever his qualification may be), shall be added, with the date of his latest qualification and the amount of extra pay to which it entitled him.

(g) When men are discharged upon expiration of enlistment, or upon recommendation of a board of medical survey, the place to which travel allowance or transportation and subsistence are furnished shall be noted in places assigned, together with the cost of same.

On desertion. (6) *On desertion.*—All the quarterly information required by paragraph 3, and the following additional: (a) Date of desertion, place, attendant circumstances, rate of pay, and state of account; (b) article S17, complied with.

In case of death. (7) *On death.*—All the quarterly information required by paragraph 3, and the following additional: (a) date, place, cause, place of burial or disposition of remains, rate of pay, and state of account; (b) disposition of effects.

Marks. (8) Marks for professional qualifications shall include *proficiency in rating* for all enlisted men, and also the following:

(a) Seaman branch—*Seamanship, ordnance, and signaling.*

(b) Artificer branch, engineer force—*Mechanical ability and knowledge of marine machinery.*

(c) Artificer branch, not engineer force—*Mechanical ability, ordnance; also, for electricians only, knowledge of electrical machinery and appliances.*

(d) Hospital corps—*Nursing and first aid bandaging; in addition, hospital stewards and hospital apprentices, first class, shall be marked in pharmaceutical ability and clerical ability.*

(9) Under the heading of *marksmanship small arms* shall be entered marks for all enlisted men (except Hospital Corps) as prescribed from time to time in the instructions governing target practice and the training of enlisted men in the use of small arms.

(10) The necessary changes of column headings shall be made on enlistment records to provide places for the required entries under *b, c, and d* of paragraph 8. All entries shall be made promptly, as specified, and be duly signed by the captain.

Disposal of enlistment records. (11) In the case of transfer, the enlistment record is to accompany the man; upon discharge, desertion, or death, it shall be forwarded to the Bureau of Navigation.

772. (1) Any error or discrepancy which may at any time be observed in any enlistment record shall be at once reported to the Bureau of Navigation and authority requested to make the necessary correction. Errors and losses.

(2) In the event of the loss of any enlistment records, application shall be made for copies.

SECTION 5.—RATINGS AND DISRATINGS.

773. (1) Captains of ships shall, as far as practicable, fill vacant positions of petty officers, report their action to the Department, and submit the records of the men upon whom acting appointments have been conferred. Petty officers.

(2) A landsman enlisted for a special position shall be given an acting appointment in the rating of the position for which he was enlisted immediately after being received on board a cruising ship. Landsman for special position.

(3) Every person enlisting as a petty officer shall be considered as holding a permanent appointment in the rating in which he enlisted. Considered as holding permanent appointment.

(4) Officers' stewards, cooks, and mess attendants are rated men and not petty officers. They do not receive appointments, either acting or permanent, while serving in the messman branch. Stewards, cooks, bakers not petty officers.

(5) No man shall be advanced in rating more than one class at a time, except by special authority, in each case, from the Bureau of Navigation. A petty officer must hold a permanent appointment in the rating in which he has served, or be under recommendation for such appointment after the full probationary service before being given an acting appointment in a higher rating. Water tenders and oilers may, however, be appointed from firemen, first class, who are qualified to fill that rating, and are eligible to the rating of machinist's mates, first class, if qualified. Advancement in rating.

(6) When necessary, owing to vacancies, a man, if qualified, may be given the duties of a higher rating than the one he holds, but this will not entitle him to the pay of the higher rating.

(7) Petty officers shall be selected, as far as possible, from continuous service men. How selected.

(8) In making ratings, the rules printed on the back of enlistment records shall be complied with.

(9) Members of the hospital corps must pass satisfactorily a physical and professional examination before one or more medical officers prior to promotion; enlisted men in the Navy or Marine Corps are eligible for transfer to this Corps. Hospital Corps.

(10) Mess attendants, third class, shall not be rated as mess attendants, second class, until they have served satisfactorily for two years, and mess attendants, second class, shall not be rated mess attendants, first class, until they have served four years. Well qualified and deserving mess attendants, second or third class, may, however, be advanced in rating earlier by special authority from the Bureau of Navigation. To be eligible for promotion, their standing in proficiency, sobriety, and obedience must not be less than "4." Mess attendants.

774. When a man is selected for the position of a petty officer, the captain shall issue to him an acting appointment, which shall hold good for twelve months unless revoked at any time by the captain of the ship in which he is serving, should the petty officer Acting appointments issued.

prove not qualified for the position he may be holding. Petty officers holding acting appointments shall receive the pay of the rating, except as provided in article 775, paragraph 3.

Permanent appointment recommended.

775. (1) When a petty officer has served satisfactorily in all respects under an acting appointment for a probationary period of twelve months, and is recommended on his enlistment record for an honorable discharge, has not less than a "4" in proficiency in rating, is a citizen of the United States, and has a good record, the captain shall recommend him to the Department for permanent appointment, and submit his record.

Permanent appointments issued.

(2) Permanent appointments will be issued by the Bureau of Navigation to chief petty officers only after their fitness for promotion has been shown before a board consisting of three officers not attached to the ship on which the candidate is serving, or, in the case of a hospital steward, before a board similarly composed of medical officers. The examination shall show that the applicant is in all respects fitted to fill the rating in which he seeks a permanent appointment. Such appointments will entitle the holder to pay at the rate of \$77 per month.

(3) Chief petty officers who reenlist under permanent appointments issued prior to July 1, 1903, and those who have acting appointments will draw the lower rate of pay until such time as they qualify by examination and are given permanent appointments. (Executive and General Orders, June 26, 1903.)

(4) Hospital stewards who enlisted as such, who had served for a period of twelve months on May 13, 1908, and who fulfil the requirements of paragraphs 1 and 2, except as to holding an acting appointment, are eligible for recommendation for permanent appointments from May 13, 1908, carrying the increase of pay provided by Executive order of June 25, 1903.

Renewal of acting appointments.

776. (1) Should the Department not approve a recommendation for a permanent appointment, or should the captain consider further probationary service advisable, an acting appointment may be renewed.

(2) Should an acting appointment expire by limitation of time while the holder is in a hospital for treatment or on board a receiving ship, it shall be renewed by the captain of the ship upon which his accounts are borne.

Probationary service.

777. (1) All petty officers serving probationary periods on board cruising vessels, vessels in ordinary or reserve, recruiting ships and vessels loaned to the Naval Militia, or at naval stations, must serve the entire period in the performance of duties which will indicate their qualifications for the ratings in which they hold acting appointments, before being given permanent appointments. Any portion of the probationary period otherwise employed shall not be computed as service under acting appointment. This provision shall not apply, however, to petty officers who are permanently serving at naval stations, or who belong to the permanent crew of a receiving ship and regularly perform duty as such. A petty officer holding an acting appointment who is transferred to a hospital for treatment shall not receive credit for probationary service for the time he is in such hospital. In like manner, rated men of the messman branch must perform duties which will indicate their qualifications for advancement in that branch, and when considered qualified a notation shall be made on their enlistment records.

(2) Stewards and cooks in the messman branch who have served for one year as stewards or cooks, and while holding such rating, are recommended by their commanding officers, shall be given certificates of qualification from the Bureau of Navigation to continue in force for a period of two years from date, unless sooner revoked at the discretion of the commanding officer for cause, and shall be renewed by the commanding officer at the expiration of each two years for a similar term; provided, the continued good performance of duty of the steward or cook so warrants; provided further, that the certificate shall lapse if the holder is not reenlisted within four months from date of honorable discharge. The Bureau of Navigation shall be informed whenever a certificate is revoked or renewed. (Art. 1134, par. 12.)

Certificates of qualification for cooks and stewards.

(3) A petty officer honorably discharged while serving under an acting appointment, who reenlists within four months from date of discharge, shall receive credit for such former probationary service as soon as he is given an acting appointment under his new enlistment. (Art. 765, par. 2.)

Credit for probationary service.

778. When an acting appointment is renewed or revoked, the word "renewed" or "revoked," as the case may be, with the cause for revocation in the latter case, and the date, shall be entered on its face and signed by the captain.

Renewal or revocation of acting appointment.

779. Should a petty officer holding a permanent appointment in any rating be advanced to the next higher, he shall be given an acting appointment in said rating, and be required to serve under such appointment during the probationary period of twelve months, subject to the rules given in articles 774, 775, and 777.

Advancement in rating.

780. (1) Should a petty officer holding an acting appointment in any rating be transferred to another rating in the same class, he shall be given an acting appointment in said rating, and be required to serve during the probationary period of twelve months.

Transfer in rating.

(2) Should a petty officer holding a permanent appointment in any rating be transferred to another rating in the same class, he shall be given an acting appointment in said rating, subject to the rules given in articles 774, 775, and 777.

781. (1) A petty officer serving under a permanent appointment shall not be disrated except by sentence of a general or summary court-martial.

Reduction by court-martial.

(2) A petty officer serving under a permanent appointment, who is reduced by sentence of a court-martial to a lower class of petty officer, shall be considered as holding a permanent appointment in the rating to which he is reduced, and such fact shall be noted in red ink across his permanent appointment and signed by the captain. (Art. 1693, par. 7.)

782. Acting and permanent appointments are the property of the men to whom they have been issued and must be delivered to them upon discharge.

Appointments, property of men.

783. (1) The rating of an enlisted man as a mate, or his appointment as a warrant officer, shall not discharge him from his enlistment. (Sec. 1400, R. S.)

Enlisted men not discharged upon promotion.

(2) In such cases, the enlistment record shall, when the man is serving afloat, be held on board the ship to which he is attached; if he is transferred to shore duty his enlistment record shall be forwarded to the Bureau of Navigation.

Enlistment terminates if commissioned or appointed clerk.

(3) When enlisted men accept commissions in the Navy or appointments as paymaster's clerks, their enlistments terminate on the date of taking the oath under such commissions or appointments, and service thereunder for a longer period than four months debars them from all benefits of previous enlisted service, in computing increased pay under subsequent enlistments.

Artificers.

784. Men shall not be appointed as petty officers in the artificer branch unless they have the trade represented in the rating.

Eligibility for instruction as seamen gunners, petty officers, etc.

785. (1) Men not over thirty years of age, with good records, having an average mark in ordnance taken from enlistment record, of not less than 75 per cent, who are recommended by their commanding officers, are eligible, on reenlistment, for detail for instruction as seamen gunners.

(2) Men not over thirty years of age, with good records, holding the rating of chief water tender, water tender, oiler, or fireman first class, having an average mark in both mechanical ability and knowledge of marine machinery taken from enlistment record, of not less than 75 per cent, who are recommended by their commanding officers, are eligible, on reenlistment, for detail for instruction in the trade of machinist.

(3) The proficiency of men who take the prescribed course of instruction for seamen gunners or petty officers shall be determined by the report to the Bureau of Navigation of the officer under whose supervision the course is taken.

Certificates of graduation.

786. Men who have successfully completed a prescribed course of instruction for seamen gunners or petty officers may be given, by the Bureau of Navigation, a certificate to that effect, which shall entitle them to receive two dollars per month in addition to the pay of the rating in which they are serving; such certificates to continue in force only during the enlistments in which the men were respectively graduated, unless renewed by reenlistment within four months from date of honorable discharge. This provision shall take effect from and after July 1, 1905; but any enlisted man then in the service who holds such a certificate shall not be deprived of the benefits of the same during the term of enlistment under which he is then serving. (Art. 1134, par. 1.)

787. Men holding certificates as seamen gunners are entitled to the pay prescribed for said rating and to reenlist as such.

Restrictions as to disratings.

788. No person shall be reduced below the rating in which he was received on board, except as provided for in article 774, or by order of the Navy Department, or by sentence of a court-martial. (A. G. N., 30 and 31.)

Changes in rating.

789. Whenever a change of rating takes place, the captain shall give the pay officer an order in writing, stating the change of rating and the date it takes effect, and furnish the same information to the Bureau of Navigation.

Naturalization.

790. Any alien of the age of twenty-one years and upward who has enlisted or may enlist in the United States Navy or Marine Corps, and has served or may hereafter serve five consecutive years in the United States Navy, or one enlistment in the United States Marine Corps, and has been or may hereafter be honorably discharged, 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 the court admitting such alien shall, in addition to proof of good moral character, be satisfied by competent proof of such person's service in and honorable dis-

charge from the United States Navy or Marine Corps. (Act of July 26, 1894.)

SECTION 6.—TRANSFERS.

791. (1) The transfer of an enlisted man from one ship or station to another, other than as provided for in articles 425, 792, and 1697, paragraph 2, shall only be made as follows: From one ship or station to another.

(a) In home ports, by order of the Bureau of Navigation.

(b) In foreign waters, by order of the commander-in-chief or a squadron commander on detached service, when the interests of the service require it.

(2) Transfers for temporary service between the ships of a fleet or squadron may be made at any time by the commander-in-chief or the senior officer present.

(3) All transfers, whether permanent or for temporary service, shall be reported to the Bureau of Navigation.

(4) Men enlisted in the insular force shall not be detailed for duty on vessels other than those on the station where the men enlisted, and upon such vessel leaving the station men belonging to the insular force shall be transferred to a vessel remaining on the station, unless they make request in writing to remain on the vessel to which attached and to be discharged wherever the vessel may be at expiration of enlistment. Such request must be witnessed as called for in paragraph 2, article 800, and attached to the man's enlistment record.

(5) All men about to be transferred shall be sent for physical examination to the medical officer who shall enter on the enlistment record (health record) the medical history and condition of health. Those found to be suffering from infectious, contagious, or active venereal disease which, in the opinion of the medical officer, would constitute a menace to the health of other persons, shall not be transferred, except in an emergency, when the medical officer shall submit a full report thereon with such recommendations as he may deem advisable. This report shall accompany the men on transfer to another ship or station. (Art. 961, par. 3.)

792. (1) Sick persons may be sent to a hospital at any time upon the recommendation of the senior medical officer or of a board of medical survey, approved by a commandant or senior officer present. (Art. 961.) Removal of sick to hospital.

(2) All cases of tuberculosis occurring on board seagoing ships which are recommended for transfer to the naval hospital at Las Animas, Colorado, must be sent first to the nearest naval hospital for further disposition as directed by the Navy Department. Tuberculosis cases.

(3) When any petty officer or enlisted person is sent from a ship to a United States naval hospital, at home or abroad, his accounts and other papers shall be sent to the receiving ship or naval station nearest the hospital. Such transfer shall be considered as creating a vacancy, except when, in a home port, a request to the contrary has been noted on the weekly report of vacancies. Accounts of men sent to hospital.

(4) When such transfer is made to a hospital not a naval hospital, his accounts and other papers shall be retained on board, and such transfer shall not be considered as creating a vacancy, until the ship to which he has been attached sails from the

vicinity of the hospital. When a man is thus left he shall be furnished with his accounts and a copy of his enlistment record, and the original of his enlistment record shall be sent to the Bureau of Navigation.

Orders upon recovery when not in naval hospital.

(5) If a man is in a hospital, not a naval hospital, when his ship is about to depart, and there is no prospect of the immediate arrival of another United States vessel in the port, he shall be ordered upon his recovery to report, preferably by telegraph, to the Bureau of Navigation for instructions. He shall be given sufficient money, from the amount due him, to defray his necessary expenses, and he shall be instructed to keep a written account thereof upon which to base a claim for reimbursement. He shall request the surgeon in charge to furnish him with a certificate of the dates of admission to and discharge from the hospital.

(6) When he has not sufficient money due him, the United States consul, if there be one, and, if none, then the surgeon in charge of the hospital, shall be requested to take charge of him, and upon his recovery to ask instructions, preferably by telegraph, of the Bureau of Navigation, Navy Department, as to what disposition shall be made of him, in which case the Bureau of Navigation will provide the necessary funds.

Pay while in hospital.

(7) The pay of an enlisted man, when at a hospital in the United States, ceases when his term of enlistment expires, and he shall be given his discharge upon the expiration of his enlistment. He may be retained for treatment. When at a hospital on a foreign station his pay continues until he is regularly discharged from the service, even after his term of enlistment has expired. (Art. 1129, par. 2.)

If sent to naval hospital, Philadelphia. Accounts of prisoners sent to a penitentiary.

(8) Persons transferred to the naval hospital at Philadelphia shall be directed to report to the governor of the Naval Home.

Men transferred not to be disrated.

793. When prisoners are sent to a penitentiary under sentence of court-martial, their accounts shall be forwarded to the receiving ship nearest the place of confinement, accompanied with a letter of advice.

794. (1) The rating and pay of enlisted persons who may be transferred for discharge upon expiration of enlistment or on account of having a short time to serve, shall not be changed by such transfer.

(2) The transfer of a petty officer holding an acting appointment from one cruising ship to another, to a receiving ship, or to a hospital for treatment, shall not involve reduction in rating.

(3) Petty officers detailed for instruction ashore shall be transferred in the ratings in which they are serving.

Transfer papers.

795. (1) In every case of transfer of a man from one ship or station to another the following papers shall be transmitted:

(a) Enlistment record, with all entries to date of transfer, signed by the captain and the medical officer. (Art. 771, par. 4.)

(b) Clothing list.

(c) Transfer accounts.

(d) Gunnery record, if the man has one, with all entries required to date of transfer.

(2) When sent to a naval hospital, a conduct report shall accompany the hospital ticket, and one shall be returned with the man when discharged therefrom.

796. When men are transferred to a command without their accounts and other transfer papers, the commanding officer shall, if necessary to obtain them, report the fact without delay to the Bureau of Navigation, giving the names and ratings of the men and such other information as can be procured.

Men transferred without their accounts.

SECTION 7.—DISCHARGES.

797. (1) Enlisted persons in the naval service of the United States are entitled to their discharges only upon the expiration of their terms of enlistment.

When entitled to discharge.

(2) No enlisted person serving in the Navy of the United States shall be discharged therefrom prior to the completion of his term of enlistment, except by special order of the Secretary of the Navy, or for one of the following causes: Undesirability, inaptitude, physical or mental disability, unfitness, by sentence of court-martial, or by purchase. In every case the recommendation for such discharge must be made by the immediate commanding officer under whom the man may be serving. Applications for discharges which reach the Department in any way except through said commanding officers shall be, without exception, disregarded.

Prior to expiration of enlistment.

(3) Any person discharged during the first six months of a first enlistment for any cause other than disability incurred in the line of duty shall have checked against his accounts prior to discharge the cost of such portion of the outfit allowed on first enlistment as he may have drawn.

Refund of outfit.

(4) In time of peace any man, serving in his first enlistment, who is not undergoing punishment or under charges, and is not in debt to the Government, may after one year from the date of his enlistment apply for the privilege of purchasing his discharge. A man wishing this privilege shall make application through official channels, giving his reasons in full, and shall state that he waives all claims for transportation at government expense to his home or the place of his enlistment, if discharged as requested. In general, no reasons will be considered as sufficient to warrant discharge unless it can be shown conclusively that they did not exist prior to enlistment.

By purchase.

(5) Upon the receipt of an application made as prescribed above, and fulfilling the conditions given, the discharge requested may be granted; the price of discharge to be the price of outfit furnished on enlistment, plus two months' pay of the rating the applicant is holding at the time of discharge if in the second year of his enlistment, or one month's pay if in the third year. After the third year the price of discharge shall be the price of outfit furnished on enlistment.

(6) When an enlisted man makes application for discharge by purchase on account of dependency of near relative, and shows in connection therewith that a state of destitution exists, that he has to the extent of his opportunities and ability made contributions to the support of such relative, but that these contributions have proved insufficient to relieve the destitution, such part of the purchase price of discharge (other than the price of the outfit furnished on enlistment) may be remitted as may seem proper and necessary by reason of the inability of the enlisted man to pay the full amount.

Part of purchase price remitted.

(7) The commanding officer shall make careful inquiry into the merits of each application for discharge by purchase and, in

Action of commanding officer.

forwarding it, shall include with his approval or disapproval any information he may have obtained relative to the granting or withholding of the privilege, together with the state of the man's account.

Requests, where forwarded.

(8) All requests for discharge by purchase shall be forwarded to the Bureau of Navigation, which is authorized to act upon them.

Date of expiration of enlistment.

798. The date of expiration of enlistment for persons serving during minority shall be the day next preceding their twenty-first birthday; that for a four years' enlistment, on the day of the month next preceding the fourth anniversary of the date on which enlisted.

Discharges within the United States.

799. Any person serving in the Navy may, when within the United States, be discharged for either of the following reasons, but not otherwise, except by authority of the Navy Department (Art. 792, par. 7):

(a) Upon the expiration of his term of service, whether enlisted within or without the United States.

(b) By sentence of a general court-martial.

Discharges without the United States.

800. (1) No person shall be discharged outside of the United States except by order of the Navy Department, or in accordance with the sentence of a general court-martial, with the exceptions given in the following paragraphs:

Expiration of enlistment on written request.

(2) Upon the expiration of the term of enlistment of a man enlisted within the United States, whose retention on board is not essential to the government interests, he may be discharged upon his own written request, which must state that the applicant waives all claim for transportation at government expense to the Atlantic and Pacific coasts of the United States and all consular aid. The original request must be signed by the applicant in the presence of a commissioned officer of the Navy who shall also sign thereon as a witness to the man's signature. A duplicate of such request shall be entered on the enlistment record as soon as granted, signed and witnessed as provided for the original.

Enlisted outside the United States.

(3) Men who have enlisted outside the United States, upon the expiration of their terms of enlistment, or upon the recommendation of a board of survey.

Convicted of felony in consular court.

(4) Men who are convicted by a consular court of a felonious offense (as distinguished from cases of overstaying leave, disorderly conduct, drunkenness, and other comparatively minor offenses in which consular authorities have concurrent jurisdiction) cease from the date of such conviction to be in the naval service of the United States.

Entry on enlistment record.

(5) All other written requests of enlisted men regarding discharge while absent from the United States, or from the coasts of the United States where they may have enlisted, in which claims to transportation at government expense may be waived, must, if granted, be entered on the enlistment record in the same manner.

Yeomen.

801. Yeomen shall not be discharged until the stores under their charge shall have been examined and satisfactorily accounted for.

Transportation on discharge; enlisted within United States.

802. (1) Men enlisted within the continental limits of the United States and discharged by reason of expiration of enlistment at a place therein not the place of their enlistment shall be furnished at the time of discharge, in lieu of transportation and

subsistence, travel allowance of 4 cents per mile from the place of discharge to the place of enlistment.

(2) Men enlisted outside of the continental limits of the United States and discharged by reason of expiration of enlistment within said limits shall be furnished at the time of discharge, in lieu of transportation and subsistence, travel allowance of 4 cents per mile from the place of discharge to the port in the United States nearest the place of discharge from which a regular line of steamships carrying passengers departs for the place of enlistment or for the port nearest thereto.

Enlisted outside and discharged within United States.

(3) Men enlisted within the continental limits of the United States and discharged outside said limits by reason of expiration of enlistment under the provisions of article 800, paragraph 2, shall be furnished at the time of such discharge travel allowance at the rate of 4 cents per mile to the place of enlistment from the port in the United States nearest the place of enlistment at which arrives a regular line of steamships carrying passengers from the place of discharge or from the port nearest thereto.

Enlisted within and discharged without United States.

(4) The distances mentioned in the preceding paragraphs of this article shall be computed by the official table of distances in use at the time of the man's discharge.

Distances.

(5) The place to which travel allowance is furnished and the amount shall be entered under the appropriate heading on the man's discharge and on his enlistment record.

Entries.

(6) Men discharged by medical survey, if residents of the United States or of the insular possessions of the United States, shall at the time of their discharge be furnished transportation to their homes, with subsistence and transfers en route, or cash in lieu thereof.

In case of medical survey.

803. (1) Any person in the Navy who, upon the expiration of enlistment, is recommended by his captain for fidelity, obedience, and ability during his term of service, and who is a desirable person to retain, shall receive an honorable discharge.

Persons entitled to honorable discharge.

(2) When deciding upon the claim of an enlisted man to an honorable discharge, the captain must give due weight to the recommendations of all other captains under whom the man may have served during his current enlistment, as shown by his enlistment record.

(3) Men discharged before the expiration of enlistment upon recommendation of a medical survey for injuries received or disabilities incurred in line of duty shall be given honorable discharges, provided their records warrant the same, but their discharges shall show their physical disabilities.

804. The following persons are entitled to an ordinary discharge only:

Persons entitled to an ordinary discharge.

(a) All who are not recommended by the captain for fidelity, obedience, and ability during their term of service.

(b) All who are discharged before the expiration of their term of enlistment at their own request, or for their own convenience, except where the discharge is specially authorized with the same benefits as for complete enlistment.

805. (1) A dishonorable discharge can be given only by sentence of a general court-martial.

Dishonorable or bad-conduct discharge.

(2) A bad-conduct discharge can be given only by sentence of a general or summary court-martial. Discharge by sentence of a summary court-martial can not be given effect in a foreign port,

nor shall it be given effect in a port of the United States or of any of its outlying territories or possessions without the approval of the Navy Department, except under the conditions enumerated in article 1697, paragraph 2.

(3) When a dishonorable or bad conduct discharge is given, an ordinary discharge form shall be used, and the words "dishonorable discharge by sentence of a general court-martial," or "discharged for bad conduct by sentence of a general (or summary) court-martial" shall be written across the face and signed by the captain.

Deserters' papers.

806. When a man has been declared a deserter his papers, except pay accounts, shall be forwarded at once to the Bureau of Navigation; his accounts shall be similarly forwarded to the pay officer in charge of deserters' roll, Bureau of Supplies and Accounts. The descriptive list of the deserter must be sent immediately to all receiving ships. (Art. 771, par. 6.)

Form of discharge.

807. (1) Whenever any enlisted man, not holding a continuous service certificate, is discharged from the naval service, either the form of honorable or that of ordinary discharge shall be used.

(2) When an ordinary discharge is given, the captain shall endorse across its face, over his signature, whether or not the man is recommended for reenlistment.

(3) If the person discharged holds a continuous service certificate, neither form of discharge will be necessary, but the appropriate column of the certificate shall be filled out, and the character of the discharge, such as "honorable," "ordinary," "bad conduct," or "dishonorable" shall be designated therein; if either of the last two, a brief statement of the cause shall be made in an endorsement.

(4) When any person holding a continuous service certificate is discharged who, in the opinion of his captain, is unworthy to be retained in the service, the words "Not recommended for reenlistment" shall be endorsed upon his certificate, with the reasons therefor.

Discharge of specially assigned men.

(5) When an enlisted man is discharged while serving as coxswain to a commander-in-chief, coxswain of a boat propelled by machinery, seaman in charge of hold, ordinary seaman assigned as jack-of-the-dust or lamplighter, or holding any detail carrying with it increased pay, the fact is to be noted on his discharge.

Notation on discharge.

808. (1) Every discharge shall contain the enlistment record, conduct record, descriptive list, state of account, and, if furnished, the amount of travel allowance or transportation, together with the places from and to which such allowance or transportation is given. (Art. 802.)

(2) If transportation is waived, that fact shall be briefly noted on the discharge.

(3) When an enlisted man who has a "Gunnery record" is discharged, the entries required by article 771, paragraph 5 (f), shall be made on his discharge or continuous service certificate; in the latter case, on the line below the entries of his enlistment and conduct records.

(4) After the discharge has been signed by the several officers whose signatures are required thereon, it shall be stamped with the official seal of the ship by the executive officer.

809. Should there be no honorable discharge forms at hand upon the expiration of the term of enlistment of any person who is entitled to receive one, an ordinary discharge form may be used; the words "entitled to honorable discharge," however, must be written across the face and signed by the captain. The holder thereof may, by communicating with the Bureau of Navigation, Navy Department, exchange such a paper for an honorable discharge.

No honorable discharge forms at hand.

810. (1) The continuous service certificate must always state, in the proper column, whether the discharge is "honorable," "ordinary," "for bad conduct," or "dishonorable." If "honorable," it confers all the benefits of an honorable discharge, but if "ordinary," the benefits of continuous service only. (For bounty and extra pay, see article 1072.)

Continuous service certificates to show character of discharge.

(2) In the old form of "honorable discharge and continuous service certificates" the character of discharge shall be written in the column headed "Date of discharge," immediately above the date.

Entries.

(3) The place of enlistment and reenlistment shall be noted on the man's continuous service certificate in the column headed, "Vessels on board of which service is performed," on the same line on which the enlistment or reenlistment is noted. Place of discharge shall be noted in the column prepared for that purpose. The residence claimed at time of enlistment or reenlistment must be noted on the line where the man's name appears on the page showing the descriptive list and health record.

(4) When a man is discharged on account of expiration of enlistment, or upon the recommendation of a board of medical survey, the amount of travel allowance or transportation, if furnished, with the places from and to which given, shall be noted on his continuous service certificate. A brief notation of any transportation waived shall also be made thereon. (Art. 802.)

811. A person holding a permanent or acting appointment at the expiration of his service shall be discharged in the rating shown by his appointment; other persons, in the rating in which they are serving.

Ratings for discharge.

812. (1) The order of the captain to the executive officer to discharge a person may be verbal.

Orders for discharge.

(2) The order to the pay officer to pay off a person and close his account must be in writing.

813. The name and rating of the person discharged, cause of discharge, and any claim waived must be entered in the log book.

Entries in log.

SECTION 8.—DESERTIONS.

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

All officers to check desertion and straggling.

815. (1) Absence without leave, with a manifest intention not to return, shall be regarded as desertion.

Desertion defined.

(2) Absence without leave, with a probability that the person does not intend to desert, shall at first be regarded as straggling, but at the end of ten days as desertion.

Absence for ten days.

(3) Any person in the Navy or Marine Corps who does not return to duty at the expiration of leave or liberty shall communicate, without delay, with his commanding officer giving his reason

Absentees to communicate reasons.

for such unauthorized absence. Failure to do so will be regarded as evidence of desertion even though the absentee subsequently surrenders.

Surrender after sailing of ship.

(4) If a person deserts his ship which is about to sail, or over-stays his leave until after the ship sails, with manifest intention of escaping his duty, and delivers himself on board another ship as a straggler, such offense shall be considered as desertion.

Persons separated from their ship to join the nearest command.

(5) If any person in the Navy or Marine Corps becomes unavoidably separated from his ship by reason of shipwreck or any other circumstance except capture by an enemy, it shall be his duty to proceed at once to the nearest ship, fleet, or station and report himself to the officer in command. In the event of failure to do this, he will be regarded as a deserter, and no claim for wages shall be allowed unless he proves to the satisfaction of the Department that he was prevented by circumstances beyond his control.

The date of desertion.

(6) In case of desertion from duty, the desertion shall date from the time the man leaves his duty; if from leave, the desertion shall date from the time such leave expired.

Entries to be made.

(7) The captain shall cause the proper entries of the facts, of which he shall be the judge, to be made in the log book and on the pay officer's books.

Guidance in making entries.

816. The provisions of the foregoing article are intended for guidance in making the proper entries on the records when men absent themselves, but not for the guidance of courts-martial in judicially determining whether a man is guilty of desertion.

Notices sent.

817. As soon as a person is declared a deserter the requirements of article 806 shall be complied with, and in addition thereto notice of the desertion shall be sent to the next of kin and to the mayor of the town where the deserter resided at date of enlistment, each of which letters shall embrace a transcript of articles 829 and 830.

Amount of reward authorized.

818. A reward not exceeding twenty dollars may be offered for the recovery of a deserter, and one not exceeding ten dollars for the recovery of a straggler. The reward offered shall not exceed that necessary to secure the arrest, and in neither case shall it be paid until the man is delivered on board the ship to which he belongs or, if she has left port, to the senior officer present. A reward paid for the apprehension and delivery of a deserter or straggler shall be checked against his account.

Offer of rewards.

819. The offer of a reward shall clearly state that the man must be delivered on board a ship of the Navy in the port where the desertion occurred, or some other specified port, and name the time within which the delivery must take place.

Extra expenses may be paid.

820. In addition to the reward authorized, such expenses as have been fairly incurred for lodging, subsistence, and travel of the deserter or straggler may in special cases be paid and checked against his account, but no claim for loss of time of any person apprehending or delivering such deserter or straggler shall be entertained.

Aid of civil authorities in apprehending absentees.

821. In all cases in which the aid of the civil authorities is required, descriptive lists, signed by the captain and stating the amount of the reward offered, shall, in the United States, be sent to the headquarters of the police and, if necessary, to the United States marshal, and in foreign ports to the consul of the United States.

822. The checkage of rewards paid shall not be regarded as any part of the punishment to which a deserter or straggler is liable. Checkage of rewards not a punishment.

823. The letter "R" marked against a person's name on the ship's books signifies desertion. Desertion mark.

824. A reward for the apprehension of an officer shall not be offered unless specially authorized by the Department or, on a foreign station, by the commander-in-chief. Reward for apprehending an officer not to be offered.

825. Before sailing from a port in the United States, the captain shall forward to the commandant of the nearest naval station a report of deserters and men absent without leave, containing their descriptive lists and a statement of rewards offered, and a similar report shall be furnished the consul before leaving a foreign port, also information regarding the disposition to be made of the men should they be apprehended or seek consular aid after the departure of the vessel. Reports of deserters and stragglers.

826. (1) Stragglers, or deserters surrendering themselves, or who are delivered on board cruising vessels other than the one to which they belong, shall be transferred as soon as possible to the receiving ship, if there is one in port. To be transferred to receiving ship.

(2) The Navy Department and commander-in-chief of the fleet to which the vessel belongs shall be promptly notified of the delivery or surrender of deserters and stragglers. Department to be notified.

827. (1) If any person belonging to the Navy or Marine Corps charged with crime deserts in the waters of any foreign state between which and the United States a treaty of extradition for the apprehension and delivery of persons charged with crime exists, the senior officer present shall take measures for his recovery in accordance with the provisions of such treaty. Extradition of persons in the Navy charged with crime.

(2) In no case shall force be used to recover deserters within foreign territorial limits or on board foreign ships. Force not used within foreign jurisdiction.

828. If a deserter from a ship of the Navy in a foreign port takes refuge on board a foreign ship of war of a nationality other than that of the port, the senior officer present shall make a formal request to the senior naval officer present of the nation to which said foreign ship belongs for the delivery of such deserter. Should the request not be complied with, he shall report the case and circumstances immediately to the Navy Department. Persons deserting to a foreign man-of-war.

829. Every person who deserts the naval service of the United States shall, upon conviction thereof, be forever incapable of holding any office of trust or profit under the United States, or of exercising any rights of citizens thereof. (Sees. 1996, 1998, R. S.) Deserters forfeit rights of citizenship.

830. Every person who entices or aids any person in the naval service to desert, or who harbors or conceals any such person, knowing him to be a deserter, or who refuses to give up such person on the demand of any officer authorized to receive him, is liable to punishment by imprisonment and fine, to be enforced in any court of the United States having jurisdiction. (Sec. 1553, R. S.) Penalties for enticing, aiding, or harboring deserters.

SECTION 9.—REWARDS AND PRIVILEGES.

831. (1) Seamen distinguishing themselves in battle, or by extraordinary heroism in the line of their profession, may be promoted to warrant officers, if found fitted, upon the recommendation of their commanding officer, approved by the flag officer and Advancement to warrant rank and medals of honor to seamen.

the Secretary of the Navy. And upon such recommendation they shall receive a gratuity of one hundred dollars and a medal of honor prepared under the direction of the Secretary of the Navy. (Sec. 1407, R. S.)

Men of Navy
and Marine
Corps.

(2) Any enlisted man of the Navy or Marine Corps who shall have distinguished himself in battle or displayed extraordinary heroism in the line of his profession shall, upon the recommendation of his commanding officer, approved by the flag officer and the Secretary of the Navy, receive a gratuity and medal of honor, as provided for seamen in paragraph 1 of this article. (Act Mar. 3, 1901.)

(3) All acts of gallantry or heroism referred to in this article shall be promptly reported to the Secretary of the Navy.

Manner of pre-
sentation.

(4) The presentation of a medal or honor to any enlisted man in the naval service, as awarded by section 1407 of the Revised Statutes and the act of March 3, 1901, and also to officers whenever the same may be authorized by law, shall always be made with formal and impressive ceremonial. The recipient shall, when practicable, be ordered to Washington, D. C., and the presentation will be made by the President as Commander-in-Chief, or by such representative as the President may designate. When not practicable to have the presentation at Washington, the details of time, place, and ceremony will be prescribed by the Secretary of the Navy for each case. In time of war the presentation shall be made by the commander-in-chief of the fleet, or the division commander. (Executive order, October 19, 1906.)

Rosettes or
knots.

832. (1) The Secretary of the Navy may issue to any person to whom a medal of honor has been awarded a rosette or knot, to be worn in lieu of the medal, and a ribbon to be worn with the medal; and whenever such ribbon has been lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the owner, a new ribbon will be issued to him. (Act May 4, 1898.)

Preparation
and issue of
medals.

(2) The preparation and issuance of all medals of honor and ribbons for the same, as well as of rosettes or knots, and the correspondence in relation thereto, will be conducted by the Bureau of Navigation.

Life-saving
medals.

833. (1) Life-saving medals may be awarded to persons in the Navy and Marine Corps, as follows:

Gold medals.

(a) Gold medals to those only who, by extreme and heroic daring, have endangered their lives in saving, or endeavoring to save, lives from the perils of the sea in waters over which the United States has jurisdiction, or upon an American vessel.

Silver medals.

(b) Silver medals (1) to those who, in cases not sufficiently distinguished to deserve the gold medal, have endangered their lives in saving, or endeavoring to save, lives from the perils of the sea in waters over which the United States has jurisdiction, or upon an American vessel; and (2) to those who have made such signal exertions in rescuing and succoring the shipwrecked and saving persons from drowning in waters over which the United States has jurisdiction, as shall be deemed to merit such recognition. (Acts of June 20, 1874; June 18, 1878; and May 4, 1882.)

Evidence of
services per-
formed.

(2) Satisfactory evidence of the services performed must be filed in each case with the Secretary of the Treasury through the Secretary of the Navy. This evidence should be in the form of affidavits made by eyewitnesses, of good repute and standing, testifying of their own knowledge. The opinion of witnesses that the person for whom an award is sought imperiled his life or

made signal exertions is not sufficient, but the affidavits must set forth in detail all facts and occurrences tending to show clearly in what manner and to what extent life was risked, or signal exertions made, so that the Treasury Department may judge for itself as to the degree of merit involved. The precise locality, whether within the waters over which the United States has jurisdiction, or upon an American vessel, the name of the vessel shipwrecked or in distress, date, the time of day, nature of the weather, condition of the sea, the names of all persons present, when practicable, the names of all persons rendering assistance, and every pertinent circumstance should be stated. The affidavits should be made before an officer duly authorized to administer oaths, and be accompanied by a certificate showing the affiants to be credible persons, certified by some United States officer of the district in which the affiants reside, such as a judge or clerk of United States court, district attorney, or collector of customs. If the affidavits are taken before an officer without an official seal, his official character must be certified by the proper officer of a court of record under the seal thereof.

834. (1) Any enlisted person in the Navy serving under a continuous service certificate who shall, at the expiration of his term of enlistment, be recommended by his captain for obedience, sobriety, industry, courage, neatness, and proficiency, shall receive a good conduct medal. He shall not be deprived of it except by sentence of a general court-martial.

Good conduct medals.

(2) Any such person who has received one medal will, if recommended at the expiration of any subsequent terms of enlistment, be given, in place of a medal, a clasp, with the name of the ship in which he last served engraved thereon, which shall be worn above the medal on the same ribbon.

Clasps or bars.

(3) Each enlisted man of the Navy, except mates, shall receive seventy-five cents per month, in addition to the pay of his rating, for each good conduct medal, pin, or bar which he may heretofore have been, or shall hereafter be, awarded. (Art. 1134, pars. 2 and 14.)

Extra pay.

(4) Medals and clasps will be supplied by the Bureau of Navigation.

835. (1) Except as provided in article 831, paragraph 4, all medals shall, when practicable, be presented by the captain at a general or special muster of the officers and crew, and shall be worn on the prescribed occasions.

Manner of presentation.

(2) The captain may forbid the wearing of medals by any person undergoing punishment.

836. The crews of receiving and station ships shall be composed, as far as practicable, of men who have served twenty-five years in the Navy, and preference shall be given to those who have served under continuous service certificates.

Crews of station ships to be selected from men of 25 years' service.

837. (1) Any person honorably discharged from the naval service shall be permitted to elect a home on board any receiving ship at any time during the four months immediately subsequent to such discharge, as long as his conduct warrants that privilege.

Home on board receiving ships between enlistments.

(2) Application for entry on board a receiving ship under this article must be made to the commandant of the station to which the receiving ship is attached.

Application.

(3) Every person so received shall be allowed one ration, which shall not be commuted; he shall not be entitled to pay except as provided upon reenlistment.

Ration allowed.

- Agreement.** (4) Persons availing themselves of this privilege shall not be received until they have signed an agreement to conform in all respects to the laws and regulations of the Navy and to the rules and discipline of the ship.
- Requirements.** (5) All persons received on board a receiving ship under the provisions of this article shall be required to wear their uniforms while actually on board. They shall not be called upon to take part in drills nor to perform any labor, except to help in the usual morning watch work, cleaning the part of the ship in which they live. They shall be granted by the captain such leaves of absence as they may desire.
- (6) Separate muster rolls shall be made of persons availing themselves of this privilege.
- Conduct classes.** **838.** (1) The enlisted men of every ship of the Navy shall be arranged according to conduct and without regard to rating, in four classes, namely: first, second, third, fourth.
- Captain shall assign.** (2) When the crew is first received on board, the captain shall assign the men to conduct classes upon any available information as to previous service and character, such as the possession of good conduct medals, honorable discharges, or continuous service certificates, and the record of conduct since enlistment. He shall, however, give to the men the benefit of any doubt, and enable them to begin their new association under as favorable conditions as possible.
- Reduction in class.** (3) Reduction in class may be made at any time when justified by misconduct, and shall not necessarily be limited to one class. Those who are in a lower class and whose conduct warrants advancement shall be promoted at the end of each calendar month, not more than one class at a time, until they shall have reached the first class.
- List to be published.** (4) The captain shall cause to be published each month a list of the crew, arranged in conduct classes, showing the date upon which every person who has been reduced in class may be entitled, by good conduct, to advancement.
- Punishment may involve reduction.** (5) When a person is reduced in rating, or otherwise punished for bad conduct, it may involve his transfer to a lower conduct class at the discretion of the captain.
- Qualifications.** (6) The requisite qualifications for first class conduct men are strict attention to duty, implicit and ready obedience, sobriety, alacrity, courageous conduct, neatness of person and of dress, quiet and respectful demeanor, and general efficiency in their respective ratings.
- (7) Second, third, and fourth class conduct men shall be graded according to their possession of the above qualities or any of them, in a less degree.
- Privileges depend upon class.** (8) The granting of liberty on shore and other privileges will depend upon the conduct class, and the captain shall establish rules defining the privileges or restrictions for each class.
- First class.** (9) First class conduct men shall be allowed every indulgence compatible with the demands of duty and with the exigencies of the service; and in respect to privileges a clear distinction should be made between them and the rest of the crew.
- Special class.** (10) Men upon whom reliance may be placed shall form a conduct class to be known as a special first class, to whom special privileges shall be allowed when it is possible to extend them to a small number only. No man shall be advanced to or shall remain in this class who has overstayed his liberty or committed a

serious offense during a period of six months prior to such advancement, and during such period he must have been continuously in the first conduct class.

839. (1) Each member of the crew, except such as may be in confinement as punishment, serving sentence, or awaiting trial, shall be allowed to draw monthly such money as he may have due him on the pay rolls in excess of the amount required by paragraphs 2 and 3 of this article to be kept to his credit. (Art. 1428.) Monthly money.

(2) Each enlisted person in the Navy, other than an apprentice seaman, shall be required to keep to his credit on the rolls of the pay officer one month's pay of the rating in which he is serving; during the first months of his enlistment monthly money may be allowed him so limited as to cause the specified amount to become due him at the expiration of a reasonable time. Amount kept on the rolls.

(3) Each apprentice seaman shall be required to keep to his credit two months' pay of his rating.

(4) Monthly money shall be paid on the 25th of each month, unless that day falls on Sunday or a legal holiday, in which case it should be paid on the preceding or following week-day. If it is impracticable, when at sea, to pay on that date, it should be paid as soon after as conditions warrant; but nothing herein contained shall be construed as preventing the captain from granting, for reasons satisfactory to himself, special requisitions for money at other times. When to be paid.

(5) No payment of money shall be made to any enlisted person of the Navy or Marine Corps at a hospital without the approval of the medical officer in command thereof. Men in hospital.

840. (1) Unless the exigencies of the service or the unhealthiness of the port prevent, no person shall be deprived of liberty on shore for more than three months, except he be confined by sentence of court-martial, or under arrest for trial by court-martial, or his conduct when ashore is of such a character as to bring discredit upon the service. Liberty.

(2) Liberty shall not be granted to men who have contagious diseases.

841. (1) The captain shall cause a conduct book to be kept by the executive officer, which shall contain an exact copy of all entries made upon the enlistment record of each member of the crew during his period of service on board. These entries shall be made promptly at the end of each quarter, also upon the transfer, discharge, desertion, or death of any person, and shall be in strict accordance with the regulations and with such instructions as may be issued by the Bureau of Navigation. Conduct book.

(2) At the expiration of a cruise the conduct book shall be forwarded to the Bureau of Navigation.

842. (1) The application of an enlisted man of the Navy for retirement shall be made to the President of the United States, and in computing the thirty years necessary to entitle him to be retired, all service in the Army, Navy, and Marine Corps shall be credited, and service in the Navy, or in the Army, or Marine Corps during the civil war, from April 15, 1861, to August 20, 1866, and during the Spanish-American war, from April 21, 1898, to April 11, 1899, shall be computed as double time. Retirements.

(2) After approval of an enlisted man's application for retirement, an order shall be issued from the Bureau of Navigation How transferred to retired list.

transferring him to the retired list. Upon receipt of such order by his immediate commanding officer, a final statement shall be prepared, closing accounts of pay and allowances to and including date of retirement. No discharge shall be given, however, and the retired enlisted man shall be regarded as continuing in the service upon the retired list, but his name shall be dropped from the rolls of the vessel on which he was serving when retired, and his enlistment record, descriptive list (in duplicate), with fact of final statement noted thereon, and his post office address for the next thirty days, shall be immediately forwarded through official channels to the Bureau of Navigation. Such retired enlisted men are additional to the number otherwise provided by law. Upon being retired, they will be ordered to their homes and furnished transportation and subsistence.

Post office address reported.

(3) On the last day of each calendar month retired enlisted men shall report to the Bureau of Navigation their post office address, and shall promptly report any change therein. Blank forms for personal reports, and pay vouchers, with official penalty envelopes for transmitting them, shall be furnished retired enlisted men by the Bureau of Navigation.

Pay and allowances of retired men.

(4) The authorized pay and allowances of retired enlisted men of the Navy shall be paid them monthly by the pay officer of the Naval Home, Philadelphia, Pa., or of the receiving ship at the Navy Yard, Mare Island, Cal. Their pay will be 75 per cent of the pay and allowances they may be in receipt of at time of retirement, and the said allowances shall be \$9.50 per month in lieu of rations and clothing and \$6.25 per month in lieu of quarters, fuel, and light. In paying retired enlisted men, the monthly tax of 20 cents for the "hospital fund" shall be deducted. Service on the retired list does not entitle the enlisted man to any increase of reenlisted pay beyond what had accrued at date of retirement.

Descriptive list and pay vouchers.

(5) The Bureau of Navigation shall furnish each retired enlisted man with a descriptive list, which he shall forward at the end of each calendar month, with pay vouchers signed in duplicate, to the office he elects to be paid from, as provided by paragraph 4. If the retired enlisted man can not write, his mark (x) should be witnessed by a commissioned officer, if practicable, otherwise by some well-known person, preferably the postmaster of his place of residence.

SECTION 10.—APPRENTICE SEAMEN.

Enlistment and training.

843. The enlistment and training of apprentice seamen for the Navy shall be conducted by the Bureau of Navigation, under the direction of the Secretary of the Navy.

Enlistment, where made.

844. Apprentice seamen shall be enlisted only on board such ships and at such places as the Department may direct.

Parent or guardian to accompany person under eighteen years of age wishing to enlist.

845. Each person under eighteen years of age presenting himself for enlistment as apprentice seaman must be accompanied by his father, or by his mother in case the father be deceased, or by his legally appointed guardian in case he has neither father nor mother living, and the parent or guardian presenting such a person must sign the prescribed "consent, declaration, and oath" which forms part of the shipping articles.

When parent or guardian is unable to appear.

846. In cases where parents or guardians may, by reason of distance, infirmity, or other causes, be unable to appear at the place of enlistment, they will, on written application to the com-

manding officer of either of the ships upon which enlistments are made, be furnished with the printed form of "consent, declaration, and oath," in duplicate, by executing which the enlistment will be perfected should the recruits be accepted by the board of examining officers.

847. (1) A person enlisted as apprentice seaman for the service must be between the ages of seventeen and twenty-five years, of robust frame, intelligent, of perfectly sound and healthy constitution, free from any physical defects or malformation, and not subject to fits.

(2) He must be able to read and write. In special cases, where he shows a general intelligence and is otherwise qualified, he may be enlisted notwithstanding that his reading and writing are imperfect.

(3) If under eighteen years of age, he must voluntarily sign an agreement to serve in the Navy until twenty-one years of age, which agreement must, before being signed, be carefully read and explained to each recruit by the recruiting officer. If eighteen years of age or over, he shall be enlisted for a term of four years.

(4) He shall be enlisted as an apprentice seaman, and shall be continued in this rating while at a training station and while in training ships.

848. No person who has been convicted of crime or is of known bad character shall be enlisted.

849. Apprentice seamen in the Navy are entitled to the benefit of the naval pension laws.

850. As soon after enlistment as practicable, apprentice seamen shall be transferred to a training station, and they shall not be retained at other stations for a longer period than one month. Commandants of other stations shall give notice to the commandant of the training station to which drafts of apprentice seamen are to be sent, in order that arrangements may be made to receive them.

851. (1) The commandant of a training station shall be charged with the general superintendence and government of the station, and the care of the grounds, buildings, and ships connected with it.

(2) He shall establish the course of instruction, the dietary, and the routines of study and exercises at the station, subject to the approval of the Bureau of Navigation.

(3) All officers, instructors, and apprentice seamen, attached to or temporarily serving at the station shall be under his command. The officers shall perform such duties of instruction and drill as he may assign them.

852. The commandant and the officers on duty at the training station shall be borne on the books of the stationary training ship thereto attached.

853. At the termination of the period of instruction at the training station, apprentice seamen shall be transferred to cruising ships.

854. Should any apprentice seaman be reported not qualified, from sickness or other cause, for transfer to a cruising training ship, he may, with the approval of the bureau, be retained for a further period.

855. The commandant shall appoint a permanent board, consisting of the line officer next in rank and the officers in charge

Requirements
for enlistment.

Bad character.

Entitled to
benefit of pen-
sion laws.

Transfer of re-
cruits to train-
ing stations.

Duties of com-
mandant of
training station.

Officers borne
on books of sta-
tionary ships.

Transfer to
cruising train-
ing ships.

When not
qualified for
transfer.

Permanent
board.

of departments of instruction, who shall scrutinize quarterly the record and relative merit of each apprentice seaman, and recommend for discharge such as show no aptitude for the service, or make no progress in instruction, or whose example may be injurious to their companions, or whose habits unfit them for the service. Such apprentice seamen shall be reported to the Bureau of Navigation for appropriate action. Those found deficient, but worthy of further trial, may be continued if recommended by the board. The board shall also designate, when required, those apprentice seamen who are found, upon an examination, to be qualified for transfer to cruising ships.

Character of discipline.

856. The discipline at training stations must be enforced with firmness and consistency. Mild means may be employed at first, to be followed by severer measures if the former fail to correct offenses.

Regulations to be posted.

857. The regulations governing the behavior of apprentice seamen, together with the scale of punishments for various offenses, shall be posted in a conspicuous place on each training ship.

The Bailey medal.

858. Examinations, under such regulations as the Bureau of Navigation may prescribe, shall be held on both the Atlantic and Pacific coasts for the "Bailey Medal," instituted by the late Rear Admiral Theodorus Bailey for the purpose of inciting the apprentices of the United States Navy to greater effort in acquiring proficiency in their duties; and a medal will be awarded yearly, as soon after December 31 as possible, to the apprentice seaman enlisted for minority who attains the highest average on each coast.

Leave of absence at end of period of training.

859. When practicable, apprentice seamen with good conduct records may, at the end of the period of training, be granted a leave of absence not to exceed ten days, provided they are out of debt or make a deposit to cover indebtedness.

Discharge of apprentice seamen.

860. Before discharging an apprentice seaman, enlisted for minority, for any cause other than expiration of enlistment, the commanding officer shall, if practicable, notify the parents or guardian of such apprentice seaman and allow a reasonable time for means to be sent to defray his expenses to his home.

CHAPTER XVIII.

ENGINEER OFFICERS.

SECTION 1.—DETAIL AND DUTIES.

861. (1) The engineering duties of a ship shall be performed by officers of the line, below the grade of commander, detailed therefor; and, during such detail, they shall be known as the engineer officers of the ship. Definition.

(2) Officers of the line assigned to duty with the engineer force of a ship, excepting those detailed by the Department, shall continue on such duty for six months from the date of such assignment, if practicable, and shall be relieved from it at the expiration of a year. Commanding officers of vessels shall inform the Bureau of Navigation of the dates of detail and relief of all officers performing engineering duty on board ship. (Art. 447, par. 1.) Length of detail.

SECTION 2.—THE SENIOR ENGINEER OFFICER.

862. (1) The senior engineer officer shall be detailed as such by the Department. Duty when fitting out.

(2) He shall, upon joining a ship fitting out, make a careful examination of all parts of the steam machinery used for motive power of the ship and her boats; and of the following machinery when operated by steam: Steering, hydraulic accumulator, and turret-turning engines; ash, anchor, and other hoisting engines; dynamo engines, pumps, fan blowers and ventilating engines; steam heaters, evaporators, and distilling apparatus; refrigerating machinery and all other machinery of whatever description operated by steam wherever found in the ship; of all steam connections; of the boilers and coal bunkers; of all tanks, cisterns, and storerooms for engineer's supplies.

(3) He shall satisfy himself that the spare gear belonging to his department is on board, tried in place where necessary, stowed in convenient location, and that every precaution is taken to preserve it in good condition.

(4) Should he discover any defects or deficiencies, he shall immediately make a detailed written report of the facts to the captain.

863. (1) He shall be responsible for the preservation and efficient working of all machinery under cognizance of the Bureau of Steam Engineering; the motive engines and their dependencies, both of the ship and of her boats; the steam machinery necessary in actuating the apparatus by which turrets are turned; the steam and hydraulic turret-turning engines; the steam pumps, steam Responsibility.

heaters, steam connections and pipes, distilling apparatus, refrigerating engines, forced draft blowers, and steam fire pumps.

(2) He shall be responsible for the cleanliness and good condition of all bulkheads, doors, valves, pipes, and machinery within the engine rooms; of the boiler rooms, shaft alleys, coal bunkers, firemen's wash rooms, engineer storerooms and workshops; of all compartments and double bottoms within the line of such bulkheads, together with those compartments and double bottoms accessible only through the engineer compartments.

(3) He shall be responsible for the efficiency and good condition of all valves, cocks, and pipes within the engineer compartments connected with hand pumps; and he shall see that the suction and bilge wells are kept free from ashes, dirt, and grease.

Machinery under other bureaus.

864. (1) He shall make frequent inspections of the steam machinery under the cognizance of other bureaus, and report to the captain any repairs or adjustments which, in his judgment, are necessary to keep them in an efficient and good working condition. He shall have immediate charge of all such repairs, but shall not, for such purpose, disable the machinery even temporarily, except by order of the commanding officer. He shall submit separate quarterly reports of the condition of said machinery to be forwarded for the information of each bureau concerned.

(2) He shall perform such other duties as may be assigned him by the captain.

Duty in regard to stores.

865. (1) He shall perform similar duties in connection with the outfit and supplies under his charge as are prescribed for the executive officer in Chapter XI, section 3.

(2) When the ship is placed out of commission the following named persons shall not be detached, paid off, or transferred until the outfit and supplies that have been in the custody of the senior engineer officer have been turned in and the invoices thereof receipted by the general storekeeper: Senior engineer officer, such other person of the engineer's force as he may designate, and the yeoman.

To keep a coal account.

866. He shall keep an account of the expenditure of coal for various purposes, and shall furnish the executive officer with such information as he may desire for making the required coal report.

The engineer division.

867. (1) He shall, at quarters, command the engineer division. He shall make the usual report in regard to absentees, and perform such of the duties laid down in articles 681, 683, and 684 as may be required.

(2) The engineer division shall consist of all engineer officers of the ship, of all warrant machinists, and of the enlisted men of the engineer force, except such of the latter, not to exceed one-third, as may be stationed in the powder division.

(3) It shall be mustered at quarters at such place or places as may be designated by the captain.

Station bills.

868. (1) He shall make out watch, quarter, station, fire, and cleaning bills. They shall, after approval by the captain, be hung in a conspicuous place in the engine rooms.

(2) These bills shall clearly show the duty and station of every officer and man of his force under all conditions of service.

Station.

869. (1) He shall personally supervise the operation of the machinery in getting under way or coming to anchor, and also, as far as practicable, at all times when unusual care is required to be given to the working of the engines.

(2) He shall frequently visit the engine rooms during the day, and at any time during the day or night when his presence or services there may be necessary.

(3) When in the engine rooms, he shall be responsible for all duty performed there.

(4) He shall, every evening, carefully inspect his department and see that everything is in a satisfactory condition for the night; that there is no probability of accident from fire, from the introduction of sea water, or from other causes; and that all of the rules and routine orders of the ship relating to his department are being obeyed. He shall at 8 p. m. cause a report of the result of the inspection to be made to the executive officer by one of the warrant officers or chief machinist's mates. Evening inspection.

(5) He shall not be required to keep a watch unless, in the opinion of the captain, it becomes necessary. Watch duty.

870. (1) He shall assign to the junior engineer officers their routine duties in connection with the care, preservation, and repair of machinery, apportioning among them the entire machinery of the vessel for which he is responsible, so that each officer shall have direct charge of some particular part of the machinery. Such division of the duties of the junior engineer officers shall not, however, relieve the engineer officer actually on duty or watch of his responsibility for the proper performance of the detailed work of the day. Duties of subordinates.

(2) When midshipmen are assigned to the engineer force, he shall see that they acquire a practical knowledge of their duties, and, as soon as, in his opinion, they are competent to take charge of a watch under steam, by day or by night, or with a day's duty, he shall so report to the captain.

(3) He shall cause the engineer officers to instruct the petty officers and men in their duties, and to give particular attention to the training of the firemen in the management of fires, both with natural and forced draft.

871. (1) He shall, in the disposition and stowage of stores, and in the use of lights, take every possible precaution against fire. Precautions against fire.

(2) He shall see that the apparatus in his charge for extinguishing fire is always kept ready for use.

(3) He shall require the temperature of the coal bunkers to be taken every watch when practicable and recorded in the steam log. Should there be any indication of spontaneous combustion, it shall at once be reported to the officer of the deck.

872. (1) He shall be responsible at all times, whether under way or at anchor, for the good order and cleanliness of the engineer department, and shall see that it is at no time left without a sufficient watch under the charge of a petty officer. Responsible for good order.

(2) Each day before 10 a. m. he shall examine the engine and fire rooms, coal bunkers, storerooms, and other parts of his department, and see that they are ready for inspection, and that the work of the day is progressing in a satisfactory manner. Examinations, inspections, and reports.

873. (1) He shall frequently examine the coal bunkers, with the view of ascertaining the quantity of coal actually on hand, as compared with the amount called for by the coal account. Should he discover any material excess or deficiency, he shall report it at once to the captain. Coal bunkers.

(2) Before coaling, he shall ascertain the condition of the bunkers and of all water-tight openings; and shall satisfy himself that no unauthorized materials are stowed in the bunkers.

(3) After coaling he shall report to the captain what bunkers are filled, whether the coaling ports and scuttles have been so closed as to be water-tight, and what water-tight doors and hatches are closed.

Noon report.

874. He shall report to the captain at noon each day the amount of coal consumed for the preceding twenty-four hours, and the amount remaining on hand, and when under way under steam, the number of revolutions of each propeller for the past twenty-four hours and the average number per minute when in operation.

Report injuries.

875. (1) He shall report to the captain whenever a boiler is injured; also any accident or derangement to the motive engines or their dependencies.

(2) Should he consider it necessary at any time to reduce the load on the boiler safety valves, he shall so report to the captain. Any change made in the load shall be recorded in the steam log.

Suggestions.

(3) Whenever he deems it necessary, he shall make written suggestions or reports to the captain concerning the motive machinery and its dependencies, or other fittings of the ship for which he is responsible.

(4) Should he receive an order the execution of which would, in his opinion, injure the machinery or boilers, or tend to extravagance in the consumption of fuel, he shall report his opinion to the captain and suggest a remedy.

Shall not disable machinery.

876. He shall not at any time, for the purpose of repairs, disable the machinery even temporarily, except by permission of the commanding officer.

Lighting and hauling fires.

877. He shall not permit fires to be lighted or hauled, except in cases of emergency, without orders from the commanding officer.

When to turn the engines.

878. He shall not permit the main engines to be turned except in obedience to a signal from, or by permission of, the officer of the deck.

To report any infractions of discipline.

879. He shall be careful that all duty under his supervision is performed in a diligent, faithful, zealous, and orderly manner. He shall report any officer or man who fails in this respect, or who, while under him, commits any breach of discipline.

Reporting work necessary on arriving in port.

880. (1) He shall, whenever the vessel arrives in port, report to the captain in writing all work needed for the proper care and preservation of the machinery and boilers, stating separately the work that can be postponed, if necessary, and that which can not, without injury, be delayed. He shall note opposite each item whether the work can or can not be done by the force on board, together with an estimate of the time required.

(2) Should no repairs to the machinery or boilers be needed, he shall report that fact to the captain in writing.

(3) The date and nature of the report shall in every case be entered upon the steam log.

Steam log.

881. (1) He shall have charge of the preparation and care of the steam log, which shall be begun upon the day the ship is placed in commission.

(2) He shall keep the steam log in accordance with the instructions and directions as printed therein.

(3) He shall cause to be entered in the steam log a record of all injuries to any of the engineer force while within the engineer department.

(4) He shall, as soon after noon each day as practicable, present the steam log, complete to date, to the captain for his inspection.

(5) He shall furnish to the navigator daily the data required for the ship's log book.

(6) Entries in the steam log pertaining to matters and events outside of the engine and fire rooms, such as wind, weather, speed, state of the sea, sail carried, course steered, draft of water, etc., shall be copied from the ship's log book, when recorded there.

(7) He shall prepare and, at the end of each quarter, submit to the captain for transmission to the Navy Department a smooth copy of the steam log, which must be signed and approved in the same manner as the original.

882. He shall record, in a book kept for the purpose, the location of all spare parts of machinery; a complete statement of everything that transpires in his department which may be of use to his successor in familiarizing himself with the machinery of the vessel and its history and, as soon as ascertained, the most efficient rates of expansion in the different cylinders for various speeds, noting the page or pages of the steam log from which the data were obtained.

Remark book.

883. He shall forward all official reports, communications, and returns, through the captain.

Transmitting official papers.

884. He shall keep the executive officer informed of the sobriety and obedience of the enlisted men of the engineer force, and of their proficiency in their respective ratings.

To inform executive officer concerning conduct of men.

885. During the temporary absence or disability of the senior engineer officer, the engineer officer next in rank remaining on board shall perform the duties of the senior in addition to his own. Should, however, the absence or disability of the senior extend for a considerable period, the captain may, at his discretion, relieve the engineer officer next in rank of his duties as a junior.

Absence or disability.

SECTION 3.—OTHER ENGINEER OFFICERS.

886. (1) The duty of other engineer officers shall be arranged by the captain in accordance with the number on board fit for duty and the requirements of the ship. Whenever fires are lighted under the main boilers for steaming purposes, they shall perform duty by watches; under other circumstances they may be permitted to perform day's duty.

General duty.

(2) When performing duty by watches, the engineer officer on duty shall exercise a close supervision over the warrant or other machinists in charge of the engine room watch and over all others engaged in running or attendance on the engines and other machinery, the boilers and their appurtenances. He shall be vigilant throughout his watch, and shall remain in the vicinity of his sphere of duty and be in readiness to respond promptly to any call. He shall be in the engine room at all times when it is probable that it will be necessary to work the engines to signals, and also when the watches are being changed.

General duty when standing watch.

When on day's duty.

(3) When on day's duty he shall exercise a general supervision over the engineer's department and all of the force employed therein and, when important work is being executed, shall be diligent in attendance and supervision.

Number of reliefs and duration of watches.

887. (1) When performing duty by watches the engineer officers shall in no case perform their duty in more than five reliefs. Ordinarily the duration of a watch shall be four hours; but when the number of engineer officers, exclusive of the senior engineer, is reduced to three, the watches may be of not more than eight hours, and when reduced to two, of not more than twelve hours' duration.

(2) When the number of engineer officers, including the senior engineer, is reduced to two, these two officers shall perform duty by watches whenever the main engines are running. When the engines are not running, they may, with the permission of the captain, do day's duty.

Number of reliefs when on day's duty.

888. (1) When doing day's duty, the engineer officers shall in no case perform this duty in more than four reliefs; and the length of a tour of duty shall be not more than twenty-four hours.

(2) When there are two or more engineer officers, exclusive of the senior engineer, the former shall take the day's duty in turn, subject to the limitation of paragraph 1 of this article.

(3) When the number of engineer officers, including the senior engineer, is reduced to two, these two officers shall take the day's duty in turn.

Engineer officer of the watch.

889. (1) The engineer officer about to take charge of the watch shall not relieve his predecessor until he has satisfied himself that the condition of the machinery is as turned over to him, and he shall require the officers and petty officers on watch to report to him the condition of the men and parts of the department under their control.

(2) The engineer officer of the watch shall use every effort to maintain the motive machinery and its dependencies in an efficient condition, and to prevent any accident or injury to the same.

(3) He shall cause to be executed promptly any order received from the deck by signal or otherwise.

(4) He shall report at once to the officer of the deck any present or probable derangement of the machinery which may affect the maneuvering powers of the ship. He shall not permit the speed of the engines to be altered without orders from the deck, except through necessity.

(5) He shall notify the senior engineer officer as soon as he discovers anything going wrong with the machinery or boilers.

(6) He shall cause to be faithfully executed and observed all instructions and directions received from the senior engineer officer concerning the use, care, and preservation of the motive machinery, and other professional duties with which the senior engineer officer is charged by these regulations.

(7) He shall at all times carry out any instructions he may receive from proper authority.

(8) He shall preserve order among his subordinates in the engine and firerooms, and place upon the report book the name of any man who is guilty of any infraction of discipline.

(9) He shall keep the steam log and make such entries as are required by the instructions contained therein.

(10) He shall, so far as is in his power, prevent any waste of coal, oil, or other stores.

(11) He shall not absent himself from the place of his duties unless regularly relieved.

(12) Reports to the officer of the deck and to the senior engineer officer shall, when possible, be made through voice tubes. When this can not be done, the reports shall be carried by some intelligent subordinate; in the case of important reports, both means shall be employed.

890. (1) The officer having the day's duty shall be responsible for all work being done in the department and all engineering work being done by any of his force. He shall see that the morning orders are properly executed. He shall inspect the department between 7 and 8 o'clock p. m., and satisfy himself that all cocks and valves are closed or otherwise as ordered; that all unnecessary lights are out; that all water-tight doors and hatches that do not interfere with the work going on are properly closed; and that all precautions have been taken to guard against fire, leakage, or other accident; and he shall report to the senior engineer officer, before 8 p. m., the condition of the department.

(2) He shall carry out the provisions of article 889, paragraphs 1, 5, 6, 7, 8, 9, 10, 12.

891. All orders regarding the management of the machinery or the men belonging to the engineer force shall, except in an emergency, be given through the engineer officer on duty.

892. Engineer officers shall, before applying for leave to be absent from the ship, obtain the senior engineer officer's permission. Should the senior engineer officer refuse such permission, he shall report his reasons to the captain.

Engineer officer having the day's duty.

Orders, how passed.

Permission to leave the ship.

CHAPTER XIX.

ENGINEERING INSTRUCTIONS.

SECTION 1.—TRIALS OF MACHINERY.

893. (1) Whenever a ship is fitting out at a navy yard and her machinery is reported by the senior engineer officer of the yard (art. 1572) to be complete and in proper order, the commandant shall, as soon as practicable after the senior engineer officer of the ship reports for duty, direct the senior engineer officer of the yard, in conjunction with that officer, to make such trial of the machinery, with the ship secured to the dock, as will enable them to ascertain its exact condition.

Dock trials.

(2) If, as a result of such trial, any deficiency or maladjustment is discovered by them, the commandant, on their report, shall have it supplied or remedied and another trial made until the condition of the machinery is reported satisfactory.

(3) The senior engineer officers of the yard and ship shall then make a joint report to the commandant, to be forwarded to the Navy Department, that they have personally examined the machinery of the ship and tested it by working, and that it is in all respects complete according to its design and in proper order for a cruise.

(4) This report shall show that the interiors of all boilers have been examined both by the senior engineer officer of the yard, or his representative, and the senior engineer officer of the ship; that the condition of the plates, tubes, drums, and bracings is satisfactory, and that the boilers are tight and clean inside and out. The maximum steam pressure with which they can be worked shall also be stated.

(5) They shall personally examine the surface condenser and ascertain if the tubes and tube plates are in good condition and free from leakage, and shall state whether the cylinders and their valves are in satisfactory condition.

(6) They shall report whether the apparatus for extinguishing fires and for pumping out the bilge and boilers are satisfactory as to condition and quantity, and shall give particular attention to the feed and bilge pumps attached to the auxiliaries as well as to the main engines.

(7) The report shall also state that the proper amount of spare pieces, tools, instruments, and stores are on board.

(8) The senior engineer officer of the ship shall put a copy of the joint report in his remark book. (Art. 882.)

894. (1) Steam trials of ships in commission shall be made under full power, with natural draft, twice a year at intervals of not less than four nor more than eight months, and shall take place in smooth water with the ship's bottom comparatively clean.

Full-power
steam trials,
natural draft.

- Duration.** (2) They shall last from six to twelve hours, preferably as near the latter as possible, if the power can be maintained by the engineer force divided in two sections.
- Details.** (3) The engines shall be worked so as to use all the steam made by the boilers, the pressure being maintained as near the designed working pressure as practicable, and the speed regulated by linking up with the throttle wide open. The speed shall be gradually increased up to the maximum attainable under the conditions imposed.
- Monthly trials.** (4) In order to familiarize the engineer force with working the boilers and machinery under forced draft, there shall be made monthly, if at sea, a run of from four to six hours under an air pressure of not more than three-fourths inch of water, using only such boilers as are in use at the time the trial is ordered.
- Forced draft.** (5) When the men of the engineer force have had sufficient experience with the boilers and machinery of a vessel to enable them to work the boilers to advantage under forced draft, the twelve hours' trial provided for in paragraph 1 shall include a period of four hours under forced draft with an air pressure not exceeding one inch of water, or the maximum designed air pressure if this latter is less than one inch. This limitation of air pressure shall not apply, however, to vessels having water-tube boilers.
- When to take place.** (6) The first trial shall take place as soon as practicable after a ship which has just been commissioned or extensively repaired is reported by the commandant of a navy yard ready in all respects for general service. This trial shall be witnessed and reported upon by the Board of Inspection and Survey. Advantage shall, if possible, be taken when making passages from port to port, at times favorable for such purposes, to conduct the other full-power trials required, and they shall begin as soon as practicable after leaving port.
- Watches during trials.** (7) The engine and fire room watches shall be so arranged, if possible, that every man will be on duty for a portion of the time whenever forced draft is used on these trials.
- Salt feed.** (8) Salt water shall not be fed into the boilers during any of these trials if it can be avoided. To this end, the water in the boilers will be at the highest steaming level when a trial begins, and the evaporators will be run to make up the extra feed required.
- When postponed.** (9) If in the opinion of the captain and senior engineer officer the condition of the machinery or boilers is such that either may be disabled entirely by a full-power trial, it may, with the approval of the senior officer present, be postponed until the circumstances can be reported to the Department and a reply received.
- Endurance trials.** **895.** (1) The captain shall, from the beginning of the cruise, take every opportunity when steaming to ascertain (a) the greatest distance that can be run per ton of coal in smooth water; (b) the greatest distance that can be run per ton of coal under varying circumstances of wind, sea, and condition of ship's bottom. When determined, these results shall be reported to the Navy Department.
- Trials, how run.** (2) In general these trials shall be as follows: Runs of not less than twenty-four hours each shall be made, at decrements of two knots, as nearly as possible, from the speed at full power. When the most economical rate of speed in smooth water has been approximately determined, other runs may be made to determine it

more carefully. The data from other runs shall be used to verify the computations. Having fixed upon the greatest distance that can be run per ton of coal in smooth water, with a comparatively clean bottom, trials to ascertain what modifications are necessary under varying circumstances of wind and sea, also with a moderately foul and very foul bottom, and with a light, medium, and deep draft, shall be made as opportunities occur. Trials with a single screw, in ships fitted with more than one, shall also be made, the helm angle necessary to keep the ship steady being noted and reported. In all these trials the boilers and other appurtenances shall be operated in the most economical manner possible in regard to the consumption of fuel.

896. (1) The result of all steam trials shall be reported by the captain to the Navy Department, with all the attending circumstances, the condition of the bottom so far as known, the average indicated horsepower developed by the main and by the auxiliary engines, the consumption of coal per hour, the distance run per ton of coal, the pounds of coal consumed per mile, and the speed of the ship with all corrections applied. The number of auxiliaries in use at the time shall be stated. The speed shall be determined by as many different methods as possible, which will be described. The captain shall state in his report on the first full-power trial whether or not the machinery is in a satisfactory condition; if not, all defects and deficiencies shall be fully described. Steam trials in general.

(2) During all steam trials, the following rules shall be observed in regard to procuring data to be forwarded with the report: The main engines shall be indicated every half-hour, and the auxiliary engines in operation every hour, unless the power of the latter has previously been determined under similar conditions; the horsepower of auxiliary engines not fitted for indicators shall be estimated; half-hour observations of the data required by the steam log shall also be taken. If the observations cannot be taken as frequently as above required, the intervals may be doubled. During all trials the steam pressure, vacuum, number of revolutions, and all variables shall be kept as uniform as possible. Data, how procured.

(3) Care must be taken in weighing or measuring the coal and that the fires are in the same condition at the end of the trial as at the beginning. The kind and quality of coal shall be specifically stated.

(4) No full-speed trial shall take place in less than sixteen fathoms of water; depth of water shall be reported.

(5) During all trials herein referred to, the coal as it runs from the bunkers shall be used. It shall not be hand picked. During all full-power trials any assistance necessary to provide sufficient fuel in the fire room shall be rendered by the deck force, the amount of such assistance being mentioned in the report of the trials. Coal to be used.

(6) In making full-power trials, the speed of the engines shall be gradually increased, working for a time at about three-quarters power.

SECTION 2.—CARE OF ENGINES AND BOILERS.

897. (1) The cylinders, receivers, and steam jackets must be gradually and thoroughly heated by opening connections between the boilers and engines as soon as the fires are lighted and before Warming main engines.

steam of full pressure is admitted to them. The greatest care must be exercised that "water rams" are guarded against by carefully draining all pipes while raising steam.

- Water.** (2) Water must not be allowed to accumulate in the jackets or receivers, but care shall be taken that steam is not blown through the traps.
- Grades of expansion.** (3) Every opportunity shall be used to ascertain the proper grades of expansion in each cylinder for different powers; the powers developed in each cylinder should be equal, or nearly so, and when the proper points are ascertained a careful record must be made in the senior engineer officer's remark book for reference when changes in speed or power are required.
- Indicators.** (4) The indicators shall not be allowed to remain attached to the cylinder when not wanted for immediate use; they shall be dried, cleaned, and lightly lubricated with cylinder oil before being put away.
- Oil.** (5) No tallow nor oil of vegetable or animal origin shall be used for the lubrication of cylinders and valves, but mineral oil only shall be employed.
- (6) As little oil as possible shall be used for interior lubrication. This prohibition is intended to apply to every steam cylinder in the ship, for whatever purpose intended.
- (7) Care must be taken that the oil used for lubricating the rods is not drawn into cylinders in which there may be a partial vacuum.
- Cylinders and pistons.** (8) The cylinders, piston rings, piston springs, followers, and follower bolts shall be frequently examined and their condition noted in the steam log.
- Cocks and valves.** (9) All cocks and valves throughout the engineer department shall be moved at least once each week.
- When not under steam.** (10) When not under steam, the engines and main valves are to be moved every day, when possible, and all steam machinery jacked at frequent intervals, the fact being noted in the steam log.
- Zinc plates.** (11) Zinc plates shall be suspended in the hot wells and condensers to prevent corrosive action. The condition of the zinc and of the interior surfaces shall be frequently examined and noted in the steam log.
- Holding-down bolts, etc.** (12) All holding-down bolts shall be examined at least once in three months, and care taken that the nuts of pillow-block bolts do not become set fast. The clutch couplings shall be moved and lubricated once a day when not under steam.
- Gratings.** (13) The gratings over the engine room hatches are not to be taken off, except in cases of necessity, and shall be replaced as soon as possible.
- Telegraphs.** (14) The instruments fitted on board for telegraphing signals to and from the engineer department shall be carefully examined, oiled, and tried before getting under way.
- Valves examined.** (15) Mineral oil causes rubber valves to swell and overlap each other. All such valves must be examined periodically, turned and trimmed to their original size, if necessary. Their condition as well as that of the condensers, at each examination, shall be noted in the steam log, with all further information that may be considered necessary. Rubber valves shall be washed in a solution of soda or potash.

- (16) As soon as practicable after each run, the manhole plates on cylinder heads shall be removed and the interior of cylinder cleaned and covered with a thin coating of oil or vaseline. **Cylinders cleaned.**
- 898.** (1) Water shall not be used unnecessarily on the bearings, and when used care must be taken 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. **Bearings.**
- (2) Bearings shall be examined at the earliest opportunity after water has been used on them.
- 899.** (1) The tubes of surface condensers shall be examined at least once in six months and kept clean. If not examined, the reasons for the omissions are to be stated in the quarterly report. If any considerable amount of steaming has been done, the condensers must be examined before the expiration of the time mentioned. **Condensers, pumps, and evaporators.**
- (2) If at any time the condenser tubes are found to be leaking, steps must be taken, as soon as the engines are stopped, to prevent the passage of water from the condensers to the cylinders. **Tubes leaking.**
- (3) Valves of sounding pipes to double bottoms must be kept closed when not in use. The height of the water in the bilges shall be measured and all bilge and crank pit strainers cleaned each watch. **Sounding pipes.**
- (4) Independent air and circulating pumps shall be started at least fifteen minutes before attempting to move the engines, or to warm the cylinders by means of the pass-over valves. **Pumps started.**
- (5) When filters or grease extractors are fitted, they must be used except when under repairs or being cleaned. **Filters.**
- (6) The valves of air and circulating pumps shall be examined frequently. **Valves.**
- (7) The boiler feed pumps shall not be used for other purposes than those connected with their special service, except in cases of emergency; and, when not under steam, their pistons and valve gear must be moved every day and the cylinders kept well oiled. **Boiler feed pumps.**
- (8) The interiors of evaporators shall be frequently examined and the tubes or coils cleaned and sealed when necessary. **Evaporators.**
- (9) When evaporator tubes or coils are made of iron or steel, zinc plates shall be fitted for protectors, as in boilers. **Coils.**
- (10) When an evaporator will not be required for use for several days, the shell and coils shall be drained and kept dry till needed for service.
- 900.** (1) Special mention shall be made in the quarterly reports of the condition of the boilers and the means which have been employed for their preservation. **Boilers.**
- (2) Zinc slabs shall be located in such parts of the boilers as may be directed by the Bureau of Steam Engineering. The senior engineer officer, on each inspection of the boilers, shall examine these zincs and note their condition in the log. Special care must be taken to insure perfect metallic contact between the zincs and the stays or plates of the boiler by filling bright the straps or bolts for holding the zinc plates, where these are in contact with the boiler material and the zincs. After the zincs are secured in place, the outside of the joints shall be made water-tight by cement. **Zinc slabs.**
- (3) Slabs of rolled zinc shall be used, these being renewed as soon as the exposed surface is reduced by oxidation to about half

the original area. Zincs that have become bent or distorted should, however, be removed at once as inefficient. Worn and defective zincs shall not be recast for use on board. Should it be necessary to use slabs of cast zinc at any time, good material only shall be used.

(4) The number of zinc slabs (twelve by six by one-half inch) required for the thorough preservation of boilers is in the ratio of 100 square feet of heating surface to three-fourths of a square foot of zinc surface (exclusive of the edges of the slabs). When the number has not otherwise been determined by the Bureau of Steam Engineering, this shall be the ratio used. This number is, however, not to prevent any change which may appear necessary for the arrest of oxidation. In cylindrical boilers, about one-sixth of the number of zincs shall be put in the steam space.

Oil.

(5) No tallow nor oil of vegetable or animal origin shall be allowed to enter the boilers. This prohibition applies to all boilers in use aboard ship of whatever type or service.

Dry pipes.

(6) The dry pipes and drains of the steam drums are to be examined frequently to ascertain if the holes in them are clear.

Empty boilers kept dry.

(7) The boilers, when empty, are to be kept dry by such means as are at the disposal of the officer in charge. The water bottoms and lower part of the fronts are to be kept free from scale and rust and contact with ashes, and well painted.

Not in use.

(8) Boilers which are not in use shall, when possible, be kept full of fresh water made slightly alkaline, and failing this, full of salt water made slightly alkaline.

Water line.

(9) When water is used from a boiler, the water line must not be maintained at a level among the tubes.

(10) When boilers are empty, the furnaces shall not be primed.

Valves closed when men in boilers.

(11) The main and auxiliary stop valves, safety, check, and blow valves, and any other valve or cock by which steam or hot water could enter the boilers in which men are at work, shall be shut and secured so that they can not accidentally open or be opened. The engineer officer having the day's duty shall see that these precautions are carried out before he allows any men to enter the boilers.

Safety valves tested.

(12) The safety valves shall be partially lifted by the hand gear at least once each week when not under steam, to insure their good working order. There shall also be a weekly test of the safety valves of boilers that are under steam, and for this purpose the pressure on boilers under which fires are lighted shall be gradually raised to the point at which the safety valves are set and then reduced to the pressure required for immediate needs. If a safety valve does not lift when the steam is raised to the necessary pressure, the valve shall be examined and, if necessary, fires hauled under the boiler in order that this examination may be made. A written report shall be forwarded to the commander-in-chief in every case where a safety valve does not lift with the pressure at which it is set. All tests of safety valves shall be entered in detail in the ship's and steam logs.

Filling boilers.

(13) The boilers shall always be filled with fresh water when possible. When filled from overboard, the necessity for doing so from shallow water or using impure water of any kind shall, as far as possible, be avoided.

Changing water.

(14) The water shall be retained in the boilers without change as long as possible, even when the fires are not lighted. The boiler shall be drained only when necessary for examination, cleaning,

or repairs, and the water changed only when dirty or acid, or when the boiler is to be used for distilling without the aid of an evaporator.

(15) The boilers shall not be used for trimming ship nor for water tanks for any purpose except for a reserve of fresh water when steaming in free route. (Par. 22.) Salt water shall never be introduced into the boilers except for the purpose of washing out the interiors or to make up a deficiency of feed when steaming, when the supply of fresh water is not sufficient, or as permitted in paragraph 8 of this article. When the interior of a boiler has been washed out with salt water, it shall be filled with fresh water immediately thereafter, or if that is unobtainable, with salt water.

Not used to trim ship. Salt feed, etc.

(16) The exteriors are to be kept as dry as possible and nothing wet or combustible is to be stowed over or around them. The bilges in the fire rooms are to be kept dry and well painted.

Exteriors.

(17) Sudden changes of temperature in the boilers are to be avoided; and when circumstances permit, at least six hours shall be occupied in raising steam from cold water in other than water-tube boilers.

Time to raise steam.

(18) Connection doors must not be used as dampers.

Dampers.

(19) The uptakes shall be kept free from dirt and well painted.

Uptakes.

(20) The number of hours each boiler has had fire under it since the ship was commissioned is to be stated in each quarterly report.

Hours under steam.

(21) Fires shall not be hauled after discontinuing steaming, except in case of emergency, but shall be allowed to burn down and die out in the furnaces, with the dampers, furnaces, and ash pits closed. The boilers shall not be blown down. When it is required to empty them, the water shall be pumped out.

Hauling fires.

(22) Coil, pipe, or water-tube boilers shall never be used as tanks or reservoirs for any purpose whatever.

Coil boilers.

(23) Forced draft shall not be used on cylindrical fire-tube boilers except in emergencies and during the power trials specified in article 894.

Forced draft.

(24) When it is necessary to increase the speed of a vessel having cylindrical fire-tube boilers, it shall be done (except in case of emergency) by increasing the number of boilers in use, under natural draft, until the entire number on board are in use, if requisite.

To increase speed.

(25) The blowers may be run at any time at moderate speed for purposes of ventilation or to assist the draft, but the air pressure must not exceed one-half inch of water.

Blowers.

(26) The temperature of the feed water at the feed pumps shall be as nearly as possible that of the water in the boilers. Where no special heaters are fitted the temperature shall be as high as is consistent with the maintenance of a fair vacuum.

Temperature of feed water.

(27) The air space between the uptake and casings of the boilers shall be examined frequently and any accumulation of soot or coal dust prevented.

Air space.

(28) As in ordinary cruising it is usually necessary to use only part of the boilers, the work shall be distributed equally among the different boilers. If any peculiarity of fitting or other cause prevents this distribution, the fact must be stated in the quarterly report in the log.

Distribution of work.

(29) When it is necessary to keep ashes in the fire rooms until a lighter can be obtained they must not be stowed against any

Ashes.

part of the boilers or bulkheads; boards or heavy canvas must be used to protect the metal surfaces.

Coal. (30) Coal must not be stowed in the fire rooms in such quantities as to cover up the handles or wheels of valves, or to get into the bilges, thus choking up suction and strainers and endangering the safety of the ship.

Bulkheads. (31) The thin sheet-iron bulkheads or air ducts of the forced-draft system must be kept free from ashes and rust and well painted.

Acidity of water. **901.** (1) In order to determine its acidity, neutrality, or alkalinity, the water in each boiler shall be tested with both kinds of litmus paper at least once a day when under steam, and once a week when the fires are not lighted. In ships provided with a special water-testing outfit, the litmus paper tests need not be made.

(2) If the water in the boilers, on applying litmus paper, be in an acid condition, a small quantity of soda shall be put into the condensers or hot wells, from which it will be pumped into the boilers with the feed water. If the water in any one boiler shows acid properties, a solution of soda shall be injected into that boiler. Only the smallest quantity of soda possible to accomplish the purpose shall be used.

Banked fires. **902.** (1) Heavy banked fires should never be kept except in emergencies; in such cases ash-pan doors shall not be put in place.

Interpretation of "bank fires." (2) The order "bank fires" for ships having tubulous boilers shall be interpreted as follows:

(a) When the engines are not to be used for twenty-four hours or more "Let all fires die out, except those needed for auxiliary purposes."

(b) When the engines are to be used inside of twenty-four hours "Keep light-spread fires."

Hydraulic test. **903.** (1) The boilers of all vessels in commission shall be tested by water pressure at such times as the senior engineer officer may deem necessary or advisable.

(2) The test water pressure applied to boilers shall not exceed the designed working pressure plus twenty-five per cent of same, when the boilers have been in service longer than two years.

(3) During the application of water pressure, the boilers shall be carefully examined and proper gauges used, to detect any change in the form of any of their parts.

(4) In applying water pressure, care must be taken that there is no leak past the main or auxiliary stop valves.

(5) Should a drill test (art. 906) be made and reveal unusual thinness of any plates, the water pressure shall be very carefully applied, in order that injury may not be caused by overpressure.

Boiler tests to be recorded. **904.** The following particulars of the results of boiler tests shall be entered in the steam log and the senior engineer officer's remark book: The greatest pressure applied; the load per square inch on safety valves previous to the test and when boilers were first used; the date of last repair; the length of service for which the boilers were repaired; the effect of the test on the plates and stays of furnaces, combustion chambers, and shell, and on the tube sheets; the estimated durability of the boilers with such repairs as can be made by the force on board; and such additional information as may be considered necessary to enable a more complete estimate to be formed of the condition of the boilers.

905. (1) The boilers shall be thoroughly examined at regular intervals of about three months; other examinations being made as opportunity offers and as the senior engineer officer may consider necessary. A detailed description of the condition of each boiler at each of these examinations shall be entered in the steam log and the senior engineer officer's remark book. Periodical examinations.

(2) If anything should occur to prevent these periodical examinations, the cause shall be fully stated in the steam log.

906. When, during the periodical examinations of boilers, the senior engineer has reason to believe that any part or parts of the boiler are unduly worn or corroded, he shall cause them to be tested by drilling, the holes to be not over one-half inch in diameter. The thickness of the plates originally and when drill tested, the probable cause of corrosion or wear, and all other details of the test shall be entered in the steam log and senior engineer officer's remark book. Drill tests.

907. Full information shall be noted in the steam log of the kind, quality, steaming power, and other particulars of the coal received. The statement that the coal is bituminous or anthracite shall not be used except when it is impossible to obtain any further information of the coal received, in which case a special note of the fact shall be entered in the steam log. Particulars regarding coal.

908. (1) All paint work about the engineer department shall, if practicable, be white. Painting.

(2) Should red lead be used at any time for painting the double bottoms or other confined spaces in the engineer department, the senior engineer officer shall see that proper precautions are taken to safeguard the health of the men. Two days is the maximum length of time that a man should be kept at this work.

909. Cotton-waste or any other materials used for wiping, and which are saturated with oil, shall be destroyed immediately after using or, if intended for starting fires, shall be put in a covered iron receptacle, and the latter kept in a safe place. Oily waste.

910. (1) All chocks and ties fitted to cylinders, boilers, and other parts of the machinery, to prevent their shifting from the effects of collision, shall be kept at all times in an efficient condition, and shall be examined at least once each quarter and their condition noted in the steam log. Ramming.

(2) Before going into action, all articles which might be displaced by a collision shall be secured, or so disposed that no injury can be done to the machinery or to any person in the engineer department.

(3) When intending to ram, or likely to be rammed, notice shall be given from deck to the engineer officer of the watch, by any prompt method of signaling, so that men, tools, etc., may not be thrown down or against moving parts of the machinery.

(4) To prevent the passage of water from the boilers into the engines when the collision takes place, the separator shall be emptied and its blow-off cock opened to the sea just before the shock is expected. The cock may also be allowed to remain open until the engines are safely reversed.

(5) A man shall be stationed at each of the main stop valves to shut off any or all of the boilers should it become necessary, and in order to facilitate this the valves shall be screwed down as far as possible without reducing the steam required by the engines.

(6) In ramming, being rammed, and generally in cases of collision, the men shall go to their stations for starting all bilge pumps, bilge injectors, and other means provided for freeing the ship of water in case of dangerous leakage.

Steam launches. **911.** (1) The preceding instructions in this section shall, as far as applicable, also govern the management, care, and preservation of the machinery of the steam launches.

(2) The safety valves of the boilers of steam launches shall be examined whenever steam is raised after an interval of more than seven days not under steam. The condition of the safety valves, water gauges, check valves, etc., shall be ascertained from time to time while the machinery is working. Great care shall be taken to keep these important fittings in a thoroughly efficient condition.

(3) Salt water shall not be used in the boilers of steam launches except in cases of great emergency, and after its use the boilers shall be scaled and cleaned as soon as possible.

(4) Unless it is expected that the machinery of steam launches will be used again in a few days, the wearing surfaces of cylinders and valve chests shall be cleaned and lightly coated with mineral oil, and the engines made ready for use. All drain cocks shall be kept open and the engines, valves, pumps, etc., moved every day.

(5) Strainers on sea-valve openings of steam launches shall be kept clear, and receiving pipes of circulating and air pumps examined and cleaned annually, or more frequently, if necessary.

(6) The boilers of steam launches shall be frequently examined, internally and externally. Special attention shall be paid to the furnace.

Torpedo boats. **912.** (1) In consequence of the lightness of construction and the high speeds at which torpedo boat engines run, increased care is necessary in attending to and adjusting the various working parts. Mineral oil only shall be used in the cylinders, and that sparingly and only at high speeds, as no lubricant is, as a rule, necessary at moderate speeds. Oil shall not be put into the cylinders when it is probable that the engines will soon be stopped.

(2) Vedette torpedo boats may continue to run at moderate speed for at least thirty days without changing the water in the boiler. Should, however, a long run at high speed be anticipated, the boiler shall be washed out and refilled before starting. With new boilers it may be necessary to change water several times until they are quite clean.

(3) Vedette torpedo boats shall be run for three hours, for the purpose of instruction of the men, once in each quarter.

Air compressors. **913.** (1) After using air-compressing machinery, great care shall be taken to see that the engines, pumps, separators, charging columns, and reservoirs are blown out and well drained.

(2) A spare set of cup-washers shall always be kept ready for immediate use.

(3) All parts of the machinery subject to pressure shall be tested to the full pressure once each year and the fact noted in the steam log.

(4) The oil for lubricating the internal parts shall be neat-foot when the cups are of leather or, if that can not be obtained, other animal oils or castor oil shall be used.

(5) Cup leather washers must be kept in tins filled with castor oil.

(6) Distilled water shall be used for lubricating the internal parts of the pumps, if it can be obtained. Water containing lime must not be used.

(7) Owing to the small clearances allowed in air-compressor pumps, great care must be used in adjusting the bearings.

914. (1) The hydraulic pumps, engines, pipes, and the gear connected therewith shall frequently be examined, kept in good order and clear of water when not being worked. Hydraulic machinery.

(2) The hydraulic engines shall be moved at least twice a month by means of the pumps fitted for the purpose, to prevent the rams becoming set and to insure their efficiency.

(3) When water must necessarily remain in the pipes, the air cocks shall be left open. Stoves shall be used if there is any danger of freezing.

915. (1) When a ship is ordered out of commission, the iron or steel bright work of the machinery, except such parts as pass through stuffing boxes, or upon sliding surfaces (as piston rods, valve stems, slide and guide faces, and journals), shall be covered with white lead and tallow. Ships going out of commission.

(2) Packing shall not be removed from piston rods or valve stems.

(3) All parts passing through stuffing boxes or working upon their surfaces, such as piston rods, valve stems, guide and slide faces, clutch coupling slides, interiors of steam cylinders and valve chests, must be cleaned and covered with a coating of vaseline, the machinery being moved after first application so as to bring all these parts upon properly covered surfaces.

(4) All bearings must be well oiled and the oil holes plugged with waste, the engines being turned one complete revolution after oiling.

(5) All water-containing parts of the machinery inside of out-board valves shall be thoroughly drained. Particular attention shall be paid to draining of pump cylinders; condensers; feed, blow, and suction pipes; fire main, and all steam and exhaust piping where it is possible for water to gather. In draining these pipes, flange joints shall be broken at the lowest parts of each system and wherever a pocket is formed which is not drained by a proper drain pipe. Outboard valve casings below valve seats must be covered *where possible* with nonconducting material, such as sawdust or manure, temporarily boxed in.

(6) The gauges and oil cups shall not be removed.

(7) The sea valve must be closed and properly secured.

(8) The storerooms must be cleaned.

CHAPTER XX.

PRESERVATION AND REPAIRS OF SHIPS.

SECTION 1.—REPAIRS.

916. Whenever it shall come to the knowledge of a chief of bureau that the condition of any ship in commission, in respect to matters under the bureau's cognizance, is such that the ship requires repairs or alterations, he shall report the fact to the Department with his recommendation. (Arts. 1250 to 1256.)

Report of bureau.

917. (1) The captain shall report to the Department when the condition of the ship under his command is such as to require repairs or alterations in one or more departments beyond the capacity of the enlisted force available; and such report shall always be submitted, without delay, when there is a probability that the vessel under his command is to be sent to a navy yard. (Arts. 1251, 1254, and 1255.)

Report of captain.

(2) Such report shall show, on one or more separate sheets for each bureau, the vessel from which it came; the place from which sent, and date; the bureau under whose cognizance the work falls; the items of work classified, as directed in paragraph 3; and the signature of the captain. These sheets shall be fastened together in such manner as to be easily detached, and shall be forwarded to the Department with a single letter of transmittal, upon which shall be endorsed the opinion of the forwarding officer. If at a navy yard, the portions for each bureau, with suitable note attached indicating the whole number of parts in the request, shall be sent to the commandant through the head of the yard department concerned for endorsement of an estimate of time and cost; upon the receipt of the several portions of the request by the commandant, the latter shall forward them to the Department, with his own opinion endorsed upon the letter of transmittal. After the report has been considered as a whole by the Assistant Secretary of the Navy, the part relating to each bureau shall be referred to it for recommendation. (Arts 1254 to 1257.)

(3) (a) The items of work under each bureau shall be divided into the two following classes:

Classes of repairs.

I. Urgent repairs: This class shall include all immediate repairs and alterations necessary for cruising efficiency, for the prevention of deterioration, or for sanitary reasons.

II. Desirable repairs: This class shall include all repairs and alterations desirable to have made when the services of the ship can be spared for a sufficient length of time.

(b) Requests for repairs shall be restricted to such items as are absolutely beyond the capacity of the ship's force with the

Restriction of items

repair plant at hand; and this fact shall be so stated by the commanding officer of a vessel acting singly, or by the chief of staff, in the case of vessels attached to a fleet. All requests for repairs of the fleet passed upon by the chief of staff, shall bear the approval of the commander-in-chief.

Alterations previously recommended.

(c) Alterations which have been previously recommended and disapproved by the Department shall not be included in the above report. When reconsideration of such item is desired, a separate letter shall be written in each case, which shall give the reasons for requesting such reconsideration as well as the reasons for the alterations.

Alterations desirable; not necessary.

(d) Alterations desirable but not necessary shall be submitted only when a vessel is about to undergo a general overhauling; and no alterations shall be undertaken by the commanding officer without the approval of the Department.

Reasons stated.

(e) In the case of each item, the reason for asking for the work shall be stated, and a bill of material therefor formulated in detail, as far as possible. Items of ordnance repairs shall be accompanied by as definite information as is practicable relative to the nature of the repairs and the causes necessitating them.

Bills of material.

(f) In preparing the bills of material referred to in the preceding paragraph, care shall be exercised to designate the type and size of steam launch boilers and engines needing repairs, giving the Bureau of Construction and Repair's numbers of the launches; to state the exact dimensions of boiler or condenser tubes required; to specify whether valves are needed, giving their size and style; to give the exact length and diameter of pipe to be covered or renewed, etc.

Reports from ships in Pacific.

(4) Whenever reports of needed repairs are sent from ships in the Pacific to the Department, with or without drawings and specifications of work to be done, a duplicate of the report, with all the drawings and specifications, if any, shall be forwarded by the same mail to the Navy Yard, Mare Island, or Puget Sound, according to where the repairs are to be made.

Need of repairs anticipated.

(5) Commanding officers shall endeavor to anticipate the need of repairs that can be made by the ship's force, and shall submit requisitions for the necessary material to effect these repairs without delay. They shall be ready at all times to forward immediately, if called for, statements of work in all departments needed upon the vessels under their command, or their equipage.

Upon arrival at navy yard.

(6) The captain shall, upon the arrival of the vessel at a navy yard, submit to the commandant a report of all repairs and alterations which are necessary at that time, and which have not been previously reported; together with a memorandum of the repairs and alterations previously reported as necessary and still pending, all in the form required by paragraph 3. This report and memorandum shall be forwarded to the Department. (Arts. 924, 1505, and 1557.)

(7) Commandants of navy yards and stations shall, so far as circumstances permit, lend to the ship's force every possible aid and facility in the use of machinery, tools, and appliances installed on shore, in order to expedite, and lessen the cost of repairs.

Action by Department.

918. When the part of the report referred to in article 917, paragraph 2, has been received by a chief of bureau, he shall endorse thereon his recommendation and return it to the Assistant Secretary, who will order such repairs as he approves to be made, with or without survey, as the case may require.

919. (1) In cases where an actual emergency exists and repairs are urgent or where repairs will not exceed \$200 in cost, when a ship is at a navy yard, the commandant, or when a ship is not at a navy yard, the senior officer present is authorized to order such repairs. Where an actual emergency exists and the repairs will exceed \$200 in cost, such commandant or senior officer shall immediately report to the Department (1) the explanation of such actual emergency, (2) the repairs which he has ordered, and (3) the estimated cost and probable time required to make them. Where the case is one of repairs not to exceed \$200 in cost, such commandant or senior officer shall immediately make a similar report to the bureau concerned for file, through the office of the Assistant Secretary. Requests to a commandant or senior officer for repairs not to exceed \$200 in cost, if disapproved, shall be forwarded to the Department for final action.

In emergency or not exceeding \$200 in cost.

(2) When the work had been duly authorized under one bureau and it is found that incidental work, under the cognizance of other bureaus, must be done, when a ship is at a navy yard, the commandant, or when not at a navy yard, the senior officer present is authorized to proceed with such necessary incidental work. The action of such commandant or senior officer in ordering such incidental work shall be promptly reported to the bureaus having cognizance thereof, accompanied with a report and estimates of cost by the head of the department performing the work.

Incidental work.

(3) Items of work on vessels in the nature of repairs or in connection with changes or alterations authorized by the Department under one bureau may be approved by the other bureaus concerned in advance of reference to the Department, when the cost does not exceed \$500.

Work costing not over \$500 approved by bureaus.

(4) Repairs to vessels shall be made, as far as possible, by the force of the ship, and the mechanics belonging to other ships present may be employed to assist.

Repairs to be made by ship's force.

920. (1) Repairs of ships other than those mentioned in article 919, shall be confined to necessary work specifically authorized by the Department. Those concerned in the direction of the work are expected to exercise a reasonable discretion, but no additions to or material variations from the prescribed items shall be made without authority from the Department. Except in a justifiable emergency no alterations shall be made without such authority.

No repairs to be made unless authorized.

(2) The bureaus shall keep in their files accurate drawings of every ship in the Navy, covering all parts under the bureau's cognizance. Copies of the drawings of iron and steel ships shall also be kept in the offices of heads of departments at all working yards, and every change made in the ships shall be filed at the bureau, and deposited at the corresponding office in the yards.

Drawings kept by bureaus.

921. If, after a survey has been made, material changes in the work or further repairs are necessary, the officer to whose knowledge the fact shall come, whether an officer of the yard or captain of the ship, shall report without delay to the commandant, who shall report to the Assistant Secretary.

Supplementary reports of required repairs.

922. (1) From the date of the receipt of an order for repairs or an approved survey, the commandant shall furnish to the Department a weekly report of such repairs, which need not be in greater detail than shall be directed by the several chiefs of bureaus, but which shall state the manner in which the mechanics

Report of repairs.

and laborers are performing their work, specifying the names of those who are not efficient and industrious.

(2) Whenever articles for which requisition has been made are noted as not having been received, the commandant shall, before transmitting the report to the Department, cause the general store-keeper to append a statement as to whether such articles are in store, and if not, the dates upon which they are to be delivered, and the cause of delay of articles overdue.

(3) The commandant shall furnish to the captain of the ship every Monday morning a copy of his weekly report of repairs.

(4) Whenever work is suspended on any item of repairs, the cause and probable time of such suspension shall be noted on the report.

Responsibility
for prompt and
efficient work.

923. (1) Heads of departments at a navy yard shall be directly responsible to the commandant of the yard, who will in turn be held to a rigid responsibility for the prompt and efficient execution of orders concerning repairs.

(2) Repairs of ships in commission shall be regarded as urgent work in which the utmost diligence is to be exacted of all concerned.

Estimated cost
to be reported.

924. (1) All reports of required repairs or alterations transmitted by commandants to the Department shall bear an endorsement by the head of the department having cognizance thereof, showing the probable time and estimated cost of each general item. (Art. 1254, par. 2.)

(2) The head of department to whom such papers are referred shall forward them to the commandant by endorsement through other departments concerned, sending them by special messenger, if necessary, to avoid delay. If the work is of a character that requires considerable investigation or consultation, a memorandum shall be sent immediately by the head of department receiving the papers to the heads of other departments concerned in order that the latter may, if practicable, be prepared to take action on the matters involved as soon as the papers are received, and, also, that any necessary concurrent action may be had without delay. Procedure similar to the foregoing shall be followed in the case of reports originating with the head of any yard department. Upon receipt of all the necessary information and estimates, the commandant shall forward the papers to the bureau having primary cognizance over the special matter considered in the report; but if they concern ships in commission they shall be forwarded through the Bureau of Navigation.

(3) When the Department has set a date for the completion of repairs to a vessel at a navy yard, subsequent requests for repairs whose time of completion will fall within the date fixed, as above, shall, in general, be forwarded by the commandant direct to the bureaus concerned. If the time of completion of such additional repairs brings the date close to, or makes it inclusive of, the Department's date, the commandant of the yard shall wire the bureau concerned, mailing the written report and estimates to the same address as promptly as possible. The preliminary estimates, upon which the length of time necessary for repairs is computed, shall be forwarded as provided in article 1500.

Repairs by
ship's force.

925. (1) Ordinary repairs to hull, machinery, and outfit of ships not requiring the plant of ship or engine building establishments shall, as far as possible, be made by the artisans of the ship, squadron, or fleet.

(2) A careful and systematic economy shall be observed in the purchase of material for repairs, and the allowance books strictly adhered to, except in cases of emergency which shall be reported to the Department.

926. (1) The mechanics of ships of the Navy on foreign stations may repair merchant vessels of the United States in cases where a refusal to do so would cause injurious delays or great increase of expenses. They shall receive for their services such compensation as their captain may regard as fair and equitable.

Repairs on merchant vessels in foreign waters.

(2) Assistance may be rendered, under similar circumstances and on similar terms, to foreign vessels by permission of the senior officer.

(3) No work shall be done by the government force at a navy yard or station for private individuals or corporations, except by authority of the Secretary of the Navy upon an application specifying the nature of the work to be done, and accompanied by a certificate from the commandant that the necessary labor or appliances can not be procured in the vicinity from private contractors.

Navy yard work for private parties.

(4) When work is authorized at a navy yard or station for private parties, they shall deposit with the paymaster of the yard a sum sufficient to cover the estimated expenses to be incurred. The total cost shall be defrayed from such deposit. The special deposit for payment shall be made by check, payable to the order of the commandant of the yard or station, and by him endorsed to the paymaster of the yard. A record shall be kept in the office of the commandant of the amounts so received, with dates of receipt, and a report made monthly to the Bureau of Supplies and Accounts, upon prescribed form. When this money is received by the paymaster of the yard, he shall immediately take up the total amount on his books under "General Account of Advances," accounting for it in the same manner as he does all other funds received. After the work has been completed and the amount required to be deposited in the Treasury for final settlement determined, any balance of the special deposit remaining in the hands of the paymaster shall be returned by check to the party making the deposit.

Deposit by parties for whom work is done.

(5) The "charging" rates current in the vicinity shall be used in fixing the cost of private work, which shall not be less than the actual expense to the Government. Tools, power, light, etc., used, shall be included in the cost, and the rates for such appliances, etc., shall be those charged per hour in the vicinity, but in no case less than the cost to the Government therefor.

Rates to be charged.

(6) In docking private vessels at navy yards or stations the usual rates per gross ton register, for docking and maintaining in dock, current in the vicinity shall be charged, provided, however, that no such charge shall be less than actual cost.

Docking private vessels.

(7) The difference between the total actual cost and the amounts charged shall be turned into the Treasury as a miscellaneous receipt.

SECTION 2.—CARE OF STEEL SHIPS.

927. (1) The captain of every iron or steel ship shall appoint a permanent board of three line officers, one of whom shall be an engineer officer of the ship, for the purpose of examining and reporting upon her condition, especially as regards deterioration of

Permanent board.

the inner bottom and vertical bulkheads of boiler compartments, corrosion at the water line, and of the under-water exterior of the ship, including valves, propellers, rudder, and all other fittings each time they are accessible. They shall also examine and report upon all parts of the top sides, inner hull, and double bottoms, at some time during the quarter; the interval between two successive inspections to be not more than four months. The board shall also report upon the efficiency of all steam and hand pumps within the ship, requiring them to be tested, both for draining the bilges and for fire purposes.

(2) Where practicable, the officers composing this board shall be other than those designated in article 928, paragraph 2, but they shall be assisted by such other persons as may be necessary for the efficient performance of their duties. The reports of the board shall be forwarded to the Department for the Bureau of Construction and Repair.

(3) The report by the permanent board shall include a statement as to the structural condition of all valves and ports in the under-water outer hull, the rudders, propellers, shaft struts and tubes, torpedo tubes, bilge keels, and other fittings; also the date of last cleaning and painting, the condition of the paint at the time, and the kind of paint or composition used in repainting.

Hull book.

(4) The captain shall cause a hull book to be kept, in which shall be entered by the officers making them, reports, duly signed, required by this article and articles 928, 929, 930, and 931, paragraph 2.

Yard craft.

(5) For yard or station tugs, waterboats, and coal barges, the commandant shall detail an officer to make the inspections and reports herein required.

Inspection of compartments, etc.

928. (1) The captain shall cause all compartments and mechanical devices for the management and safety of the vessel to be inspected weekly, except double-bottom compartments, which shall be inspected quarterly, unless, in special cases, a more frequent examination is necessary. Special care is enjoined in the inspection and preservation of the inner bottoms under the boiler compartments and the vertical bulkheads bounding them. He shall require a separate written report from each officer of the part inspected by him.

(2) The executive officer and the senior engineer officer shall each inspect, monthly, all compartments, water-tight doors and mechanical devices for the management and safety of the vessel for which each is specially responsible, and shall make to the captain, after each inspection, separate written reports of the condition of the parts of the ship, and of the mechanical devices thus inspected.

(3) The senior medical officer shall accompany the executive officer on the weekly inspection of living spaces, holds, and store-rooms, and shall make to the captain, after said inspection, a written report of the sanitary condition of the vessel.

Compartments for fuel oil.

(4) The inside of compartments or tanks used for carrying fuel oil shall be inspected every twelve months, the plating or bulkheads separating fuel oil compartments from others shall be carefully examined for leaks during the quarterly inspection and each time that oil is taken on board.

Shall not be painted.

(5) Compartments for storage of fuel oil in general shall not be painted but shall either be protected by the oil itself or by a special coating. If these compartments are covered with special

coating the same material shall be used in touching up worn or abraded surfaces.

929. (1) The ship, if in commission for sea service, shall be docked, cleaned, and if not sheathed, painted at least once in twelve months. If convenient opportunity offers, the vessel may be docked at intervals of about nine months, but under no circumstances shall more than a year elapse without docking, except by authority of the Secretary of the Navy. The bottoms of ships shall not be cleaned by divers except in cases of urgent military necessity, when great care shall be exercised to remove as little as possible of the coating of paint. Whenever the ship is docked, the senior engineer shall examine all outboard valves in any way connected with the engineer department, also the propellers and shaft tubes, and the result shall be entered in the steam and ship's logs. The executive officer shall examine all other outboard valves, and also the rudder and other under-water fittings, and enter their condition in the ship's log.

Docking, frequency of, etc.

(2) When a vessel is docked, the bottom is to be thoroughly cleaned and all blistered paint scraped, but no paint of any kind which adheres firmly and affords protection is to be removed. Wherever practicable, paint of the same nature as that previously employed shall be used. Under exceptional circumstances only, to be specifically stated, should red lead or a mixture of red lead and white zinc be used; and in such cases the bottom shall be carefully prepared and ample time allowed for the paint to dry thoroughly.

Cleaning and painting.

930. When a ship is docked on a foreign station the permanent board provided for in article 927 shall examine the ship's bottom and report upon its condition and upon the paint used. A copy of the report shall be entered in the ship's log and the original forwarded to the Department. The report shall contain the following data:

Docking abroad; examination and report.

(a) Date of docking.
 (b) Date of previous docking.
 (c) Itinerary of ship. Give date of arrival in and departure from different ports, also number of days at sea on each passage and number of days in harbor.

(d) Approximate cruising distance since last docking, and average speed.

(e) Liability to fouling and the prevalent kind of marine growth in any harbor where ship may have been at anchor for any length of time.

(f) Condition of the ship as to fouling and kind of fouling:

(1) At or near the water line.

(2) At turn of bilge.

(3) Near keel.

(4) At the entrance and run.

(g) Describe carefully the condition of the paint, noting deterioration of any of the paints applied, body of paint remaining, and whether this be anticorrosive, antifouling, or protective paint only. Note carefully the effect of the fouling upon the paints used, and where different kinds of fouling exist compare the effect of the different ones upon the paint.

(h) Corrosion or pitting of bottom. Describe its character in detail, stating definitely the amount of surface affected and where it occurs.

(i) Number of coats and kinds of paint applied, stating definitely the brand of paint and all distinguishing marks to make absolute identification possible.

(j) Same information as in *i* for previous docking.

(k) The atmospheric conditions at time of painting.

General directions and precautions.

931. (1) When any places showing corrosion of a serious nature are discovered they must, at the first possible opportunity, be carefully scaled, dried, and again coated with anticorrosive material.

Recurrence of corrosion.

(2) The frequent recurrence of corrosion in any particular compartment should be followed by special investigation, to determine the cause and the best remedy possible. Unusual cases of this nature should be made the subject of a special report, giving a detailed statement of the extent and character of corrosion, of the remedies applied and, as far as discovered, the cause or causes.

Coal bunkers.

(3) The interior surfaces of coal bunkers, being subject to excessive abrasion, are liable to rapid corrosion if not thoroughly protected. As far as practicable, they should be cleaned at least once every three months and when the metal is dry. If painting is found to be necessary, such portions as require it shall be touched up with red lead, asphaltum varnish or asphaltum paint, as the case may be, to conform to the substance previously used in painting these compartments; the coal bunker space as a whole shall not be painted by the ship's force, unless such painting is found to be absolutely necessary.

Gaskets and fittings.

(4) The rubber gaskets of water-tight doors, manholes, hatches, air ports, etc., must be neither painted, greased, nor oiled; louvres, gauze air screens, screw threads, moving parts of auxiliary machinery, and zinc protectors on the bottom must not be painted.

Mooring.

(5) An iron or steel unsheathed ship must never be attached to the moorings or chains used for a sheathed ship, nor moored close alongside the latter.

Refuse.

(6) Great care must be observed that no loose articles of copper or bronze, filings of the same, or rust scale, are allowed in immediate contact with the iron or steel, and that the leaden pipes, strainers, or such other parts in the bilges are kept in good condition.

Propellers.

(7) Bronze screw propellers shall at all times before starting on a voyage, if possible, be cleaned of all marine growth. Zinc protectors must be placed near them.

Whitewash.

(8) Whitewash must never be applied to any of the iron or steel parts of the ship.

(9) An incandescent electric lamp of high power, with a portable connection, should be used for examining the condition of double bottoms, the interiors of boilers, and other dark places.

Precautionary measures in double bottoms and boilers.

(10) When about to examine, clean, or paint double bottoms, or boilers, the following cautionary measures must be adopted. They should be opened up and well ventilated, a connection being made to a fan system if possible. This done, the purity of the air should be tested before entering, by burning a candle on the bottom at least five minutes. Working parties inside must always maintain communication with some one outside; they must also have with them a lighted candle, and withdraw should it begin to burn dimly.

Water in double bottoms.

932. (1) Under ordinary service conditions all compartments of the double bottom, except those specially fitted for carrying reserve feed water, should be kept dry; they may, however, be

utilized for carrying fresh water for steaming purposes whenever, in the opinion of the captain, it is considered necessary, but the amount of water so carried shall be entered in the ship's log, and before sailing a special report of same shall be made to the Department.

(2) When salt water is admitted to the double bottoms of a ship in commission, either purposely or accidentally, the captain shall report the fact and the accompanying circumstances to the Department as soon as practicable.

933. (1) The exterior surfaces, above the boot-topping, of battleships, armored, protected, and auxiliary cruisers (including parent ships to destroyers, torpedo boats, and submarines), supply and repair ships, and fleet colliers shall be painted slate color of an approved shade. Painting ship.
Battle ships,
cruisers, etc.

(2) Destroyers, torpedo boats, and submarines shall be painted a dark olive green of an approved shade. Torpedo ves-
sels.

(3) Vessels whose usual duty requires them to act singly, or such as may be designated by the Department, including converted yachts and tugs, shall be painted white. Gunboats, ves-
sels acting sin-
gly, etc.

(4) Hospital ships shall be painted white with a green band extending from stem to stern at about the height of the main deck. Hospital ships.

(5) Colliers, other than fleet colliers, shall be painted black, including the smoke pipes, around which shall be a band of spar color. Colliers.

(6) Receiving ships and yard craft shall be painted white if steel vessels, black if wooden vessels, or as may be authorized by the Department. Receiving
ships and yard
craft.

(7) In the classes of vessels named in paragraphs 3, 4, 5, and 6, the portions of the hull and the permanent fittings (other than those having a hard-wood finish) above the highest practically continuous sheer line, and the masts, yards, ventilators, smoke pipes, etc., shall be painted an approved spar color. Portions
painted spar
color.

(8) Around the tops of smoke pipes of all vessels, except those named in paragraph 5, shall be painted a black band equal in width to one-third the diameter of the pipe. Tops of smoke
pipes.

(9) Small boats, except hard-wood barges and wherries, which may be left bright, shall be painted outside with the same color as the ship to which they belong, except that the boats of vessels which are painted black shall be painted white; those of hospital ships shall also have a green band around them from stem to stern. Boats.

(10) The manner of preparing the surface, details of painting, and the methods of preparation and application of paint shall be in accordance with the "General Instructions for Painting and Cementing Vessels of the U. S. Navy," as approved by the Department. General in-
structions.

(11) Spar color and, as far as practicable, slate color paint for use on the outside of vessels shall be prepared ready mixed for use and, when obtainable, shall be used in preference to paint mixed on board ship. Ready-mixed
paint.

CHAPTER XXI.

MEDICAL OFFICERS.

SECTION 1.—THE SENIOR MEDICAL OFFICER.

934. When fitting out, and as soon as possible after reporting for duty, the senior medical officer shall examine the sick bay, dispensary, medical storeroom, and other accommodations for the sick and wounded. Should he discover any defects or deficiencies therein he shall make a detailed written report of the facts to the captain. When fitting out.

935. As soon as practicable after going into commission, he shall examine the crew in order to verify the descriptive lists and to ascertain if all of the members are physically qualified to perform the duties which will probably be required of them. If any are found disqualified he shall, with the approval of the captain, request that a survey be held upon them. (Art. 421.) To examine the crew.

936. During the examination required in article 935 he shall make a list of all who seem to require vaccination, which shall be performed as soon as the duties of the ship permit, and repeated in case of failure until there is a reasonable assurance that the person is protected. The time to vaccinate, and the number to be vaccinated at any one time, shall be decided by the captain upon recommendation of the senior medical officer. All members of the crew received on board from time to time during the cruise, who are not known to be protected, shall be vaccinated as speedily as possible. Vaccination.

937. He shall take charge of the sick bay, bathroom, water-closets for the sick, dispensary, medical storeroom, and other compartments under his charge and see that they are kept dry, clean, sufficiently warm, and in good order; and that they are prepared for inspection at the same time as the other parts of the ship. To take charge of sick bay.

938. (1) He shall, in addition to bestowing the most careful professional treatment possible upon the patients under his care, be attentive to their comfort and the cleanliness of their clothing, bedding, and persons. Attention paid to sick.

(2) He shall take care that the attendants of the sick understand when it is necessary to summon the aid of the medical officer.

939. In difficult cases he shall consult with the junior medical officers of the ship, or other medical officers of the Navy present, concerning the professional treatment of the patients. Professional treatment of the sick.

940. He shall report to the captain daily by 10 a. m., in writing, the names and condition of the sick. Daily report of the sick.

941. He shall prepare a binnacle list containing the names of those he recommends to be excused from duty, either wholly or in part, and submit it to the captain daily before 9.30 a. m. Binnacle list.

Necessary additions and changes during the day shall be made in the manner provided in article 480.

- Contagious or infectious diseases.** 942. He shall report to the captain immediately upon becoming aware of danger from any contagious or infectious disease, or of its appearance amongst the personnel. He shall, subject to the direction of the captain, use every means in his power to prevent the introduction of such a disease or, if existing on board, to prevent it from spreading.
- Health of the port.** 943. He shall keep himself informed of the sanitary condition of the port in which the ship is lying, and immediately report to the captain any facts that may influence the health of the personnel of the ship. (Art. 360.)
- Suggestions.** 944. Whenever he deems it necessary, it shall be his duty to make to the captain written suggestions or reports concerning the sanitary condition of the personnel, the prevention or checking of disease, and the care and comfort of the sick and wounded. (Art. 405, par. 3.)
- Precautions.** 945. He shall carefully observe the general appearance of the personnel, and should he suspect the presence of disease in any person, he shall report the fact to the captain with appropriate recommendations.
- Malingering.** 946. Whenever he discovers that any person has willfully produced, concealed, aggravated, or feigned any disease, he shall report the fact to the commanding officer, and enter it upon the report book.
- Concealed diseases.** 947. Whenever, in his opinion, any members of the crew have concealed diseases he shall, with the approval of the captain, examine them and place any that seem to require it under appropriate treatment; such examinations shall also be made when directed by the captain. This duty may be delegated to junior medical officers only.
- Additional attendants for the sick.** 948. When attendants for the sick, in addition to the regularly established complement, are necessary, he shall report the fact to the captain, representing the necessity for and the extent of the additional service required.
- Relief of the wounded and instruction in first-aid.** 949. He shall at all times have in readiness everything necessary for the relief of the wounded and, at regular intervals, with the approval of the captain, shall provide for the instruction of the ambulance party in first-aid to the wounded.
- Instruction in use of tourniquets and first-aid dressings.** 950. He shall at general quarters and at special exercises, with the approval of the captain, distribute a sufficient number of tourniquets and first-aid dressings for all requirements and instruct officers and men how to use them.
- Reports of killed and wounded.** 951. As soon as possible after a battle he shall make out careful duplicate reports of the killed and wounded, sending one copy to the captain, and the other through him to the fleet surgeon.
- Unofficial certificates.** 952. He shall not give an unofficial certificate of ill health or of inability to perform any duty.
- To inspect the provisions for the crew.** 953. He shall, when required, inspect the provisions of the crew, and report any that are unsound or likely to cause illness. (Art. 433, par. 6.)
- Preparation of food.** 954. He shall report to the captain any want of care or cleanliness or any neglect in the preparation of food for the crew, which may be injurious to health.
- Food for the sick.** 955. He shall have the food for the sick frequently inspected by a medical officer, and shall report if it is not prepared properly or in accordance with his directions.

956. Before cooking or drinking water from shore is taken on board, he shall make as complete an analysis of it as possible with the means at hand, and report at once if any doubt exists as to its purity. All such analyses shall be recorded in the medical journal. (Art. 433, par. 6.) Testing water.

957. (1) He shall inspect as to their quality all fresh provisions delivered to the ship; this duty may be delegated to a junior medical officer. Fresh provisions.

(2) He shall examine the contents of boats attending the ship with articles of food or drink for sale, and report if the articles are, in his opinion, suitable to be consumed as food or drink. A junior medical officer may perform this duty. (Art. 433, par. 8.) Examine contents of hum boats.

958. He shall make inspections of the cells and other places of confinement, as well as of the prisoners, and report the result to the captain. (Art. 276.) To inspect cells and prisoners.

959. He shall accompany the executive officer on his weekly inspection of living spaces, holds and storerooms. (Art. 928, par. 3.) Inspection of holds, etc.

960. Whenever in his opinion any person on board becomes unfit for further duty on account of ill health or injury, he shall report the fact to the captain and, if necessary, recommend a medical survey or transfer to a hospital. Medical survey.

961. (1) A patient, while being transferred to a hospital, shall, if practicable, be accompanied by a medical officer. Transfers.

(2) A patient, when transferred from the care of a medical officer of the Navy to that of any other person, shall be accompanied by a hospital ticket containing a complete record of the case as recorded in the medical journal. If transferred to the care of a naval medical officer afloat, upon admission to the ship's medical journal the record embraced in the hospital ticket shall be entered therein. If transferred to a naval hospital, the hospital ticket shall be affixed to the case paper. (Arts. 792 and 963.)

(3) Every man about to be transferred from one ship or station to another shall be subjected to a careful physical examination conducted by the medical officer, who shall enter on the man's enlistment record (health record) his medical history while attached to such ship or station, and his present condition of health. Except in an emergency, no man who is known to have been exposed to any infectious or contagious disease, or who is found to be suffering from such disease or from active venereal infection, which may be a menace to others, shall be recommended for transfer except for treatment in hospital or for passage thereto. When an emergency requires the transfer of men with these diseases, a full report shall be forwarded through official channels to the medical officer of the ship or station to which transfer is made. If any cases of these diseases are found and retained, they shall be promptly admitted for treatment and a report of the facts made to the commanding officer. Examination before transfer.

962. (1) When a patient is transferred to any other than a United States naval hospital, the date of the transfer shall be noted in the medical journal, and the case continued therein until the patient returns to duty or until the ship leaves port, if the patient is left behind. (Art. 792.) Patients in any other than a United States naval hospital.

(2) On the departure of the ship, if in a foreign port, the senior medical officer shall forward, through the captain, to the consul a record of the cases of all patients referred to in paragraph 1 of

this article, who are left behind. The record in each instance shall state that it is to accompany the patient, if sent to the United States, or to be forwarded to the captain of the next ship arriving in the port.

(3) Upon the arrival of a ship in a foreign port, her medical officer shall take charge of all cases referred to in paragraph 2, and continue their record in his medical journal, as laid down in paragraph 1 of this article.

(4) When practicable, he shall frequently visit these patients, in order to continue a correct journal record. He shall interest himself in their welfare, report their progress to the captain, and suggest any measures that he may consider necessary for their benefit.

(5) The hospital expenses of such patients shall be paid from the proper appropriation under the Bureau of Medicine and Surgery.

(6) When such patients are transferred or received, a report of the fact shall be made to the fleet surgeon and, if in a port of the United States, to the Bureau of Medicine and Surgery.

Patients re-
ceived for pas-
sage to United
States.

963. The senior medical officer of a ship returning to the United States shall, when patients are received for transportation to hospital, enter such patients on his journal as admitted for passage to hospital, and account for them as the sick of the ship. He shall note on his journal the record of their cases as entered on the hospital tickets and, after endorsing on the latter anything of interest in the cases that may have occurred while under his charge, he shall forward them with the patients when transferred to hospital.

Certificates of
death.

964. (1) He shall prepare duplicate certificates of death and forward them through the captain to the Bureau of Medicine and Surgery, and shall furnish a copy to the fleet surgeon. (Art. 405, par. 6.)

(2) The statement as to origin of disease or disability causing death shall always be noted therein, with reasons for the opinion expressed as to whether or not it was incurred in line of duty.

Medical Jour-
nal.

965. (1) He shall keep a medical journal, which shall be subject at any time to the inspection of the captain and the fleet surgeon. (Arts. 246, par. 6, and 988.)

(2) He shall, upon the completion of a medical journal, forward it with the next quarterly reports to the Bureau of Medicine and Surgery.

Transmitting
official papers.

966. The medical officers of the ship shall comply with article 1503, paragraph 1.

Reports on
midshipmen.

967. (1) In order that the Naval Academy records of the physical condition of midshipmen may be complete, and that the boards of medical officers making the examinations of midshipmen preliminary to final graduation may have all necessary information, the senior medical officers shall—when midshipmen are detached from seagoing ships, either for transfer to other ships, or to return to the United States, or upon the completion of a cruise—make reports to the captain of the physical condition of the midshipmen during their service on board said ship, and also at its termination, together with a full account of all cases of illness or injuries that may have occurred to them.

(2) These reports shall be forwarded by the captain to the Navy Department.

968. (1) When a ship is commissioned he shall be furnished with triplicate invoices of all articles in her medical outfit duly signed by the medical officer in command of the naval medical supply depot. **Invoices and receipts of medical stores and supplies.**

(2) He shall take charge of all such articles when delivered and invoiced to him, and shall receipt for them if they correspond in character and amount with the invoices. These invoices and receipts must be approved by the captain, after which the medical officer shall retain the third, forwarding the first to the medical officer in command of the naval medical supply depot, and the second to the Bureau of Medicine and Surgery.

(3) Medical stores transferred from the naval laboratory to a ship, after the invoices of her regular outfit have been signed and disposed of, shall be invoiced and receipted for in like manner.

(4) When medical stores are transferred from a storeship, storehouse, or depot to a ship, the invoices and receipts must be made in triplicate, approved by the senior officer, and disposed of in the same manner as though at a navy yard.

(5) When medical stores are transferred from one ship in commission to another, the invoices and receipts shall be made in duplicate and approved by the senior officer. The officer transferring and the officer receiving the stores shall each sign both copies, the latter retaining the original and the former the duplicate.

(6) If the senior medical officer finds any discrepancy, error, or omission in the invoices of stores he shall report it to the captain, who shall have the invoices corrected before they are receipted.

(7) All invoices of medical stores shall be kept on file for future reference, and when the ship goes out of commission shall be transferred to the medical officer of the navy yard with the medical outfit and its inventory. (Arts. 976 and 1148.)

969. (1) Requisitions for medical stores and supplies that may be needed shall be made by the senior medical officer on the prescribed forms for the ensuing six months, as follows: **Requisitions.**

(a) For hospitals—on the 1st of March and September;

(b) For ships in commission—on the 1st of April and October;

(c) For receiving ships, yards, and stations—on the 1st of May and November.

(2) The quantities of medicine required shall correspond in amount to the packages mentioned in the supply table, and the column "On hand" shall always be filled out opposite the articles required.

(3) When serving in a ship not attached to a fleet, and without the United States, he shall make semiannual requisitions for medical stores on the pay officer of the ship. **Ships on detached service.**

(4) Special requisitions for indispensable articles not in the supply table, or for articles that are in the supply table that will be needed before the time for the semiannual requisition, may be made at any time. **Special requisitions.**

970. (1) The allowances in the supply table are intended as the basis of supplies for a ship when fitting out for a cruise. **Medical stores and supplies.** Needful additions may subsequently be made from time to time by requisitions, but it is not necessary or expected that these additions shall bring the amount of supplies on hand fully up to that given in the supply table. (Art. 1212.)

- Not to be purchased.** (2) Timely requisitions for stores and supplies must be made to cover ordinary expenditures but they shall not be filled by purchase if it can be avoided. (Arts. 1172, par. 6; 1173; 1209, par. 1d; and 1218.)
- Stores from other departments.** (3) When any of the stores and supplies on board, in charge of other officers, are necessary for the sick, they may be obtained upon requisition duly approved by the captain. A receipt for them shall be given. (Arts. 1207 and 1208.)
- Laundry, and extra provisions.** **971.** Laundry work, extra provisions, and groceries for the sick shall be obtained by open purchase on duly approved requisitions.
- Surgical instruments.** **972.** Surgical instruments and appliances shall not be replaced unless condemned by a board of survey; and all that are condemned shall be turned in at a navy yard, or to a supply depot.
- Medical storeroom.** **973.** The senior medical officer shall see that only medical stores and supplies, and spirits and wines that are the property of the Government, are kept in the medical storeroom. He shall retain the key himself, subject to the provisions of article 579, and never permit it to pass into the custody of an enlisted man without permission of the captain. The storeroom shall not be opened, except in the presence of an officer, unless in an emergency.
- Custody of spirits, wines, and malt liquors.** **974.** He shall not permit any spirits, wines, or malt liquors, the property of the Government and under his charge, to be placed in the possession of any enlisted or appointed man, except in small quantities for immediate consumption by patients.
- Loss of medical stores.** **975.** In the event of discovering any loss or destruction of medical stores, surgical instruments, or furniture, he shall report the fact immediately to the captain, and request a survey thereon.
- Medical outfit when going out of commission.** **976.** When the ship goes out of commission, he shall carefully pack all medical supplies, including books and blank forms, and transfer them to the senior medical officer of the navy yard, except when near a medical supply depot, in which case medical outfits shall be forwarded direct to such depot. They shall be accompanied with an accurate inventory in triplicate, made out in the order of the supply table, stating the quantity and condition of the articles, signed by the senior medical officer and the captain.
- Transfer of stores.** **977.** (1) When stores and supplies are transferred from the charge of one medical officer to another, triplicate receipts must be passed.
(2) Whenever a medical officer is relieved from duty, he shall transfer to his successor all public property in his charge.
- Bill of health.** **978.** (1) In all cases, unless otherwise directed, he shall procure a bill of health before leaving port.
(2) Upon arrival of the ship in port, he shall be prepared to receive the health officer and exhibit to him the bill of health; also to answer any questions that may be asked concerning the sanitary condition of the ship.
- Reports of epidemic or contagious diseases.** **979.** During the prevalence of epidemic or contagious diseases on foreign stations, especially in ports of the Gulf of Mexico, the West Indies, and South America, the senior medical officer shall forward to the Bureau of Medicine and Surgery all reliable information relating thereto that he may be able to procure.
- Sanitary report.** **980.** On the 1st of January of each year and at the end of the cruise, he shall make to the Bureau of Medicine and Surgery a

sanitary report, which shall include a report of the sanitary condition of the ship and station, accounts of epidemics, recommendations or cautions that may be of service to other ships visiting the ports, information of the health of the personnel of ships on the station, and any facts of professional interest not generally known concerning ports visited.

981. In battle he shall have charge of the sick and wounded, and shall be stationed at a place designated by the captain. Station and duty in battle.

982. (1) He shall be stationed in the sick bay at quarters.

(2) He shall take charge of the surgeon's division and of the men on the sick list, require their presence at the sick bay if able to come, and report absentees. Station and duty at quarters.

983. (1) The surgeon's division shall consist of all medical officers of the ship, the pharmacist, hospital steward, hospital apprentices, first class, and hospital apprentices. Surgeon's division.

(2) For the issue of money, small stores, and clothing, the enlisted men of this division shall form part of the powder division.

984. He shall cause to be entered upon the report book the names of any subordinates of the surgeon's division, or of the sick or their attendants, who may be guilty of any breaches of discipline. A report of breaches of discipline to be made.

985. He shall endorse upon the record of every summary court-martial, the sentence of which involves confinement for a period exceeding ten days, on diminished rations, or on bread and water, his opinion as to whether the infliction of such sentence would produce serious injury to the health of the person sentenced, in form as follows: "From an examination of ———, and of the place where he is to be confined, I am of the opinion that the execution of the foregoing sentence will (not) produce serious injury to his health." Duty in connection with summary courts-martial.

986. In the absence, or during the disability, of the senior medical officer, the medical officer next in rank on board shall perform his duties. Absence or disability.

SECTION 2.—JUNIOR MEDICAL OFFICERS.

987. (1) Junior medical officers shall at all times conform to the directions of the senior medical officer in regard to the professional treatment, care, and comfort of the sick and wounded, to whom they shall be unremitting in their attention, and shall exact from those under their direction a rigid performance of their duties. General duty.

(2) They shall personally see that the medicines are properly weighed, measured, labeled for distribution, and administered by competent persons.

988. They shall, subject to the direction of the senior medical officer, keep the medical journal and supervise the preparation of the regular reports and returns, unless the senior medical officer prefers to perform this duty himself. (Art. 1021.) To keep the medical journal.

989. They shall keep the senior medical officer fully informed as to the condition of all patients, and frequently consult with him in regard to their professional treatment. To consult with the senior medical officer.

990. They shall, before applying for leave to be absent from the ship, obtain the senior medical officer's permission. Should the senior medical officer refuse such permission, he shall report his reasons to the captain. Permission to leave the ship.

CHAPTER XXII. -

MEDICAL INSTRUCTIONS.

SECTION 1.—PHYSICAL EXAMINATION OF RECRUITS.

991. Whenever any person is examined physically for enlistment in the Navy or Marine Corps, whether subsequently enlisted or rejected, his name and the particulars constituting his descriptive list shall at once be entered on the list of persons examined (Form X), by the medical officer or the senior member of the board making the examination, who shall then sign his initials on a line with the entry. This record shall be kept at every rendezvous, station, or ship where physical examinations are made, and shall be retained there as the original official record of such examination. (Arts. 1027 and 1028.)

Records of examinations.

992. No person other than a medical officer shall be permitted to conduct any part of a physical examination, or to make an original entry on any medical record of enlistment.

Only medical officers to conduct examinations.

993. Every such examination must be completed according to the official forms, and shall in no case be suspended on the recognition of a disqualifying defect.

Examinations must be completed in every case.

994. Whenever hospital tickets or reports of medical survey represent a disability to have existed prior to enlistment, the fact shall be reported to the Bureau of Medicine and Surgery; and the medical officer who passed such recruit shall be held accountable for the improper enlistment.

Care to be exercised in examinations.

995. An applicant for enlistment having been found to be clean and sober, the medical officer shall proceed to make a thorough inspection of his body. While permitted to use his own discretion as to the routine of procedure, he shall make inquiry on all points indicated in Chapters XII and XIII, Instructions for Medical Officers, U. S. Navy, 1909.

Examination of the body.

996. The intelligence of the applicant will be evident from the character of his replies to inquiries respecting former residence and occupation, family history, etc.

Intelligence.

997. The age of the applicant must be constantly kept in view by medical examiners in determining the standard of physical fitness.

Age.

998. (1) The examination having been concluded, and the candidate found qualified for the service, the medical examiner shall enter his descriptive list upon the blank enlistment records furnished by the Bureau of Navigation or the Commandant of the Marine Corps and, having signed it, shall transmit the record to the commanding officer.

Entries to be made on enlistment records.

(2) Upon the transfer at any time of an enlisted person, the medical officer shall make the necessary entries upon the enlistment records.

999. In cases where physical disqualifications are waived by the Navy Department, the medical examiners shall fully describe the same on Form X and other records of enlistment, and at once report the fact to the Bureau of Medicine and Surgery. (Art. 755.)

When defects are waived by Navy Department.

Reexamination of recruits transferred from a rendezvous. **1000.** Recruits enlisted at a rendezvous on shore shall be re-examined as soon as they arrive on board a receiving ship, and any defects that may be discovered reported at once to the commanding officer.

Recruits to be vaccinated. **1001.** Recruits shall be immediately vaccinated, and in cases of failure the operation shall be repeated until the medical officer is convinced that the person is protected. Results of vaccination shall be reported on the quarterly report of sick.

SECTION 2.—HOSPITALS.

Officers admitted to hospitals. **1002.** (1) When officers are admitted into a naval hospital they are entitled to remain under treatment and to have all the advantages of such hospital until cured. In the case of chronic disorders which after a sufficient period shall appear to the medical officer in command to be not susceptible of cure, he shall make a report to the commandant of the station and request a medical survey thereon. If a survey recommends a continuance of treatment the officer or officers surveyed may remain until a subsequent survey shall recommend a discharge.

(2) When a medical survey, duly approved, shall recommend an officer's discharge from hospital, it shall be at the option of such officer, if disabled or decrepit, to be transferred to the Naval Home.

(3) A copy of all the papers in such cases shall be forwarded by the commandant to the Secretary of the Navy.

Sick and disabled officers entitled to medical attendance. **1003.** Sick, wounded, or disabled officers are entitled to the benefits of naval medical and surgical attendance, either within or without a naval hospital, so long as they remain sick, wounded, or disabled. The fact that an officer has been treated within a naval hospital for four months, or for a longer period, shall not prevent his readmission to the same or to any other hospital.

Responsibility of medical officers in command. **1004.** (1) The medical officer in command of a naval hospital is responsible for the care and treatment of the sick, and for the discipline, cleanliness, and economy of the institution, which it is his duty to keep in an efficient condition. He shall exact from subordinates, employees, and patients a proper obedience to his orders and to the laws and regulations of the Navy. Medical officers and all persons employed in the hospital shall perform such duties as may be assigned to them by the medical officer in command.

Mail orderly. (2) At naval hospitals where it is impracticable for patients and enlisted men on duty to obtain mail except through the mail orderly, the medical officer in command shall appoint some trustworthy person to perform the duty of mail orderly, to whom he shall give authority to receive the mails from the post office and to sign receipts for all registered letters.

No changes to be made in buildings or grounds. **1005.** Except in cases of emergency, which shall be immediately reported to the Secretary of the Navy through the Bureau of Medicine and Surgery, no changes shall be made in the hospital buildings, furniture, trees, or grounds. No bills for purchases and repairs shall be contracted without the permission of the bureau, except in special exigencies.

Inspection of medicines, supplies, etc. **1006.** The medical officer in command shall inspect all medicines, provisions, and medical supplies that may be received, or shall cause them to be inspected by a junior medical officer, who

shall report to him their condition. A record of the inspection shall be entered on the daily journal.

1007. He shall direct the medical officers in charge of wards to present their case papers to him once each week for examination, and will assure himself that they are properly kept.

Examination
of case papers.

1008. (1) He shall detail a medical officer who, in addition to other professional duties assigned him, shall perform the duty of "officer of the day" for twenty-four hours, beginning at 10 a. m., as prescribed in Chapter VII, Instructions for Medical Officers, U. S. Navy, 1909.

Medical officer
of the day.

(2) The officer of the day shall keep a journal, which he shall sign at the end of the day's duty, in which he shall make a brief entry of all matters, of which a record is desirable, occurring during such tour.

Daily Journal.

1009. Medical officers in charge of wards shall be held responsible for the order, neatness, and the good condition of all within them. They shall exercise a personal supervision over the comfort and welfare of the sick, visiting them at least twice daily, and oftener in severe cases; and they shall assure themselves that their directions as to medicines, dressing, regimen, etc., are accurately and promptly carried out.

Medical officers
in charge of
wards.

1010. Patients should be accompanied, upon admission, with hospital tickets (Form G), but they may be admitted without this paper in cases of emergency, when the medical officer shall report the fact to the commandant of the station with a statement of the emergency, and cause the necessary hospital ticket to be supplied.

Patients should
be accompanied
with hospital
tickets.

1011. Convalescent patients may be detailed for light service, but shall not be retained in the hospital for that purpose after they are fit for duty.

Convalescents
to be discharged
when fit for duty.

1012. No patient in hospital shall be entitled to any service except that of the regular hospital attendants; nor shall anyone, except medical officers on duty, patients, and employees of the hospital, be subsisted or lodged without permission of the Bureau of Medicine and Surgery.

Attendants.

1013. For patients, diet tables prepared by the Bureau of Medicine and Surgery shall be followed when practicable; but the allowance to attendants' messes may be varied at the discretion of the medical officer in command, provided the value of the ration is not exceeded.

Diet tables.

1014. For each ward shall be kept a special diet list, which shall be revised and corrected every morning by the medical officer in charge of the ward.

Special diet
list.

1015. When a patient is admitted and discharged the procedure noted in Chapter VII, Instructions for Medical Officers, U. S. Navy, 1909, with respect to the preparation of official papers, shall be observed.

Forms to be
observed upon
receipt of a patient.

1016. When patients are left in hospital after the sailing of the ship from which they were sent, the medical officer in command shall report to the commandant of the station as soon as they are in a position to justify their removal, making a particular statement of the facts and circumstances connected with each case.

Patients left
in hospital after
sailing of ship.

1017. (1) No person in hospital shall be discharged from the service for physical disability, except upon the recommendation of a board of medical survey.

Discharges for
disability.

(2) In reports of survey the name of the ship from which the person was received shall always be noted.

Records of cases of persons surveyed.

1018. A copy of the report of survey, and of any other paper relating to the patient, shall be appended to the case paper, which shall be signed at its conclusion, or on detachment of the officer, by the medical officer in command of the patient's ward. Case papers shall be verified by the signature of the medical officer in command of the hospital.

Weekly report of sick.

1019. Each Monday a report of sick (Form I) for the preceding week shall be made in triplicate, one copy being sent to the commandant of the station, one to the Bureau of Medicine and Surgery, and the other retained for the files of the hospital as a basis for the report of the following week.

Regulations to be submitted.

1020. All regulations for a hospital shall be submitted to the Secretary of the Navy.

SECTION 3.—GENERAL INSTRUCTIONS.

Medical journal and records.

1021. The senior medical officer of every ship, station, or place of duty, except at hospitals where case papers are used, shall keep, or cause to be kept by a medical officer subordinate to him, a journal, which must be a complete and succinct history of the medical affairs coming within his province. Evidence that could have any bearing on a claim for pension must be fully noted therein.

How kept.

1022. The journal and all other records shall be kept with neatness, accuracy, and uniformity, and in accordance with the directions prescribed in Chapter X, Instructions for Medical Officers, U. S. Navy, 1909.

Prescription book.

1023. Issues of medicine or medical stores to persons not in the Navy shall be noted in a prescription book kept for the purpose.

Statistical report of sick.

1024. Medical officers shall avoid inaccuracies or deficiencies in the statistical report of sick (Form K) upon which is based the annual statistical report of the Surgeon General. To this end it is directed that a list of patients be kept, in which shall be inscribed the name of every person as soon as he is entered upon the journal. From this list Forms K and F are to be prepared; and if it be accurate, the result will be an exact accordance of these two returns with the journal.

Accountability for property expended.

1025. (1) The senior medical officer of each station, hospital, and ship shall be held responsible and accountable for all public property under his control belonging to the medical department of the Navy. (Art. 975.)

(2) Medical officers shall forward to the Bureau of Medicine and Surgery, with the return of property (Form D), a concise account of the authority and reasons for expenditure and disposition of all property expended, other than medicines, hospital stores, surgical appliances, and stationery.

(3) They will not be released from responsibility for the value of any surgical instruments or furniture, unless the expenditure shall have been authorized by the bureau or a board of survey.

(4) The property returns from ships in a fleet shall be forwarded through the fleet surgeon, who shall see that expenditures are made with due regard to efficiency and economy, and report to the bureau any instances of wastefulness or unauthorized expenditures.

1026. A yearly return of books shall be made on the first of January from every hospital or station supplied with a library, giving the authors' names (alphabetically), the titles, and the number of volumes. On the first day of each subsequent quarter of the year this return shall be compared with the books on hand, and a supplementary report made of the additions and losses, if any, which have occurred during the quarter.

Yearly return
of books.

1027. A list of persons examined, embracing the particulars on Form X, shall be kept by all boards of medical examiners, and by all medical officers charged with the physical examination of candidates for appointment as officers in the Navy, and of officers for promotion, returns of which shall be made as directed in article 1028.

Records of ex-
aminations for
promotion or ap-
pointment.

1028. The abstracts of enlistments and rejections shall be compiled from the list of persons examined. In this return the names shall be arranged in alphabetical order, the surnames first, and in the case of rejections the cause of rejection shall be fully stated. The abstract shall be sent to the bureau in pasteboard case, or in a rolled form around a firm center to avoid breaking by folding, and shall be forwarded quarterly from receiving ships, recruiting rendezvous, shore stations, and at the end of the year and of the cruise from cruising ships.

Abstract of en-
listments and re-
jections.

1029. The senior medical officer of each hospital and shore station shall keep, or cause to be kept, a bill book, in which shall be entered a copy of the items of every voucher, noting the number of the form on which the voucher was made, the date, and in whose favor. This bill book shall be retained as one of the permanent records.

Bill book.

1030. The senior medical officer of each hospital or shore station shall, on the first day of January of each year, submit to the Bureau of Medicine and Surgery a sanitary report for the preceding year, which shall include a report of the sanitary condition of the hospital, navy yard, or station.

Sanitary re-
port from shore
stations.

1031. All persons employed in the medical department of the Navy are prohibited from accepting donations or bequests from patients or contractors, or from the friends of either, and from acting as administrator or executor for, or receiving on deposit any article of value from any patient.

Employees to
have no financial
dealings with pa-
tients.

1032. All necessary hospital and ambulance service at naval hospitals, naval stations, navy yards, and marine barracks, and in vessels of the Navy, Coast Survey, and Bureau of Fisheries, shall be performed by the members of the hospital corps. The nurse corps (female) shall be eligible for duty at naval hospitals and on board of hospital and ambulance ships, and for such special duty as may be deemed necessary by the Surgeon General. (Art. 1620.)

Service and
duty of hospital
corps.

1033. (1) The medical department is charged with the duty of inspecting the sanitary condition of the Navy and making recommendations in reference thereto; of advising with the Department and other bureaus in reference to the sanitary features of ships under construction and in commission, regarding berthing, ventilation, location of quarters for the care and treatment of the sick and injured; of the provisions for the care of wounded in battle; and in the case of shore stations, in advising in regard to health conditions depending on location, the hygienic construction and care of public buildings, especially of barracks and other habitations, such as camps. So far as practicable, it shall have supervisory control of water supplies used for drinking, cooking and bathing purposes, and drainage and the disposal of wastes.

Duty of med-
ical department.

It shall provide for the care of the sick and wounded, the physical examination of officers and enlisted men, the management and control of naval hospitals, and of the internal organization and administration of hospital ships, the instruction of the hospital corps and nurse corps (female), and the furnishing of all medical and hospital supplies. It shall advise in matters pertaining to clothing and food, so far as these affect the health of the Navy.

Duty of medical officer at shore stations.

(2) The senior medical officer attached to shore stations, under the direction of the commanding officer, shall supervise the hygiene of the station and recommend such measures as he may deem necessary to prevent or diminish disease. He shall likewise examine monthly and note in the medical journal the sanitary condition of all public buildings, the drainage, the sewerage, the amount and quality of the water supply, the clothing and habits of the men, the character and cooking of food, and report in writing the conditions to the commanding officer of the station, together with such recommendations as he may deem proper. The commanding officer shall endorse his views and action thereon and, if he deem the action recommended by the surgeon undesirable, shall state fully his objections thereto. He shall then return the report, with his endorsements, to the surgeon, who shall immediately enter the endorsements of the commanding officer in the medical journal and forward the report, through official channels, to the Bureau of Medicine and Surgery, with such further report, if any, as he may deem necessary or advisable in the premises. A special sanitary report shall be made at any time when an emergency arises, and at once be forwarded, through official channels, to the Bureau of Medicine and Surgery.

Technical schools.

(3) Any technical schools which are, or may be, established for the education of medical officers and the hospital corps and nurse corps shall be under the supervision and control of the Bureau of Medicine and Surgery.

First enlistments in hospital corps.

(4) In the hospital corps all first enlistments, including transfers to the service, shall be made upon the recommendation of the Bureau of Medicine and Surgery, and all discharges from the corps, except upon expiration of term of enlistment or by sentence of court-martial, and all details for duty, shall be made by the Bureau of Navigation, after reference to the Bureau of Medicine and Surgery for comment or recommendation.

Records of enlistments.

(5) Records of enlistments in the hospital corps, and all other papers relating thereto, shall be referred by the Bureau of Navigation to the Bureau of Medicine and Surgery for information and to afford an opportunity for recommendation; and an examination report on a form prepared by the Bureau of Medicine and Surgery and approved by the Bureau of Navigation shall be recorded in both bureaus in every case of enlistment or promotion.

Female nurse corps.

(6) The Bureau of Medicine and Surgery, subject to the approval of the Secretary of the Navy, shall have power to appoint, or to remove, nurses in the nurse corps (female). It shall provide regulations for their examination preliminary to appointment and promotion, and prescribe the nature of their duties. All details for duty in the nurse corps shall be made by the Bureau of Medicine and Surgery, except in the case of details involving travel, all orders for which shall be submitted to the Bureau of Navigation for approval.

CHAPTER XXIII.

PAY OFFICERS.

1034. (1) In general, the higher and more important duties of pay officers will be assigned to the senior grades. Passed assistant and assistant paymasters may, when required, be assigned as assistants to pay officers of a higher grade. Assignment to duty.

(2) Paymasters shall not be promoted to the grade of pay inspector until after they have passed a thorough examination as to their knowledge of all the duties of their office. This examination shall be particularly exhaustive in regard to the business of general storehouses at navy yards and stations, the duties of fleet paymaster and of a purchasing pay officer. Promotion of paymasters.

1035. (1) Before entering upon the duties of his office every pay officer shall give bond for the faithful performance thereof, with sufficient surety, to be approved by the Secretary of the Navy. (Sec. 1383, R. S.) Bonds.

(2) He shall give a new bond, with sufficient surety, every four years, or whenever required to do so by the Secretary of the Navy; and all such bonds shall be examined every two years for the purpose of ascertaining the sufficiency of the surety thereon. (Sec. 1384, R. S.) New bond.

(3) When a pay officer on shore duty in the United States is called upon to file a new bond, he will be notified sufficiently in advance to enable him to make the necessary preparations, so that the new bond may be approved by the Department on the first day of the succeeding quarter. Meanwhile he shall prepare to close his accounts at the end of business on the last day of the current quarter; and he will, as soon as the balances shall have been determined, deposit same to the credit of the United States with an assistant treasurer of the United States or other authorized depository. Certificates of deposit covering such deposits shall be forwarded immediately to the Auditor for the Navy Department, as prescribed by article 1315, paragraph 1.

(4) A pay officer's bond takes effect from the date of its approval by the Secretary of the Navy.

(5) The issuing of a new appointment and commission to any officer of the pay corps shall not affect or annul any existing bond, but the same shall remain in force and apply to such new appointment and commission. (Sec. 1385, R. S.)

(6) The bond of a pay officer acting as an assistant to another pay officer covers the public property actually in his custody, and for which he has receipted, but does not release the senior from a proper supervision over the acts of his subordinate.

1036. A pay officer who at any time discovers an excess or deficiency of the public money in his custody shall immediately report the fact to his commanding officer. Excess or deficiency of public money.

Clerical assistance. **1037.** (1) A fleet paymaster, a pay officer of a ship with a complement of more than one hundred and seventy-five persons, a pay officer of a supply steamer, store vessel, receiving ship, shore station, or the Naval Academy, a general storekeeper or a general inspector of the pay corps shall be allowed a clerk.

(2) The pay officer of a ship shall be allowed a yeoman.

(3) A pay officer shall be allowed the assistance of one person when settling his accounts after detachment; it shall be a clerk, if he has recently had one, otherwise a yeoman. Additional assistance requires the special authority of the Secretary of the Navy.

Duty on board ship when fitting out. **1038.** Upon joining a ship fitting out the pay officer shall carefully examine the pay office, storerooms, and other spaces allotted for the stowage of provisions and supplies in his charge; and shall report in writing to the captain their capacity and any defects or deficiencies in their arrangement.

The pay division. **1039.** (1) The pay division shall consist of all pay officers attached to the ship, the paymaster's clerks, yeomen and jacks-of-the-dust, the commissary stewards, cooks, bakers, storemen, and such other persons as may be assigned to it by the commanding officer.

(2) It will muster at quarters at a place designated by the captain.

(3) The senior pay officer shall take charge of the division and make the usual report in regard to absentees.

(4) In battle, the members of the division shall be stationed by the captain where they will be of the greatest service.

(5) For the issue of money, small stores, and clothing, the enlisted men of this division shall form part of the powder division.

(6) On board vessels of the third and fourth rates, the commanding officer may, at his discretion, assign the pay officer, in addition to his other duties, to a station at quarters as an assistant to the officer in charge of the powder division, except in cases where the pay officer is the senior of the two. Pay officers so assigned shall be afforded every assistance and opportunity to learn and become familiar with their duties in the powder division, as provided in article 671, for other junior officers of division. Nothing in this regulation is to be construed as relieving any of the officers charged with the care, preservation, and inspection of smokeless powder from any part of their responsibility for the same.

Care of storerooms and stores. **1040.** (1) The senior pay officer shall take charge of the pay office, store and other rooms which are kept locked, keeping the keys in his custody. He shall see that store and other rooms assigned to the pay department are clean, dry, well ventilated, and in good order, and that they are prepared for inspection at the same time as the other parts of the ship.

(2) He shall see that no private articles are stowed in these rooms; and that they are not used as sleeping apartments without the captain's knowledge and authority.

(3) He shall see that stores in his charge are properly cared for, as hereinafter provided.

(4) Except when another pay officer has been especially detailed for such duty, he shall act as commissary officer of the ship and have charge of the general mess and of the commissary steward, cooks, bakers, and others at the ship's galley. His responsibility shall end with the delivery of the food to the messmen.

(5) He shall pay particular attention to the proper financial conduct and judicious administration of the mess. Under his direction the commissary steward shall attend to the daily marketing, exercise supervision and control over the galley and provision storerooms, and perform such other duties as he may direct.

(6) No article of provisions ordinarily obtained from the general storekeeper, or under bureau contract, shall be purchased from outside dealers, unless by authority of the Bureau of Supplies and Accounts or, in emergency, by special direction of the captain.

Purchases from dealers.

(7) No person employed in the service of the general mess shall be paid ration money or any extra compensation by the commissary officer or his assistants, or by subscription from the crew. Individual contributions to the mess are prohibited.

1041. The pay officer shall, in the event of discovering deterioration, loss, or destruction of any of the public property in his charge, immediately report the fact to his commanding officer.

Loss of or damage to public property.

1042. (1) Pay officers shall forward through the captain all reports and communications, except correspondence with the Treasury Department and accounts and returns. (Art. 1382, par. 1.)

Transmitting official papers.

(2) Applications to the Comptroller of the Treasury, under the act approved July 31, 1894, for his decision upon any question involving a prospective payment, shall be forwarded through the usual official channels to the Navy Department, for transmission to that officer.

1043. The pay officer shall, when necessary, make written suggestions or reports to the captain concerning supplies and stores for the ship.

Suggestions.

1044. (1) In case of fire or shipwreck, it shall be the special duty of the pay officer, to secure and preserve the accounts of officers and men, the public money, and such other public papers and property, in the order of their value, as circumstances permit.

In case of fire or shipwreck.

(2) In every case of the loss or capture of a vessel belonging to the Navy of the United States, the proper accounting officers of the Treasury, under the direction of the Secretary of the Navy, are authorized, in the settlement of the accounts of the paymaster of such vessel, to credit him with such portion of the amount of the provisions, clothing, small stores, and money with which he stands charged on the books of the Auditor for the Navy Department as they shall be satisfied was inevitably lost by such capture or loss of a public vessel; and such paymaster shall be fully exonerated by such credit from all liability on account of the provisions, clothing, small stores, and money so proved to have been captured or lost. (Sec. 284, R. S.)

1045. The pay officer of a ship shall transmit to the Navy Department (Bureau of Navigation), on the day the ship is placed out of commission, a list of officers then attached to the ship, stating opposite the name of each the date of his orders to the station or ship, and the date of his reporting on board.

To transmit a list of officers.

1046. A clerk or yeoman shall not sign an official paper for the pay officer.

Clerks and yeomen shall not sign.

1047. (1) In case of the death, unauthorized absence, mental or physical incapacity as determined by competent medical authority, of a pay officer on duty, or if necessary to relieve him from duty for any other cause, the commanding officer of the ship or station

Death or incapacity of a pay officer afloat.

shall immediately take possession of the safe and of the keys of the storerooms of such pay officer, and report all the facts in the case to the senior officer present. The latter shall, without delay, direct a board of officers to take an inventory of the papers, money, and stores then on hand; and shall appoint a suitable person to take charge of the same, and to perform the duties of such pay officer until otherwise directed by competent authority.

(2) The senior officer present shall also appoint another suitable person to complete the vouchers, transfer the accounts, close up the books, and to have the custody of the same and of all papers necessary to the complete settlement of the account of such pay officer, and to be responsible for their proper transmission to the Department.

(3) Both the above-named appointees shall be present when the above inventories are taken, and shall be furnished with copies thereof; which copies, duly certified, shall be considered satisfactory vouchers for the money and stores thus ascertained to be on hand.

(4) If a pay officer unable to settle his accounts shall, while of sound mind, have nominated in writing the person to be selected to have custody of the books, vouchers, and other papers, and to complete accounts as above mentioned, the senior officer present shall, unless manifestly contrary to the public interest, conform to such nomination, and shall inform the Department without delay of his entire action in the matter; but nothing in this paragraph shall apply to a pay officer relieved from duty for misconduct.

Acting pay of-
ficers.

1048. When the office of paymaster or assistant paymaster becomes vacant, by death or otherwise, in ships at sea, or on foreign stations, or on the Pacific coast of the United States, the senior officer present may make an acting appointment of any fit person, who shall perform the duties thereof until another paymaster or assistant paymaster shall report for duty. (Sec. 1381, R. S., and Art. 1051.)

CHAPTER XXIV.

PAY AND ALLOWANCES.

SECTION 1.—PAY AND BOUNTIES, NAVY.

1049. When a volunteer naval service is authorized by law, the officers therein shall be entitled to receive the same pay as officers of the same grades, respectively, in the Regular Navy. (Sec. 1559, R. S.) Pay of volunteer officers.

1050. No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation, in any form whatever, for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation. (Sec. 1765, R. S.) Extra pay or emoluments forbidden.

1051. Any person performing the duties of paymaster or assistant paymaster in a ship at sea by appointment of the senior officer present in case of vacancy of such office, as provided in article 1048, shall be entitled to receive the pay of such grade while so acting. (Sec. 1564, R. S.) Persons acting as paymaster abroad.

1052. The Secretary of the Navy shall deduct from the pay due each officer and enlisted man in the Navy and Marine Corps, the sum of twenty cents per month, to be applied to the fund for naval hospitals. (Secs. 1614 and 4808, R. S.) Hospital fund.

1053. (1) Officers are entitled to sea pay while attached to and serving on board any ship in commission under the control of the Navy Department, the Coast Survey, or the Bureau of Fisheries, or while embarked as a passenger in any such vessel by order of competent authority. Sea pay.

(2) Officers attached to a ship in commission receive sea pay when temporarily absent.

(3) Credit for sea service does not necessarily depend upon the right to draw sea pay. Sea service.

1054. (1) The sea pay of all officers begins from the date of reporting on board the ship named in their orders, provided such ship be actually in commission. When sea pay begins.

(2) The sea pay of commissioned officers ordered to join a ship in foreign waters begins from the date of sailing from the United States.

1055. (1) Officers of the Navy when performing, under orders, any duty which does not entitle them to sea pay (Art. 1053) receive shore pay. Shore pay.

(2) All commissioned officers of the Navy on shore duty beyond the continental limits of the United States shall while so serving receive ten per centum additional of their pay as provided by law,

and such increase shall commence from the date of sailing from the United States for shore duty beyond the seas.

(3) Officers proceeding to and from their stations under orders are entitled to pay as on duty, provided there is no unnecessary delay on their part.

(4) Officers not on sea pay, when ordered for attendance before or on a court or board, receive shore pay from the time of leaving their domiciles until their return thereto by order of proper authority, though they may have been in the interval temporarily relieved from attendance by the president of the court or board.

Ordered to
duty under Coast
Survey or Bureau
of Fisheries, etc.

(5) Officers ordered to report by letter to the Secretary of Commerce and Labor for duty in the Coast Survey, the Light-House Board, or under the Bureau of Fisheries, are entitled to shore pay from the date of their reporting by letter in obedience to said orders.

(6) Where no "waiting orders" pay is provided by law, officers in that status receive shore pay.

Temporary ab-
sence.

1056. A temporary leave of absence does not detach an officer from duty nor affect his rate of pay.

Leave pay.

1057. (1) All commissioned officers of the Navy other than those whose pay is fixed by section 1556, R. S., when on duty or waiting orders shall be allowed, at the discretion of the Secretary of the Navy, thirty days' leave of absence without change of pay or allowance in any one year, or sixty days, provided that the same be taken once in two years, or three months if taken once only in three years, or four months if taken once only in four years. If the absence does not cover the entire period allowed, the balance thereof shall be placed to the officer's credit as belonging to the last year or years of the four considered, and may be made available for future leave. For all absence in excess of that provided for above, leave pay shall be allowed. (Sec. 1265, R. S.)

(2) Officers entitled to full pay on leave under the provisions of paragraph 1 of this article shall receive half pay for all leave in excess of that specified therein. Other officers when on leave or waiting orders shall receive the leave or waiting orders pay fixed by section 1555, R. S.

Suspension
from duty by
sentence of
court-martial.
Sick or wound-
ed.

(3) An officer suspended from duty by sentence of court-martial shall receive the pay to which he would be entitled if waiting orders, unless otherwise provided in the sentence.

1058. All commissioned officers of the Navy other than those whose pay is fixed by section 1556, R. S., suffer no change in pay on account of absence due to sickness or wounds, or when lawfully absent from duty, with the exception of the ten per cent increase of pay for sea duty, or shore duty beyond the seas, which can not be credited unless the officer concerned is actually performing such duty. When absent without leave, all officers forfeit pay and allowances during such absence, unless the absence is excused as unavoidable.

Absent with-
out leave.

Preparatory
orders.

1059. Preparatory orders do not change the rate of pay of an officer receiving them.

Furlough pay.

1060. Officers on furlough shall receive only one-half of the pay to which they would have been entitled if on leave of absence. (Sec. 1557, R. S.)

Retired pay.

1061. (1) An officer on the retired list shall receive only his retired pay; if ordered to active duty he shall receive the pay and allowances of the grade from which he was retired.

(2) Until June 6, 1912, any naval officer on the retired list may, at the discretion of the Secretary of the Navy, be ordered to such duty as he may be able to perform at sea or on shore, and while so employed shall receive the pay and allowances of an officer of the active list of the grade from which he was retired.

1062. An officer of the Navy wholly retired is entitled to not more than one year's pay of his grade, and his name shall be omitted from the Navy Register. An officer wholly retired.

1063. (1) The pay of an officer of the Navy upon his original entry into the service, except when he is required to give an official bond, shall begin upon the date of his taking the oath of office if his acceptance of the appointment bears the same or a prior date, or upon the date of acceptance if the latter bears a later date. When he is required to give a bond, his pay shall begin upon the date of the approval of his bond by the Secretary of the Navy, provided he has already accepted his appointment and taken the oath of office. Pay on original entry into the service.

(2) An officer not bonded, on first claiming pay after his entry into the service, shall furnish the pay officer with a copy of his appointment and oath of allegiance, or of the letter accompanying his commission or warrant, certified by himself to be correct; and in his certificate he shall state the date of his acceptance of the appointment and of his taking the oath required. A bonded officer shall furnish a certified copy of the letter approving his bond, in addition to the above.

1064. An officer entitled to increased pay for length of service or promotion shall be credited with such increase upon the books of the pay officer having his accounts as soon as it becomes due. The pay officer shall file as vouchers with his rolls for the quarter in which the increase begins the originals, or certified copies, of all papers which establish the correctness of the credit, and shall note on the roll any other data by which he is governed. In any case where the claim for such credit is not perfectly established, the pay officer shall apply to the Secretary of the Navy for instructions, forwarding with such application all the papers bearing upon the case. Dates for longevity pay.

1065. A pay officer, when promoted, is entitled to increased pay from the date of his promotion, his bond in the lower grade being binding until his new bond in the higher grade is approved. Promotion of pay officer.

1066. (1) When a pay officer is detached from duty involving accounts with the Treasury Department, and is ordered to his home in the United States, and directed to settle accounts, his personal account shall be forwarded to the Auditor for the Navy Department with his final returns, and shall not again be taken up, either by himself or another pay officer, except under authorization from the Auditor. Personal accounts of pay-officer.

(2) When a pay officer is detached from duty involving accounts with the Treasury Department, and is at once ordered to similar or other duty, his personal account may be taken up by himself or another pay officer upon presentation of certificate to the fact that all public funds have been properly deposited or transferred; this certificate shall accompany the returns to the Auditor.

(3) When detached from duty which does not involve accounts with the Treasury Department, authorization from the Auditor for the transfer of a pay officer's personal account is unnecessary.

Accounts of officers not on duty. **1067.** When an officer is granted leave of absence, placed on furlough, or directed to await orders, his account shall be transferred to the pay officer of such shore station as he may prefer.

Orders involving a change of rate of pay. **1068.** An officer whose orders involve a change in the rate of his pay shall present them to the pay officer having his accounts, for the preparation of such copies of the orders and endorsements as he may require. The officer shall certify the copies and also the time he left or arrived at his station or domicile.

Officers failing to pass examination for promotion at proper time. **1069.** If an officer fails to pass the examination preliminary to promotion, and passes upon a subsequent one, or if he fails to attend when ordered or permitted to be thus examined, for any cause other than physical disability, and afterwards, on examination, is found qualified and promoted, his pay for the higher grade shall begin on the date of his new commission.

Officers leaving the service. **1070.** Officers dismissed or resigning shall be paid including the date they receive official notice of dismissal or acceptance of resignation unless another date is specified as the one from which it shall take effect. The proper pay officer shall be notified, by the officer under whom the dismissed or resigning officer is serving, of such final date. (Art. 134S.)

Pay, allowances, etc., of nurse corps. **1071.** (1) The superintendent and chief nurses, and nurses, of the nurse corps (female) shall, respectively, receive the same pay and allowances, emoluments, and privileges as are now or may hereafter be provided by or in pursuance of law for the nurse corps (female) of the Army.

Checked for hospital fund. (2) All members of the nurse corps (female) shall be checked twenty cents a month for the hospital fund as in the cases of officers and enlisted men.

Accounts, where carried. (3) The accounts of members of said corps shall be carried by the pay officer of the station to which they are attached, on the regular navy pay rolls, but shall be entered and recapitulated separately.

Honorable discharge money. **1072.** (1) If any enlisted man, being honorably discharged, shall reenlist for four years within four months thereafter, he shall, on presenting his honorable discharge or on accounting in a satisfactory manner for its loss, be entitled to pay during the said four months equal to that to which he would have been entitled if he had been employed in actual service.

Continuous service pay. (2) Any man who has received an honorable discharge from his last term of enlistment, or who has received a recommendation for reenlistment upon the expiration of his last term of service of not less than three years, who reenlists for a term of four years within four months from the date of his discharge, shall receive an increase of one dollar and thirty-six cents per month to the pay prescribed for the rating in which he serves for each consecutive reenlistment.

Detention beyond expiration of enlistment. **1073.** (1) All petty officers and persons of inferior rating, serving afloat either on foreign station or in home squadrons, who may be detained in the service after the expiration of their enlistment, under the provisions of section 1422 of the Revised Statutes, or who may reenter to serve until the return to an Atlantic or Pacific port of the vessel to which they belong, and until their regular discharge therefrom, shall receive, for the time during which they are so detained or shall so serve beyond their original terms of enlistment, an addition of one-fourth of their former pay.

(2) In order to sustain a charge for such additional payment, the pay officer must produce, upon the settlement of his account, a certificate of the captain that the persons to whom such additional

compensation has been allowed did reenlist as aforesaid, or were detained by him under the section referred to.

1074. Every seaman, ordinary seaman, or landsman, who performs the duty of a fireman or coal passer shall be entitled to receive, in addition to his compensation as seaman, ordinary seaman, or landsman, thirty-three cents a day for the time he is employed as fireman or coal passer. (Sec. 1570, R. S.)

Seamen performing duty in engineer department.

1075. A seaman transferred to a merchant ship in distress and paid thereon is not entitled to be paid by the United States for the time so engaged; but his commanding officer shall stipulate that such seaman's wages shall equal his pay in the Navy, and the amount agreed upon shall be entered upon the articles.

Seamen transferred to a ship in distress.

1076. Petty officers or enlisted men absent from their stations or duty without leave, or after their leave has expired, shall forfeit all pay accruing during such unauthorized absence. The pay officer shall be notified daily of checkages of pay and rations to be made for such reason, the ration account of absentees being checked in the month during which absence occurs.

Men absent without leave to forfeit pay.

1077. When a marine detachment is ordered on shore to duty requiring the services of a marine pay officer, the accounts of such officers and enlisted persons of the Navy as accompany and are attached to said detachment shall be regularly transferred to and carried by the marine pay officer, and they shall be paid in the same manner as the officers and men of the Marine Corps with whom they are serving.

Marine detachment on shore duty.

SECTION 2.—PAY AND BOUNTIES, MARINE CORPS.

1078. (1) The officers of the Marine Corps shall be entitled to receive the same pay and allowances, and the enlisted men shall be entitled to receive the same pay and bounty for reenlisting, as are or may be provided by or in pursuance of law for the officers and enlisted men of like grades in the infantry of the Army. (Sec. 1612, R. S.; art. 1134, par. 15.)

Pay and allowances.

(2) In determining the allowances referred to in the foregoing paragraph of this article, the United States Army Regulations shall govern as far as practicable.

1079. All officers of the Marine Corps are entitled to ten per centum in addition to their current yearly pay, as given in the pay tables, for each and every period of five years' service, provided the total amount of such increase shall not exceed forty per centum of their current yearly pay, and provided further that the pay of a colonel shall not exceed \$5,000 per annum, that of a lieutenant-colonel \$4,500 per annum, and that of a major \$4,000 per annum.

Longevity pay.

1080. (1) Marine officers when absent on account of sickness or wounds, or lawfully absent from duty and waiting orders, shall receive full pay; when absent with leave, for other causes, full pay during such absence not exceeding in the aggregate thirty days in one year, and half pay during such absence exceeding thirty days in one year, except as hereafter provided. When absent without leave, they shall forfeit all pay during such absence, unless the absence is excused as unavoidable.

Pay during absence.

(2) All officers on duty shall be allowed, at the discretion of the Secretary of the Navy, sixty days' leave of absence without deduction of pay or allowance, provided that the same be taken once in two years; and the leave of absence may be extended to

Leave, cumulative.

three months, if taken once only in three years, or to four months, if taken once only in four years.

Retired pay. **1081.** (1) Marine officers retired from active service shall receive seventy-five per centum of the pay of the rank upon which they are retired, including the percentage added for length of service.

Marine officers wholly retired. (2) Marine officers wholly retired from the service shall be entitled to receive, upon their retirement, one year's pay and allowances of the highest rank held by them at the time of their retirement.

Allowance of clothing to enlisted men. **1082.** Enlisted men of the Marine Corps are entitled to an annual allowance of uniform clothing. Any articles drawn in excess of this allowance shall be charged against them, and for articles not drawn they shall receive pay according to the annual estimated value thereof; but such amounts shall not be paid until final discharge from the service. (Arts. 204 and 1783.)

Additional pay for continuous service. **1083.** (1) Enlisted men of the Marine Corps are entitled to additional pay for each three years' continuous service, up to and including the seventh three years, without regard to discharge and reenlistment, as follows:

(a) Noncommissioned officers above the grade of sergeant, four dollars per month for each three years;

(b) Sergeants and corporals, three dollars per month for each three years;

(c) Privates, drummers, and trumpeters, three dollars per month for the second and third three years each, and one dollar per month for each subsequent three years up to and including the seventh.

(2) After the seventh three years no further increase in pay is allowed for continuous service. (Army act of May 11, 1908, and Comp. Dec., Aug. 8, 1908.)

Additional pay for expert riflemen, etc. (3) Enlisted men of the Marine Corps qualified as expert riflemen, under the Small Arms Firing Regulations, U. S. Army, are entitled to five (5) dollars per month, those qualified as sharpshooters to three (3) dollars per month, and those qualified as marksmen to two (2) dollars per month, in addition to their pay, from the date of qualification until the close of the next succeeding target year, provided that during that time they continue to be members of an organization armed with a rifle or reenlist in such organization within three (3) months from date of discharge.

Failure to requalify. (4) If a marine, having qualified as an expert rifleman, fails in the next succeeding target year to requalify as such, he is entitled to the classification and pay of a sharpshooter until the close of the next succeeding target year following such failure to requalify. Similarly, if a marine who is classified as a sharpshooter fails in the next succeeding target year to requalify as such, he is entitled to the classification and pay of a marksman until the close of the next succeeding target year following such failure to requalify. If a marksman fails to requalify as such, his additional pay will cease at the close of the target year next succeeding that in which he qualified. If a marine, through the exigencies of the service, is not given an opportunity in the next succeeding target year to requalify for a classification already attained, he will be entitled to the pay of such classification until the close of the next target year in which opportunity to requalify is given him, such extension not to exceed three years.

(5) The fact of qualification will be evidenced in circular orders issued by headquarters, Marine Corps, which will show the date of actual qualification from which the marine is entitled to increased pay, and the first muster rolls rendered to the adjutant and inspector's department, and such pay rolls upon which credits for this extra compensation appear shall give the number and date of the circular order. Hold-over classifications shall be evidenced by similar circular orders. When a marine ceases to be entitled to this additional pay, or when such pay is reduced through failure to requalify, the fact shall be noted on the muster rolls rendered to the adjutant and inspector's department, and upon the pay rolls wherein the credits for extra compensation cease.

Evidence of qualification.

(6) Commanding officers of vessels of the Navy where marines are serving afloat, and commanding officers of marines serving on shore, will be furnished copies of the above-mentioned circular orders for the use of the paymaster upon whose rolls credits for the extra compensation above provided appear, which shall be accepted by pay officers of the Navy and the paymasters of the Marine Corps as pay roll vouchers supporting these credits and as evidence of the right of the enlisted man concerned to receive pay corresponding to the man's classification from the date of qualification, and to continue to receive this compensation in the manner and until the dates above provided for.

Pay roll vouchers to support credits.

1084. The musicians of the Marine Band shall be entitled to receive four dollars a month each, in addition to their pay as noncommissioned officers, musicians, or privates of the Marine Corps, so long as they shall perform, by the order of the Secretary of the Navy or other superior officer, on the Capitol grounds or the President's grounds. (Sec. 1613, R. S.)

Musicians of Marine Band.

1085. (1) When an enlisted man in the Marine Corps shall have served thirty years either in the Army, Navy, or Marine Corps, or in all, he shall, upon making application to the President, be placed upon the retired list, with seventy-five per centum of the pay and allowances he may then be in receipt of, and said allowances shall be as follows: Nine dollars and fifty cents per month in lieu of rations and clothing and six dollars and twenty-five cents per month in lieu of quarters, fuel, and light. In computing the necessary thirty years' time all service in the Army, Navy, and Marine Corps shall be credited. (Act of March 2, 1907.)

Pay and allowances of enlisted men retired.

(2) Enlisted men thus retired shall be furnished with transportation in kind to their homes.

SECTION 3.—ADVANCES.

1086. The President of the United States may direct such advances, as he may deem necessary and proper, to such persons in the naval service as may be employed on distant stations where the discharge of the pay and emoluments to which they are entitled can not be regularly effected. (Sec. 1563, R. S.)

Authority for advance of pay.

1087. Overpayments, other than such as are produced by authorized advances, will be invariably disallowed, whether made in money, clothing, or small stores, excepting payments for the commutation of rations, and such advances in clothing or small stores as may have been made by the previous order of the captain of a ship, upon the ground that they were necessary to the health and comfort of the men, which order must be produced. A gen-

Restrictions as to overpayments.

eral approval of the roll in which the advances are charged will not be sufficient.

Advances to officers ordered to foreign duty.

1088. (1) All officers of the Navy and Marine Corps, when ordered to duty at sea, or to shore duty outside the continental limits of the United States, or to Alaska, shall be entitled to an advance of three months' pay, provided they have not received an advance of pay within the previous twelve months. All such officers returning from duty, at sea or on shore, outside the continental limits of the United States, or in Alaska, shall be entitled, at the time of detachment, to an advance of two months' pay, at the discretion of the senior officer present.

By whom paid.

(2) Any officer of the Navy or Marine Corps presenting his orders to any purchasing pay officer of the Navy, or a marine officer presenting such orders to a paymaster of his own corps, shall be paid this advance.

Transfer from one ship to another.

(3) Officers transferred from one ship to another, both ships being in commission for sea service, are not thereby entitled to such advance.

Advances not checked until ship sails.

(4) Officers are entitled to the pay due them up to the date of sailing, without reference to the advance received. Should the ship, however, be detained beyond the time covered in such advance, officers shall have the amount checked against them by the pay officer, but may, upon proper application, receive an additional advance at the discretion of the Secretary of the Navy.

Duty of officer making the advance.

1089. (1) A pay officer shall, on paying an advance, endorse upon the original orders of the officer of the Navy or Marine Corps receiving it, the date and the amount advanced; and shall also notify the pay officer of the ship, without delay, of every such advance paid. A certified copy of the orders upon which advanced pay is furnished should in all cases accompany the voucher.

Duty of officer receiving an advance.

(2) Every officer who, after being ordered to duty, receives an advance of pay shall immediately give notice thereof to the pay officer taking up his accounts, and no officer shall knowingly receive pay which should be checked against such advance.

Duty of pay officer of ship.

(3) In cases where such advance of pay has been made, the pay officer of the ship on which the officer receiving it reports for duty shall, without delay, inform both the Auditor for the Navy Department and the pay officer who made the advance that he has checked the specified amount, adding the name of the ship to which such officer is first attached, the officer's name and rank, the date of the order, amount of pay advanced, and from whom received.

Pay clerks.

(4) Pay clerks may, upon application to the Secretary of the Navy, be allowed an advance as herein provided.

Ration money distinct from pay.

1090. The ration is not pay and shall not be commuted in advance, nor shall commuted rations go to liquidate indebtedness to the Government, except when desired by the individuals for whom commuted.

Entry on rolls of advances or overpayments.

1091. In all cases of advances or overpayments appearing on the rolls, the name of the pay officer making such advance or overpayment shall be noted over the amount.

Advances to recruits.

1092. (1) Recruiting officers shall advance no pay to recruits unless specially authorized by the Navy Department, and the amount thus paid to petty officers shall not be in excess of that paid to seamen. Good security is to be taken in every such case until the person receiving the advance is mustered on board a ship of the United States.

(2) Recruiting officers shall not pay any advance or bounty money except to the person entitled to receive it; and they must produce his receipt, together with a certificate from the commanding officer of the ship to which the recruit may have been sent, that he has been actually received on board, or a statement as to his nonreceipt.

(3) Recruits shall be provided with necessary clothing and small stores upon the written order of the captain of the ship, and if an advance in money has been authorized but not paid, the amount of such issues shall be deducted from the advance.

(4) When recruits to whom an advance has been paid are mustered on board a receiving ship, the pay officer thereof shall certify to the recruiting officer that the amounts of money paid to the recruits, as exhibited by the accounts received, have been duly charged to them.

SECTION 4.—ALLOTMENTS.

1093. Every assignment of wages due to persons enlisted in the naval service, and all powers of attorney or other authority to draw, receipt for, or transfer the same shall be void unless attested by the commanding officer and paymaster. The assignment of wages must specify the precise time when they commence. (Sec. 1576, R. S.)

Assignments
of pay to be at-
tested.

1094. (1) Each person in the Navy and Marine Corps serving at remote stations or on board a seagoing ship, or when detailed for duty on a foreign station, except apprentice seamen on cruising training ships, shall, with the approval of his commanding officer, be allowed to allot such portion of his pay for the support of his family or other relatives, or for his own savings, as he may desire. (Act of June 10, 1896.)

Allotments.

(2) Allotments shall be made out by the pay officer at the earliest possible moment after a ship is commissioned; and, after approval, shall be promptly forwarded by him, as herein required, in order to insure payment when due. At shore stations of the Marine Corps allotments shall be made out by the commanding officers of marines and, after approval, shall be promptly forwarded by him to the paymaster charged with the settlement of the accounts.

Made out by
pay officer.

(3) An allotment shall be executed in duplicate and, in the case of an enlisted person, witnessed by the commanding officer and paymaster, except where allotments are registered by a paymaster of the Marine Corps, in which case the witnessing of such by the paymaster shall not be required. After having been signed, it must be approved by the commanding officer and registered by the pay officer, who shall be responsible for its deduction from the grantor's pay. Both copies shall be forwarded to the Auditor for the Navy Department, who will forward to the purchasing pay officer the copy intended for him. An allotment shall be made payable on the last day of the month, and for a stated term. In special cases it may be registered at the Auditor's office.

How made,
registered, and
paid.

(4) The death, discharge, resignation, desertion, or forfeiture of pay by sentence of court-martial, of a person who has an allotment running shall be cause for stopping the same, and the pay officer of the ship to which the person was attached shall notify the Auditor for the Navy Department by the first opportunity;

Death or dis-
charge of person
having allot-
ment.

the pay officer will be held liable for amounts paid by the purchasing pay officer in the absence of due notice. When an allotment is stopped, the pay officer shall charge the allotment for as many months in advance as will probably be required for information to reach the Auditor.

Expiration of, by limitation or otherwise.

(5) The pay officer shall give timely notice to the Auditor for the Navy Department when an allotment is about to expire by limitation, or when it should be stopped for any other reason, stating the amount checked by himself and the last month for which checked.

Cases of capture, allotments to continue.

(6) The capture of the grantor of an allotment shall not operate to stop payment thereof before the expiration of the period for which it was made.

Advance not to interfere with allotment.

1095. An indebtedness arising from an authorized advance shall not interfere with the registry of an allotment by an officer. It shall be registered to be paid in the same manner as if no advance had been made.

Allotments for enlisted men.

1096. An enlisted person shall not be permitted to make an allotment unless there is due him the amount of the first payment, or unless such amount will probably be due on the date set for the first payment.

Transfer to hospital.

1097. The allotments of men transferred from a seagoing ship to a hospital shall be continued the same as if at sea.

Transfer to another ship or station.

1098. (1) When the grantor of an allotment is about to be transferred to another ship or station, the pay officer shall check against his account a sum sufficient to cover the amount of the allotment payable during the time that will probably elapse before the transferred account shall have been taken up.

Grantor in debt; about to be discharged.

(2) When the grantor of an allotment is soon entitled to discharge, and is so much in debt to the United States that it will require the whole or a part of his allotted pay to cancel his obligation, the pay officer shall inform the commanding officer and shall stop such allotment by the usual process, giving the facts as reason therefor.

Death of persons to whom allotments are payable.

1099. A purchasing pay officer shall immediately apprise the Auditor for the Navy Department upon receiving information of the death of any person to whom an allotment is payable by him.

Transfer of accounts of persons having allotments.

1100. (1) A pay officer shall, upon transferring the accounts of any person having an allotment, immediately inform the Auditor for the Navy Department of the fact, giving the name of the ship and that of the pay officer to whom the transfer is made, and stating the amount checked by himself, the total amount checked, and the last month for which checked.

(2) When a pay officer is relieved and transfers the accounts of officers and crew to a successor, he shall, without waiting for his final accounts to be made up, immediately notify the Auditor for the Navy Department of the transfer of allotments.

(3) When a transferred allotment is received by a pay officer, and the grantor thereof has died, deserted, or been detained en route, the pay officer shall immediately notify the Auditor for the Navy Department of all the facts obtainable, and shall stop the allotment, using cable or telegraph, if necessary to prevent loss.

Renewal of discontinued allotments.

1101. (1) An allotment which has been discontinued, at the request of the person making it, before the expiration of the term for which it is granted, shall not be renewed within that term except by permission of the Navy Department on satisfactory reasons being given for such discontinuance and renewal.

(2) In no case shall an allotment be allowed a returned deserter until his account shall have been received from the "Deserters' roll."

(3) Correspondence on the subject of allotments that have been granted must be with the Auditor for the Navy Department.

SECTION 5.—TRAVEL (OFFICERS).

1102. In lieu of traveling expenses and all allowances whatsoever connected therewith, including transportation of baggage, officers of the Navy, traveling from point to point within the United States, under orders, shall hereafter receive mileage at the rate of eight cents per mile, distance to be computed by the shortest usually traveled route; but in cases where orders are given for travel to be performed repeatedly between two or more places in the same vicinity, the Secretary of the Navy may, at his discretion, direct that actual and necessary expenses only be allowed. Actual expenses only shall be paid for travel under orders outside of the limits of the United States in North America. (Act June 7, 1900.)

Mileage.

1103. To facilitate action by the Department, officers on inspection, recruiting, or other duty that necessitates repeated travel between the same points, shall keep an accurate account of their actual expenses and also the number of miles traveled by the most direct route, and submit both to the Department with their claims for reimbursement or mileage.

Repeated travel between same points.

1104. (1) Commissioned officers of the Marine Corps traveling under orders without troops shall be allowed mileage at the rate of eight cents per mile (distance to be computed by the shortest usually traveled route) for travel performed within the United States and actual necessary expenses for travel performed without the United States.

Travel of marine officers.

(2) For all sea travel (except when regularly attached to vessels of the Navy for duty) actual expenses only shall be paid to such officers when traveling on duty under competent orders, with troops, and the amount so paid shall not include any shore expenses at port of embarkation or debarkation; but for the purpose of determining allowances hereunder travel in the Philippine Archipelago, the Hawaiian Archipelago, the home waters of the United States, and between the United States and Alaska shall not be regarded as sea travel. For all other travel with troops such officers shall receive transportation in lieu of mileage or traveling expenses.

(3) In cases where orders are given for travel to be performed repeatedly between two or more places in such vicinity as at the discretion of the Secretary of the Navy is appropriate, he may direct that actual and necessary expenses only be allowed.

(4) Mileage of marine officers may be paid by the paymaster or an assistant paymaster of the Corps upon receipt of proper vouchers accompanied by original orders issued or approved by the Secretary of the Navy or the Commandant of the Marine Corps.

1105. (1) Mileage of officers for travel in the United States shall be paid upon the presentation of original orders, issued or approved by the Navy Department, by any purchasing pay officer

Payment of mileage.

or by the pay officers of the stations at Portsmouth, Key West, Pensacola, Newport, and New London.

Allowance for travel abroad.

(2) Officers of the Navy traveling abroad under orders shall travel by the most direct route, the occasion and necessity for such order to be certified by the officer issuing the same, and shall receive in lieu of mileage only their actual and reasonable expenses, certified over their own signatures and approved by the Secretary of the Navy.

Baggage.

(3) The amount of baggage for which necessary expenses of transportation may be allowed such officers when traveling abroad under orders to or upon detachment from sea duty, shall not exceed eight hundred pounds for flag officers, five hundred pounds for officers of command rank, four hundred pounds for other commissioned officers, and two hundred and fifty pounds for officers not commissioned.

(4) Officers transferred to or between shore stations beyond the continental limits of the United States, or returning home from such stations, may, at the discretion of the Secretary of the Navy, be allowed transportation of baggage at public expense in excess of the quantities prescribed in paragraph 3.

Allowances actually performed.

1106. (1) No officer of the Navy or Marine Corps shall be paid mileage except for travel actually performed at his own expense and in obedience to orders.

Orders must have approval of Secretary.

(2) No allowance shall be made for traveling expenses within the United States unless the same be incurred under orders originally issued or subsequently approved by the Navy Department. All allowances made for this purpose must also be approved by the Secretary of the Navy.

(3) No allowance shall be made for traveling expenses without the United States unless the same shall be incurred on the order of the Secretary of the Navy, or of the commander-in-chief of a fleet or station, or upon orders approved by either of the above. (Art. 1109, par. 4.)

Terminal points to be designated in orders.

(4) Orders of officers involving travel must designate the place from which, and the point or points to which, the travel is to be performed.

Pay clerks.

(5) When a pay officer is detached from duty, his clerk will be ordered to perform the travel necessary to accompany the pay officer to the place designated for the settlement of his accounts. When the accounts have been settled, the clerk will be ordered to perform the travel necessary to reach his home.

Travel expenses not allowed.

1107. (1) No person in the naval service shall be paid mileage for travel performed by government conveyance.

(2) An order merely permitting an officer to appear before an examining board or a court of inquiry, or detaching him from a ship abroad and granting him permission to return home, does not entitle him to traveling expenses or mileage.

Unauthorized change of residence.

(3) An officer who changes his official residence without permission of the Navy Department shall not, if ordered to duty, be entitled to mileage in excess of that from his former place of residence as recorded at the Department.

(4) No expenses for travel to attend the funeral of a naval officer who dies in the United States shall be allowed.

Certificate required as voucher.

1108. (1) An officer shall certify to such copies of his orders as may be required as vouchers by the pay officer; also, that he actually performed the travel in obedience to such orders, at his

own expense, and without transportation in a government conveyance. In drawing mileage to his home, he shall certify upon his orders his residence, which must correspond to his usual residence, as recorded in the Bureau of Navigation or Headquarters, Marine Corps.

(2) Bills for mileage shall show the process by which the whole distance was calculated, giving the distance from point to point and stating how obtained, if not from the official tables of distances published by the War Department. Calculation of distances for mileage.

(3) When a doubt exists as to the distance traveled, the certificate of the officer, stating the route by which he traveled, with the distance thereon, and that it was the shortest usual route, shall be received as evidence, if the post office records do not determine it.

1109. (1) Allowances, other than mileage, for travel of officers within the United States shall be paid only upon the order of the Paymaster General of the Navy, to whom all claims, together with the original orders requiring the travel, and a certified copy thereof with all endorsements, must be presented. Such claims must be itemized and in duplicate, must be for actual and necessary expenses only, and must be accompanied by vouchers in the usual form, unless the officer certifies that it was not practicable to obtain them, in which case his own certificate to a detailed statement of the actual and necessary expenses shall be received as sufficient evidence. Expenses for travel, how paid.

(2) Officers performing travel under orders without the United States, shall prepare their claims for traveling expenses as required by paragraph 1, and submit them to the pay officer having their accounts, who shall, after verifying them, make reimbursement to the claimants upon public bills, endorsing the amount paid on the original orders, and filing the claim, together with a certified copy of the original orders as sub-vouchers. In the event of a question arising as to the propriety of any item, the pay officer shall forward the claim to the Bureau of Supplies and Accounts for audit.

(3) Detention at any place on the way must be certified by the officer to have been unavoidable, the necessity therefor to be stated in detail. Necessary detention.

(4) The maximum allowances for travel both within and without the United States shall be as established by the Department in general or special orders. Claims.

(5) The cost of transportation of public property of the United States, in charge of an officer traveling abroad, shall not be included in the same voucher or bill as that of his personal expenses. Transportation, public property.

1110. (1) A pay officer paying traveling expenses or mileage, shall endorse over his signature on the original travel orders, as well as on the copies retained for vouchers, the date of payment, the amount paid, and the points of departure and arrival. Endorsement on orders.

(2) In case an order is confidential, or several subjects are embraced in it, an extract pertinent to the service for which payment is made shall be taken and used.

1111. Transportation furnished upon an officer's orders to or from duty shall be endorsed upon his original orders, and a certified copy of such orders must accompany the vouchers for the expenditure. Transportation.

SECTION 6.—TRAVEL (ENLISTED MEN).

1112. (1) Travel allowance or transportation and subsistence shall be furnished to enlisted men as provided by article 802.

Men whose term of service expires in hospital abroad.

(2) A person enlisted in the Navy within the continental limits of the United States whose term of service expires while under treatment in hospital on a foreign station shall, upon the termination of such treatment, be entitled to passage to a port of the United States.

(3) Claims for travel expenses in excess of the foregoing shall be submitted to the Paymaster General, as provided in article 1109 for officers.

Transportation, by whom furnished.

1113. (1) Transportation for enlisted men of the Navy should be furnished only on a written order from competent authority.

(2) At navy yards and stations such orders shall be addressed to the pay officer; at San Francisco, Cal., to the purchasing pay officer; at naval rendezvous at places where there is no pay officer, to the commanding officer of the rendezvous.

(3) On board ships not furnished navy transportation requests, the commanding officer shall direct the pay officer of the ship to procure the transportation, furnishing cash for the necessary subsistence and transfers on public bill. Transportation companies will be directed to submit bills for the transportation furnished within the continental limits of the United States in accordance with paragraph 12. Travel outside the United States shall be paid for on public bill.

Transportation requests.

(4) On the receipt of an order for the transportation of one or more enlisted men, by any one of the officers enumerated in paragraph 2, he shall make and file a certified copy thereof, and issue a "transportation request," showing the date and place of issue, the name of the company to furnish the transportation, the name and rating of the person to be transported or, in the case of a draft of men, the name of one of the enlisted men and the number accompanying him. The class of transportation to be furnished must be shown, and the routes inserted (initials of lines) from point of departure to ultimate destination, in the space marked "via," care being taken by the issuing officer to select the most economical route, unless otherwise directed. Transportation requests on established forms will be furnished for the use of issuing officers.

(5) The officer or enlisted man in charge of a draft holding a transportation request, shall receipt on the stub and request, stating the exact number of men to be transported and the places from and to which transportation is furnished. If the person receipting can not write his name, there shall be a witness to his mark.

(6) Requests issued from each yard or station shall be numbered serially for each fiscal year.

(7) They shall cover transportation from starting point to final destination, if by all-rail route, except when over bond-aided roads.

Stubs.

(8) Stubs shall receive the same number as the request to which attached.

(9) Stubs and requests for travel over bond-aided roads shall be marked B A R before the serial number. (Par. 12.)

(10) When transportation requests are issued in compliance with an order from the Bureau of Navigation, the number of the bureau's letter shall be noted on the stub and request.

(11) No alterations shall be made in a request except by the issuing officer, who shall note the reason therefor upon its face over his signature.

(12) Transportation companies will present their bills monthly, with corresponding transportation requests, to the Bureau of Supplies and Accounts for payment by the navy (disbursing) pay officer at Washington; or by the Auditor for the Navy Department, if they involve bond-aid or land-grant deductions.

(13) Immediately upon the issue of a transportation request, the issuing officer shall report the cost of transportation to the Bureau of Navigation upon the form attached to the request.

(14) Stubs shall not be detached from their binding. When all the requests in one book are detached, the cover shall be cut to the size of the stubs and the book filed. Stub books of traveling recruiting officers are to be filed in the Bureau of Navigation.

Reports.

SECTION 7.—QUARTERS, LIGHT, FUEL, AND SUBSISTENCE.

1114. (1) At each navy yard and station where there are public quarters, the commanding officer, under the direction of the chief of bureau having charge of the construction and maintenance of buildings thereat, shall allot to each officer of the Navy available and unassigned quarters to which his rank or duty entitle him.

Officers' quarters (Navy).

(2) Officers of the Navy, except midshipmen, serving "with troops" are entitled to their proper allowance of public quarters or of quarters hired by the Government for them, or commutation therefor; or, if not serving "with troops," are entitled to their proper allowance of public quarters or commutation therefor. Officers of the Marine Corps on duty "with troops," or for any service with troops, are entitled to their proper allowance of public quarters or commutation therefor.

With or without troops.

(3) Where there are no public quarters or not sufficient quarters possessed by the Government to accommodate him, any officer, except midshipmen, serving "with troops" may request that quarters providing accommodations suitable to his rank be hired by the Government and furnished him in kind, which request shall be forwarded to the Department for action, through the proper channels, with recommendation as to quarters available for hire for his use.

No public quarters.

(4) An officer ordered to duty at a navy yard or station shall immediately make written application to the commanding officer for quarters.

Application.

(5) The quarters to which an officer is entitled when on duty may be continued in kind, at his proper station, during the period for which the law permits him to be absent without reduction of pay and allowances.

During absence.

(6) An officer on sick leave, not detached from his station, is entitled to public quarters at his station during the period of sick leave, not exceeding six months, provided he or his family occupy them.

On sick leave.

1115. (1) All officers, including pay clerks and mates, but excepting midshipmen, on duty at a station where there are no public quarters for their accommodation, or where the public quarters are inadequate, or where quarters have not been hired for their use, or any such officers on special duty or on detached serv-

Commutation of quarters.

ice on shore, are entitled to commutation for quarters at established rates.

No public quarters.

(2) Commutation of quarters is allowed to any officer mentioned in paragraph 1, on duty where no public quarters are furnished by the United States, as follows:

(a) On duty at colleges.

(b) In the discharge of his official duties in charge of civil works, when not furnished with rooms to be occupied by him as quarters.

(c) "In arrest," and on the military duty of attending a court-martial trial (his own), and obeying the orders of the court.

(d) When awaiting orders for the convenience of the Government, for a limited period at a place (except his home) where there are no public quarters.

Pay officer settling accounts.

(3) A pay officer ordered to his home to settle accounts, while so engaged is entitled to commutation of quarters. (41 Ct. Cls., 31; Dec. 18, 1905.)

(4) An officer ordered to report by letter to a superior becomes entitled to commutation of quarters when he receives a specific order of assignment and reports in person at the station to which assigned.

Temporary absence on duty.

(5) An officer does not lose his right to quarters or commutation at his permanent station by a temporary absence on duty. While he continues to hold that right and exercises it by constructive occupation or use of any kind, he can not legally demand quarters nor commutation at any other station. Exceptions to this rule can be made only by the Secretary of the Navy.

On leave and sick leave.

(6) An officer on duty at a station where he is properly in receipt of commutation of quarters is entitled to the allowance during ordinary leave on full pay, but not during sick leave. If he is relieved from duty at the station and then granted leave, his commutation ceases.

Change of station.

(7) When an officer changes station during his temporary absence on duty, he loses his right to quarters from the time he leaves his old station, and does not acquire a right at his new station until he has reported for duty thereat. He is entitled in the meantime to quarters or commutation therefor at the station where he is temporarily serving.

Commutation not allowed.

(8) Commutation of quarters is not allowed to any officer mentioned in paragraph 1 under the following circumstances:

(a) When relieved from duty at one station, where he was entitled to commutation of quarters, and assigned to another, he is not entitled to such allowance from the date of relief to the date on which he reports in person at the new station.

(b) When ordered to his home to await orders.

(c) When awaiting orders for his own convenience, or at his own request, at a place of his own choosing.

(d) When unassigned to any duty for an indefinite period, and not technically on leave of absence, but permitted to choose his own residence.

(e) On sea service under usual conditions. (Art. 1053.)

(f) On sick leave.

Payment of commutation of quarters.

1116. (1) Commutation of quarters shall be paid at the end of each month, except in the case of an officer's detachment, when payment shall be made for the period for which it is due.

(2) For each item on the pay rolls covering a payment of commutation of quarters, there shall be certificates from the proper officers that application for, and no assignment of, quarters has been made.

(3) Commanding officers of yards and stations shall make the required certificates.

(4) Officers entitled to commutation of quarters who are without an immediate commanding officer shall sign this certificate, except as provided in the next paragraph.

(5) In the cases of officers on duty in Washington, not attached to the navy yard, the Chief of the Bureau of Yards and Docks shall furnish the required certificate.

(6) The monthly commutation allowance for quarters of the Admiral of the Navy is fixed by law at one hundred and twenty-five dollars.

(7) The number of rooms with which officers may be furnished (or the commutation therefor at the rate of twelve dollars per month for each room), as provided by law for officers of corresponding rank in the Army, is as follows: Rear admirals (first nine), nine rooms; rear admirals (second nine), eight rooms; captains, seven rooms; commanders, six rooms; lieutenant-commanders, five rooms; lieutenants, four rooms; lieutenants, junior grade, three rooms; ensigns and all other officers entitled by law to quarters or commutation thereof, two rooms. (Act of March 2, 1907.)

(8) Commissioned warrant officers, warrant officers, paymasters' clerks, and mates are entitled to the same commutation for quarters as second lieutenants of the Marine Corps. (Acts of March 3, 1899, March 3, 1901, and May 13, 1908.)

(9) Officers of the Marine Corps, when on shore duty, are entitled to quarters or commutation therefor under the rules and regulations of the Army.

1117. (1) Heat and light actually necessary for the authorized allowance of quarters for officers and enlisted men shall be furnished at the expense of the United States under such regulations as the Secretary of War may prescribe. (Army Appropriation Act, approved March 2, 1907.)

(2) Each officer shall be allowed, while occupying public quarters or quarters other than public, where gas, acetylene, electricity, or mineral oil lamps are installed at the expense of the United States, for each room to which his rank entitles him, for the period between September 1 and April 30, 1,500 cubic feet of gas, or 150 cubic feet of acetylene, or 20,000 watt-hours of electric current, or 4 gallons of mineral oil, per month; and from May 1 to August 31, 900 cubic feet of gas, or 90 cubic feet of acetylene, or 12,000 watt-hours of electric current, or 3 gallons of mineral oil per month for each room to which entitled, which allowances may be considered accumulative within a fiscal year, provided that the accumulated allowance shall at no time be exceeded.

(3) Where an officer occupies quarters other than public, the lighting of which is measured by separate meter readings, settlement will be made by the Government with the owner or authorized agent of the quarters, or agent of the company supplying the light, for the actual quantity of gas, acetylene, or electric current supplied.

No separate
meter.

(4) Where an officer occupies quarters other than public which are lighted by gas, acetylene, or electricity, and the quantity supplied is not measured by separate meter readings, settlement will be made by the Government with the owner or authorized agent for light for the number of rooms to which the rank of the officer entitles him, in accordance with the prescribed allowance, at the following rates: For electricity, six cents per kilowatt hour; for gas, eighty cents per 1,000 cubic feet; for acetylene gas, eight dollars per 1,000 cubic feet.

(5) An officer occupying as quarters a number of rooms less than his authorized allowance shall be entitled to mineral oil for such number of rooms only as he actually occupies.

Light from
government
plant.

(6) At stations where light is furnished from a government plant, the charge for an excess used over the prescribed allowance shall be the actual cost of manufacture in the case of electricity or gas, or at the actual cost of mineral oil. If the prescribed allowance is exceeded, payment for such excess shall be immediately deposited with the yard paymaster through whom the light is furnished.

Fuel officers,
Navy.

1118. (1) Each officer while occupying public quarters or quarters other than public, which are heated by a separate plant, will be furnished, at the expense of the United States, with the quantity of fuel set forth in the table of allowances, paragraph 7. This allowance may be considered accumulative within a fiscal year, provided that the accumulated allowance shall at no time be exceeded. Where an officer is occupying quarters other than public, not heated by separate plant, or for which it is impracticable to furnish fuel in kind, settlement will be made by the Government with the owner or authorized agent of the quarters for the heat at a rate of four dollars per cord for the fuel allowance for the number of rooms to which the rank of the officer entitles him as set forth in the table of allowances, paragraph 7. Fuel may be issued or sold in accordance with the preceding to families of officers on shore duty who are temporarily absent from their stations, on the written certificate of the officer that the amount of his allowance covered by the certificate will not be otherwise drawn by him. Officers on sick leave or under sentence of suspension from duty on reduced pay when absent from their proper stations are not entitled to this privilege.

Retired
officers.

(a) Fuel may be sold, in accordance with existing contracts, to retired officers of the Navy at contract prices, payment to be made as for fuel in excess of allowance issued to officers on the active list.

Public prop-
erty.

(2) Fuel issued to officers is public property. Any portion not consumed shall be returned to the Government.

Certificate.

(3) Fuel will only be issued or sold to an officer upon his certificate that it is for his personal or family use and that he will not sell or exchange it.

Kindling.

(4) An officer may require for a reasonable quantity of fuel in kindling wood, which will be issued on the basis of its equivalent in oak wood.

Allowance ex-
ceeded.

(5) If the prescribed allowance of fuel is exceeded, payment for such excess at contract price shall be deposited with the general storekeeper through whom the fuel is furnished.

Marine Corps.

(6) Fuel may be furnished to officers of the Marine Corps on the active list by the Quartermaster's Department at rates established by law and according to Army Regulations.

(7) The prescribed allowance expressed in cords of oak wood is as follows: Prescribed allowance.

Rank of officer.	As quarters (rooms).	Cords of wood per month.		Increased allowance from September 1, to April 30.	
		May 1 to August 31 (tropics, year round).	September 1, to April 30.	Between 36° and 43° N. latitude, one-fourth.	North of 43°, one-third.
Rear Admiral, first nine	9	1½	6	1½	2
Rear Admiral, second nine, or officer of higher rank occupying 8 rooms as quarters.....	8	1½	5½	1½	1¾
Captain or officer of higher rank occupying 7 rooms as quarters.....	7	1½	5	1½	1½
Commander or officer of higher rank occupying 6 rooms as quarters.....	6	1½	4½	1½	1½
Lieutenant-commander or officer of higher rank occupying 5 rooms as quarters	5	1½	4	1	1½
Lieutenant or officer of higher rank occupying 4 rooms as quarters.....	4	1½	3½	¾	1½
Lieutenant, junior grade, or officer of higher rank occupying 3 rooms as quarters.....	3	1	3	¾	1
Ensign or officer of higher rank occupying 2 rooms as quarters.....	2	1	2½	¾	¾
Officer of any rank occupying 1 room as quarters.....	1	1	1½	¾	¾

(8) If at any yard or station situated between 36° and 43° N. latitude the mean temperature for twenty days of any calendar month is not above 20 degrees F., an increase of fuel of one-third, instead of one-fourth, as shown in the table, will be allowed. If the temperature is not above 10 degrees F., an increase of one-half will be allowed, whatever the latitude of the place. The certificate of the medical officer of the station as to the mean temperature and the order of the commanding officer for the issue will be filed with the requisition covering increased allowance.

(9) The approximate equivalents of fuel in terms of oak wood have been established as follows:

Equivalents.

Wood.		Coal.				Gas.	Oil.	
Hard.	Soft.	Anthracite.				Bituminous.	Fuel.	Fuel.
In the cord—stick or sawed.	In the cord—stick or sawed.	Nut.	Stove.	Egg	Furnace.			
Cord.	Cords.	Pounds.	Pounds.	Pounds.	Pounds.	Pounds.	Feet	Gallons.
1	1½	1,700	1,700	1,700	1,700	2,100	6,000	40

Payment for light.

1119. (1) In arranging payment on account of light furnished to officers, each officer shall forward the bills from the dealers supplying the illuminant to the general storekeeper, with a certificate that the light has been supplied for his personal or family use only and has not been sold or exchanged, and is not in excess of his accumulated allowance for the fiscal year to the end of the period covered by the bill. In the case of an excess, cash, check, or money order shall accompany the bill for the excess in full herefor at contract rates. The general storekeeper shall prepare public bills covering such issues and attach to the originals thereof the certificates of the officers concerned.

Requisitions for fuel.

(2) In the case of fuel, blank fuel-allowance requisitions shall be furnished on application to general storekeepers, and officers shall make requisitions as needed, stating the character and amount required, and certifying as provided in article 1118, paragraph 3, and that upon receipt of the fuel required the accumulated allowance for the fiscal year, including the calendar month covered, will not be exceeded. In every case where the accumulated allowance is exceeded, requisition shall be accompanied by cash, check on local bank, or money order, for payment in full at the contract price, for the amount in excess.

(3) Ordinarily, officers shall not submit requisitions for less than the equivalent of half a cord of oak wood, or oftener than once each calendar month.

Course of requisition.

(4) Requisitions prepared as above shall be forwarded to the general storekeeper of the station (or, in the case of officers on duty where there is no station, to the general storekeeper of the nearest navy yard or station), who shall notify the contractor to deliver the quantity of fuel required. The requisition shall then be returned to the officer who made it, who shall receipt and return it to the general storekeeper. Requisitions shall not be receipted in advance of delivery. An officer on detached duty shall also furnish the dealer's bill for the quantity delivered, which bill shall bear the officer's certificate that he has inspected and passed the fuel, both as to quantity and quality.

Public bills.

(5) The general storekeeper shall prepare public bills covering such issues and attach to the originals thereof the requisitions and certificates of the officers referred to in the preceding paragraph.

Heat allowance for quarters without separate plant.

(6) In cases where officers are occupying quarters other than public, which are not heated by separate plant, or for which it is impracticable to furnish fuel in kind, requisitions shall be submitted for the full authorized allowance of fuel, as such, at the rate of four dollars per cord, accompanied by a certificate that the service thereby covered has been rendered for the personal or family use only of the officer, and indicating to whom payment shall be made. General storekeepers shall prepare vouchers in favor of such persons, attaching thereto the certificates mentioned.

Quarters heated by government plant.

(7) Officers who occupy quarters heated by a government plant shall be restricted to the quantity of fuel required for kitchen uses only. Requisitions for such fuel shall be certified accordingly.

Money transferred by general storekeeper.

(8) Money paid by officers for heat and light shall be transferred by the general storekeeper to the paymaster of the yard or station with a statement in duplicate showing the amount received from each officer, one copy of which, receipted by the yard paymaster, shall be returned to the general storekeeper.

(9) The amounts so transferred shall be taken up by the paymaster of the yard or station in the accounts of the quarter in which the payments were made, so that the total receipts from this source shall agree with the amounts paid to the general storekeeper, as shown on the quarterly abstract.

Amounts taken up by paymaster of yard.

(10) Each general storekeeper shall certify at the foot of the quarterly abstract that the amount stated therein has been transferred to the paymaster of the yard or station. In the event of a change of paymasters during the quarter, the amount of money transferred to each shall be stated separately.

Certificate of general storekeeper.

(11) General storekeepers shall attach to each abstract of heat and light furnished a statement of all vouchers prepared by them covered by such abstracts; also a summary of the titles to which the expenditures are chargeable. For heat and light issued free the titles shall be those to which the pay of the officers concerned is chargeable. The amounts paid for fuel issued in excess of allowance at contract prices shall be summarized, the total of the summary thus aggregating the total bills prepared.

Statement of vouchers.

1120. (1) All officers of the Navy, except commissioned officers of the line, Medical and Pay Corps, and commissioned warrant officers, are entitled to one ration, or to commutation therefor, while attached to and doing duty on board of a seagoing vessel.

Rations.

(2) Rations shall not be allowed to officers on the retired list. (Sec. 1595, R. S.)

(3) The law does not provide for the allowance of rations to commissioned officers of the Marine Corps.

(4) All enlisted men in the Navy attached to any United States vessel or station and doing duty thereon, and midshipmen, shall be allowed a ration or commutation thereof. (Sec. 1579, R. S.)

(5) Petty officers of the Navy, performing duty which deprives them of quarters and their rations or commutation thereof, shall receive nine dollars per month in addition to the pay of their rating.

(6) The noncommissioned officers, privates, and musicians of the Marine Corps attached to ships of the Navy shall each be entitled to receive one navy ration daily. (Sec. 1615, R. S., and act of March 2, 1891.)

(7) Enlisted men on board a ship for duty or passage, but not borne upon the rolls, are supernumeraries entitled to pay, and shall be rationed with the crew upon the order of the captain.

(8) The rations of enlisted men shall be commuted only upon the written order of the captain. (Art. 1237.)

1121. Prisoners embarked in a naval vessel shall be subsisted, and payment shall be made by the pay officer to messes for each prisoner subsisted therein at the following daily rates: Cabin, two dollars; wardroom, one dollar and fifty cents; other officers' messes, one dollar. If not in an officers' mess, one ration shall be allowed. No other charge shall be made, nor shall any person thus subsisted be required to pay any compensation to the mess in which he may live.

Subsistence of prisoners embarked in ships of the Navy.

1122. For the subsistence of pilots, one dollar and fifty cents per day shall be allowed to a wardroom mess, and one dollar per day to any other officers' mess. When messed in any other than an officers' mess, or by themselves, they shall be allowed one ration each.

Subsistence of pilots.

Subsistence of naval or civil officers as passengers. **1123.** (1) No allowance shall be made to any mess for the subsistence of officers ordered to take passage in a ship of the Navy.

(2) There being no allowance for a minister or other civil officer for whom passage may be ordered in a government ship, provision must be made and the expense defrayed by such passenger himself.

Deduction of value of ration from account of persons in hospital. **1124.** (1) The value of one ration per day shall be deducted from the account of every naval or marine officer admitted into a naval hospital during his continuance therein, which amount shall be credited to the naval hospital fund by the pay officers on whose books such persons are borne. (Sec. 4812, R. S.)

(2) In computing the number of days patients are subsisted in hospital, the day of admission shall be disregarded and the day of discharge shall be included.

Rations of officers temporarily on shore. **1125.** Officers of the Navy on sea service, with the exceptions mentioned in article 1120, paragraph 1, are entitled to their rations while temporarily doing the duty of the ship on shore.

Pay clerks assisting in settlement of accounts. **1126.** A pay clerk assisting a pay officer to settle his accounts shall be allowed pay, but not rations, during the time so employed.

Subsistence while cooperating with Army. **1127.** Officers and men of the Navy or Marine Corps under orders to act on shore in coöperation with the land troops, will be rationed, upon requisition of the commanding officer, by the Subsistence Department of the Army.

SECTION 8.—MISCELLANEOUS ALLOWANCES.

Army and navy hospitals. **1128.** (1) Authority for admission to an army and navy general hospital may be obtained by all persons of the Navy and Marine Corps, on the active and retired lists, from the Surgeon General of the Navy on the report of a board of medical survey or, when that is impracticable, on the certificate of a naval medical officer, clearly stating the applicant's disability.

(2) The hospital accommodation will be divided between patients of the military and naval services and the Marine Corps. The length of treatment in hospital will be determined by the medical officer in command.

Persons sent to other than naval hospitals. **1129.** (1) Officers and enlisted men of the Navy and Marine Corps when on duty at a place where there is no naval hospital, may be sent to other hospitals upon the order of the commander-in-chief, or the senior officer present, and the expenses of such persons shall be paid from the naval hospital fund; and no other charge shall be made against their accounts than such as are made for persons under treatment at naval hospitals.

(2) The pay of an enlisted man, when under treatment at a hospital in the United States, ceases upon the expiration of his term of enlistment. (Arts. 792, par. 7, and 799, par. a.)

Pay of enlisted man in hospital, etc. **1130.** Whenever any officer, seaman, or marine entitled to a pension is admitted to the Naval Home, Philadelphia, or to a naval hospital, his pension, while he remains there, shall be deducted from his accounts and paid to the Secretary of the Navy for the benefit of the fund from which such home or hospital, respectively, is maintained. (Act of May 4, 1898.)

Expenses incurred for medicines, etc. **1131.** (1) Expenses incurred by an officer of the Navy for medicines and medical attendance shall not be allowed unless they were incurred when he was on duty, and the medicines could not have been obtained from naval supplies, or the attendance

of a naval medical officer could not have been had. (Sec. 1586, R. S.)

(2) Officers of the Navy or Marine Corps on duty where the services of a naval medical officer are not available shall, as a basis of claim for expenses, report any sickness or injury, as soon as they are able, to the Surgeon General of the Navy.

(3) All claims for expenses incurred for medicines and medical attendance shall be forwarded to the Surgeon General of the Navy for examination and approval. After approval such claims shall be forwarded to the Paymaster General for payment by such officer as he may designate. Claims shall be accompanied by receipted bills and all other papers pertaining thereto.

(4) Where the services of a naval medical officer are obtainable, officers in a duty status may have, under the control of the medical officer in charge, when the latter is not in his own opinion sufficiently skilled to properly treat the affection, the benefit of consultation with and treatment by a specialist: *Provided*, That such consultation and treatment are by the prior authority of the Surgeon General, and under the direction and control of the medical establishment of the Department, as the law does not permit the allowance of expense of consultation with or treatment by a specialist when it is incurred upon the mere volition of the officer concerned. Ordinarily it is assumed that such consultation with a specialist is for the purpose of confirming the diagnosis and outlining the treatment, the medical officer in charge of the case being regarded as professionally capable of carrying out further treatment.

Treatment by specialist.

(5) Expenses for medicines and medical attendance shall not be allowed in the case of enlisted men of the Navy and Marine Corps where naval medical supplies are available and where the services of a naval medical officer can be had; nor shall they be allowed unless the sickness or injury has been promptly reported to the Bureau of Medicine and Surgery by the officer in command; or, if on detached duty, as at wireless telegraph stations, subrecruiting stations, with naval militia, etc., by the enlisted man himself as soon as able.

Expenses in case of enlisted man.

(6) When officers and enlisted men of the Navy and Marine Corps, on detached duty, require immediate hospital treatment where a naval hospital or a hospital of the United States Public Health and Marine Hospital Service is not available, and when transportation to one or the other is not practicable, they will be admitted to a civil hospital and prompt information of the fact, together with a full statement as to the nature of the disability, shall be communicated to the Bureau of Medicine and Surgery through official channels—either by the officer in command or, if on detached duty as set forth in paragraph 5 of this article, by the patient himself as soon as able.

Where there is no government hospital.

1132. In the absence of the persons mentioned in article 248, paragraph 1, officers required to make oath in answering interrogatories concerning the fitness of officers of the Navy or Marine Corps for promotion, shall do so before some other person authorized by law to administer oaths. In such case officers shall be careful to procure the necessary services at as reasonable a rate as possible, and transmit to the Department a voucher stating the sum paid. If, in the opinion of the Department, such sum is reasonable and proper, the necessary steps for reimbursement will be taken.

Expenses incurred in making oath.

- For service as divers.** **1133.** Enlisted men of the Navy, not under instruction or diving for practice, shall, when employed in submarine diving, receive extra compensation therefor, to be charged to the bureau for which the service is performed, at the rate of one dollar and twenty cents per hour for the actual time so employed under water.
- Extra pay for seamen gunners, graduates of petty officers' school, etc.** **1134.** (1) Every enlisted man who has been rated a seaman gunner or holds a gun captain's certificate, or a certificate of graduation from one or more classes of a petty officers' school of instruction, shall receive two dollars per month in addition to the pay of his rating for each such certificate. (Art. 786.)
- For good conduct medals, etc.** (2) Every enlisted man of the Navy shall receive seventy-five cents per month in addition to the pay of his rating for each good conduct medal, pin, or bar which he may be awarded. The date of the award of a good conduct medal, pin, or bar shall be the date of the holder's discharge by reason of the expiration of the enlistment for which the medal, pin, or bar is given, the allowance of seventy-five cents per month to be reckoned from said date of award.
- For gun pointers.** (3) Enlisted men of the Navy, after having qualified as gun pointers, according to standards of marksmanship and rules that may be prescribed from time to time by the Secretary of the Navy, and who are regularly detailed as gun pointers by the commanding officer of a vessel, shall receive monthly, in addition to the pay of their respective ratings, extra pay as follows:
- (a) Heavy gun pointers (for guns of 8-inch caliber or larger) first class, ten dollars; second class, six dollars.
- (b) Intermediate gun pointers (for guns from 4-inch to 7-inch, inclusive) first class, eight dollars; second class, four dollars.
- (c) Secondary gun pointers (for guns from 1-pounder to 3-inch, inclusive) first class, four dollars; second class, two dollars.
- (d) Extra pay shall be allowed a gun pointer qualified prior to November 28, 1907, during not less than two years from and after the date of his qualification; if qualified on or subsequent to November 28, 1907, during such time only as he remains qualified: *Provided*, That extra pay shall only be allowed a gun pointer while he is regularly detailed as a gun pointer at a gun of the class at which he qualified.
- For gun captains.** (4) Enlisted men of the Navy regularly detailed by the commanding officer of a vessel as gun captains, except at secondary battery guns, shall receive, in addition to the pay of their respective ratings, five dollars per month which, in the case of men holding certificates as gun captains or of graduation from the gun captain class, petty officers' school, shall include the two dollars per month to which such certificates entitle them.
- For submarine torpedo boat work.** (5) Besides the five dollars per month extra pay allowed them for submarine service, enlisted men serving with submarine torpedo boats who have been reported by their commanding officers to the Navy Department (Bureau of Navigation) as qualified for submarine torpedo boat work shall receive one dollar additional pay for each day during any part of which they shall have been submerged in a submarine torpedo boat while under way, but such further additional pay shall not exceed fifteen dollars in any one calendar month. (Executive order, November 8, 1905.)
- (6) Men to be eligible for recommendation by their commanding officers as "qualified for submarine torpedo boat work," in

order to receive the benefits of paragraph 5 must fulfill the requirements prescribed by the Bureau of Navigation.

(7) To provide adequate compensation for trained men, the pay now prescribed by Executive order for each rating in the Navy is hereby increased five dollars per month during the second period of service and a further sum of three dollars per month during each and every subsequent period of service: *Provided*, That only enlisted men who are citizens of the United States, and whose second and subsequent periods of service each follow next after service in the Navy that was terminated by reason of expiration of enlistment, shall receive the benefits of the increased pay named herein: *Provided further*, That in the cases of men who are or were finally discharged from the Navy by reason of expiration of enlistment, the first enlistment on or after the date of this order shall be considered the second period of service, which shall carry with it the increased pay provided by this order; except that men discharged on recommendations of boards of medical survey shall, if they reenter the service, be given credit for any previous periods of service in the Navy which were terminated by reason of expiration of enlistment. (Executive order, November 27, 1906.)

Increase of
pay on reenlist-
ment.

(8) Chief petty officers detailed as instructors of apprentice seamen at naval stations who qualify as instructors by examination shall receive, in addition to their pay, the sum of ten dollars per month while so detailed, such pay to be considered extra pay for special duty. (Executive order, November 27, 1906.)

Instructors of
apprentice sea-
men.

(9) Chief petty officers must be citizens of the United States and serving under continuous service in order to be eligible for examination for detail as instructors of apprentice seamen at naval stations. They must also qualify in accordance with the requirements prescribed by the Bureau of Navigation.

Chief petty of-
ficers must be
citizens to be in-
structors.

(10) Apprentice seamen detailed as apprentice chief petty officers and as apprentice petty officers first, second, and third classes, in connection with the instruction of apprentice seamen at naval stations, shall receive, in addition to their pay, two dollars and fifty cents, two dollars, one dollar and fifty cents, and one dollar each per month, respectively, while so detailed, such pay to be considered extra pay for special duty. (Executive order, November 27, 1906.)

Apprentice
seamen as petty
officers.

(11) The complement of apprentice seamen authorized at each naval station as apprentice petty officers shall be four (one of each rating) for each seventy-five apprentice seamen under training at the station.

(12) Stewards and cooks in the messman branch who are citizens of the United States, and who hold certificates of qualification as stewards or cooks, shall receive five dollars per month additional to the pay of their rating while holding such certificate, such additional pay to be of a permanent character as regular pay.

Stewards and
cooks, certificate
of qualification.

(13) The extra compensation provided for "captain of the hold," "jack-of-the-dust," and "lampighter" may be paid to seamen only for the first named detail, and to ordinary seamen only for the two latter details.

(14) The allowances prescribed in this article do not apply to mates.

Mates.

Extra compensation for marines.

(15) Enlisted men of the Marine Corps regularly detailed as gun pointers, messmen, or signalmen, or holding good conduct medals, pins, or bars, shall receive the same extra compensation in addition to their monthly pay as is now or may hereafter be allowed to enlisted men of the Navy: *Provided*, That nothing herein contained shall be construed to entitle any person to back pay for medals, pins, or bars held, or for other services rendered as hereinbefore referred to, or otherwise. (Executive order, June 28, 1904.)

(a) Mess sergeants, entitled to six dollars per month in addition to their regular pay (act of May 11, 1908), or mess stewards (Par. 330, Army Regulations, 1908), duly detailed and assigned to the supervision of messes of enlisted men, are authorized in accordance with orders issued by the Commandant of the Marine Corps, approved by the Navy Department.

Outfit.

(16) An outfit shall be furnished to each man on first enlistment not to exceed the following:

Samoans and such men of the messmen branch as are not required to possess complete outfits.....	\$20
Men of the insular force.....	30
All other enlisted men.....	60

Commanding officers shall direct which of the above amounts is to be allowed in each case of first enlistment, the outfit for "all other enlisted men" to be issued in accordance with the Uniform Regulations.

Navy mail clerks.

(17) Enlisted men of the Navy may, upon selection by the Secretary of the Navy, be designated by the Post Office Department as navy mail clerks and assistant navy mail clerks. They shall receive compensation for such services from the Navy Department in addition to that paid them for the grade to which they are assigned. (Art. 441.)

Clothing and small stores for men sentenced to loss of pay.

1135. An enlisted man of the Navy or Marine Corps sentenced by court-martial to confinement with loss of pay shall not be deprived of such clothing and small stores as the officer commanding the ship, or other place of confinement, may deem necessary to the prisoner's health and comfort. (Art. 1783, par. 4.)

No allowance for expenses of candidates for appointment.

1136. No allowance shall be made for the expenses of persons undergoing examination for appointments, except as provided by law for midshipmen, and except candidates for appointments as pay clerks who successfully pass the required examination and receive appointments.

Allowance for witnesses.

1137. (1) The actual expenses only of enlisted men summoned as witnesses before a court-martial shall be paid, and shall be provided by the pay officer upon order of the commanding officer of the ship or station to which they belong.

(2) Citizens not in the employ of the United States, when summoned as witnesses before naval courts, shall be paid one dollar and fifty cents per diem and five cents per mile from and to their domiciles. Judges advocate shall, in their certificates of attendance, discriminate between citizen witnesses who are and those who are not, in the employ of the Government of the United States.

Forage (Marine Corps).

1138. Marine officers are entitled to draw forage from the Quartermaster's Department if it be allowed by law and army regulations, but no commutation of forage shall be paid.

SECTION 9.—PERSONS DECEASED.

1139. (1) Immediately upon official notification of the death from wounds or disease contracted in the line of duty of any officer or enlisted man on the active list of the Navy and Marine Corps the Paymaster General of the Navy shall cause to be paid to the widow of such officer or enlisted man, or any person previously designated by him, an amount equal to six months' pay at the rate received by such officer or enlisted man at the date of his death, less seventy-five dollars in the case of an officer and thirty-five dollars in the case of an enlisted man, to defray expenses of interment, and the residue, if any, of the amount reserved shall be paid subsequently to the designated person. (Act of May 13, 1908.)

Gratuity of six months' pay to widow or other designated beneficiary.

(2) No funeral expenses of a naval officer who dies in the United States, nor expenses for travel to attend the funeral of an officer who dies there, shall be allowed. But when an officer on duty dies in a foreign country the expenses of his funeral, not exceeding his sea pay for one month, shall be defrayed by the Government, and paid by the paymaster upon whose books the name of such officer was borne for pay. (Sec. 1587, R. S.)

Funeral expenses, death of an officer.

(3) In the cases of death of the persons named below, under the circumstances mentioned, the expenses of interment shall be governed as indicated:

Expenses of interment.

When there is a widow or previously designated beneficiary, the deceased being—

(a) An officer or enlisted man of the Navy or Marine Corps: By paragraph 1, above.

When there is *no* widow or previously designated beneficiary, the deceased being—

(b) An officer of the Navy: By paragraph 2, above.

(c) An officer of the Marine Corps: Necessary and proper expenses not exceeding \$75 shall be allowed, the bills therefor being public bills.

(d) An enlisted man of the Navy: Necessary and proper expenses not exceeding \$35 shall be allowed, the bills therefor being public bills.

(e) An enlisted man of the Marine Corps: Necessary and proper expenses not exceeding \$35 shall be allowed, the bills therefor being public bills.

(4) Public bills for funeral expenses under *b* and *d* as above limited shall be paid when approved by the Surgeon General, for persons in the Navy; those for persons in the Marine Corps under *c* and *e* when approved by such officers as may be designated by the Commandant.

(5) Transportation of remains is governed by annual appropriation and is distinct from "funeral expenses" or "expenses of interment." (Comp. Dec., Aug. 21, 1908.)

1140. Upon the transfer of a deceased person's account to the Auditor for the Navy Department the pay officer concerned shall note thereon the amount paid by him for funeral expenses.

Accounts.

1141. Pay officers paying funeral expenses shall immediately report the amount thereof to the Paymaster General.

Report of funeral expenses.

SECTION 10.—PENSIONS.

Service pen-
sions to disabled
enlisted men.

1142. (1) Any disabled enlisted man who has not been discharged for misconduct shall, after ten years' service in the Navy or Marine Corps, be entitled to a pension, if a board of survey consisting of three naval officers, one of whom shall be a medical officer, appointed by the Secretary of the Navy, shall recommend it. (Sec. 4757, R. S.)

(2) After twenty years' service, any enlisted man disabled from sea service by reason of age or infirmity, who has not been discharged for misconduct, shall, if he so elect, be entitled to a pension equal to one-half the pay of his rating when last discharged, in lieu of being provided with a home in the Naval Home, Philadelphia. (Sec. 4756, R. S.)

Official re-
ports of death
or disability.

1143. Commanding officers on shore and afloat shall require from the proper medical officers reports of every case of death or disability occurring to persons in the naval service under their command. These reports, made in accordance with "Instructions to Medical Officers, U. S. Navy, 1909," shall be sent to the Bureau of Medicine and Surgery as evidence of claims for pensions.

Report of eye-
witnesses to ac-
cidents.

1144. When any person in the Navy or Marine Corps is accidentally injured and, on account of the absence of the medical officer, or for any other reason, the facts and circumstances are not entered in the medical journal, the commanding officer shall require an officer, or some other trustworthy person who witnessed the accident, to make a written report thereon to the Surgeon General, said report to show when, where, and how the accident occurred, and what the injured person was doing at the time. This report shall be as brief as practicable, and the commanding officer in his forwarding endorsement shall state his own opinion thereon, and the matter shall be referred to in the medical journal.

Surgeon Gen-
eral to decide if
records are in-
complete.

1145. In case of death, injury, or disability, where the official medical record may be incomplete, the Surgeon General shall decide whether such death, injury, or disability occurred in the line of duty.

CHAPTER XXV.

SUPPLIES ON SHORE.

SECTION 1.—CUSTODY AND CARE.

1146. The custody, transfer, and issue of all supplies, and the records of all property and plants at navy yards and stations under the Navy Department, with the exceptions hereinafter noted, shall be under the supervision of the Bureau of Supplies and Accounts.

Responsibility
of Bureau of
Supplies and Ac-
counts.

1147. At each navy yard and station there shall be an officer of the pay corps detailed as the general storekeeper who shall, under the direction of the Paymaster General, have charge, with the exceptions noted, of supplies, material, manufactured articles of ship's equipment, etc., subject to invoice.

The general
storekeeper.

1148. Medical outfits for ships in commission are furnished from a naval medical supply depot. At naval stations where there is no medical supply depot the senior medical officer on duty at a navy yard shall have charge of all medicines, medical supplies, instruments, and other articles provided by the Bureau of Medicine and Surgery for use at the yard, for ships fitting out, or received from ships arriving.

Medical sup-
plies.

1149. The midshipmen's storekeeper at the Naval Academy shall be detailed from the pay corps and shall have authority, with the approval of the Secretary of the Navy, to procure clothing and other necessaries for the midshipmen in the same manner as supplies are furnished to the Navy, this property to be issued under regulations prescribed by the Secretary of the Navy.

Midshipmen's
storekeeper at
Naval Academy.

1150. Supplies shall be so stored and guarded as to enable the general storekeeper to assume a rigid responsibility for their proper care and expenditure.

Supplies to
be properly
guarded.

1151. (1) Officers in charge of supplies shall exercise constant supervision over stores in their custody and protect them by every possible means against deterioration from any cause.

Officers in
charge of sup-
plies to exercise
care.

(2) They shall, under the direction of the commandant of the yard or station, have charge of the keys of all storehouses and buildings containing articles for which they are responsible. The keys must never be taken out of the yard, and when not in use shall be kept in the designated place.

Custody of
keys.

(3) They shall not give a receipt for articles delivered in the yard until furnished with invoices in duplicate, which shall be complete descriptive lists of the deliveries claimed, one receipt to be signed and returned to the party delivering the articles and the other to be retained.

Invoices to be
furnished.

(4) No supplies furnished and delivered by a contractor shall be received unless marked with his name.

Contract sup-
plies unmarked
not to be re-
ceived.

To be marked after inspection. (5) Immediately after supplies received by purchase are inspected, they shall be tagged or marked with the name of the bureau under which purchased, number of contract or open purchase requisition, the account, number of inspection call, and date when passed or rejected.

(6) Articles received by shipment shall be tagged or marked with the name of the ship or navy yard from which received, the account, bureau, and number of invoice.

Articles manufactured in navy yards. 1152. Every article manufactured at a navy yard shall, after approval by the head of the department to which it pertains, be turned into store for issue by the general storekeeper.

Models of ships. 1153. Models of ships, when completed, shall be taken up on the books of the general storekeeper by invoice and expended "for use."

Supplies to be purchased for the Navy and not for bureaus. 1154. (1) All supplies purchased with moneys appropriated for the naval service shall be deemed to be purchased for the Navy and not for any bureau thereof, and these supplies, together with all supplies on hand, shall be arranged, classified, consolidated, and catalogued, and issued for consumption or use under such regulations as the Secretary may prescribe, without regard to the bureau for which they were purchased. (Act of June 30, 1890.)

(2) Paragraph 1 does not apply to the appropriations "Increase of the Navy," and for clothing and small stores; the latter is continuous and intended to be self-sustaining.

(3) The appropriations for provisions and for coal, equipment, being for specific purposes, may not be used for any other objects.

Supplies to be kept separate during fiscal year. 1155. (1) All supplies purchased during a current fiscal year, not under the naval supply fund, shall, at navy yards and stations, be kept separate from other supplies, and be held by the general storekeeper for consumption in the department for whose use they were intended when purchased. With the exception of supplies purchased under the appropriation "Increase of the Navy," which supplies will be reserved for the purposes designated, and of such as shall have been purchased under special appropriations for specific objects or special work not then completed, all such supplies remaining on hand at the close of any year shall thereafter be subject to requisitions of heads of departments without regard to the bureau for which they were purchased. Care must be exercised, however, that supplies in store especially adapted to particular uses shall not be drawn indiscriminately nor used for work in which material of a lower grade and less value can be utilized with equal advantage, and in no case shall supplies be drawn out of store except on requisitions to fill specific job orders.

Accumulation of supplies. (2) Not more than one year's probable demand of supplies shall be carried in stock, and in case of supplies that are liable to deterioration, a six months' supply is sufficient to keep on hand.

Supplies for Naval Academy. (3) Supplies purchased for the Naval Academy, are exempted from the provisions of this article.

Storekeeper to afford facilities to heads of departments. 1156. General storekeepers shall afford every facility to heads of departments for obtaining information and examining supplies on hand.

Arrangement of prescribed outfits and allowances. 1157. (1) Each bureau, except that of Medicine and Surgery, shall arrange its prescribed outfit and allowance of supplies for every ship in a tabulated form, in accordance with the classifica-

tion of the Bureau of Supplies and Accounts, as to the arrangement of items, under the headings "Equipage" and "Supplies." The former shall contain such articles as are objects of charge under Title B, and the latter all other supplies, which will be carried under Title Y.

(2) Equipage and supplies pertaining to the Bureau of Equipment which are to be in the charge of the navigator of the ship shall be designated as "Navigator's stores," and be separately grouped in the table arranged by the Bureau of Equipment.

(3) Immediately upon their preparation the Paymaster General shall be furnished by the chiefs of bureaus with four copies of the outfit and allowances prescribed.

(4) A statement showing what articles in each table are to be manufactured by the bureaus, the place of manufacture, and date of completion of the same, and in case of a ship being built under contract the articles which are to be furnished with the ship shall be transmitted with the allowance lists, by the bureau concerned, to the Paymaster General.

Articles to be manufactured.

(5) The prescribed outfit and allowance of supplies for a ship must be prepared during her construction, and fully completed at least three months before the time when a contract built ship is accepted by the Government or when a navy yard built ship is ready for trial.

Time of preparation of outfits and allowances.

(6) Three copies of the outfit and allowance list under each bureau shall be furnished by the Paymaster General to the navy yard where the ship is to be fitted out, for the general storekeeper, the head of the yard department concerned, and the head of the ship department concerned, respectively. The general storekeeper upon receiving an outfit and allowance list shall check up in it all articles that are in store and assemble them for issue for the purpose.

(7) The commandant shall notify the general storekeeper of the probable date of completion of articles indicated by the bureaus as "to be manufactured," and of those for which repairs or alterations have been recommended by the head of department having cognizance thereof, upon authority of the corresponding bureau; but heads of departments are charged with the preparation of the articles, and shall make timely requisitions on the general storekeeper for the necessary material. As soon as such articles are completed, they shall be delivered and invoiced to the general storekeeper, excepting very heavy or bulky articles, which shall remain in charge of heads of departments as unfinished work, under Title Z, until the ship is ready to receive them, when they shall be invoiced to the general storekeeper (Title Z to Title X), who shall in turn invoice them under the proper titles to the heads of departments attached to the ship. In order that the general storekeeper's records may be perfected, heads of departments shall notify him in writing immediately upon the completion of such articles. When the repairs, alterations, or manufacturing are done at another yard, the head of the department in which the work is performed shall furnish this information to the general storekeeper at the yard where the supplies are being assembled.

Completion of manufactured articles.

(8) For all articles of outfit and supplies not in store at the yard and not indicated as "to be manufactured," the general storekeeper at the outfitting yard shall submit purchase requisitions based upon the allowance lists.

Supplies to be purchased.

Supplies to be marked and reserved.

(9) The articles for each ship on her first commission must be used only for that ship, unless otherwise specifically ordered by the Paymaster General under the instructions of the Secretary of the Navy. When received or completed, all articles shall be distinctly marked or tagged with the name of the ship.

Putting supplies on board.

(10) Supplies shall be put on board ships by the general storekeeper's force; if it is inadequate and the vessels are in commission the commandant shall direct that assistance be given by the crews of the vessels concerned. For a ship not in commission, when the general storekeeper's force is inadequate, the necessary labor to place the outfit and supplies on board shall be furnished by the several departments under whose heads the work shall be done. Articles put on board ship before the arrival of the officers to be charged with their care shall be delivered, when directed by the commandant, to the yard heads of departments concerned, who shall give the general storekeeper receipted store invoices therefor, and be responsible for their safe custody; but all these articles shall be embraced in the summary of store invoices furnished the ship's officers.

Completion of preparation to be reported.

(11) As articles are set aside, or reported completed, the general storekeeper shall note the fact upon his copy of the allowance list; and when all the articles are on hand, the fact shall be reported to the Paymaster General, who shall be charged with the duty of seeing that all supplies are furnished at the proper time.

Contract built ships.

(12) In addition to the invoices of the articles furnished from the storehouse to a ship, the general storekeeper shall, for a contract built ship, when first commissioned, invoice to her all articles of equipage and supplies which are shown on the allowance list as furnished in the contract for the vessel, and which are therefore supplied by the contractor. Lists of these articles, showing the quantity of each item supplied, the unit cost, and the total cost, arranged under Titles B and Y, shall, on or before the date when the ship is turned over to the Government, be furnished to him by the inspectors for the several bureaus concerned. These lists shall be prepared by the inspectors and submitted by them to the contractors to have the quantities and costs inserted therein.

Reports on allowances.

(13) Captains of ships shall report to the bureaus concerned wherein the allowance lists are deemed to exceed or to fall short of the requirements for ordinary cruising service, and the bureaus shall promptly notify the Paymaster General and those holding copies of the allowance lists of any change to be made. The latter shall make the necessary corrections in their lists, and enter abreast of the correction, over the signature of the officer in charge of the articles, the number and date of the letter authorizing the change, pasting in the back part of the book a copy of the order.

Supplies of ships going out of commission.

(14) When a ship goes out of commission, all equipage and supplies shall be turned in and invoiced to the general storekeeper. The bureaus concerned shall designate the articles of equipage that are to be reserved in store for the recommissioning of the ship. When the complete outfit of a ship placed out of commission is to be kept in store in reserve ready for instant use, such outfit shall, when possible, be stored in a building separate from that in which articles for general issue are kept.

Ships recommissioned.

(15) When a ship is to be recommissioned, the course here prescribed, as to arrangement of outfits and allowances, requisitions, preparation, reports, etc., shall be pursued.

SECTION 2—SHIPMENTS.

1158. (1) Orders for shipments shall be issued only by the Paymaster General, except as provided in article 1211. Orders for shipments.

(2) Packages shall be prepared for shipment by the department concerned when the general storekeeper's force is not adequate, or when special packing or crating is necessary. Preparation of packages for shipment.

(3) Shipments for navy yards, except medical stores, shall be consigned to general storekeepers, and those for ships to the captains thereof.

(4) Articles for more than one ship or department shall not be placed in the same package except under extraordinary circumstances. In such cases each article shall be distinctly tagged, with the name of the ship or department for which intended.

(5) Special care must be taken that all packages are in good shipping order.

1159. (1) General storekeepers shall be responsible for the shipment of all stores under their charge by such conveyances as may be furnished and conformably to orders. They shall attend to procuring the custom house documents necessary, in case of shipments to foreign ports. Particular attention should be paid to have the shipments delivered by the terms of the bill of lading at the precise place (navy yard, steamer landing, etc.) to which they are ordered. Bills of lading and other papers.

(2) The rate or amount of freight to be paid and the length of time after arrival before demurrage begins, with the daily rate of demurrage thereafter, shall be explicitly stated in the charter party and bill of lading. Demurrage.

(3) Bills of lading shall be numbered serially for each fiscal year and shall particularly state the number and character of the contents of packages of each kind and their exact gross weight and measurement.

(4) The bill of lading shall in all cases be made payable to the last carrier, and shall be handled throughout in a manner similar to that followed in ordinary commercial usage. The original bill of lading, when receipted by the carrier, shall be forwarded by the shipper to the consignee who, upon receipt of shipment, shall accomplish and surrender it to the carrier from whom he receives the goods. The original, or any other of the set of bills, when duly accomplished by the consignee, shall be received as evidence that the shipment was made as charged, the vouchers (except in case of shipments abroad or f. o. b. material) to be prepared by the officer making the shipment, care being taken to prevent the possibility of duplicating payments.

(5) When stores are forwarded to a fleet or squadron, separate bills of lading shall be prepared for the stores for each vessel, except when necessary to include those for more than one vessel on the same bill. Shipment shall, in such cases, be consigned to the fleet or squadron commander. Stores forwarded to a fleet.

(6) In shipping supplies by government conveyance, the following instructions shall be observed: Supplies shipped by government conveyance.

(a) The commandant shall inform the general storekeeper of the probable date of sailing and the destination of every ship scheduled to sail from the yard under his command.

(b) Upon the receipt of such information, the general storekeeper shall, unless irrevocable shipping arrangements have already been made, furnish the commandant with lists of all

packages, weights, measurements, etc., of the stores that will be ready for shipment to the port or ports for which the ship or ships are destined.

(c) The commandant shall then refer the lists to the commanding officers of the respective ships for statement as to what supplies they may be able to carry, and the commandant shall then decide what shipments are to be made, and shall issue the necessary instructions. Should there be a difference of opinion between the commandant and the commanding officer of a ship as to what stores can be carried as freight, the commandant is authorized to decide the point at issue, and to direct the commanding officer to receive such stores as, in his judgment, are advisable for this method of shipment.

Naval supply
steamers.

1160. (1) When a supply steamer of the Navy is detailed to carry freight in quantity, the public freight of the ship shall be supplied through the general storekeeper of the yard where the ship is being loaded. Stores that are to go by a supply steamer, and which are not prepared and invoiced by the general storekeeper, shall be delivered to him with the proper invoices by the shippers. Stores belonging to the medical department and to the Marine Corps shall be delivered in care of the general storekeeper and the invoices therefor transmitted through him.

Stowage of
cargo.

(2) The pay officer of the supply steamer shall, under the direction of the captain, be charged with the details of stowage and general supervision of cargo. He shall notify the general storekeeper, through the proper channels, when the vessel is ready to take freight and specify the order in which it is to be stowed.

(3) Pay officers of supply steamers shall receipt, subject to verification, for the contents of all packages as shown by the invoices. Discrepancies found when the packages are finally opened shall be subject to an investigation by a duly appointed board, as provided by article 1163, and the consignee shall adjust his books accordingly.

Making ship-
ments.

1161. The general method prescribed for issues to ships at navy yards shall be pursued in making shipments to general storekeepers, to ships in commission not at a navy yard, and to ships under construction at private shipyards, the store invoices, summaries, and record books being practically the same in form and embracing the same data.

Duty of officer
receiving stores
by shipment.

1162. The officer receiving stores by shipment shall endorse such receipt upon the bills of lading, stating over his signature the condition of the supplies, and surrender one of them to the carrier from whom he receives the goods, which bill shall be received as evidence of delivery. In the event of there being any loss or damage, the endorsement must fully show the character and amount of such loss or damage, in order that proper deductions may be made by the officer drawing up the bill for freight. An accomplished bill of lading shall be returned to the general storekeeper who shipped the supplies.

Shipment to
be compared
with bill of lad-
ing.

1163. (1) When any shipment is received, it shall be immediately compared with the bill of lading, and should the packages bear the least evidence of having been opened and tampered with while in transit, the fact shall be immediately reported to the commandant, who shall direct that they be opened and checked in the presence of the board of survey. Where there is no external evidence of loss, and articles are found, on opening the packages, to be missing, the fact shall, in like manner, be reported to the

commandant, who shall direct the matter to be investigated by a board of survey, article 1262, paragraph 2a. In either case a thorough inquiry shall be made as to the cause and responsibility for the shortage. A statement of the means of transportation and condition of the packages when received shall be incorporated in the report of the board.

(2) The recipient of the supplies shall make no alterations in the figures of an invoice or summary, but shall indicate the necessary corrections, and receipt the invoice or summary with the reservation "except as to articles or values indicated as not received, in whole or in part, as per report of board of survey, dated _____."

1164. (1) When a ship, not in commission, is sent from one yard to another, and articles of equipage and supplies belonging to her are put on board, they shall be placed in charge of the officer designated for the command of the ship. As in the case of ordinary shipments, the general storekeeper shall designate some person connected with his department to check upon a list all articles as they are stowed, and to certify the lists. The person performing this work shall be held responsible for the correctness of the list so certified. The general storekeeper shall see that the invoices agree with the lists checked and certified to as above directed.

When a ship not in commission requires supplies.

(2) Articles not required for use in transit shall, as far as possible, be placed in the storerooms, which shall be sealed by the general storekeeper. A detailed list, in triplicate, of all articles not so sealed shall be prepared by him and receipted, after verification, by the officer placed in command of the ship, who shall retain one copy and return the other two to the general storekeeper. The latter shall forward one copy to the general storekeeper to whom the supplies are invoiced. The officer placed in command shall be responsible for supplies not sealed, also that seals are not broken. If it becomes necessary to break the seal of any storeroom, the officer in command shall be responsible for the contents. Upon the arrival of the ship at her destination, it shall be immediately ascertained whether or not all the articles embraced in the invoices are on board, seals being broken in the presence of the officer in command and the general storekeeper who is to receive the articles. If any articles are found to be missing, the fact shall be reported to the commandant, for immediate investigation by a board of survey.

Articles not required for use in transit.

1165. When shipment is to be made over a land-grant or bonded railroad, the articles shall be properly packed for transportation, appropriately marked, and placed in charge of the nearest Army depot quartermaster. The quartermaster, at the request of the proper officer of the Navy Department, will ship them through to their destination.

Shipments over land-grant or bonded railroads.

SECTION 3.—GENERAL INSTRUCTIONS FOR PURCHASES.

1166. (1) All purchases and contracts for supplies or services, in any of the Departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or service required may

Supplies to be procured after advertising.

be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals. (Secs. 1549, 3709, and 3714, R. S.)

Purchases in open market.

(2) Hereafter the purchase of supplies and the procurement of services for all branches of the naval service may be made in open market in the manner common among business men, without formal contract or bond, when the aggregate of the amount required does not exceed five hundred dollars, and when, in the opinion of the proper administrative officers, such limitation of amount is not designed to evade purchase under formal contract or bond, and equally or more advantageous terms can thereby be secured. (Act of March 2, 1907.)

Payments in advance.

1167. (1) In all cases of contracts for the performance of any service or the delivery of articles of any description, for the use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previously to such payment.

Mileage books, commutation tickets, etc.

(2) The Secretary of the Navy is authorized to purchase such mileage books, commutation tickets, and other similar transportation tickets as may at his discretion seem necessary, and to furnish same to officers and others ordered to perform travel on official business; and payment for such transportation tickets upon their receipt, in accordance with commercial usage, or prior to the actual performance of the travel involved, shall not be regarded as an advance of public money within the meaning of section 3648 of the Revised Statutes. (Act of April 27, 1904.)

Advertisements, restrictions in regard to.

1168. No advertisement, notice, or proposal for any Executive Department of the Government, or for any bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such department; and no bill for any such advertising or publication shall be paid unless there be presented with such bill a copy of such written authority. (Sec. 3828, R. S.)

SECTION 4.—OPEN PURCHASE.

Purchases and payments to be made under direction of Paymaster General.

1169. All purchases and payments therefor shall be made under the direction of the Paymaster General, and orders directing such purchases shall be given only by him. When open purchase requisitions have been approved by chiefs of bureaus, they shall be transmitted to the Paymaster General for his action.

Restrictions as to open purchases.

1170. Immediate purchase under open purchase requisitions shall be ordered only when an exigency exists that will not permit the delay incident to advertisement and contract.

Duties of purchasing pay officers in making purchases.

1171. (1) Purchasing pay officers shall procure all articles necessary to be bought by open purchase at the places at which they are stationed, if practicable to do so, unless they are satisfied that any particular item or items can be purchased elsewhere at a lower price.

No commissions allowed for agents.

(2) No charge shall be allowed in the accounts of pay officers for a commission paid to any person for making a purchase.

General instructions as to open purchase requisitions.

1172. (1) For all supplies needed that are not obtainable under existing contracts, with the exception of those pertaining to the Bureau of Medicine and Surgery and to the Marine Corps, and of those which may be purchased upon the requisition of a chief of

bureau by direct order of the Paymaster General, requisition shall be submitted by a general storekeeper, with three memorandum copies, numbered in a separate series for each bureau and beginning a new series for each fiscal year.

(2) All requisitions shall be strictly according to prescribed forms and complete in the following particulars:

(a) They must embrace only articles required under one appropriation.

Particulars required in requisitions. One appropriation.

(b) They must state the date by which supplies shall be delivered; and when articles embraced in the same requisition are required by different dates, they must be prepared with reference to those dates. All articles for the same date must be grouped under that date, and each time group conform to the latest classified schedule as to the arrangement of items, specifying the classes, and grouping the items under their respective class numbers.

Dates of delivery.

(c) They must give such details and descriptions of articles required, and of the test which they are to undergo, as will enable bidders, purchasing officers, and inspecting officials to understand readily what is required. Such descriptions must be made as broad as practicable; and special care must be taken to avoid so describing an article required as to limit it to any proprietary article, or to the product or manufacture of any particular individual. Reference to catalogues shall not be made; nor shall the words "equal to" or any corresponding terms be used, except as provided in the following paragraph.

Details and descriptions.

(d) They shall not call for proprietary articles in any case where it can possibly be avoided; and when calling for proprietary articles they must be accompanied by a statement from the head of the yard department, preparing the requisition, that these articles and no others will answer the necessities of the service. The following-named products or manufactures of particular individuals, makers, or proprietors that have been shown by experience to be best suited for the particular service required of them, may be designated by brand name or otherwise according to the practice of the makers or proprietors, viz: All kinds of lubricating oils, packing (including gaskets of all kinds), antifriction metals, fire bricks for boiler furnaces, lagging material for boilers and steam pipes, tool steel, and boiler-gauge glasses; but it shall be provided in such requisitions that bids will be considered for articles of different names or brands that can be shown to have proved efficient and satisfactory in naval or commercial use for the purpose intended.

Proprietary articles.

(e) They shall state upon the memorandum copies the estimated cost, giving unit price as well as total amounts.

Estimated cost.

(f) They must express the object for which supplies are needed.

Object.

(g) They must bear the certificate of the general storekeeper that the articles are not in store and not obtainable under existing contracts within the time specified; that they are absolutely needed, and that they are required by a date stated. When the general storekeeper receives a requisition on which any of the items can be supplied from articles in store, or are due under existing contracts by the time specified he shall immediately return it unsigned to the head of the department concerned, with the request that these items be eliminated; and under no circumstances shall a general storekeeper sign a requisition until satisfied that none of the items thereon can be furnished from articles in store or due under existing contracts.

Certificate of general storekeeper.

- Sketches or tracings. (h) When a proper comprehension of requisitions necessitates sketches or tracings, they shall be appended to the *seconds*.
- Items numbered. (i) The items on a requisition must be numbered in the left hand margin, consecutively, without regard to classes. These item numbers shall be used on forms of proposal and orders issued by purchasing pay officers.
- Action of bureau concerned. (3) The requisitions, with three memorandum copies, shall be sent direct to the bureaus concerned for approval, modification, or disapproval, and then the requisition with two memorandum copies shall be transmitted, on the same day as received if practicable, to the Paymaster General for fulfillment. When requisitions are submitted that pertain to the Bureau of Supplies and Accounts only, they shall be forwarded direct to the Paymaster General, with two memorandum copies.
- Action of Paymaster General. (4) The requisition shall be returned by the Paymaster General to the general storekeeper who submitted it, with record on its face of the action taken in the matter. If approved for purchase, the requisition and a memorandum copy shall be sent to the pay officer designated to fill the requisition, who will retain the memorandum copy as the record of his authority for the action ordered, after satisfying himself that it is a true copy of the original, and forward the requisition to the general storekeeper to be attached to the public bill for the payment involved. If all the articles bought under a requisition are not embraced in one bill a note shall be made on those vouchers to which the requisition is not appended, stating the dealer's name, and the date and amount of the voucher to which the requisition is attached. A memorandum copy shall be filed in the Bureau of Supplies and Accounts for reference.
- Return of requisition and action of general storekeeper. (5) Upon the return of a requisition prepared by a yard department, showing definite action thereon, the general storekeeper shall notify, without delay, the head of the department concerned of the action taken; and upon the receipt of a notice from a purchasing pay officer or the Bureau of Supplies and Accounts that an order for the delivery of articles on such requisition has been placed or a written contract entered into, the general storekeeper shall notify the head of department of the name of the contractor and the date that delivery is due.
- Articles for immediate use. (6) In emergencies, of which the commandant shall be the judge, articles required for immediate use may be purchased by the purchasing pay officer in advance of bureau approval, a copy of the requisition being immediately forwarded to the bureau concerned by the commandant.
- Medical supplies. **1173.** For supplies pertaining to the Bureau of Medicine and Surgery, requisitions shall be made by medical officers and sent to the Surgeon General. If approved for purchase, the requisition shall be transmitted to the Paymaster General for fulfillment.

SECTION 5.—INSPECTIONS.

- Inspections of supplies received. **1174.** When supplies are received, the general storekeeper shall immediately issue call for their inspection, and it shall be the duty of commandants to see that inspections are made without delay.
- Calls for inspections. **1175.** (1) For articles under the naval supply fund each call for inspection shall be forwarded to the head of the department

frequently using the largest portion of the material covered by the call. Calls for inspection of other supplies (delivered under requisitions made by the various bureaus) shall be forwarded by the general storekeeper direct to the head of the yard department concerned.

(2) Heads of yard departments shall send daily to the commandant a report of calls not acted upon, with explanations of the reasons for delay in each case.

(3) The head of each yard department shall be responsible for the inspection of supplies submitted to him under paragraph 1. In the discharge of this duty he may detail such persons from his own department as he deems best qualified for the work. At all inspections a representative of the general storekeeper shall be present to give any pertinent information that may be desired, and it shall be the duty of the general storekeeper, or his representative, to bring to the attention of the inspectors any facts that may aid in the protection of the public interests.

Heads of yard departments responsible, etc.

1176. (1) Officers and other persons detailed by the heads of yard departments to conduct or assist in inspections shall inspect carefully as to quantity and quality, making or causing to be made such tests as may be required. No material shall be passed unless the head of department concerned is satisfied that it conforms to the requirements of the specifications as included in the requisition or contract. In cases of special emergency minor defects in material needed for immediate use may be waived by specific authority of the commandant. The head of the department, or his inspecting officer, shall sign his name to the call certifying to the fact that the material has been inspected and passed both as regards quality and quantity, or that it has been rejected, stating fully the reasons for the rejection.

Inspections, how conducted.

(2) In the case of rejection, notice thereof shall be sent by the general storekeeper to the contractor, giving the reasons for the rejection and stating that the supplies are held subject to the contractor's order and at his risk. If not removed by him within ten days, the supplies so rejected may be returned at the contractor's expense, after due notification, in whatever way the general storekeeper may consider most convenient.

Rejected articles, how disposed of.

(3) Rejected stores shall in no case be delivered to a contractor's representative, except upon surrender of the rejection notice. This notice having been endorsed with a statement, signed by the general storekeeper of the date, number, and contents of the pass upon which the rejected articles were allowed to leave the yard, shall be filed as a permanent record with the requisition or contract to which it pertains.

1177. (1) Supplies for a ship obtained by requisition upon a general storekeeper, if delivered alongside by terms of the purchase before inspection, shall be inspected as provided in article 1220, and a report, in duplicate, of such inspection shall immediately be forwarded by the inspecting officer of the ship to the general storekeeper upon whom requisition for the supplies was made.

Inspection of supplies delivered directly on board ship.

(2) Commanding officers shall see that all such inspection reports have been forwarded before sailing.

1178. The general storekeeper shall be held responsible for the correctness of the certificate that supplies have been inspected, passed, and received into store; the purchasing pay officer for the

Responsibility for accuracy in vouchers.

correctness of the prices, extensions, etc. Both officers, however, shall exercise special care to secure accuracy in the vouchers as regards figures and appropriations.

Articles manufactured in navy yards.

1179. (1) Articles manufactured in the various navy yards and approved by the heads of the departments to which they pertain shall not be required to pass other inspection, but shall be received into store by the general storekeepers after the invoices therefor have been verified.

Records.

(2) The heads of yard departments shall keep such records as will enable them quickly to supply accurate information regarding all inspections made by them.

Chemists on rolls of general storekeeper.

1180. (1) With the exception of the Naval Torpedo Station, Naval Gun Factory, and Naval Proving Ground, Indian Head, Md., the chemist and his assistants shall be considered a part of the force of the general storekeeper and shall be paid on his rolls.

Order of chemical tests.

(2) Heads of departments requiring chemical tests as part of an inspection shall send suitable samples to the chemist direct, who shall proceed with such tests in the order in which the samples are received, except in urgent cases which require immediate attention.

Inspection of medical supplies.

1181. The inspection of medicines and other supplies pertaining to the Bureau of Medicine and Surgery shall be made by the medical officer in charge, or by a junior medical officer under his direction.

SECTION 6.—PUBLIC BILLS.

Public bills to be prepared without delay.

1182. Public bills for deliveries accepted shall be prepared and forwarded without delay, in order that dealers may have no occasion to address letters of inquiry or complaint to the Department.

Approval of public bills.

1183. The approval of an officer whose approval, by the instructions of the Treasury or Navy Department, will authorize the payment of money, shall have the force of an order for such payment, and shall always be accompanied by the rank of the officer and the date of approval.

Balances carried beyond end of fiscal year, how used.

1184. (1) Section 3690, Revised Statutes, provides that "all balances of appropriation contained in the annual appropriation bills, and made specifically for the service of any fiscal year, and remaining unexpended at the expiration of such fiscal year, shall only be applied to the payment of expenses properly incurred during that year, or to the fulfillment of contracts properly made within that year; and balances not needed for such purposes shall be carried to the surplus fund."

(2) While it is not requisite that the delivery of goods or the rendering of services shall be completed within the fiscal year in which they were contracted for, the statute quoted plainly requires that the contract in question, whether written or oral, shall be fully concluded during the fiscal year of the appropriation to which it is chargeable.

(3) Toward the close of the fiscal year, vouchers payable from an appropriation for that year shall carry evidence that the contract was executed, or that the order was given on behalf of the Government, before the first day of July.

CHAPTER XXVI.

SUPPLIES AFLOAT.

SECTION I.—CUSTODY AND CARE.

1185. The delivery of supplies to a ship in commission shall not be deemed complete until they have been actually placed on board, or in her boats or other conveyance, at the wharf, and receipts have been obtained. When responsibility for supplies received begins.

1186. The cargo of a storeship or supply steamer shall be kept separate from supplies withdrawn therefrom for use of the ship. Cargo of a storeship.

1187. (1) On board ship all supplies except provisions, clothing, and small stores, shall be for general use. Supplies to be treated as for general use.

(2) Supplies shall be in the custody of the respective heads of departments to whom invoiced by the general storekeeper, or by the pay officer of the ship if purchased by him; and any supplies may, with the captain's approval, be transferred from one department to another. Heads of departments to have custody of supplies.

1188. (1) Silver services and other articles of value presented to a ship in commission shall be carefully inventoried under the direction of the captain, and taken up, without price, on the books of the proper head of department. A copy of such inventory, signed by the head of the department and approved by the captain, shall be forwarded to the Bureau of Supplies and Accounts, with a statement of the actual or appraised value of the articles, the name of donor or donors, the date and circumstances of the presentation, for record in the bureau. When the ship is placed out of commission, the articles shall be delivered with *itemized invoices* without prices, to the general storekeeper, and a copy of the invoices, receipted, shall be forwarded to the Bureau of Supplies and Accounts with the final property returns. Presents to ships.

(2) The Secretary of the Navy is authorized to accept and care for such gifts in the form of silver, colors, books, or other articles of equipment or furniture as, in accordance with custom, may be presented to vessels of the Navy by States, municipalities, or otherwise. The necessary expense incident to the care and preservation of gifts of this character which have been or may hereafter be accepted shall be defrayed from the appropriation "Equipment of vessels." Secretary of Navy authorized to accept and care for gifts.

(3) All presentation silver services shall be repolished and put in repair before issue.

1189. (1) All invoices of supplies shall be checked off, when the articles are delivered to a ship, by the representative of the bureau concerned, or by a subordinate under his direction. Supplies to be checked on delivery.

(2) Whenever supplies or other articles are returned to navy yards or stations from a ship by naval auxiliary or other government conveyance, the commanding officer of the vessel making Supplies returned from a ship by navy collector.

the shipment shall designate a responsible person under his command to take charge of the shipment with instructions to see that the property is carefully protected, handled, and stowed. He shall require, from the person thus detailed, a report regarding the proper delivery and acceptance of stores in question. In all cases of such shipment, commanding officers shall see that the bills of lading, in addition to invoices, are prepared in triplicate. Such bills must show clearly the number and character of the packages, and shall be receipted by the master of the vessel carrying the shipment, who shall retain one copy and a copy of the invoice. The shipper shall then mail to the consignee the remaining copies of the invoice and one copy of the bill of lading, endorsed with his certificate of its correctness. Masters of carrying vessels shall receipt, subject to verification, for the stated contents of all packages by the invoices.

Shipments
consigned to
whom.

(3) Shipments for navy yards, excepting medical stores, unless otherwise directed, shall be consigned to general storekeepers. Articles for more than one department, except under extraordinary circumstances, shall not be placed in the same package.

Care in pack-
ing.

(4) Heads of ships' departments shall exercise care in regard to the condition of articles turned into store, in packing such articles, especially those that are breakable, and no article that is unserviceable shall be so turned in without being first covered by proper survey. When fragile articles, such as thermometers, stop watches, or others supplied in special boxes, are received, the boxes shall if possible be saved and used in turning in similar article in future; a tag shall be attached to such articles showing date and number of survey.

Packages to
be received as
marked and in-
voiced.

1190. When articles are furnished by general storekeepers in bales, packages, or casks, they need not be opened to ascertain their contents, but the head of department shall receipt for them according to their marks, and his receipt shall bear the words "Subject to inventory." When they are opened the contents shall be compared with the invoice; if found to vary, a survey must be held to authenticate the fact.

Provisions may
be stowed before
reporting of pay
officer.

1191. (1) The provisions of a ship directed to be fitted for sea may be put on board and stowed before the pay officer reports, if it be deemed necessary by the commandant to expedite her sailing. In such cases an officer shall be ordered by the commandant to take an exact account of the provisions put on board, to the quantity of which he shall certify in triplicate, one copy for the Paymaster General, one for the general storekeeper, and one for the pay officer of the ship.

(2) Upon being furnished with this certificate, if it agrees with the invoices furnished by the general storekeeper, the pay officer shall receipt for the quantities therein specified, with the understanding that on the first convenient opportunity he may, if he desires it, have a survey to ascertain the quantities remaining on board at the time of the survey.

(3) If, upon such survey, and upon an examination of the receipts and expenditures, any deficiencies greater than the percentage allowed for loss on issues appear, the pay officer shall be credited with such deficiency in the settlement of his provision account. But the survey must be held within six months from the date of receipt, if practicable.

1192. Clothing and small stores shall not be put on board before the pay officer reports for duty.

Delivery on board of clothing and small stores.

1193. When supplies pertaining to the Bureau of Supplies and Accounts are issued to a naval vessel having no pay officer on board, a receipt shall be given by the executive officer, unless the commanding officer be the only commissioned officer on board, in which case it shall be given by the commanding officer; and this receipt, together with the usual invoices, shall be sent to the pay officer having the accounts of the vessel.

Provisions and clothing invoiced to vessels having no pay officer.

1194. To avoid the necessity for purchase abroad, pay officers shall, whenever an opportunity occurs, obtain such quantities of tobacco and salt-water soap as will be adequate for prospective needs.

Supplies of tobacco and salt water soap.

1195. (1) The pay officer shall at all times attend to the care and preservation of all supplies in his charge; and if, in his opinion, any of the provisions need to be overhauled, repicked, coopered, or if the clothing needs airing, or the storerooms or bread rooms are used for other purposes or are not sufficiently ventilated, he shall represent the same to the captain, who, at his discretion, shall direct that necessary measures be taken to protect and preserve such stores.

Care of paymaster's supplies on shipboard.

(2) When it is necessary to use carbolic acid to destroy weevils, or camphor to protect clothing, the purchase of these articles may be authorized by the commanding officer.

(3) When tobacco is used to pack loose clothing to preserve it from moths, or soap or vinegar is needed to cleanse storerooms in the pay department, they shall be drawn and accounted for by the usual requisitions for ship's departments.

(4) When the inspection marks on packages are nearly obliterated, pay officers shall renew them.

1196. When supplies are received from shipment, commanding officers shall forward to the Paymaster General a report of shipment received.

Report of shipment received.

SECTION 2.—EXPENDITURES.

1197. No article of public supplies is ever to be appropriated to the private use of any person not in distress, without the consent of the Navy Department or the order of the senior officer present, who shall give the Department information of every case that may occur, together with the attending circumstances; and he shall be careful to take the best security for indemnity to the Government. (A. G. N., Art. 11.)

Supplies not to be appropriated to private use of persons not in distress.

1198. (1) No article for which an officer is responsible shall be sent out of a ship except by the captain's written order.

No supplies to be sent out of ship.

(2) No article, pay department stores excepted, shall be turned in at a navy yard from a ship in commission without the written approval of the bureau concerned; or as provided in article 1263, paragraph 5; or except those carried on the authorized allowance lists and which are in excess. Articles within the last named exception may be turned in with the approval of the commandant, the bureau concerned being immediately informed of the fact.

1199. (1) Each head of department on board ship, with the exception of the medical and pay officers, shall, at the end of

Quarterly invoices of expenditures.

each quarter, prepare, sign, and submit to the captain for approval invoices in duplicate of expenditures "for use," covering supplies consumed in his department during the quarter. The captain's approval shall be the authority for expending the supplies from the books.

(2) No article under Title B (Equipage) shall be expended except by transfer or survey.

Transfer of articles of equipage.

1200. The transfer from one ship to another of articles of supplies which are not in excess of her allowance, or of articles of her equipage, shall be authorized only by the senior officer present when absolutely necessary, and no such transfer shall be made of articles not in all respects fit, unless they have been passed upon by a board of survey, a copy of whose report shall be sent with the invoice to the ship receiving the articles.

Percentages allowed for unavoidable loss on issues.

1201. Pay officers of vessels shall be allowed the unavoidable loss sustained in issuing provisions, clothing, and small stores committed to their charge, not exceeding, on individual articles of provisions, seven per cent, and on the quarterly issue of clothing and small stores, two per cent. Any additional loss must be accounted for by a survey. The above percentages shall be credited to pay officers in the settlement of their accounts, if it appears that their unavoidable losses justify such an allowance; otherwise not.

Supplies lost or damaged.

1202. In case of loss, or such damage as to unfit supplies for issue, or articles of equipage for further use, the officer in whose charge they are shall request a survey, for the purpose of establishing and reporting the facts. If lost, the articles shall be expended from the books, but the accountability of the officer responsible for the loss shall not thereby be diminished, and the board of survey shall ascertain and report thereon. But if they are only damaged, and are to be turned into store, they shall remain on the books of the proper bureau representative until they can be turned in, when they shall be invoiced as *transferred* to a general storekeeper. Such articles shall be transferred ashore at their full value.

Transfer of provisions, etc., at end of cruise.

1203. On the expiration of a cruise, pay officers shall take care that all their stores are carefully packed before they are transferred to the general storekeeper at the navy yard, and that the contents of each package are distinctly marked thereon.

Responsibility continues until supplies are delivered.

1204. The heads of departments of a ship shall be held responsible for supplies turned in, during transit to the places designated for their reception. The general storekeeper shall not be deemed to have received them until their actual delivery in such places.

Transfer invoices.

1205. (1) When articles are to be transferred to another ship or to a general storekeeper ashore, invoices in duplicate shall be made by the bureau representative in the ship.

(2) Articles transferred to a general storekeeper from a ship going out of commission shall be properly tagged with the name of the ship before being turned in, and shall be accompanied with duplicate lists, one of which shall be signed by the general storekeeper's representative receiving the articles and returned to the ship's representative, and the other retained at the storehouse to be used in checking off the invoices when received.

(3) When teams, trucks, or cars are required for the transportation of articles between a ship and storehouse the heads of departments on board ship shall apply to the respective heads of

yard departments having cognizance of the stores for the necessary service, which shall be supplied.

1206. (1) Orders of detachment, at the end of a commission, shall not be delivered to officers having charge of supplies and equipage until after the work of inventory and invoices shall have been fully accomplished and all articles turned into store. (Art. 1559, pars. 2 and 3.)

Detachment of officer in charge of supplies.

(2) If a bureau representative should be detached from a ship during a cruise an inventory shall be taken, and he shall make a complete transfer to his successor, if the time shall permit, in order to relieve himself from responsibility. If this complete transfer is not made, he shall, before his departure from the ship, so report to the captain. (Art. 525, par. 7.)

Detachment during cruise.

(3) In the event of the death of an officer in charge of supplies or outfit, or of his detachment under such circumstances as to preclude the execution of the proper papers of transfer to his successor, the captain shall immediately appoint a board of officers who shall survey the supplies in question, and shall report the quantities found to be on hand, noting deficiencies, if any, and the circumstances thereof, so that the officer succeeding to the charge of the supplies in the department may become responsible only for those he shall receive.

Death of officer in charge of supplies.

1207. When supplies of one department are needed for use in any other department of a ship, requisitions prepared in accordance with the provisions of article 1208 shall be made upon the officer having the supplies. These requisitions must be separate for each character of stores and also separate for each department of the ship. They must be approved by the captain, and the invoice covering the issue must be properly receipted by the officer receiving the supplies. Such invoices will be prepared by the officer making the delivery, one copy of which is to be retained by him and the other forwarded with his quarterly report of expenditures to the Bureau of Supplies and Accounts. In the case of clothing and small stores, the issuing price shall be used, and two copies of the invoice shall be forwarded to the Bureau of Supplies and Accounts with the quarterly return.

Transfer of supplies between departments.

SECTION 3.—REQUISITIONS.

1208. (1) Requisitions for supplies or services other than those pertaining to the medical department and to the Marine Corps, to be furnished a ship shall be prepared by heads of departments requiring the supplies or services, with original and one copy in cases where the requisition is not forwarded for bureau approval, and with original and three copies in all other cases.

Requisitions in general from ships.

(2) They shall embrace articles required under one appropriation only, and shall bear the following information:

How prepared.

(a) Whether articles are "in excess" or "not in excess."

(b) The period for which allowed and against which drawn.

(c) The quantity of each item on hand and, if not in store, the estimated unit and total cost thereof.

(d) The articles which are required to replace others condemned by survey as unfit for repair, with number and date of survey, and date of its approval.

(e) Those required to replace others expended from the books by authority other than approved survey, stating such authority.

(f) The date by which delivery of articles should be made.

Descriptions, specifications, or sketches, should be appended, to afford ready understanding of requirements.

(g) Items to be numbered consecutively on left hand margin without regard to classes.

(h) Requisitions for articles of equipage and those for supplies shall be headed "Equipage, Title B" and "Supplies, Title Y," respectively, with articles arranged in classes according to the classification of the Bureau of Supplies and Accounts.

(i) Reference to catalogues shall not be made; nor shall the words "equal to," or any corresponding terms, be used, nor shall proprietary articles be called for except as provided in article 1172, paragraph 2 d.

(j) Requisitions for services shall be headed by the proper title to which such services are chargeable.

Semiannual
requisitions.

(3) Requisitions for supplies, Title Y, "not in excess" of allowance, shall be made but twice a year, each requisition to cover the full allowance of supplies for the succeeding half fiscal year. Items or parts of items not needed shall be omitted and will be considered abandoned. No requisition shall be made to cover the allowances for more than one of these periods.

In case of
newly commis-
sioned ship.

(a) A ship newly commissioned toward the end of a half-yearly period shall be entitled to the full six months' allowance unless the bureaus concerned prescribe that only a percentage thereof be allowed. Requisitions for coal, oil, waste, water, and other articles shown to be allowed "as required," are exempt from the foregoing limitations.

Amounts to be
required for.

(b) Articles remaining on hand at the end of an allowance period shall be applied to the amounts allowed for the succeeding period. Requisitions for such articles, not in excess of allowance, shall, therefore, include only the difference between the quantity shown to be on hand and the quantity allowed in each case. No articles shall be expended on the books until they are actually drawn for immediate use.

When to be
submitted.

(4) Ships shall submit their requisitions for articles not in excess of allowance not more than two months before the beginning of the half year for which they are due and not later than three months after the beginning of such period. A ship about to sail from a home port for regular duty on a foreign station, may, at the discretion of the captain, draw her allowances for two periods of six months each.

In excess and
not in excess on
separate requisitions.

(5) Articles "not in excess" of allowance, and articles "in excess" of allowance shall not be placed on the same requisition.

(6) Requisitions "not in excess" of allowance shall embrace only articles shown on the allowance list, in quantity and kind as allowed.

For tableware
and mess outfits.

(7) Requisitions to cover losses of officers' tableware and articles of individual mess outfits for enlisted men may be drawn to cover quantities in excess of allowed losses, the requisition to show the following: Date to which settlement is made thereby; invoice price, stated separately, of each mess outfit of glass and china for which renewals are required, calculations showing the allowance of loss in each instance, against which is to be set the invoice price of the renewals, using the old invoice prices. Where the articles required for exceed in value the allowed losses, a statement must be made, showing that the excess has been deposited with the pay officer in accordance with the provisions of article 609, paragraph 2; and general storekeepers making issues

of tableware not in excess of allowance shall check up the calculations, and assure themselves that the requisition is drawn correctly and not in excess of allowance.

(8) Requisitions "in excess" of allowance shall embrace any article not in the allowance list, or not allowed in the kind or quantity desired. All requisitions from receiving ships and from ships having no allowance lists shall be treated as "in excess" of allowance. Requisitions other than the semiannual ones shall be deemed in excess of allowance, except for articles under Title B condemned by an approved survey when such articles have lasted for the required period shown in the allowance list; also, for supplies referred to in paragraph 3, to be allowed "as required."

What requisitions to be "in excess."

(9) When galley cooking and baking utensils are lost or worn out in service and condemned by survey, they may be immediately replaced in the manner provided for articles not in excess of allowance.

Cooking and baking utensils.

(10) Transfers of supplies from one department of a ship to another must be considered as "in excess."

Supplies from one department to another.

(11) All requisitions from a ship in a port where there is no navy yard shall state which articles, if any, can not be purchased at the port.

(12) In the matter of requisitions, the Mare Island Navy Yard will be considered as at the port of San Francisco.

(13) Purchases by the pay officer of a ship within the limits of the United States shall be made as prescribed in article 1217.

1209. (1) Requisitions for supplies or services for a ship at a navy yard port shall be made as follows:

Supplies for ships in navy yard ports. Articles not in excess.

(a) For articles "not in excess of allowance," heads of departments of ships, through the captain, shall make requisition (original and three copies) direct upon the general storekeeper, who shall furnish the articles that are in store, returning the original and two copies of the requisition, with notation thereon of what articles, if any, can not be furnished or manufactured, within the proper time, at the yard. The captain, in the case of a requisition not completed by the general storekeeper, shall forward the returned copies direct to the bureau concerned for action, as in the case of a requisition for articles "in excess." A copy of each requisition completed by the general storekeeper shall be promptly forwarded to the bureau concerned by the head of the ship's department making it.

(b) For articles "in excess of allowance" heads of departments of ships shall make requisition as prescribed in paragraph (a).

Articles in excess.

The general storekeeper shall check the items which can be furnished at the yard within the proper time and forward original and all copies direct to the bureau concerned. Upon approval, a copy of the requisition shall be returned by such bureau direct to the general storekeeper, who shall then issue the articles checked by him. The original and one copy shall be sent to the Bureau of Supplies and Accounts for direction as to furnishing the other items.

(c) Services, including repairs not made at the yard, shall be procured under the method prescribed in paragraph (b).

Services.

(d) In emergencies, of which the commandant shall be the judge, articles required for immediate use, may be issued from store or purchased by the pay officer of the ship, in advance of bureau approval, a copy of the requisition being immediately forwarded to the bureau concerned, by the commandant. Services

In emergencies.

required in like emergency, or in cases of little importance as to cost, may be procured upon the order of the captain.

Yard craft.

(2) Yard tugs and other yard craft shall be furnished supplies in store under stub requisitions signed by the head of the yard department having cognizance of the supplies wanted, and approved by the captain of the yard.

Supplies in ports where there is no navy yard.

1210. All requisitions for supplies or services for a ship at a port where there is no navy yard, shall be treated as follows:

(a) When time will permit, and under all ordinary circumstances when in the United States, and on foreign stations when the procurement from home of the articles needed will be advantageous to the Government, requisitions shall be forwarded (original and three copies) to the bureau concerned, for action by it and the Bureau of Supplies and Accounts.

(b) When time will not permit, or on foreign stations where direct purchase will be to the advantage of the Government or, in case of service, of little importance as to cost, the senior officer present may direct procurement by the fleet paymaster or paymaster of the ship concerned.

Supplies for ships which have sailed.

1211. When any stores arrive at a navy yard after the departure of the ship for which they are intended, the facts shall be immediately reported to the Paymaster General for instructions, unless the commandant is informed where the articles should be sent, in which case the shipment shall at once be made.

Medical supplies.

1212. Requisitions for medical supplies from ships in commission at navy yards shall be made upon the Bureau of Medicine and Surgery, except as provided in article 1209, paragraph 1 d.

Fresh water.

1213. (1) Requisitions for water used on board ships for any purpose shall be made by the equipment officer of the ship.

(2) Water for a ship at a navy yard, or where a yard water boat may be sent, shall be procured by requisition (Art. 1208) upon the general storekeeper, who shall be furnished by the ship, immediately after receipt, with a statement of amount taken on board, so that invoices may be properly prepared.

(3) The equipment officer of the ship shall take up invoices of water in the equipment books and expend to other departments as required. He shall forward monthly, on the prescribed form, to the Bureau of Equipment, a statement of water received and expended.

Ammunition.

1214. Requisitions for ammunition, except small-arm and saluting ammunition, shall be considered "in excess of allowance" and be approved by the Bureau of Ordnance before ammunition is prepared at the magazine. Ammunition for target practice is additional to the service allowance, and should be required for as soon as instructions governing the next practice are received. Ammunition for target practice, and for filling deficiencies in service allowance, should be required for on separate requisitions. Requisitions shall show the amount of ammunition required, the amount on hand, together with a statement giving the number of charges of each different index on board.

Economy strictly enjoined.

1215. (1) In the procurement and expenditure of supplies, all officers shall be strictly governed by the established allowances, and exercise such economy as to make them last for the full time specified, and longer if practicable. Only in case of absolute necessity or accident will a departure from the allowances be tolerated, and requisitions for articles needed to meet such necessities must be made out as in excess, bearing certificates stating plainly

the facts which are deemed sufficient to warrant approval of the requisitions.

(2) Articles under Title B, and unusual articles under Title Y, for which requisition in excess has once been made and been disapproved by the bureau concerned, shall not be required for again without a letter to the bureau requesting reconsideration.

1216. (1) Excepting when purchase is to be made by the fleet paymaster under the direction of the flag officer, captains have supervisory power over the purchase of supplies, and shall be guided, in approving requisitions, by the actual needs of their commands, taking into consideration the nature of the service in which they are engaged, the probability of being able to obtain the supplies from other ships, and the possibility of obtaining them from the United States without too great a delay.

(2) No purchase is in any case to be made by other than a pay officer, and no article shall be purchased unless the necessity for the same is first properly established. All purchases shall be made after competition.

(3) Officers in charge of departments shall keep themselves informed of the needs of their respective departments, and shall meet such needs by timely requisitions in accordance with article 1208.

1217. Under the direction of the captain, the pay officer shall, immediately on arrival in a port where supplies are to be purchased, or bills of exchange negotiated, obtain, by personal inquiry on shore, full and complete information as to the current rate of exchange, the quality and prices of naval supplies, the names of persons and firms regularly dealing therein, and the commercial standing of such dealers. He shall also visit and obtain from the resident consul, or commercial or consular agent of the United States, if there be one, the above required information. These requirements will be modified when the above-mentioned duties are to be performed by a fleet paymaster.

1218. Medical supplies, surgical instruments, and "instruments of precision," shall be selected by officers representing the departments requiring them.

1219. When necessary to purchase clothing or small stores, the articles shall be as nearly as possible of the description and quality furnished by the United States, and no more shall be purchased than sufficient to meet an exigency.

SECTION 4.—INSPECTIONS.

1220. (1) Articles purchased shall be delivered subject to inspection and approval as to quantity and quality by the head of department requiring them; in the case of fresh provisions, the officer of the deck shall inspect as to quantity, and a medical officer as to quality. (Arts. 433, par. 8; 957; and 1177.)

(2) All inspections of supplies shall be made by the officers of the ship to which they are delivered.

(3) Should the decision of an inspecting officer be questioned, the captain shall order a board of at least three competent officers to inspect the supplies. The report of this board, if unanimous, shall determine the acceptance or rejection of the supplies; if not, the final decision shall rest with the captain.

(4) Each delivery of stores shall be accompanied by a list of the articles.

Duties of commanding officers in approving requisitions.

Duty of pay officer before purchases are made.

Instruments and medical supplies to be selected.

Clothing and small stores.

Reception and inspection of supplies.

SECTION 5.—PUBLIC BILLS.

Approval of bills.

1221. (1) Public bills for supplies shall be accompanied by two memorandum copies. The public bill shall bear the approval of the captain of the ship and a certificate by the head of department for which the supplies were purchased that the articles were inspected as to quality and quantity and received into his custody.

(2) No public bill shall represent purchases for more than one ship.

Vouchers, how prepared.

(3) In the preparation of public bills and memorandum copies, the latest classified schedule shall be adhered to in the arrangement of items. Each public bill shall embrace supplies under but one bureau and one appropriation, and shall show the number of the requisition and date of approval. The trade name of coal purchased must be mentioned.

(4) The date of each purchase, and the name, number, or quantity, price of each article, and amount in the currency of the country, with its equivalent amount in United States money at the legal or authorized rate, must be distinctly specified. All receipts for payments in currency must express the amount paid in words legibly written at full length. When payment is made by check or bill of exchange, no receipt shall be taken, but, instead, there shall be noted on the public bill, the date, number, and the amount of the check, and the depository on whom drawn, or, in the case of a bill of exchange, its number and amount, and whether drawn on the fiscal agents or the Secretary of the Navy.

(5) When purchases have been made by the fleet paymaster, the dealers' bills, after certification by the fleet paymaster as to their correctness, shall be forwarded to the vessel concerned for preparation of the public bills by the pay officer thereof. When the public bills have been properly certified as to receipt and inspection, they shall be forwarded to the flagship for payment. Such bills shall not be approved by the commanding officer of the vessel concerned.

Final disposition of bills and requisitions.

1222. (1) The public bill shall have attached to it the original requisition and the merchant's bill, expressed in the currency of the country or in the same currency in which the transaction is entered in the merchant's books and accounts, and be forwarded to the Auditor for the Navy Department with the quarterly accounts of the pay officer. Should there be a difference between the public bill and the merchant's bill, such difference shall be explained on the latter, but in no case shall the items, quantities, prices, extensions, or footings in the merchant's bill be altered in any respect.

Public bills for telegrams or cablegrams.

(2) Public bills covering payments for telegrams or cable messages must be accompanied by the originals or certified copies thereof, except in cases of confidential messages, when the officer sending them shall certify that such messages were of a confidential character and in his judgment it would be prejudicial to the public interests to disclose their contents; that they were actually transmitted, are correctly stated, and were day or night messages, as the case may be. The voucher shall also show whether directions were given to transmit the messages over bond-aided lines. The amount paid for the transmission must be noted on each telegram or cable message in United States currency.

(3) Public bills for payments of freight must be accompanied by the accomplished original bill of lading. **Public bills for freight.**

(4) One memorandum copy of each public bill shall be forwarded to the Paymaster General with the monthly abstract of expenditures.

(5) One memorandum copy shall be retained by the pay officer making payment for his files.

(6) The pay officer shall forward a memorandum copy of every public bill, as soon as practicable after it is paid, to the commander-in-chief for the files of the fleet paymaster. (Art. 1382, par. 1.)

(7) He shall also furnish heads of departments with memorandum copies of public bills pertaining to their departments in lieu of invoices, and memorandum copies to the bureaus concerned, except to the Bureau of Supplies and Accounts and the office of the Secretary of the Navy.

1223. Public bills of torpedo boats and other vessels not having pay officers on board shall be paid by the pay officer of a flag or other ship with which they may be in company, if practicable; otherwise, by the pay officer having their pay accounts. **Public bills of torpedo boats.**

SECTION 6.—CLOTHING AND SMALL STORES.

1224. Clothing and small stores shall be issued every week day (except for five days prior to the issue of monthly money, and five days prior to the end of the quarter), at such hour as may be directed in writing by the commanding officer. **Issues of clothing and small stores, how made.**

1225. (1) Pay officers shall furnish with their quarterly pay rolls an order from the commanding officer to credit newly enlisted men with the recruit outfit. **Outfit on first enlistment.**

(2) All enlisted men of the Navy shall receive, on first enlistment, outfits of the values stated in article 1134, paragraph 16. **Issue of outfit to all recruits.**

(3) Commanding officers shall direct which of the amounts there given is to be allowed in each case of first enlistment.

(4) Pay officers taking up the accounts of newly enlisted men shall, when directed by the commanding officer, immediately issue the allowed outfit to each man. Their accounts shall be credited only with the exact amount of the outfit drawn. No further credit shall be made as outfit, except in cases where the complete outfit is not furnished at once; and if a man be transferred before receiving the full outfit a note shall be made on the transfer account giving amount remaining to be credited. In such cases the remainder of the outfit shall be furnished as soon thereafter as practicable.

(5) A man discharged during the first six months of a first enlistment for any cause other than disability incurred in the line of duty shall have checked against his accounts prior to discharge the cost of such portion of allowed outfit as he has drawn. **Refund of outfit on discharge.**

1226. Memorandum requisition for clothing and small stores on the prescribed form shall be signed by the division officer. When such requisition is presented for issue, the articles delivered in accordance therewith shall be recorded on a duplicating form provided for the purpose and receipted for thereon by the purchaser. A copy of this receipt shall invariably be delivered to the purchaser with the articles. The original receipt shall be retained by the pay officer for transmittal to the Auditor for the Navy Department. The memorandum requisition shall be com- **Requisitions.**

pared with the original receipt and held until after the quarterly accounts have been forwarded, when it may be destroyed.

Issues to super-
numeraries.

1227. (1) For issues of clothing and small stores to supernumeraries entitled to pay, invoices of the articles shall be sent to the pay officer having the accounts, together with the original receipts of the men and requisitions for all issues covered thereby. An officer shall witness these issues to supernumeraries and sign the receipt as such.

To torpedo
boats.

(2) Any pay officer may, when necessary, issue clothing and small stores to the crews of torpedo boats or other vessels having no paymaster on board, and such issues shall be treated as prescribed in paragraph 1 of this article when the pay officer making the issue is not the one having the accounts of such men.

Issuing prices
fixed yearly.

1228. All issues and expenditures of clothing and small stores shall be made at the prices established by special order for each calendar year.

Revaluation
of damaged ar-
ticles.

1229. (1) Articles of clothing and small stores found by survey to be damaged but fit for issue may be revalued by survey and issued, at the reduced prices fixed, in the same manner as other clothing and small stores.

(2) When a bale of clothing is opened the paymaster of the vessel shall note the date of manufacture and inspection, examine the clothing, and, if not in strict accordance with the samples, he shall not issue it, except by direct authority of the commanding officer; but no clothing shall be pronounced unsuitable for issue on account of not meeting regulation requirements until the same has been surveyed by a board of survey. The survey shall specify wherein each garment differs from regulation requirements, that the necessary alterations can not be made by the ship's tailor, and shall be forwarded to the Navy Department, accompanied by the garments recommended as unsuitable for issue, and each such garment shall have attached to it its "garment ticket" and a copy of the "bale marks."

SECTION 7.—RATIONS.

Authorized
components,
combinations,
and variation.

1230. Sections 1580 and 1581, Revised Statutes, as amended, establish the components of the navy ration, their legal combinations, the substitutes allowed, and the possibilities of variation in issue.

Issue of fresh
provisions.

1231. (1) The captain may cause fresh meat and vegetables to be issued to the crew whenever he deems such action advisable and circumstances permit. He may authorize the issue of poultry (as fresh meat) on legal holidays, when it can be procured at reasonable prices.

To be obtained
from contract-
ors.

(2) At every place where there is a contract therefor, all fresh provisions shall be obtained from the contractors except, as specified in the contract, when satisfactory delivery is not made thereunder.

Provisions al-
leged to be un-
fit for issue.

1232. If any of the crew object to the quality of the provisions issued to them, the pay officer shall at once request a survey. If, in the judgment of the surveying officer, the provisions are of proper quality, they shall be issued, notwithstanding objections, unless the captain shall direct otherwise. If, however, the provisions are not approved, others of a better quality shall, if on board, be at once issued in their stead.

1233. Perishable provisions shall not be procured in greater quantities than can probably be used before spoiling.

Supplies of perishable articles.

1234. (1) Such provisions as, in the opinion of the pay officer, can be spared from the supply on board, without unduly reducing the quantities for regular issue, may, with the approval of the captain, be sold to officers' and other messes at their average cost price, to be delivered only at the regular times and places of issue; but no person or mess shall be permitted to purchase a full allowance of any article while the crew is on short allowance thereof.

Issues to officers' messes.

(2) Pay officers shall keep regular accounts of provisions so issued, entering the same separately in the quarterly returns, and shall receive payment for them monthly, crediting the Government, under the head of "Provisions," with the amount so received.

Accounts of sales to messes.

(3) At the end of the quarter an invoice, in duplicate, shall be made, showing the total quantity and value of each article issued, and the aggregate value, which the pay officer shall sign, and one copy shall be forwarded with his quarterly returns to the Paymaster General.

(4) Such pay department stores as can be spared with due regard to the maintenance of the necessary stock on hand, may, under the direction of the commandant, be sold to officers and enlisted men of the Navy and Marine Corps, also to civil employees at naval stations beyond the continental limits of the United States and in Alaska.

Sales to civil employees at certain naval stations.

(a) A requisition (in triplicate) on the prescribed form shall, in each case, be made by the applicant, for such pay department stores as he may need for actual use by himself and his immediate family; and he shall certify upon this requisition not only that the stores are required for his personal or family use, but also that he will not sell, exchange, or otherwise improperly dispose of them. The requisition, after approval by the head of the department upon whose rolls the civil employee is borne, shall be forwarded to the officer having charge of the supplies, through the commandant, who shall carefully scrutinize it and satisfy himself that the requisition is correct before approving it. Such approval by the head of a department shall be considered sufficient evidence that the applicant is a bona fide civil employee of the National Government. Requisitions shall not be made oftener than twice each month unless absolutely necessary.

Requisitions by civil employees.

(b) Upon receipt of the approved requisition, the issuing officer shall enter the value of each article thereon, and upon the payment in cash for the value of the stores, shall make the issue; but no stores shall be issued in advance of a requisition or until payment in cash has been made. A suitable issuing room shall be provided, and, if necessary, a trustworthy person detailed to take charge and keep the accounts thereof.

Issues.

(c) The issuing officer will forward all three copies of the requisition, accompanied with the necessary amount of money, to the pay officer of the station, who shall receipt therefor on the face of the requisition, return two copies to the issuing officer, and retain the third for his files.

(d) Stores so issued will be expended in the accounts of the issuing officer as "Sales for cash to civil employees" and a copy of

How expended.

the requisition forwarded as an expenditure voucher with his quarterly returns.

(e) The amounts of money received shall be taken up by the pay officer of the station in his account current under "General account of advances," to be adjusted, to the credit of the proper appropriation, as cash sales of pay department stores to civil employees.

Civil employ-
ees in Alaska.

(f) Subject to the foregoing requirements, civil employees in Alaska, or other place where there is a supply ship, may purchase from the pay officer of a vessel such stores as can be spared.

Denial of
privilege.

(g) If a civil employee prove himself unworthy, the commandant or commanding officer may deny the privilege of purchasing stores.

Commutation
for reduced ra-
tions.

1235. If necessity arises for putting a crew upon short allowance, payment shall be made for the allowance thus diminished according to the scale of prices for the same established at the time of such diminution. (Sec. 1582, R. S.)

The ration de-
fined.

1236. The ration is not a part of the pay, but is a limited allowance by the Government, under certain conditions defined by law. Commutation of rations by the enlisted men is not a right, but an allowance granted only by executive authority.

Commutation
of rations dur-
ing actual time
not drawn.

1237. (1) Rations stopped for enlisted men of the Navy and Marine Corps shall be commuted for the actual period of time during which they are not drawn.

(2) The number of rations to be commuted for chief petty officers' messes and for men of the messman branch is left to the discretion of the commanding officer; but no enlisted man shall be allowed to commute his ration and subsist himself without special authority from the Bureau of Navigation.

(3) Provisions issued to messes composed of men whose rations are commuted shall in all cases be treated as provisions sold to messes for cash.

Subsistence of
crews of torpedo
boats, etc.

(4) The crews of torpedo boats and vessels not carrying pay officers shall be subsisted under the direction of the commanding officers, who shall procure the provisions necessary for the purpose from general storekeepers, ships' pay officers, and from dealers, keep a record thereof, and notify the pay officer having the accounts on the prescribed form in accordance with the instructions contained thereon.

(5) Provisions procured from dealers shall be paid for on public bill by the pay officers having the men's accounts, or by other pay officers when circumstances render such action advisable.

(6) All expenditures of provisions for the crews of such vessels shall be treated as "over issues," and must not exceed in value the allowable issues of provisions according to the ration law.

(7) The values of the allowable issues will be found by multiplying the total number of rations of men actually subsisted during any period by the average cost of a ration.

Men electing
homes on board
receiving ships.

1238. Honorably discharged men electing homes on board receiving ships are entitled to one ration per day. This ration can not be commuted.

Rations of ab-
sentees to be
stopped.

1239. The pay officer shall be promptly notified when men are sent to a hospital for treatment, or when absent from their ship or station with or without leave. In all cases the issue of rations or commutation therefor shall cease during such absence.

1240. The number and value of rations stopped on account of

sick in hospital shall be noted on the monthly ration voucher, and on the quarterly abstract of expenditures.

1241. Merchant vessels in distress or needing supplies may be furnished with such as can be spared, but receipts in triplicate shall be taken, the original of which shall be retained by the officer from whose department the stores have been furnished, and the duplicate and triplicate forwarded by different conveyances to the Paymaster General. Cash payments may be received, if practicable, and accounted for by the pay officer; if otherwise, a bill of exchange shall be obtained, to be drawn by the master on the owners, payable to the order of the Secretary of the Navy, and its *first* and *second* forwarded by different conveyances; the address of the owner shall be stated, and the value of the supplies calculated at the average price. In the case of clothing and small stores the prices established by special order shall be charged. In cases of extreme distress gratuitous assistance may be furnished.

Supplies furnished to merchant vessels in distress.

1242. Destitute American seamen received on board are supernumeraries not entitled to pay and rations. Issues made to them shall be upon the captain's written order which, with the invoices of articles issued, shall be sent to the Bureau of Supplies and Accounts, and separate entries made on the quarterly provision return for the adjustment of appropriations. The name of the vessel to which the men belong, and, if taken on board at the request of a United States consul, the name and station of the latter, shall be stated in the order and in the invoice.

Destitute American seamen.

1243. Such stores as can be spared may, when requested, be issued upon the captain's written order, to a foreign ship of war; receipts in triplicate from the commander thereof being taken and forwarded as directed in article 1241.

Supplies furnished to foreign ships of war.

CHAPTER XXVII.

SURVEYS AND SALES.

SECTION 1.—SURVEYS ON PERSONNEL.

1244. A survey may be ordered by the commander-in-chief of a fleet, the commandant of a station, the senior officer present, or by a division commander in a fleet, upon any officer or other person under his command, on the request of the senior medical officer of the ship or station where the person is serving.

Order for survey.

1245. (1) A board of medical survey shall consist, when practicable, of three medical officers.

Boards of medical survey.

(2) If it be inconvenient to detail three officers, two will suffice. In extreme cases, or on board a ship on detached service, the survey may be held by the medical officer of the ship.

1246. (1) Reports of medical surveys upon officers and enlisted men of the Navy shall be made in triplicate (through the commanding officer under whom the person surveyed is serving) to the officer ordering the survey, who shall forward them to the commander-in-chief or senior officer present, by whom they shall be acted on and transmitted direct to the Bureau of Medicine and Surgery for recommendation and further transmission to the Bureau of Navigation for final action.

Reports of survey.

(2) Reports of medical surveys upon officers and enlisted men of the Marine Corps shall be made in like manner to the officer ordering the survey, by whom it shall be forwarded as in paragraph 1, for approval and transmission of the first and second copies to the Navy Department, and the third to the Commandant of the Marine Corps.

1247. (1) Reports of medical survey shall be made in accordance with the prescribed form. A definite opinion as to the origin of disease or injury shall be given, and a statement made in every case of all facts and circumstances connecting the disease or injury with the performance of duty or exposure incident thereto. When no unfitness is found it will be sufficient to state the fact. When unfitness is found, and is regarded as temporary, the phrase "unfit for duty" shall be used; when permanent, the expression "unfit for service" shall be employed. The common name of the disease shall be used. Under the head of "Recommendation" shall be given the contemplated disposition of the patient.

Instructions for making reports of medical surveys.

(2) In the case of an officer, the recommendation may be detachment either with sick leave or for hospital treatment; or, if the unfitness is judged to be temporary, the officer may be recommended for hospital treatment, with a view to his return to the station. If the disability be deemed permanent, it may be recommended that he be ordered before a retiring board.

(3) Enlisted men should be recommended to be sent to hospital for treatment, or to be discharged.

Cases to be disposed of without delay.

1248. (1) When a person surveyed within the United States or the limits of the North Atlantic Station is reported unfit for duty, and the report of the survey is approved by the officer ordering it, the recommendation of the board as approved shall be carried out as soon as practicable, except in cases involving discharge, travel, leave, or retirement, which shall be referred to the Department. At training stations and on receiving ships the cases of recruits who are surveyed by boards of medical survey, shall be acted upon by the senior officer present, and the medical surveys, with report of action, shall be sent direct to the Bureau of Medicine and Surgery for further transmission to the Bureau of Navigation.

(2) Final action upon medical surveys held outside of the limits defined in the preceding paragraph shall be taken by the senior officer present, except in cases of the retirement of officers or the discharge of persons enlisted in the United States. The reports of medical surveys shall be forwarded direct to the Bureau of Medicine and Surgery for further transmission to the Bureau of Navigation.

Surveys on enlisted men in the United States.

1249. When enlisted persons are condemned by medical survey in the United States owing to causes not incident to the service, their transfer to another station or place for discharge shall not be recommended.

SECTION 2.—SURVEYS ON MATERIAL.

General surveys on ships every three years.

1250. (1) All vessels on their return from foreign stations, and all vessels in the United States as often as once in three years, when practicable, shall be examined by competent boards of officers designated by the Bureau of Navigation under the direction of the Secretary of the Navy. The boards shall be made continuous by the assignment of at least two members of the Board of Inspection and Survey as members of boards for general surveys on vessels on the Atlantic coast, and of at least two specially designated officers for such boards for vessels in other waters. The said boards shall ascertain and report to the Secretary of the Navy, in writing, which of said vessels are unfit for further service, or, if the same are unfinished in any navy yard, those which can not be finished without great and disproportionate expense, and shall in such report state fully the grounds and reasons for their opinion. (Act Aug. 5, 1882.)

(2) In making general surveys the board shall scrutinize the repair books, and if it appears that repairs are needed which could have been made by the ship's force, and have not been undertaken, the board shall make a separate report of the facts to the Department, stating its opinion and making a recommendation in the premises.

Captains to report if general surveys are required.

1251. (1) Captains of ships shall report to the Department without delay, whenever the condition of their ships is such as to require a general survey in one or more branches, and such report, with the opinion of the forwarding officer endorsed thereon, shall be forwarded to the Assistant Secretary of the Navy.

(2) If it shall appear, upon a consideration of all the circumstances, that a general survey under one or more bureaus is desirable, the Department will order it made.

1252. General surveys on vessels in ordinary will be ordered by the Department as occasion may arise.

General surveys on ships in ordinary.
General surveys; boards, how composed.

1253. When a general survey is ordered, such separate boards as may be necessary shall be constituted, in accordance with law, under the heads of ordnance, equipment, construction and repair, and steam engineering.

1254. (1) Whenever special repairs, of limited extent but beyond the capacity of the force on board, are required on a ship in commission, in home waters, not at a navy yard, the captain shall so report to the Assistant Secretary of the Navy. The report, with the opinion of the forwarding officer endorsed thereon, will be referred to the bureaus concerned for recommendation, and if expedient, the vessel will be ordered to a navy yard, and the Department will direct that repairs be made, with or without a survey, as the case may require. (Art. 917.)

Special repairs to vessels.

(2) Whenever a similar necessity exists in the case of a vessel at a navy yard, the captain shall make the required report to the commandant, through the heads of yard departments concerned, who shall make the necessary examination and report. (Arts. 917 and 924.)

(3) If the repairs in question are such as will obstruct the movements of the vessel, by disabling her motive power or otherwise, or if they exceed five hundred dollars in estimated cost, the application shall be transmitted, with the commandant's recommendation, to the Assistant Secretary of the Navy.

(4) If the repairs do not interfere with the movements of the vessel, and are less than five hundred dollars in estimated cost, the commandant may order the survey, and whether ordered or not, he shall report his action immediately to the Assistant Secretary of the Navy.

1255. (1) All reports of surveys on ships shall be made to the Assistant Secretary of the Navy, for reference to the bureau concerned for recommendation. They shall be made in triplicate—one copy for the bureau, one for the head of the department at the yard, and one for the captain of the ship.

Reports of surveys, to whom made.

(2) If the captain considers that any items of repairs are unnecessary or inexpedient or can be done advantageously by the force on board, he shall so report to the commandant, who shall forward the report with his recommendations to the Assistant Secretary.

(3) The report shall contain a classified statement of the work required, item by item, with such brief explanation as will show the necessity of each item; an estimate of the time and cost of each item, giving the cost of labor and material separately; and a summarized statement of the time and cost (labor and material) of the whole work under each bureau. Any item that will require the manufacture of special articles involving probable delays shall be specially noted. The report shall conclude with a statement of the approximate quantity and cost of materials not on hand which must be purchased in order to make the repairs recommended.

Contents of report.

(4) In surveys of wooden ships, where the repairs are extensive, the report shall state the estimated cost of a new ship of the same size and like material, or new engines and machinery of the same character and power, as the case may be; and the report shall further state whether the repairs, having reference to their estimated cost, can be made within the statutory limit.

Surveys of wooden ships.

Delays in survey.

(5) The commandant of the yard shall be held responsible for any delays in the completion of the survey.

Revision of schedule of materials.

1256. As soon as a report of a survey has been signed, the head of the department concerned shall make a careful revision of his schedule of materials, in order that requisitions may be started on their course the moment the order to proceed with the repairs is received at the yard.

Requisitions after approval of survey.

1257. (1) When a report of survey is approved, the Assistant Secretary will notify the bureaus concerned of his action, and he will issue the necessary orders to the commandant to proceed with the work.

(2) Promptly upon the receipt of such orders, requisitions for all materials needed to be purchased for the work shall be transmitted to the general storekeeper. The commandant shall expedite the preparation of requisitions by the officers whose duty it is to make them, and their issue by the general storekeeper.

Approval to depend on condition of appropriation.

1258. Whenever a bureau makes favorable recommendations to the Department for repairs, it will be understood that, unless otherwise stated, the condition of the bureau appropriation, having reference to present and prospective obligations, justifies the Department in authorizing the repairs.

Surveys on ships abroad.

1259. In general, surveys on the hull or machinery of a ship shall not be held in a foreign port without the authority of the Department, unless the supposed defects are due to casualties, such as grounding, collision, etc.. Such surveys shall be ordered by the commander-in-chief or the senior officer present. The report shall state the nature and extent of the accident, the cause, the probable time necessary for repairs, the cost thereof, and to whom, if any one, blame is to be attributed. The report shall embrace every detail necessary to a complete understanding of the case. If an accident or derangement occurs to the machinery of a ship, the board shall be composed of three line officers, two of whom have had experience in the performance of engineering duties on shipboard; if such officers are not available, warrant machinists may be substituted. The report, in triplicate, shall be forwarded to the Department by the first opportunity. (Art. 919.)

Surveys on articles not fit for use.

1260. (1) When property in the custody of an officer in charge of a ship's department is damaged, deteriorated, obsolete, in need of repairs, or unnecessary owing to excess on hand, a request for survey shall be made by him on the prescribed form, in triplicate, addressed to the commandant or senior officer present, who shall order a survey as provided in article 1262, which shall be held at such place as the property may be.

Articles missing.

(2) When articles are lost or missing afloat or on shore or do not correspond in quantity or kind to the marks on a package, the officer responsible shall request on the prescribed form, in triplicate, an investigation by a board of survey, and such board shall be ordered in accordance with article 1262, paragraph 2. The report of the board shall be exhaustive and shall fix definitely, when possible, the responsibility for the loss or deficiency. The three copies of the report shall follow the course given in article 1267. The officer requesting the survey shall forward his copy to the Bureau of Supplies and Accounts, with his quarterly returns, as a voucher for the disposition of the articles.

Shortage in shipments.

(3) This same method shall be pursued by any officer receiving stores by shipment in which there is a shortage according to the

invoices; but in this latter case the copy of the report received by the bureau concerned shall be forwarded to the Paymaster General for his action.

(4) An officer receiving a shipment in which there is a shortage shall take up the invoice in full on his books, expending the missing articles according to the direction of the survey report, and noting in red ink on both copies of the summary of store invoices the invoice value of the articles missing; but in no case shall totals in the body of the summary be altered.

1261. (1) Survey requests shall be numbered consecutively, a separate series for each bureau. Requests numbered, etc.

(2) Articles pertaining to but one bureau shall be included in the same survey request, the items thereon being numbered consecutively.

1262. (1) In all questions of survey of articles mentioned in this and the following articles, commanders of divisions have the authority prescribed for "senior officer present." For the survey, condemnation, and appraisal of public property of the navy, other than that provided for in articles 1250 to 1259, inclusive, surveying officers shall be appointed, as follows: Authority to order surveys on equipage and supplies.

(a) On board a ship away from a navy yard or station, the senior officer present shall appoint a commissioned officer, who shall be selected, when practicable, from a ship other than that making the request. Except in urgent cases, however, where delay would prevent replacing or repairing articles necessary for immediate or current use, such surveys shall not be held until the arrival of the vessel at a navy yard, when they shall be ordered as prescribed in the following paragraph. Away from navy yard.

(b) On board a ship at a navy yard or station for articles in the custody of a general storekeeper, and for all other material of any description at a navy yard or station, the commandant shall detail a commissioned officer to serve until properly relieved from each of the departments of ordnance, equipment, construction and repair, steam engineering, and yards and docks; and for each survey requested one of these officers shall serve. As a general rule, these officers shall survey articles coming under the cognizance of the department to which they belong. At a navy yard.

(c) At stations where a large amount of work is carried on, two or more surveying officers from one department may be detailed. At stations where two or more departments are combined under one head, the number of surveying officers may be reduced, if necessary. Two or more officers from one department.

(d) When practicable, a commandant may assign a pay officer, other than one attached to the general storekeeper's office, as permanent surveying officer to survey articles of provisions, clothing, small stores, and contingent stores of the supplies and accounts department. Pay officer for surveys in pay department.

(e) When the pay officer of a ship at a navy yard or station requests a survey, the commandant may appoint as surveying officer any pay officer serving under his jurisdiction.

(2) In the case of lost or missing articles, afloat or on shore, the senior officer present or the commandant, as the case may be, shall, at the request of the officer having had custody of the lost articles, or who received the shipment from which the articles are missing, appoint a board for investigation and report, such board to be composed of three officers, of whom one at least and as many as practicable shall be commissioned. Lost or missing articles.

Silver and articles presented. (a) Silver services and other articles of value presented to ships of the Navy shall be subject to survey only for purposes of appraisal or fixing responsibility for damage or loss.

China, glass, and plated ware. (b) The china, glass, and plated ware of officers' mess outfits and the individual mess outfits of enlisted men shall not be subject to survey afloat. In case of wreck or other extraordinary cause of injury, the question of special loss will be considered by the Department. Such articles may be surveyed when in the custody and carried on the books of a general storekeeper at a navy yard or station.

Disposition of articles afloat. **1263.** (1) If an officer surveying articles on board ship finds them still fit for their intended purpose, or capable of being made so by the ship's force, he shall so indicate in the report by the word *retain*, and the articles shall remain on board.

To be repaired. (2) If the survey shows that an article can be repaired in proper time for further use on board the ship, he shall write the word *repair* in his report; and if the ship is away from a navy yard, the repairs shall, on the approval of the survey by the senior officer present, at once be made on shore under requisition. If the ship is at a navy yard, repairs so recommended shall, if authorized, be made by delivery of the article, with an approved copy of the survey, to the head of the yard department concerned, and the cost thereof shall be charged to Title P, with the name of the ship as a subtitle, the articles repaired remaining on charge on the ship's books at the invoice value.

Renewals or repairs without survey. (a) Articles of equipage made of rope, canvas, wood, metal, etc., may be renewed or repaired from "Supplies" without survey and continue to be borne on the books at the original invoice price, the "supplies" used in the repairs being expended "for use."

Estimated cost. (3) The estimated cost of all renewals or repairs recommended by a surveying officer shall be noted by item numbers in the survey report.

Limit of cost of repairs. (4) In a navy yard, or on board a ship at a navy yard, no repairs estimated by a survey to cost over three hundred dollars shall be undertaken without previous sanction of the Department; and at a navy yard not more than one thousand dollars shall be expended in repairs on the sails and rigging of any vessel until the necessity and expediency of such repairs and the estimated cost thereof have been ascertained and reported to the Navy Department by an examining board, which shall be composed of one naval officer, designated by the Secretary of the Navy, and the master rigger and the master sailmaker of the yard where such vessel may be lying. (Sec. 1539, R. S.)

To be turned into store. (5) Articles found by survey to be unfit for further use on board or which can not be repaired with the immediate facilities in the proper time, shall be condemned by the surveying officer to be turned into store, and he shall so indicate in the report by the word *store*; and such articles, if the ship be at a navy yard, shall be turned into store at their invoice value, or if the ship be away from a navy yard, shall be kept on board until an opportunity arises to send them to a yard by public conveyance.

(6) Invoices of such articles turned into store shall bear the date of survey and the name and rank of the surveying officer.

Articles totally unserviceable. **1264.** (1) When articles on board are found to be totally unserviceable and require, by reason of their *insanitary* condition, *immediate* disposition, by being thrown overboard, burned, or buried, the surveying officer shall so indicate in the report by en-

tering the word *overboard*, *burn*, or *bury*, as the case may demand. The disposition recommended, if approved, shall be carried out by the officer requesting the survey, who shall certify, across the face of the report sent to the bureau concerned, and of the copy forwarded to the Paymaster General with the quarterly balance sheets, that he has complied with the approved recommendation.

(2) When a ship is outside the waters of the United States, totally unseaworthy articles, of no appreciable value, that take up valuable space, may be treated as indicated in the foregoing paragraph. In such cases the officer requesting the survey shall expend the articles from his books by expenditure voucher and forward his copy of the survey with his quarterly balance sheets to the Paymaster General.

(3) When United States ensigns, union jacks, or commission pennants, are surveyed and condemned as unseaworthy for government purposes, they shall be appraised as of no value and burned.

1265. (1) Captains of ships shall appoint at the beginning of each quarter, to serve to the end of it, a surveying officer for articles in the pay department of the ship. To this officer the pay officer shall refer, either verbally or in writing, all such articles in his department as he may believe unfit for use, provided they do not exceed in value, on any one occasion, three hundred dollars.

(2) The surveying officer shall keep an itemized record of all his surveys, which in case of his disability shall be used and referred to by the officer appointed in his place. He shall make his report at the end of the quarter, or earlier if ordered.

1266. Articles of clothing and small stores on board ship, found by survey to be damaged, may be appraised by the surveying officer, and issued at the reduced price, in the same manner as other clothing and small stores. In such case, the pay officer of the ship shall furnish the surveying officer with a list of the invoice values of the articles, and the appraised values shall be entered in the "remarks" column of the survey report. The pay officer shall expend the revalued articles from his books at the invoice price, and take them up again at the appraised value.

1267. Upon the completion and signing of a survey of articles on board a ship, the three copies shall be forwarded to the officer ordering the survey, who, after action thereon, shall return one copy to the officer requesting the survey, immediately forward one to the bureau concerned, and retain one for the files of his office.

1268. (1) The general storekeeper shall request, without delay, a survey on the prescribed form, in triplicate, on all articles turned into store, or already in store, which for any cause are unfit for issue, or which are borne on the books without value or at a fictitious value. When the general storekeeper is in doubt as to requesting a survey on an article, he shall obtain expert advice in the matter from the yard department having cognizance.

(2) The surveying officer receiving the order shall proceed to the place where the articles are held in store and after carefully inspecting them shall enter on the report his recommendation.

(a) The disposition of articles surveyed shall be indicated on the report and by marking them as follows: If suitable for reissue from active stock, *stock (general)*; if to be retained, without repairs for issue to a particular ship, *stock*, with name of

Totally unseaworthy articles, when outside U. S. waters.

Ensigns, union jacks, and pennants.

Quarterly survey afloat, pay stores.

Clothing and small stores afloat.

Reports of surveys afloat.

General storekeeper to request survey of articles turned into store.

Disposition of articles surveyed.

ship written below; if to be repaired and then returned to store for issue, *repair*; those that can not be properly and expeditiously repaired at a navy yard, and those which should be repaired under an open contract requisition, *contract repairs*; those to be repaired and then turned into store to be reserved for a particular ship, *repair*, with name of ship written below; those recommended to be sold, *sell*; those unsuitable in every respect, *dump* or *burn*, as may be expedient.

Special dispositions. (b) When totally unserviceable articles are to be disposed of in any other way than as above, the disposition recommended, such as *overboard*, *buried*, *firewood*, etc., shall be indicated.

(c) Articles unsuitable for general use in the active service of the Navy, but suitable for other government use, shall be so recommended, as for *naval militia*, for *yard use*, etc., and their present actual value shall be appraised by the surveying officer.

Issue scrap heap. (d) Articles of metal, unserviceable and not warranting repairs, and which can not be sold in piece to advantage, shall be condemned to the issue scrap heap or the yard scrap heap, according as they may or may not be useful for reworking for government use. Those condemned for the issue scrap heap shall be marked *issue scrap* and appraised according to their value as metal, and those condemned for the yard scrap heap shall be marked *yard scrap* and appraised as without value; and articles, part of which are valueless and other parts of which may be useful for some purpose, shall be appraised as to their valuable parts, except those for yard scrap, and the disposition marked in the appropriate space in the report, such as *issue scrap*, *yard scrap*, *repairs to similar articles*, *hair*, *old canvas*, *junk*, etc.

Yard scrap heap.

Appraisal.

(e) Articles of value, without invoice price, shall in all cases be appraised by the surveying officer.

(f) When articles are recommended to be repaired at a navy yard, their estimated present value shall be stated in the "appraised value" column in the report, and the estimated cost and the time of the repairs shall in all cases be entered by item numbers.

The dump.

(3) Only such totally unserviceable articles as are without value and unsalable, such as broken china, tin and wooden ware, worthless paints, brushes, etc., shall be thrown on the dump. Articles such as totally unserviceable powder and chemicals, decayed provisions, etc., the retention of which would be prejudicial to the safety and health of the community, shall not be deposited on the dump, but shall be condemned to be thrown overboard or otherwise destroyed.

Final disposition.

(a) The general storekeeper shall be responsible for the final disposition of totally unserviceable articles, and shall certify to their disposal, across the face of the approved survey report forwarded by him, with the quarterly balance sheets, to the Paymaster General.

Action of commandant.

1269. (1) The commandant, after approval of a survey report, shall immediately forward one copy to the officer requesting the survey, one copy to the head of the yard department concerned, and one copy to the bureau concerned.

Action of bureau.

(2) A bureau receiving a survey report in which repairs or renewal of articles therein mentioned are estimated to cost in the aggregate over three hundred dollars, shall without delay inform the commandant of the Department's action thereon.

1270. Immediately before the preparation of the schedules for a public sale at a navy yard or station, the general storekeeper shall request a survey of the yard scrap heap, and the scrap shall then be appraised, with approximate quantity stated, and taken up in account *d*, for sale. Survey of yard
scrap heap.

1271. (1) The general storekeeper shall store and arrange in suitable lots all articles condemned for sale, and, when occasion requires, present to the commandant a schedule of such lots for survey by the board appointed to conduct the sale; this board is also authorized to condemn finally the property to be sold. (Art. 1283.) Survey by
board of sale.

(a) The board of sale, in forwarding the schedules for approval by the Department, shall forward therewith a separate report stating that they have carefully examined all the articles in the schedules and recommend them for sale; and the return of the schedules approved by the Department shall be considered as an approval of the board's recommendation.

(b) Any articles previously recommended for sale, but considered by the board of sale upon this final examination as not proper articles for disposition by public sale, shall be reported in writing to the commandant, who shall direct the general storekeeper to request a resurvey to determine the final disposition of the articles; and such articles shall be transferred or expended from account *d* as may be necessary.

(2) Articles condemned for sale may, at any time before the preparation of schedules for a general sale, be withdrawn for use by stub requisition, approved by the commandant. In such cases the general storekeeper shall transfer the articles from account *d* to the proper account, forwarding the commandant's order with the transfer invoice accompanying the quarterly balance sheet to the Paymaster General. Articles with-
drawn from sale.

1272. (1) A survey of articles carried under Title E or F (real estate and chattels and machinery plant of shore stations) shall be requested by the head of the department concerned; and for such a survey a surveying officer of a department other than that to which the articles pertain shall, when possible, be assigned. Real estate,
chattels, ma-
chinery plant.

(2) When such articles are condemned for sale, or to be used for other purposes, they shall be invoiced to the general storekeeper, both original and appraised values being stated. Where the original value can not be ascertained, the surveying officer shall enter in his report an estimated original value. One copy of such report shall be retained in the bureau concerned and the other two copies be returned to the head of the department requesting the survey, who shall retain one and forward the other to the general storekeeper at the end of the quarter.

(3) Surveys on buildings or other structures destroyed or damaged by fire, water, or other cause, shall be requested by the head of department of Yards and Docks. Reports of such surveys shall show the original, or estimated original, cost, and the estimated loss in value.

1273. When any old materials or articles, originally subject of charge under Title A or D, have accumulated to any extent in any department of a navy yard or station, through repairs and work on ships, the head of department concerned shall request a survey. When such material or articles are recommended to be turned into store for issue, or to be repaired for issue, or to be sold, they shall be invoiced to the general storekeeper, who shall Old material.

treat them in his books in the same manner as other stores surveyed. Itemized appraisal shall be made in such cases by the surveying officers.

If disapproved by commandant.

1274. Should the commandant disapprove the recommendation of a surveying officer, he shall return the report, with the proper endorsement, to the officer, who shall carefully reconsider his recommendation in accordance with such endorsement, and, if he adheres to his original decision, the matter shall be referred to the proper bureau for final action.

Copies forwarded to bureau concerned.

1275. A copy of survey reports of all articles on shore shall be forwarded by the commandant to the bureau concerned. The bureau having cognizance of the appropriation from which the cost or renewal of the articles is defrayed and to which the cost of repairs will be charged, shall be regarded as the bureau concerned.

Services of officers as experts.

1276. Any surveying officer is authorized to call upon a commanding officer of a ship or a head of a yard department, as the case may be, for the services, as an expert, of any officer or other person under his charge; and such requests shall be complied with promptly, if the interests of the service permit. Every facility shall be given by commanding officers and general storekeepers to surveying officers.

Instructions for report.

1277. (1) Any particular explanation made necessary in the survey report on an article, such as date of purchase, contractor's name, etc., shall be made in the *remarks* space in the report by reference to the item number of the article.

(2) When extra sheets are added, owing to the length of the request, the surveying officer shall write his initials in the lower left hand corner of each extra sheet before forwarding the report.

Medical stores.

1278. (1) Surveys on medical stores shall, within the United States, be ordered by the Bureau of Medicine and Surgery, and abroad, by the senior officer present.

(2) Surgical instruments and appliances that have become unfit for further use shall be surveyed and condemned before the issue of others. Articles classed under dispensary furniture, and supplied in quantities for expenditure, may be expended without survey.

(3) A survey shall be held at the naval laboratory on all medical supplies turned in from cruising ships placed out of commission on the Atlantic coast, and at the Navy Yard, Mare Island, on those from ships on the Pacific coast. Such articles as are found fit for use shall be turned in for issue.

(4) Reports of surveys on property under cognizance of the Bureau of Medicine and Surgery shall be forwarded thereto in duplicate.

(5) Whenever any property is surveyed and recommended to be sold, the articles shall in all cases be appraised. The medical officer in charge shall make an inventory of the same, and shall carefully preserve the property until directed to deliver it for sale. A copy of this inventory shall be forwarded to the Bureau of Medicine and Surgery as soon as the survey is approved.

(6) Articles of the medical department delivered to a general storekeeper for sale shall be accompanied by an invoice stating both the original and appraised values of the articles.

Clothing and personal effects of officers and men.

1279. (1) Should it become necessary to destroy clothing or other personal effects of officers or men to prevent the spread of disease, the commandant of the station or captain of the ship shall

direct a survey to be held on the articles, and the report, containing a list of the articles, with an estimate of their value, approved by him, shall be transmitted to the Navy Department. The surveying officer shall base his estimate on the actual value of the articles destroyed and not on the original cost of the articles.

(2) No issue shall be made to persons in lieu of their effects so destroyed; they can only be reimbursed for such loss by certificate from the Treasury Department, after the approval by the Secretary of the Navy of the report of survey.

SECTION 3.—SALES.

1280. (1) Inspection, condemnation, appraisal, and public sale are necessary to a valid sale of unsuitable supplies. No such article shall be sold without special authority of the Department. Requirements necessary to a valid sale.

1281. No old material of the Navy shall be sold or exchanged which can be profitably used, by reworking or otherwise, in the construction or repair of vessels, their machinery, armor, armament, or equipment; but the same shall be stored and preserved for future use. And when any condemned naval supplies, stores, and materials can not be profitably used as aforesaid, the same shall be appraised and sold, either by advertising for sealed proposals for the purchase of the same, or by public auction, after advertisement of the sale for such time as in the judgment of the Secretary of the Navy the public interest may require. (Act of August 5, 1882.) Restrictions as to sale of old material.

1282. Sales of condemned supplies and material shall be conducted under the direction of the Bureau of Supplies and Accounts. Sales under Bureau of Supplies and Accounts.

1283. When a sale has been authorized at a navy yard, the commandant shall designate three officers, one of whom shall be the pay officer of the yard, to have general charge of and conduct the sale, and, in sales by sealed proposals, to open bids and make awards. Commandants shall make such arrangements and give such detailed instructions to the board of sale in each case, as may be necessary to prevent confusion or cause for question or complaint, in the weighing, delivery, removal, and receipting for purchases. Prior to the date set for a sale, the supplies shall be prepared and separated into lots, of such combinations of articles and in such quantities as will tend to produce the best results to the Government. Printed or written schedules of the supplies to be sold, grouped into lots as determined upon, and setting forth the terms of sale, shall be prepared for distribution. The schedules shall be so arranged as to serve as proposals. If, when bids are received for articles at public sale, the highest bid is below the appraised value, the articles shall not be sold, except upon the written recommendation of a majority of the board of sale and the approval of the commandant. Preliminary arrangements for sale.

1284. The terms of sales shall, as far as practicable, be as follows: Terms of sale.

(a) Sales shall be for cash to the highest bidder for each lot. No bids for parts of lots shall be considered. A deposit of twenty per cent on the total amount of a bid shall be required as security for the payment of the balance and the removal of the purchase within the time stated in the terms of sale (at the convenience of the Government) from date of acceptance of bid, which deposit

shall be forfeited to the United States in event of failure to pay such balance and make removal within the time stated. A deposit of the full amount of bids of fifty dollars or less shall be required.

(b) Deposits shall be made with the pay officer of the yard, and may be in cash or in certified checks.

(c) In sales by sealed proposals, the proposals must be enclosed in a sealed envelope addressed to the pay officer of the yard, and endorsed "Proposals for purchase of condemned supplies, to be opened ——." Cash deposits must be handed to the paymaster in person at or before the time of opening proposals. Certified checks may be enclosed with the proposal or may be delivered personally.

(d) All stores shall be sold as they lie, and must be removed during navy yard hours by the original purchaser entirely at his own expense. When articles are sold by weight, the actual weight delivered shall be paid for, not the estimated weight stated in the schedule. Tie bids shall be decided by lot, unless the bidders decide among themselves by mutual agreement. Bids shall be publicly opened, and the right reserved to reject any or all bids.

(e) The pay officer of the yard shall keep a book of sales which shall contain a complete record of each lot disposed of, showing the same by items as in the schedule, and a complete history of all money transactions connected with each lot. Itemized invoices of articles sold shall be receipted in triplicate by the pay officer of the yard; the first to be given to the purchaser, the second to the general storekeeper, and the third to be retained by the pay officer of the yard. Passes shall in each case specify the actual contents of each load. They shall be signed by the delivery officer and countersigned by the general storekeeper; being returned every morning to the general storekeeper to be checked against, and then attached to, the invoices of sale to which they pertain. All of these papers shall then be filed in the office of the general storekeeper, for comparison when the final account of sale is received from the pay officer of the yard.

Expenses of sales to be paid from proceeds. **1285.** (1) All expenses attending the preparation for and holding of sales shall be paid from the proceeds thereof. The pay officer of the yard shall prepare a special roll upon which the names of persons employed on this work shall be borne, and shall make requisition upon the Paymaster General for funds in such sums as may be required for the payment of these persons and other expenses necessarily incurred.

Board to verify bidders' deposits. (2) On the day upon which bids are opened for the public sale of condemned public property, the entire board of sale shall verify the deposits made by bidders, making the proper entries upon the prescribed form in accordance with instructions printed thereon.

Refund of deposits. (3) The pay officer of the yard upon receiving the money so deposited, shall refund at his earliest convenience to each unsuccessful bidder the amount of his deposit, taking his receipt therefor and retaining it until the sale is finally completed. Should any bidder, however, desire to apply his deposit on unsuccessful bids in payment on account of accepted bids, the amount so applied shall be included in the column for "Deposits on account of accepted bids." The total amount deposited on account of accepted bids shall be taken up immediately by the

pay officer on his books under "General Account of Advances," and shall be accounted for in the same manner as any other public money received by him. All money received during the course of the sale shall be treated in the same way.

(4) Vouchers for all expenditures of whatever character must be forwarded to the Auditor for the Navy Department, with the quarterly returns, and these vouchers should be referred to by number in the account of sale. Any balances due successful bidders should be returned to them by check, and the amount entered on the account current as expenditures.

1286. (1) The proceeds arising from the sales of condemned supplies, stores, and material, after deducting the cost of appraisal, condemnation, and sale, shall be deposited and covered into the Treasury as "Miscellaneous receipts" on account of "Proceeds of government property," and shall not be withdrawn or applied except in consequence of a subsequent appropriation made by law. (Secs. 3618, 3692, R. S.)

(2) The net proceeds of sales of condemned navy clothing and small stores shall revert to the credit of the clothing and small stores fund.

(3) The net proceeds of sales of useless ordnance material shall revert to the credit of the appropriation "Ordnance and ordnance stores."

1287. When there is on board vessels in foreign waters an accumulation of condemned supplies, under Titles B and Y, sufficient to cover the expenses of a sale, and it is considered to be to the best interests of the service so to dispose of them, they shall be resurveyed by a board of three officers, and may be sold, after application for and receiving from the Secretary of the Navy the required written authority, in accordance with the provisions of section 3828, Revised Statutes, and of the acts of August 5, 1882, and June 30, 1890.

1288. (1) An account of sale shall be forwarded to the Auditor for the Navy Department, and an account of sale, with a list of purchasers and the amount realized from each, to the Paymaster General. The list of purchasers, with amounts due from each for each lot, together with the character of the stores purchased, shall be delivered by the board of sale to the pay officer of the yard. Articles shall not be delivered to purchasers without the presentation of a receipt showing that the amount due has been paid to the pay officer.

(2) The account of sale shall show, under each head, the gross receipts for "Clothing and small stores," "Ordnance and ordnance stores," and "Miscellaneous receipts," embracing all other stores sold; the proportionate part of the expenses attending the sale chargeable to each, and the net proceeds. Deposits, however, must be made only under "Miscellaneous receipts, proceeds of sale," for the total net proceeds of the sale.

(3) The proper credits to appropriations, to which proceeds of sales revert, will be made in the office of the Auditor for the Navy Department.

(4) The accounts of sale must be forwarded at the same time the certificate of final deposit is sent to the Secretary of the Treasury. Deposits shall be made promptly, but care must be taken to retain a sufficient sum until bills for advertising incurred by the Department are met.

Vouchers.

Proceeds of sales of condemned supplies in general.

Clothing and small stores.

Ordnance material and small arms.

Sales of supplies abroad.

Account of sale to be forwarded.

The account of sale to show.

Credits to appropriations.

When to be forwarded.

Transactions entered in money statements.

1289. Transactions relating to sales shall be entered in the monthly and quarterly accounts current. The gross receipts shall be shown, and, under expenditures, shall be stated separately the expenses of sale, the repayment to successful bidders of unused balances of deposits, and the deposits to "Miscellaneous receipts, proceeds of sale." Repayments shall be made by check. Vouchers covering the expenditures shall be forwarded with the quarterly account current, reference to them being made by number in the account of sale.

Effects of deceased persons and deserters.

1290. (1) The effects of deceased persons and deserters shall be disposed of as provided in articles 544 and 546.

(2) The pay officer shall have an account taken of such sales, which account shall show the articles belonging to each individual, the prices realized, and the number, name, and rank of each purchaser. From this account of sale the pay officer shall credit the account of the original owner, under the head of "Sale of effects" in the column of the pay roll for "Sundry credits," with the amount realized from the sale of his effects. The total amount shall be entered on the account current as "Sale of D. M. and D. effects," and the money accounted for under "General account of advances." The account of sale shall be forwarded as a voucher with the pay roll containing the credit.

CHAPTER XXVIII.

MONEY.

SECTION 1.—RESPONSIBILITIES AND PENALTIES.

1291. All officers, agents, or other persons receiving public moneys shall render distinct accounts of the application thereof, according to the appropriation under which the same may have been advanced to them. (Sec. 3623, R. S.)

Distinct accounts required.

1292. A disbursing officer has no right to make any transfer of funds in his accounts from one appropriation to another. Such transfers never have been recognized by the accounting officers of the Government. This does not apply, however, to disbursements where all moneys received are on account of "General account of advances."

Transfer in accounts between appropriations prohibited.

1293. (1) No payment to a public creditor shall be evidenced by a receipt (except when receipt is required either by law or contract) unless such payment is made in cash, i. e., currency. Therefore, no receipt for a payment made by a disbursing officer's check shall be required or taken. In no case shall receipt for a payment be taken in duplicate, triplicate, etc., but by single receipt only.

Receipts for payments by check not required, etc.

(2) In all cases where receipts are taken the exchange of currency and the receipt therefor shall be simultaneous. Practices requiring receipt in advance of actual payment are prohibited.

1294. No accounting or disbursing officer of the Government shall allow or pay any account or charge whatever growing out of, or in any way connected with, any commission or inquiry, except courts-martial or courts of inquiry in the military or naval service of the United States, until special appropriations shall have been made by law to pay such accounts and charges. (Sec. 3681, R. S.)

Expenses of commissions and inquiries.

1295. (1) No money shall be paid to any person for his compensation who is in arrears to the United States, until he has accounted for and paid into the Treasury all sums for which he may be liable. (Sec. 1766, R. S., and arts. 1086 and 1088.)

Person in arrears.

(2) Money accruing from commuted rations and from the commutation for quarters may be paid regardless of the person's indebtedness.

1296. It shall not be lawful for any pay officer to advance or loan, under any pretense whatever, to any officer in the naval service any sum of money, public or private, or any credit, or any article or commodity whatever. (Sec. 1389, R. S., and arts. 1086 and 1088.)

Loans to officers by pay officers.

1297. No money which may be placed in charge of a pay officer by order of, or authority from, his commanding or superior officer, or of the Treasury or Navy Departments, shall be used or paid without the sanction or approval of either his immediate

No payments to be made unless approved by proper authority.

commanding officer, the commander-in-chief of the fleet, the commander of the squadron, division, or station to which he belongs, the Auditor for the Navy Department, the Comptroller of the Treasury, or the Secretary of the Navy.

Commanding officer to be informed of all money received or paid.

1298. When a pay officer has received, or has been authorized or directed to pay over, any public money without the previous knowledge or sanction of his immediate commanding officer, it shall be the duty of such pay officer to report to him forthwith the amount received or paid, and the authority under which he acted.

Objection to order for illegal or unauthorized payments.

1299. When ordered by his commanding officer to make an expenditure of money or stores which the pay officer believes to be illegal or contrary to regulation, the latter shall state in writing the grounds on which he objects to obeying the order, and request that the order be reiterated in writing. On the receipt of such order the expenditure shall be made.

Disbursements by order of commanding officers.

1300. (1) Disbursement of public moneys, or disposal of public stores, made by a disbursing officer pursuant to an order of any commanding officer of the Navy, shall be allowed by the proper accounting officer of the Treasury in settlement of the accounts of the officer, upon satisfactory evidence of the making of such order, and of the payment of money or disposal of stores in conformity with it; and the commanding officer by whose order such disbursement or disposal was made shall be held accountable for the same. (Sec. 285, R. S.)

(2) The foregoing, however, does not authorize an advance of public money by the pay officer to the commanding officer, or to any other person by his order. The disbursement presupposes an indebtedness, and whether the objects for which the indebtedness accrued were sanctioned or not by law or regulation, the pay officer would be entitled to a credit for payment therefor, when made by order of the commanding officer; but the disbursement must be for some service or article furnished, in accordance with law.

(3) The commanding officer will be held accountable by the Navy Department for every expenditure of funds or property made by his authority; but in order to charge a commanding officer with pecuniary responsibility for a payment made by his order, under paragraph 1 of this article, it is necessary that there should be a compliance with article 1298, for, in the absence of such written order from the commanding officer, after a statement of objections has been duly made, the pay officer, and not the commanding officer, will be held responsible.

Accountability begins on the receipt of funds.

1301. (1) Although an officer may be charged on the books of the Treasury with the amount of requisitions made in his favor, yet he is not held accountable for money until it shall have come to his hands.

Transfer of funds.

(2) In each transfer of funds, the receiving officer must state on the receipt given that he holds himself accountable to the United States for the sum received. The officer making the transfer shall state whether the funds transferred were in cash, i. e., currency, or by check. If by check, the date, number, and depository on whom drawn must be stated.

(3) When transfers have been made to, or funds received from, more than one officer, the amounts so transferred or received from each officer shall be stated separately.

1302. Every officer or other person charged by any act of Congress with the safe keeping of the public moneys who fails to safely keep the same, without loaning, using, converting to his own use, depositing in banks, or exchanging for other funds than as specially allowed by law, shall be guilty of embezzlement of the moneys so loaned, used, converted, deposited, or exchanged, and shall be imprisoned not less than six months nor more than ten years, and fined in a sum equal to the amount of money so embezzled. (Sec. 5490, R. S.)

Custodian of public money failing to safely keep, without loaning, etc.

1303. Every officer or agent of the United States who, having received public money which he is not authorized to retain as salary, pay, or emolument, fails to render his accounts for the same as provided by law, shall be deemed guilty of embezzlement, and shall be fined in the sum equal to the amount of the money embezzled, and shall be imprisoned not less than six months or more than ten years. (Sec. 5491, R. S.)

Failure of officer to render accounts, etc.

1304. Every officer of the United States, civil, military, or naval, and every sutler, soldier, marine, or other person, who takes or causes to be taken into a State declared to be in insurrection, or to any other point to be thence taken into such State, or who transports or sells, or otherwise disposes of therein, any goods, wares, or merchandise whatsoever, except in pursuance of license and authority of the President, as provided in this Title, or who makes any false statement or representation upon which license and authority is granted for such transportation, sale, or other disposition, or who, under any license or authority obtained, willfully and knowingly transports, sells, or otherwise disposes of any other goods, wares, or merchandise than such as are in good faith so licensed and authorized, or who willfully and knowingly transports, sells, or disposes of the same, or any portion thereof, in violation of the terms of such license or authority, or of any rule or regulation prescribed by the Secretary of the Treasury concerning the same, or who is guilty of any act of embezzlement, of willful misappropriation of public or private money or property, of keeping false accounts, or of willfully making any false returns, shall be deemed guilty of a misdemeanor, and shall be fined not more than five thousand dollars and imprisoned in the penitentiary not more than three years. Violations of this section shall be cognizable before any court, civil or military, competent to try the same. (Sec. 5306, R. S.)

Penalty for embezzlement, false returns, etc.

1305. No exchange of funds shall be made by any disbursing officer or agent of the Government, of any grade or denomination whatsoever or connected with any branch of the public service, other than an exchange for gold, silver, United States notes, and national bank notes; and every such disbursing officer, when the means for his disbursements are furnished to him in gold, silver, United States notes, or national bank notes, shall make his payments in the moneys so furnished; or when they are furnished to him in drafts, shall cause those drafts to be presented at their place of payment and properly paid according to law, and shall make his payments in the money so received for the drafts furnished, unless in either case he can exchange the means in his hands for gold and silver at par; and it shall be the duty of the head of the proper department immediately to suspend from duty any disbursing officer or agent who violates the provisions of this

Exchange of funds restricted.

section, and forthwith to report the name of the officer or agent to the President, with the fact of the violation and all the circumstances accompanying the same, and within the knowledge of the Secretary, to the end that such officer or agent may be promptly removed from office, or restored to his trust and the performance of his duties, as the President may deem just and proper. (Sec. 3651, R. S.)

Premium on sales of public moneys to be accounted for.

1306. No officer of the United States shall, either directly or indirectly, sell or dispose of to any person for a premium any Treasury note, draft, warrant, or other public security not his private property, or sell or dispose of the avails or proceeds of such note, draft, warrant, or security in his hands for disbursement, without making return of such premium, and accounting therefor by charging the same in his accounts to the credit of the United States; and any officer violating this section shall be forthwith dismissed from office. (Sec. 3652, R. S.)

Evidence of conversion.

1307. If any officer charged with the disbursement of the public moneys accepts, receives, or transmits to the Treasury Department, to be allowed in his favor, any receipt or voucher from a creditor of the United States, without having paid to such creditor, in such funds as the officer received for disbursement or in such funds as he may be authorized by law to take in exchange, the full amount specified in such receipt or voucher, every such act is an act of conversion by such officer to his own use of the amount specified in such receipt or voucher. (Sec. 5496, R. S.)

SECTION 2.—DEPOSITS AND CHECKS.

Funds to be deposited by disbursing officers.

1308. (1) It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement to deposit the same with the Treasurer or some one of the assistant treasurers of the United States and to draw for the same only as it may be required for payments to be made by him in pursuance of law, and draw for the same only in favor of the persons to whom payment is made; and all transfers from the Treasurer of the United States to a disbursing officer shall be by draft or warrant on the Treasury or an assistant treasurer of the United States. In places, however, where there is no treasurer or assistant treasurer, the Secretary of the Treasury may, when he deems it essential to the public interest, specially authorize in writing the deposit of such public money in any other public depository, or in writing authorize the same to be kept in any other manner, and under such rules and regulations as he may deem most safe and effectual to facilitate the payments to public creditors. (Sec. 3620, R. S.)

Statement of such deposits to be rendered.

(2) In no case are certificates of such deposits required to be filed with accounts rendered by government officers to the accounting officers of the Treasury. In making credit in their accounts, however, for deposits made, officers shall state specifically the date of the deposit and the designation and location of the depository, as well as the source from which the money was derived.

Failure to deposit as required.

1309. Every person who, having moneys of the United States in his hands or possession, fails to make deposit of the same with the Treasurer or some assistant treasurer or some public depository of the United States, when required to do so by the Secretary of the Treasury, or the head of any other proper department, or

by the accounting officers of the Treasury, shall be deemed guilty of embezzlement thereof, and shall be imprisoned not less than six months nor more than ten years, and fined in a sum equal to the amount of money embezzled. (Sec. 5492, R. S.)

1310. (1) The gross amount of all moneys received, from whatever source, for the use of the United States, except as otherwise provided in the next section (see Sales, Chap. XXVII), shall be paid by the officer or agent receiving the same into the Treasury at as early a day as practicable, without any abatement or deduction on account of salary, fees, costs, charges, expenses, or claim of any description whatever. (Sec. 3617, R. S.)

Moneys to be deposited without deduction.

(2) Every officer or agent who neglects or refuses to comply with the provisions of section 3617 shall be subject to be removed from office and to forfeit to the United States any share or part of the money withheld to which he might otherwise be entitled. (Sec. 3619, R. S.)

Penalty for withholding money.

1311. Every disbursing officer of the United States who deposits any public money intrusted to him in any place or in any manner, except as authorized by law, or converts to his own use in any way whatever, or loans with or without interest, or for any purpose not prescribed by law withdraws from the Treasurer or any assistant treasurer, or any authorized depository, or for any purpose not prescribed by law transfers or applies any portion of the public money intrusted to him, is in every such act deemed guilty of an embezzlement of the money so deposited, converted, loaned, withdrawn, transferred, or applied; and shall be punished by imprisonment with hard labor for a term of not less than one year nor more than ten years, or by a fine of not more than the amount embezzled or less than one thousand dollars, or by both such fine and imprisonment. (Sec. 5488, R. S.)

Disbursing officer unlawfully depositing, converting, loaning, or transferring public money.

1312. (1) The pay officer of every ship in commission for sea service shall keep on deposit with the assistant treasurer at New York or the assistant treasurer at San Francisco, or both, a sufficient amount of government funds to enable officers and men to remit money for the support of their families or for their own savings.

Pay officers of ships to keep deposits at sub-treasuries.

(2) In the case of enlisted men, any orders, drafts, or checks on said assistant treasurer shall be issued only on written orders or requisitions signed or approved by the captain of the ship.

1313. Pay officers attached to ships destined for foreign ports, other than those of the North Atlantic Station and those of British Columbia, shall, before sailing from the United States, deposit all public funds in their possession to the credit of the United States, except such money as can be advantageously used, and such funds as may be deposited with the assistant treasurers at New York and San Francisco to enable officers and men to make remittances.

Pay officers to deposit funds on hand before sailing for foreign station.

1314. Pay officers at shore stations having disbursing accounts shall keep their deposits with the Treasurer of the United States or with the most convenient assistant treasurer or national depository.

Places of deposit by pay officers of shore stations.

1315. (1) Pay officers, except when attached to ships or to foreign stations, on being relieved from duty involving pecuniary responsibility, shall immediately deposit in the Treasury of the United States, or other designated depository, the total balance of public funds in their hands, and forward a duplicate of the certificate of deposit to the Auditor for the Navy Department without delay. Under no circumstances shall they transfer such bal-

Pay officers to deposit balances when relieved from duty.

ance, or any part of it, to their successors, or carry it to future accounts of their own, unless authorized to do so by the Department.

Balances of purchasing pay officers.

(2) In cases where purchasing pay officers have received funds for payment of particular bills, which remain unpaid at the time of their relief, the funds so received shall be transferred to their successors: all other funds in their possession shall be deposited to the credit of the Treasurer of the United States.

Pay officers abroad transfer funds to successors.

(3) When attached to ships or to stations abroad, pay officers on being relieved shall, unless otherwise directed in their orders, transfer to their successors all public funds due the United States, including balances on deposit in the several depositories, except such amount as may be necessary to meet payments on account of pay to themselves, clerks, or yeomen; transportation to the United States, if not otherwise provided; and freight or express charges on accounts and returns. If any part of such funds reserved from transfer remains unexpended at the time final returns are forwarded to the Auditor for the Navy Department, such sum shall be immediately deposited to the credit of the United States.

Checks covering balances on deposit.

(4) Checks to cover balances of funds on deposit shall be for the amount shown as still on deposit and unobligated by the analysis of balances on the final account current, the amount to be taken up by the receiving officer as funds received by check, and shown, in the analysis of balances, as in transit, until notice is received from the depository that the amount is placed to his official credit.

Pay officer relieved to transfer blank checks.

(5) Whenever a pay officer is relieved from duty involving the disbursement of money, he shall immediately transfer all government blank checks to his successor or shall return them to the Treasurer or assistant treasurer by whom they were issued, unless ordered to other such duty requiring the use of the same checks. When transferred to his successor, the latter's receipt, showing in detail the numbered checks so transferred, shall be taken and forwarded to the Treasurer or assistant treasurer.

Balances of appropriations at the end of each fiscal year.

1316. (1) Disbursing officers of the Navy and Marine Corps at navy yards and stations in the United States must deposit at the close of each fiscal year, to the credit of the United States, all unexpended balances of appropriations in their hands after reserving sufficient to pay all unpaid approved vouchers that may be in their possession.

(2) They must deposit, unless otherwise authorized or directed by the Department, to the credit of the United States, all balances of appropriations in their hands pertaining to the current fiscal year, from which they have made no payments within a period of three months.

1317. The following regulations made by the Secretary of the Treasury, in pursuance of sections 306 to 310 of the Revised Statutes, shall be observed by all pay officers:

Drafts outstanding three or more years.

(a) Any Treasury draft or any check drawn by a public disbursing officer still in service, which shall be presented for payment before it shall have been issued three full fiscal years, will be paid in the usual manner by the officer or bank on which it is drawn, and from funds to the credit of the drawer. Thus, any such draft or check issued on or after July 1, 1873, will be paid as above stated until June 30, 1877, and the same rule will apply for subsequent years.

(b) Any such draft or check which has been issued for a longer period than three full fiscal years will be paid only by the settlement of an account in the Treasury Department, as provided in section 308, Revised Statutes, and for this purpose the draft or check will be transmitted to the Secretary of the Treasury for the necessary action.

(c) At the close of each fiscal year, the Treasurer, the several assistant treasurers, and the national bank depositaries will render to the Secretary of the Treasury, as required by section 310, a list of all disbursing officers' accounts still unclosed which have remained unchanged on the books of their respective offices or banks, either by debit or credit, more than three fiscal years, giving in each case the name and official designation of the officer, the date when the account with him was opened, the date of last debit and last credit, and the balance remaining to his credit.

(d) Every disbursing officer will, on the 30th of June of each year, as also required by section 310, make a return to the Secretary of the Treasury of all checks drawn by him which have been outstanding and unpaid for three full fiscal years, stating the number of each check, its date, amount, in whose favor, on what office or bank, and for what purpose drawn, the number of the voucher in payment of which it was drawn, and, if known, the residence of the payee.

Return made of checks drawn, unpaid for three years.

(e) Whenever any disbursing officer of the United States shall cease to act in that capacity, he will at once inform the Secretary of the Treasury whether he has any public funds to his credit in any office or bank, and, if so, what checks, if any, he has drawn against the same which are still outstanding and unpaid. Until satisfactory information of this character shall have been furnished, the whole amount of such moneys will be held to meet the payment of his checks properly payable therefrom.

Information to be sent to Secretary of the Treasury.

(f) In case of the death, resignation, or removal of a public disbursing officer, any check previously drawn by him and not presented for payment within four months of its date will not be paid until its correctness shall have been attested by the Secretary or Assistant Secretary of the Treasury.

Death, resignation, or removal.

(g) If the object or purpose for which any check of a public disbursing officer is drawn is not stated thereon, as required by the following article, or if any reason exists for suspecting fraud, the office or bank on which such check is drawn will refuse its payment.

Payment of checks may be refused.

1318. (1) Any disbursing officer or agent drawing checks on moneys deposited to his official credit must state on the face or back of each check the object or purpose to which the avails are to be applied, except upon checks issued in payment of individual pensions, the special form of such checks indicating sufficiently the character of the disbursement.

Checks on official deposits must state object for which drawn.

(2) Such statement may be made in brief form, but must clearly indicate the object of the expenditure, as, for instance, "pay," "pay roll," "public bill No. _____," "for _____," "remittance," "exchange for cash," etc.

(3) Checks will not be returned to the drawer after their payment, but the depositary with whom the account is kept shall furnish the officer with a monthly statement of his deposit account.

Checks not to be returned.

(4) Deposits to the credit of the Treasurer of the United States on account of repayment of disbursing funds must be made with

the officer or bank in which such funds are on deposit to the credit of the disbursing officer.

No allowances made for expenses.

(5) No allowance will be made to any disbursing officer for expenses charged for collecting money on checks, except the unavoidable payment of express charges for money brought from a distant point. Such charges may be paid on public bills under appropriation "Pay, miscellaneous."

Death, etc., of disbursing officer.

(6) In case of death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid from the funds to his credit, unless such checks have been drawn more than four months before their presentation, or reasons exist for suspecting fraud.

Official signature verified.

(7) Every disbursing officer, when opening his first account, before issuing any checks, will furnish the depository on whom the checks are drawn with his official signature, duly verified by some officer whose signature is known to the depository.

Purposes for which funds may be used.

1319. (1) Pay officers shall not use the funds intrusted to them in cashing private checks, coupons, certificates, or vouchers.

Purposes for which checks may be drawn.

(2) They shall issue no checks against their official deposits except, in pursuance of law and regulation, as follows:

(a) For money for payment of navy yard and station rolls.

(b) For payment of ships' pay rolls.

(c) For payment of advances to officers and enlisted men.

(d) For payment of allotments.

(e) For payment of traveling expenses.

(f) For payment of authorized vouchers, stating nature of purchase or service.

(g) For transfer of funds from one pay officer to another.

(h) For remittances by officers and enlisted men on account of pay.

In favor of whom.

(3) Checks shall be drawn only in favor of the party to whom the money is due from the United States, except in case of duly authorized allotments, and checks issued to officers and men on ships and on foreign stations for their convenience in remitting, in which cases checks may be drawn directly to order of persons by whom they are received from the pay officer. Checks drawn by pay officers to supply themselves with funds for making cash payments must be drawn to their own order and endorsed to the bank or person furnishing the funds.

Use of stamp or typewriter forbidden.

(4) The use of a stamp or typewriter in filling in the date, payee's name, and amounts of checks issued to public creditors is prohibited. Pen and ink only will be used for these purposes. The number or other description of the voucher shall be entered on a check, in order to identify it with its voucher.

Original checks lost, stolen, or destroyed.

1320. The following regulations in regard to checks lost, stolen, or destroyed are established by the Secretary of the Treasury, in compliance with sections 3646 and 3647 of the Revised Statutes:

Notification to officer or bank on which drawn.

(a) Immediately upon the loss of a check, the owner, to better protect his interest, should, in writing, notify the officer or bank on which it was drawn of the fact of such loss, stating the name of the officer or agent by whom it was drawn, describing the check, giving, if possible, its date, number, and amount, and requesting that payment of the same be stopped.

Affidavit to be furnished.

(b) In order to procure the issue of a duplicate check, the party in interest must furnish the officer or agent who issued the original check with an affidavit, giving the name and residence of

the applicant in full, describing the check and its endorsements, showing his interest therein, detailing the circumstances attending its loss, and what action, if any, he has taken to stop payment thereon. The affidavit must be made and signed before an officer authorized to administer oaths generally, and he must certify that he administered the oath.

(c) He must also furnish to the same officer or agent a bond executed on the proper form and according to these instructions, which will be furnished to any officer or agent applying therefor, but no bond shall be required in case of a check drawn for five dollars or less. **Bond to be furnished.**

(d) The affidavit and the bond, when executed, are to be endorsed by the officer or agent as having been submitted to him, and as being the proof and security upon which he has acted. After the expiration of six months and within three fiscal years, from the time the original check was issued, in case of a check drawn for more than fifty dollars and after the expiration of thirty days, in case of a check drawn for fifty dollars or less, the officer or agent will issue a duplicate, which must be an exact transcript of the original, especial care being taken that the number and date correspond with those of the original. **Endorsements. Duplicate issued.**

(e) The affidavit, bond, and duplicate check he will forward without delay to the Secretary of the Treasury, who, upon their receipt, will advise the office or bank on which the check was drawn that an application for a duplicate is pending, and the office or bank will immediately inform the Secretary whether a request has been made to stop payment of the original, and whether such original has been presented or paid, and, if not paid, a caveat will be entered and payment thereupon will be stopped. **Affidavit, bond, and duplicate check forwarded.**

(f) If the information obtained is satisfactory to the Comptroller of the Treasury and he approves of the issue of the duplicate and of the accompanying bond, he will certify such approval in writing, on the papers as well as on the duplicate check, and return them to the Secretary of the Treasury.

(g) Any duplicate check issued in pursuance of these instructions, bearing such approval of the Comptroller of the Treasury, may, if properly endorsed, be paid by the treasurer, the assistant treasurer, or depository on whom it is drawn, subject to the same rules and regulations as apply to the payment of original checks; but no duplicate shall be paid if the original shall already have been paid. **Payment of check.**

(h) In case of the loss of a check issued by a United States disbursing officer or agent who is dead, or no longer in the service of the United States, the affidavit and bond required to be furnished by the owner of said check to the officer or agent in the service of the United States, prior to the issue of a duplicate check, should be forwarded to the Secretary of the Treasury, who will refer them to the Comptroller of the Treasury for his approval of their examination and the statement of an account in favor of the owner of said check. **Lost check issued by officer or agent deceased.**

(i) Whenever such an account shall have been stated, and an officer or agent charged with the amount of any duplicate check, the final accounting officer will notify the Secretary of the Treasury, in order that the amount of the original check, if remaining to the credit of the officer or agent in any United States de-

pository, may be repaid into the Treasury and carried to his credit and to the credit of the proper appropriation.

SECTION 3.—REQUISITIONS.

Requisitions for money made on Secretary.

1321. (1) All requisitions for public funds belonging to naval appropriations, without any exception whatever, shall be made upon the Secretary of the Navy through the office of the Paymaster General.

(2) Unless specifically authorized by the Department, transfers of public funds between pay officers in the United States, except when made by fleet paymasters on duly approved requisitions, are prohibited.

All moneys drawn for ships to be under one head.

1322. All money drawn by pay officers of ships should be required and taken up by them under the head of "General account of advances."

Statement of funds on hand to accompany requisition.

1323. When a pay officer presents a requisition for money for the approval of his captain, he shall furnish therewith a statement of the amount of public money then in his possession. Such requisition requires the approval of the senior officer present.

Funds for ships on foreign stations.

1324. (1) When money is needed for ships out of the United States, pay officers shall procure it by requisition upon the fleet paymaster, if in presence of the flagship or conveniently accessible thereto.

(2) When not in presence of the flagship, pay officers of ships may transfer money to each other for disbursement, upon requisitions and receipts in the usual form, with the approval of the senior officer present.

Funds for purchasing pay officers.

1325. Purchasing pay officers shall be furnished with funds upon requisitions prepared in the office of the Paymaster General, due notification of the drawing of which shall be sent to the purchasing officer.

Funds for pay officers of shore stations.

1326. (1) Paymasters of navy yards will be furnished with funds for the payment of labor rolls upon requisitions prepared in the office of the Paymaster General, due notification of the drawing of which shall be sent to such pay officers.

(2) An estimate of funds required for the payment of the rolls of each department, showing the amounts to be required under the different appropriations for the ensuing month, shall be forwarded on or before the third of each month by the heads of the several departments to the bureau having cognizance of such appropriations.

Requisitions must be limited.

1327. Pay officers are strictly enjoined to limit their requisitions on the Department to such amounts as are absolutely necessary.

Information required with requisitions for funds.

1328. Disbursing officers of the Navy and Marine Corps making requisitions for funds for the payment of salaries or for labor shall state what period the payments are to cover, and when they have balances on hand shall, in addition to stating the amount of such balances, explain the purpose to which they are to be applied.

SECTION 4.—BILLS OF EXCHANGE.

Procurement of authority to draw bills of exchange.

1329. (1) When a pay officer is ordered to a seagoing ship, it becomes his duty before leaving the United States to make written application to the Secretary of the Navy for authority to draw

bills of exchange to supply himself with funds for disbursement during his cruise.

(2) When such authority is granted, the pay officer will be duly notified by the Secretary, who will also direct the Paymaster General to forward to him blank sets of bills with a sufficient supply of letters of advice and accounts of sale.

Blanks furnished by Paymaster General.

(3) The bills shall be kept in the pay officer's exclusive possession, and all remaining at the end of the cruise shall be returned immediately to the Paymaster General with a letter stating the exact number of blank sets. If relieved during the cruise, he shall take a receipt from his successor and make a similar report to the Paymaster General.

Accountability for blank bills of exchange.

(4) Immediately after receiving authority to draw bills, the pay officer must forward to the Secretary of the Navy, on a separate blank sheet, specimens of the official signatures of himself and of the officer in whose name he is required to draw, for transmission to the foreign agents of the Department.

Specimen signatures to be forwarded.

(5) No pay officer shall draw bills without authority from the Secretary of the Navy; nor shall he draw them except in cases of absolute necessity and when not in the presence of the fleet paymaster.

1330. In the absence of the fleet paymaster if, in the opinion of the captain, a delay would be detrimental, the pay officer of the ship shall draw and negotiate bills of exchange in conformity with the following instructions:

Negotiation of bills of exchange.

(a) Bills must invariably be made payable to the order of the commander-in-chief of the station if the vessel is a flagship, or of the captain of the ship if otherwise; and his endorsement on the bills is taken as his approval of the pay officer's act in drawing them.

(b) When a pay officer needs funds for which he will have to draw exchange, he shall inform the endorsing officer of the fact, upon the form prescribed for money statements pertaining to exchange.

(c) If the sale of exchange is authorized, the pay officer shall make diligent inquiry of bankers, merchants, and others as to the best obtainable rates, kind of money, and time and place of payment, and shall then, with the approval of the endorsing officer, negotiate the same.

(d) Bills shall be drawn either upon the foreign financial agents of the Navy Department or upon the Secretary of the Navy, preferably on the latter when the rates of exchange are equal, and also at sight or at such time after sight as may be most advantageous to the Government. In comparing the rates of exchange, the commission of one-half of one per cent paid to the foreign financial agents must be taken into consideration. To make up the whole sum required, as many different sets may be drawn as may be most easily negotiated, or as the purchaser or purchasers may request for their accommodation.

(e) Before leaving a port the pay officer shall fully inform himself of the probable course of exchange and facilities for drawing in the places he expects to visit, and also as to the money usually current there, so that he may know when and where to draw most favorably and avoid, as far as possible, taking away from a port, either at home or abroad, coin which elsewhere can only be used at a disadvantage.

(f) Immediately after negotiating any bill of exchange, the pay officer shall transmit to the Secretary of the Navy letters of advice, to which the original (so marked) shall be forwarded through the proper channels by the earliest opportunity, and the duplicate (also marked) similarly forwarded by the next succeeding mail. When the bills are drawn upon the Secretary, a triplicate letter shall also accompany each different set.

(g) Whenever bills are drawn upon the foreign agents, letters of advice to them must also be made in duplicate for each set, of which the original is to accompany the bills, and the duplicate to be sent direct by the earliest opportunity.

(h) For each series of bills, an account of sale and letter of advice must be forwarded to the Auditor for the Navy Department as soon as the bills are negotiated, and the account of sale must include the certificate of two respectable merchants resident at the place where the bills were sold, stating the current rates of exchange, both on London and on Washington at that time for the kind of money received. A duplicate of the account of sale must be forwarded to the Navy Department for the Paymaster General, and a copy must be forwarded to the commander-in-chief for the files of the fleet paymaster.

(i) Unless otherwise especially directed, all bills of exchange must be drawn under "General account of advances."

SECTION 5.—DEPOSITS BY ENLISTED MEN.

Deposits with pay officers. **1331.** The pay officer of a ship shall receive money from members of the crew for safe keeping at the risk of the individuals, it being so stated in the memorandum which the pay officer is authorized to give, and he shall take every precaution for its safe keeping.

Deposits reverting to United States. **1332.** All funds placed with the pay officer by enlisted men as security for their return from absence on leave and forfeited by desertion, and all money refunded by minors or others discharged from the service, shall be credited to their respective accounts on the pay roll, and taken up by the pay officer on his account current under "General account of advances."

Deposits by crew. **1333.** (1) Enlisted men of the Navy, and enlisted men of the Marine Corps serving afloat, may, on the first day of each month, and that day only, with the captain's approval, deposit with the pay officer upon whose books their accounts are borne, any portion of the savings accruing from their pay and savings from other sources on board ship, in sums not less than five dollars; the same to remain so deposited until final payment on discharge: *Provided*, That the sum required by the regulations (art. 839, par. 2) shall remain to the credit of such depositors on the rolls of the pay officer.

Deposits not compulsory. (2) No enlisted man shall be compelled to deposit any part of his savings, but when sums shall be due them they may make application to the captain, not oftener than once in every month, to have such sums as they desire, not less than five dollars, and for no fractional part of a dollar, charged against their pay account and credited to their deposit account; and this request shall be granted in all cases, unless there shall appear reasons for not doing so, in which case the facts shall be reported to the

Navy Department. To effect this transfer, special money requisitions marked "For deposit" shall be prepared. The pay officer shall check against the men's accounts, in the checkage column of the pay roll, the amount deposited, writing the word "Deposit" in red ink over the entries. (Art. 1370.)

(3) When a deposit is made in cash, and not by checkage on the pay roll, the depositor shall certify the entry made in the record book of his deposit account by signing his name in the place provided.

Deposits in cash.

(4) For any sum not less than five dollars, deposited for the period of six months or longer, depositors, on final discharge, shall be paid interest at the rate of four per cent per annum.

Interest.

(5) All money so deposited shall be accounted for in the same manner as other public funds, and shall pass to the credit of the appropriation for "Pay of the Navy," or "Pay, Marine Corps," and shall not be forfeited by sentence of court-martial, but shall be forfeited by desertion, and shall not be paid until final payment on discharge, or to the heirs or representatives of a deceased depositor, and it shall be exempt from liability for such depositor's debts. The Government shall be liable for the amount deposited to the person so depositing the same.

Deposits, how accounted for.

(6) Upon final discharge, the pay officer having the account of depositors shall make payment in full, with interest, of all sums deposited during enlistment, in the manner prescribed by article 1370, paragraph 3.

Payment on discharge.

(7) Deposits by enlisted men of the Marine Corps serving on shore may be made as provided in article 1414, paragraph 9.

Deposits by marines on shore.

SECTION 6.—MONEY ISSUED TO OFFICERS AND ENLISTED MEN.

1334. The proper pay officer shall issue money to enlisted men and marines only in such sums and at such times as shall be directed in writing by the commanding officer in accordance with the provisions of article 839.

Payments to crew.

1335. The pay officer shall, except when prevented by an exigency of the service, to be determined by the captain, be present and personally superintend all issues of money.

Pay officer to be present at issues, unless.

1336. (1) Monthly and special money requisitions, in duplicate, with the men's names arranged consecutively in the order of their pay numbers, shall be prepared by the executive officer and submitted to the captain of the ship, who, after approving the same, shall forward them to the pay officer. Immediately after the payments are made, the pay officer shall return one copy of the requisition to the commanding officer, with a certificate by the pay officer thereon that all the sums shown uncanceled in the column "Amount allowed" were actually paid.

Money requisitions.

(2) Under no circumstances shall any person connected with the pay department prepare a monthly or special money requisition.

1337. (1) All payments in cash, i. e., currency, to enlisted men and marines shall be receipted for upon individual receipts on prescribed form, filled out in ink, signed by the man to whom payment is made, and bearing an officer's signature as witness to the genuineness of that of the man. All pay receipts when paid shall be stamped "Paid," with the actual date of the payment, and initialed by the officer witnessing the payment.

Receipts for payments.

No receipts for
payments by
check.

(2) No receipt shall be required or taken for payments made by check, on account of pay; but a description of each check so issued shall be entered in the proper account on the roll.

(3) In no case shall money be paid to any other than the person against whose account the same is charged.

Payments to
officers.

1338. (1) The laws in most cases provide simply for the payment of an annual sum to officers; but both public and private convenience require, and custom has fully established, the practice of paying officers once a month, and this is now to be regarded as the authorized rule of the service.

(2) Officers traveling abroad or residing in remote parts of the country for their own pleasure or convenience, where the ordinary methods of payments can not apply, must themselves bear the delay, inconvenience, and expense which may be caused thereby, and they must also evidence the fact of their right to payment by their official signature made on the date to which payment is desired.

CHAPTER XXIX.

ACCOUNTS AND RETURNS.

1339. A system of accounts, covering all the financial affairs of the naval establishment, shall be maintained under the direction of the Paymaster General of the Navy.

Accounts under direction of Paymaster General.

1340. All claims and demands whatever by the United States or against them, and all accounts whatever, in which the United States are concerned, either as debtors or as creditors, shall be settled and adjusted in the Department of the Treasury. (Sec. 236, R. S.)

All claims to be settled in Treasury Department.

1341. (1) The Comptroller of the Treasury shall, under the direction of the Secretary of the Treasury, prescribe the forms of keeping and rendering all public accounts, except those relating to the postal revenues and expenditures therefrom. (Act of July 31, 1894.)

Duties of Comptroller of the Treasury.

(2) The Comptroller may prescribe rules to govern the payment of arrears of pay due to any petty officer, seaman, or other person not an officer, on board any vessel in the employ of the United States which has been sunk or destroyed, in case of the death of such petty officer, seaman, or person, to the person designated by law to receive the same. (Sec. 274, R. S., amended by act of July 31, 1894.)

1342. The Auditor for the Navy Department shall receive and examine all accounts of salaries and incidental expenses of the office of the Secretary of the Navy, and of all bureaus and officers under his direction, all accounts relating to the naval establishment, Marine Corps, Naval Academy, and all other business within the jurisdiction of the Department of the Navy, and certify the balances arising thereon to the Division of Bookkeeping and Warrants, and send forthwith a copy of each certificate to the Secretary of the Navy. (Act of July 31, 1894.)

Duties of the Auditor for the Navy Department.

1343. (1) Any difference of pay or allowances pertaining to the current or previous quarter to which an officer or enlisted man is entitled may be credited by a pay officer on his current rolls. The pay officer shall note over the credit why it is made and the period of time that it embraces, and shall file as vouchers with his roll the orders, letters, or other papers which establish the correctness of the credit, and shall notify the Auditor for the Navy Department immediately by letter when such credit has been made.

Credits for differences of pay, etc., Auditor to be notified.

(2) All claims pertaining to a period of time prior to the current or previous quarter and those which for any reason a pay officer may decline to pay, shall be submitted to the Auditor for the Navy Department. In such cases the claimant shall forward with the claim, in addition to the papers required by paragraph 1, a certificate of the pay officer that he has not paid and will not pay the amount claimed.

Claims to be submitted to Auditor.

Procedure of pay officer in case of suspension or disallowance by Auditor.

(3) When a pay officer receives a notification from the Auditor for the Navy Department of a suspension not susceptible of explanation, or of a disallowance of an illegal payment in a personal account, or discovers an overpayment due to error, he may check the amount improperly paid against the account of the person concerned, if such person is still carried on his rolls; if transferred, he may, through the regular official channel, request the pay officer on whose roll the account is borne to make the necessary checkage, forwarding with the request an extract from his roll or the Auditor's statement, in duplicate, showing in detail the reason why the checkage is required; all such requests or statements shall be certified by the pay officers making them to be correct. The pay officer receiving the request shall then check the amount in accordance therewith, filing same as a pay roll voucher, noting over the checkage the name of the officer making the request, and shall immediately notify the Auditor of the action taken, forwarding at the same time the duplicate extract from the roll or the Auditor's statement. If it shall be impracticable to pursue the above course, the extract from the roll or Auditor's statement may be forwarded to the Paymaster General of the Navy, together with the latest information as to the whereabouts of the account in question. At the same time, the pay officer making the request shall forward a duplicate copy direct to the pay officer who is to make the checkage, if it is known on what roll the account is carried. The Paymaster General upon receiving such a request shall, if he is satisfied of the correctness of same, issue to the proper pay officer an order to make the required checkage, and he shall also notify the pay officer making the request that he has done so.

General cash book.

1344. Every pay officer having a disbursing account shall keep a general cash book on a prescribed form, in which shall be entered all receipts and expenditures of money in such manner as to permit the account to be balanced readily.

Accounts kept separate under every bond.

1345. Disbursing officers are required to keep their accounts with the United States separate and distinct under every bond given by them, and to state in the caption of each quarterly account the date of the bond under which it is rendered.

General provisions in appropriation acts.

1346. Where provisions of a general nature are included in appropriation acts, they are construed as binding from the date of the approval of such acts.

Receipts for funds transferred.

1347. In all cases of transfers of funds, the receiving officer must state in the receipt given that he holds himself accountable to the United States for the sum received.

Responsibility for payment.

1348. A pay officer can not be held responsible for payments to any person who has been removed from the Navy, unless the pay officer has received official notification of the fact.

Telephone service and newspaper subscriptions.

1349. (1) No subscriptions for newspapers or contracts for telephone service shall be made without the express authority of the Department.

(2) Bills for such expenditures shall not be sent to the Secretary of the Navy for approval, unless the expenditures are in excess of the amount which the Secretary has authorized to be expended.

Requirements as to advertising.

1350. (1) Pay officers or others who, in carrying out orders from the Department or any bureau thereof, are under the necessity of advertising, shall forward to the Department a copy of the

proposed advertisement, and the Department will take such further steps as may be required for the publication of the same.

(2) Bills for advertising are allowed by the accounting officers only when accompanied by a copy of the written authority of the Secretary of the Navy and a certified copy of the advertisement. (Sec. 3828, R. S.)

(3) All advertisements, notices, proposals for contracts, and all forms of advertising required by law for the several Departments of the Government, may be paid for at a price not to exceed the commercial rates charged to private individuals, with the usual discounts, such rates to be ascertained from sworn statements to be furnished by the proprietors or publishers of the newspapers proposing so to advertise. (Act of June 20, 1878.)

1351. Salaries shall not be paid to any employees in any of the navy yards except those who are designated in the estimates. All other persons shall receive a per diem compensation for the time during which they may be actually employed. (Sec. 1545, R. S.)

Salaried and per diem employees at navy yards.

1352. Pay officers at stations having on their rolls the names of officers or men who are doing duty on tugs or ships in the harbor, and entitled to sea pay, shall be careful to note the fact on the roll, with the name of the ship to which such persons are attached.

Persons serving on tugs, etc.

1353. Money paid for rewards or expenses of deserters or stragglers, and checked against their personal accounts, is regarded as an authorized overpayment, and must in all cases be shown on public bills approved by the commanding officer. When such checkages are to be made on the "Deserters' roll," the Bureau of Navigation, or the Commandant of the Marine Corps, shall approve the public bills, if practicable. (Art. 1366, par. 5.)

Rewards paid for deserters, etc.

1354. Before a pay officer can receive credit at the office of the Auditor for the Navy Department for any amount of money checked on his books as having been advanced by a purchasing pay officer, he must produce the order under which the advance was made, or a copy thereof, with all endorsements, certified to be such by the officer receiving the advance. The pay officer shall always inspect the original order and satisfy himself that all endorsements are embraced in the certified copy.

Vouchers required from pay officer for checkage.

1355. (1) The checkage of a loss of pay against a person's account, in accordance with regulation or the sentence of a court-martial, shall be made upon the written order of his commanding officer to the pay officer, which order shall be filed with the accounts.

Vouchers for checkage of loss of pay.

(2) Upon the approval by the commanding officer of a sentence involving loss of pay, the pay officer shall be notified immediately in writing in order that the amount of pay to be forfeited may be noted on the account of the person concerned. In case the reviewing authority remits the loss, the entry on the pay roll shall be removed.

(3) Should any person upon whose account such note appears be transferred before his sentence has been approved by the Secretary of the Navy, the pay officer making the transfer shall note the facts on the transfer accounts.

(4) Should the discharge of any person upon whose account such a note appears be ordered, the pay officer shall make the checkage before discharge.

Vouchers for subsistence of passengers.

1356. Vouchers for payments to messes for subsistence of authorized passengers must give a list of the persons subsisted, the length of time subsisted, and by what mess.

Vouchers for sale of fuel to officers.

1357. Vouchers for the issue or sale of fuel to officers shall be prepared in the usual manner under appropriation "Pay of the Navy," but shall not be taken up by the general storekeeper in his property account.

Vouchers for commutation of quarters.

1358. The first voucher for commutation of quarters at any station must be accompanied by a copy of the order assigning the officer to duty thereat. In subsequent payments the paymaster shall refer by number, etc., to the order, a copy of which is filed, and the final voucher must be accompanied with a copy of the authority for and must show the date of relief from such duty. This last requirement shall be met by the pay officer's filing a certified copy of the officer's detachment, with endorsements showing when the detachment took effect.

Vouchers for payments to officers for service performed.

1359. Before a pay officer can receive credit for a payment made to an officer for any service, he must produce the order under which the service has been performed, or a copy thereof with all endorsements, certified by the officer to be such, together with a certificate by the officer of the time at which he left his domicile or station to enter upon such duties. The pay officer shall always inspect the original order and satisfy himself that all endorsements are embraced in the certified copy.

Gunnery prizes.

1360. Gunnery prizes shall be credited to the accounts of the men to whom due. Payments of the amounts involved shall be made through exchange of receipts and money, as covered by special money requisition therefor, on the quarter-deck at muster.

Accounts of deserters and deceased persons.

1361. (1) The wages due a deserter are forfeited to the United States; the proceeds of the sale of his effects left on board and of the effects of deceased persons, when sold, shall be treated as provided in article 1290.

(2) Pay officers shall make an immediate return to the office of the Auditor for the Navy Department of the accounts of deceased persons and transmit their wills if they have left any. The balances which may have been due at the time of their death will be paid only after a statement of the accounts at the Auditor's office. In forwarding the accounts of deceased persons, pay officers shall state the total monthly or yearly pay of such persons at the time of their death (including, in the case of enlisted men, both the permanent and temporary additions to their pay proper) and the amount, if any, paid on account of funeral expenses, and referring to public bills covering such expenditures.

Purchases for torpedo and other vessels.

1362. (1) Purchases for, or issues of clothing or money to torpedo vessels and vessels not having a pay officer on board (other than yard craft or those regularly attached to a yard or station), when such vessels are not at the station to which the pay officer having their accounts is assigned, shall be made on order of the senior officer present by any pay officer, who shall account for all such expenditures as may be directed. Any transfer of funds between pay officers, necessarily involved in making payments to officers and men of vessels herein specified, is authorized.

(2) The commanding officers of such vessels shall be furnished with a memorandum record of the accounts of the crew for presentation to any pay officer designated, on which issues of money or clothing may be based. All entries shall be made by pay

officers, except that the commanding officer shall be responsible for the entry of data affecting the accounts (changes in rating, absences, miscellaneous checkages, etc.) resulting from his orders or from transfers to the ship during the quarter which can not be entered at the time of occurrence by the proper pay officer.

1363. (1) Transfer accounts for officers, crew, and marines, must be made in duplicate, except when sent to the Auditor, and on separate blanks for each class. Transfer ac-
counts.

(2) The transfer of an officer's account from one pay officer to another shall be made directly. If there is an allotment, the pay officer shall note on the transfers the monthly sum allotted, with the place of payment and the date of expiration. Transfer of of-
ficers' accounts.

(3) The accounts of enlisted men of the Navy and Marine Corps transferred shall be made out in conformity with the regulations of the Treasury Department, and must accompany the men. They shall be sent by the pay officer making the transfer to the pay officer of the ship, yard, or station to which the transfer is made, or, in the case of marines transferred to a marine barracks, to the Paymaster of the Marine Corps, through the commanding officer of marines at such barracks. The pay officer, or the paymaster of the Marine Corps, to whom they are sent, shall receipt one copy and return it to the pay officer who made the transfer, as a voucher for the settlement of his accounts. Transfer of
men's accounts.

(4) On transfer accounts of enlisted men received, pay officers shall certify the date on which the men whose names are borne thereon actually reported in person, and from which they are entitled to rations or commutation therefor. When a man does not report in person on the same day that he is entered for pay, the date of his reporting shall be noted under his name on the pay roll. Entry for pay
and for rations.

(5) Whenever the accounts of an enlisted person, who has been sent from a cruising ship to a foreign hospital or private institution in the United States, are transferred to a receiving ship, they shall be accompanied by a certificate signed by the medical officer of the ship, giving the date of admission to the hospital or institution and the date of discharge, if known. Certificate of
admission to or
discharge from
hospital.

(6) Whenever an enlisted man is sent to a naval hospital and his accounts are transferred to a receiving ship, his commanding officer shall immediately inform the medical officer in charge of the hospital where the accounts of the patient have been transferred. Notice sent to
hospital where
accounts have
been trans-
ferred.

(7) The transfer of accounts must in all cases be made through the commanding officers.

(8) The pay officer shall, upon receiving written orders from the captain, make any necessary changes in his books to correct erroneous entries in the names or description of enlisted men in transfer rolls. Such order shall be filed as a voucher with the accounts. Correction of
books due to er-
rors in transfer
rolls.

1364. Before the name of a newly enlisted person can be entered on the books for pay, the pay officer must receive a written order from the commanding officer, giving the name, date, term of enlistment, rating under which enlisted, and rate of pay. Original entry
on enlistment.

1365. A pay clerk shall not be entered upon the muster roll of any ship, nor be entitled to any pay, until he has accepted his appointment by letter, binding himself therein to be subject to the laws and regulations for the government of the Navy and the discipline of the ship, and taken the oath of allegiance. Pay clerks to
take oath of al-
legiance.

Accounts of persons leaving station without a settlement.

1366. (1) Whenever a person leaves or is removed from a naval station or ship without a settlement of his account, and is not expected to return within a definite period, and his account is not to be transferred to any pay officer, it shall immediately, or at the first opportunity, be transmitted to the Auditor for the Navy Department.

Deserters' accounts.

(2) All accounts of deserters from the Navy and Marine Corps shall be kept on deserters' rolls in the Bureau of Supplies and Accounts and the Headquarters of the Marine Corps, respectively, and shall remain open sufficiently long to allow the deserter a period of six months from the date of desertion in which to return to the service, except as provided in paragraphs 4 and 5 of this article. At the expiration of this period, his account shall be closed. The pay officer in charge of deserters' accounts shall render quarterly returns to the Auditor in the usual manner.

(3) Whenever an enlisted person or marine is declared a deserter, his allotment, if he has one, must be stopped, his effects sold, the amount credited to his account, and the account transferred immediately to the proper deserters' roll. If the deserter has a deposit, the deposit record book shall be forwarded with the account. In no case shall the amount of deposit be credited to the account prior to transfer.

Return of deserter.

(4) When a deserter surrenders himself, or is delivered on board any ship of the Navy, he shall be taken up for pay and subsistence from the date of his reception, and the word "Deserter," in red ink, marked over his name. Such articles of clothing and small stores as may be necessary to his health and comfort shall be issued. He shall be credited with pay, but no money shall be paid to him until his transfer account from the deserters' roll is received. Expenses for his apprehension, transportation, and subsistence shall be paid on public bill and checked against his account. A notice of his return, together with a request for his account, shall be prepared conjointly by the executive and pay officers of the ship, made out on a prescribed form with all necessary information and forwarded immediately to the Bureau of Navigation, or to the Commandant of the Marine Corps. Upon receipt, the part designed for the officer in charge of deserters' accounts shall be forwarded to him immediately.

Checkages for expenses of apprehension, etc.

(5) Checkages for the expense of the deserter's apprehension, transportation, and subsistence, as provided in articles 818, 819, and 820, may in special cases be made upon this roll by order of the Bureau of Navigation or the Commandant of the Marine Corps (art. 1353), and an itemized memorandum statement must invariably accompany the returned transfer account to avoid a double checkage. The account shall be forwarded immediately to the pay officer of the vessel upon which the deserter is received, together with a transcript of deposit and deposit book, should there be a deposit.

Deserter transferred before accounts received.

(6) When a deserter is transferred to another vessel, before his accounts are received from the "Deserters' roll," the pay officer of the vessel on which he was received shall prepare a regular transfer account from his own books with the word "Deserter" in red ink marked over the name. The pay officer receiving the transfer account shall take it up on his own books with the same mark, and no money shall be paid until the account is received from the deserters' roll and the mark of desertion removed. If the latter account is received on board the ship from

which the deserter was transferred, it shall be forwarded immediately to the pay officer of the vessel to which the deserter has been transferred.

1367. When a pay officer is detached from a ship abroad, thereby involving also the detachment of his clerk, the pay of the latter, without commutation of rations, shall be continued after his detachment and settlement of accounts for the time necessary to enable him to reach, by the shortest and most direct route, the place in the United States which he left under his appointment.

Paymaster's clerks entitled to pay until arrival home.

1368. Pay officers of ships shall furnish the Paymaster of the Marine Corps with a statement of the accounts of any marines whose names are borne upon their books who die, desert, or are transferred to a shore station.

Changes in marines to be reported.

1369. (1) Subsistence furnished to enlisted persons attached to ships, when unavoidably detained on shore under orders, or absent therefrom by authority for one day or more, must be charged to appropriation "Provisions, Navy," for the fiscal year in which the subsistence is furnished. During the time of such subsistence their rations shall be stopped on board ship, and no credit for commutation therefor given. When such authorized absence is for less than one day, and ration is not checked on pay roll, cost of subsistence shall be paid on sundry service voucher under appropriation "Pay Miscellaneous."

Subsistence of men during authorized absence from ship.

(2) Pay officers of ships shall endorse on vouchers covering such cases a full explanation of the circumstances under which the subsistence was necessary, and certify that no credit was given during the time for commutation of rations.

1370. (1) The record of the deposits made by enlisted men shall be kept in books, one book being provided for each depositor's account. These books are part of the pay department records and shall be held by the pay officer having the pay accounts of the depositors. When a depositor is transferred, the record book of his account shall be sent with his transfer pay account. On the transfer pay account shall be noted the number of the record book and total amount of deposits to date. When more than one man is transferred, there shall also be noted on the transfer pay roll the total number of deposit record books accompanying the roll.

Records of deposits of enlisted men.

(2) Immediately after the first day of each month, pay officers shall forward to the Auditor for the Navy Department an abstract of deposits made on that day, with a list of the names of depositors, showing in each case the number of the record book and the amount of deposit, particular care being taken to separate properly the deposits received in cash from those made by checkage on pay roll. Pay officers shall debit themselves in the usual manner with the amounts of deposits received in cash. The deposits made by checkage involve no entries in the pay officer's cash account.

Abstract of deposits.

(3) Upon final discharge, the pay officer shall credit each depositor, in the appropriate column of the pay roll, with the total amount of his deposits, and also with the accrued interest thereon to include the date of discharge, writing over the same the words "Deposits" and "Interest," respectively. The pay officer shall transmit the deposit record book to the Auditor for the Navy Department with his quarterly accounts. Accompanying the deposit book shall be a statement, to be signed by the pay

Settlement on final discharge.

officer approved by the commanding officer, showing the date and amount of each deposit, the interest on deposits, and also the totals of the deposits and of the interest, as credited on the pay roll. The interest on the first deposit shall be computed from the date of said deposit to the date (not inclusive) of the second deposit and entered in the column for that purpose. The interest shall then be computed on the sum of first and second deposit from the date of second deposit to that of the third and entered in the appropriate column, and so on, adding to the amount of each deposit the sum of all previous deposits, and computing the interest thereon from the date of such deposit to that of the next succeeding deposit or that of final discharge inclusive; but no sum shall draw interest unless it has been deposited for a period of six months or longer, as provided in article 1333, paragraph 4.

Deposits and interest to be entered separately.

(4) In entering the amount paid for repayments of deposits on abstract of expenditures and accounts current, the amount of the deposits and the amount of the interest thereon shall be stated separately, the former being debited to "Pay of the Navy, deposit fund," and the latter to "Pay of the Navy."

Render of accounts.

1371. (1) Every pay officer who receives public money which he is not authorized to retain as salary, pay, or emolument shall render his accounts quarterly.

(2) Such accounts, with necessary vouchers, etc., shall be mailed or otherwise sent to the Auditor for the Navy Department within twenty days after the period to which they relate.

(3) The Secretary of the Treasury being empowered to make orders in particular cases, relaxing the requirement of mailing or otherwise sending the accounts within the prescribed time, and to waive delinquency, in such cases only in which there is, or is likely to be, a manifest physical difficulty in complying with the requirements, pay officers should, when it is impossible to comply, make such explanations in the letter transmitting their accounts, as will enable the accounting officers to determine as to their delinquency.

The quarters of the fiscal year.

1372. (1) The quarters shall be numbered during each fiscal year, as follows:

First quarter, July 1 to September 30.

Second quarter, October 1 to December 31

Third quarter, January 1 to March 31.

Fourth quarter, April 1 to June 30.

(2) In the indication of accounts and vouchers, the preparation of warrants and departmental blanks, the payment of salaries and all other business of the Department in which it may be necessary to divide or make mention of the quarters, the foregoing shall be observed.

Account current rendered quarterly from shore stations and Navy pay offices.

1373. Purchasing pay officers and pay officers of shore stations shall transmit to the Auditor for the Navy Department quarterly, and when detached from duty, an account current of all moneys received, expended, and remaining on hand, accompanied by an abstract and by all rolls, vouchers, and other papers necessary to substantiate the account.

Quarterly Treasury Returns from pay officers of ships.

1374. (1) Pay officers of ships shall render to the Auditor for the Navy Department quarterly, and when detached—

(a) A general pay roll, embracing the individual accounts of officers, men, and marines.

(b) An account current, giving date of bond and showing all receipts and expenditures of money. It shall also show an analysis of the balances severally standing to the credit of the pay officer in authorized depositories, naming them, and also the amount of cash actually on hand. All public bills, properly receipted and approved by the captain, and the prescribed inventories of foreign silver currency on hand must accompany the account current.

(c) All transfer accounts and rolls of officers or men, whether to or from the ship.

(d) All pay receipts; orders for one-fourth additional pay to such of the crews as are detained beyond the expiration of the time of their enlistment; for increased pay to men enlisting under continuous service; for crediting "honorable discharge" money; for thirty-three cents per diem to men employed as firemen and coal passers; for money paid for transportation of officers or crew to any point whatever, either at home or abroad; for all ratings and disratings; for good conduct medals; extra pay to gun captains, gun pointers, and certificated graduates of courses of instruction; for crediting newly enlisted men with outfits; and for taking them up from the dates of their enlistments.

(e) All original letters or copies thereof from pay officers, Auditor for the Navy Department, and the Navy Department, and other papers necessary to substantiate the accounts.

(2) The pay officer is required to obtain from the captain of the ship a certified copy of the prescribed complement, and to transmit it with his accounts for settlement.

(3) The pay receipts shall be forwarded with the current accounts to the Auditor for the Navy Department at the end of the quarter.

1375. A duplicate of the account current shall be forwarded quarterly to the Navy Department for the Paymaster General.

Duplicate account current.

1376. Every man who is able to write must personally sign his allotment papers, and his signature shall be attested by the commanding and pay officers; men who are unable to write shall sign by mark.

Signing and witnessing allotment papers, etc.

1377. (1) Purchasing pay officers and pay officers of shore stations shall transmit to the Bureau of Supplies and Accounts a monthly statement of all moneys received, expended, and remaining on hand, accompanied by a statement of expenditures under each appropriation, the several balances standing to the credit of the pay officer in authorized depositories, naming them, and also the amount of cash on hand.

Monthly statements from pay officers at shore stations.

(2) Purchasing pay officers shall enter on the Statement of Expenditures, under the appropriations chargeable, the amounts paid, separately, for pay of officers, advances to officers upon orders, allotments, mileage and transportation of officers, and pay of clerks; such payments not being evidenced by copies of public bills.

(3) These returns must be made out and forwarded within ten days after the expiration of each month, unless otherwise directed by the Secretary of the Navy.

1378. (1) Pay officers of ships shall transmit to the Bureau of Supplies and Accounts, within ten days after the expiration of each month, an abstract of expenditures, on the prescribed form, showing the disbursements under each head of appropriation during the month.

Monthly abstract of expenditures from ships.

Papers to accompany abstract of expenditures for Paymaster General.

(2) With the abstract of expenditures transmitted for the Paymaster General shall be forwarded the memorandum copies of public bills for expenditures under all the bureaus of the Navy Department and the office of the Secretary; also duplicate invoices of expenditures of provisions and contingent supplies to ship's departments; of provisions issued to the supernumeraries not entitled to pay; and of all supplies issued by order of the captain at the request of a United States consul to destitute American seamen, or to foreign refugees, etc.

Abstract of expenditures for fractional part of month.

(3) Pay officers ordered to a ship or station upon any day between the first and last days of the month shall be careful to render an abstract of expenditures for the fractional portion of the month. After detachment, they shall continue to render monthly abstracts of expenditures as prescribed in paragraph 1, as long as any public funds remain in their possession.

Inspection of accounts at shore stations.

1379. (1) The accounts of all pay officers at shore stations within the continental limits of the United States, including general storekeepers and pay officers of training, receiving, and other ships on special service, shall be inspected by the General Inspector of the Pay Corps, at such times as the Department may direct. An inspection of the storekeeper's accounts at the Naval Academy shall be made quarterly by the General Inspector of the Pay Corps, with such recommendations as he may deem necessary, to the Chief of the Bureau of Supplies and Accounts.

Of accounts of ships in fleet or squadron.

(2) An inspection of the accounts of pay officers of ships shall be made quarterly. In every case check books shall be examined and the cash balance on hand verified. In ships attached to a fleet or squadron, the inspection shall be made by the senior pay officer of the fleet or squadron at such times during the quarter as the commander-in-chief may direct, or by the General Inspector of the Pay Corps in home ports, when directed by the Paymaster General. When a ship is separated from the commander-in-chief for more than one quarter, the cash balance on hand shall be verified by a board of two officers in the presence of the captain. The inspection of the accounts of the senior pay officer shall be made, when practicable, by such other pay officer of the fleet or squadron as the commander-in-chief may designate; or when no other pay officer is available for such duty, the cash balance on hand shall be verified as prescribed for a ship separated from the commander-in-chief.

Of receiving ships and ships on special service, etc.

(3) The cash balances of pay officers at the Puget Sound Naval Station, and of training and other ships on special service, when absent from an Atlantic port or from the Mare Island Navy Yard for more than a quarter, shall be verified as prescribed for a ship separated from the commander-in-chief.

Of pay officers at shore stations outside of United States.

(4) An inspection of the accounts of pay officers attached to shore stations beyond the continental limits of the United States shall be made quarterly by pay officers attached to the stations or visiting naval vessels. When impracticable to have such inspections made by a pay officer, the cash balances shall be verified by a board of two officers.

Reports of inspection of accounts.

(5) The reports of inspection shall show the balances on hand appearing on the last quarterly account current that has been forwarded to the Department; the receipts from all sources and the

expenditures, as substantiated by vouchers, from the date on which the balances were taken to the date of inspection, inclusive; the cash on hand, as shown by actual count; and the balances on deposit in the several depositories. The report must be presented on the General Inspector's Report of Inspection or on the quarterly account current and promptly forwarded to the Department for the Paymaster General.

(6) All books, papers, and other matters relating to the office or accounts of disbursing officers of the executive departments, and commissions, boards, and establishments of the Government in the District of Columbia, shall at all times be subject to inspection and examination by the Comptroller of the Treasury and the Auditor of the Treasury authorized to settle such accounts, or by the duly authorized agents of either of said officials.

Inspection of accounts in the District of Columbia.

(7) For the verification of debts or credits claimed by pay officers of vessels and stations on account of gains or losses on exchange due to changes in value of foreign coins, immediately upon the receipt by pay officers of the quarterly notice of such changes, an inventory, reported in duplicate, shall be taken of the foreign silver currency, affected by the notice, in the hands of pay officers on the date of receipt of such notice. This inventory shall state the amount of each kind of such currency and shall be made and certified by the officer or officers designated to verify cash balances in paragraph 2 of this article; one copy of the inventory shall be furnished the pay officer.

Fluctuation of silver coins.

1380. In the event of the loss of accounts occurring from the loss or capture of a ship of the Navy, the pay officer, on receiving a written order from the captain, shall open other accounts with the survivors, from the date of the disaster, giving to each person the rating he held at the time the accounts were lost; and the accounts so made out shall accompany the survivors on their transfer to a ship or station, the pay officer of which is to govern himself by these accounts in making payments or issues, until he receives further instructions from the Navy Department or the Auditor for the Navy Department.

Loss of accounts, duties of pay officer.

1381. (1) Pay officers of the Navy shall be allowed twenty days for the rendition of their quarterly returns to the Paymaster General, and for their final returns upon detachment such time as may be necessary, not exceeding twenty days.

Time allowed for settling accounts.

(2) They shall render their final accounts to the Auditor for the Navy Department, as prescribed by article 1371 for quarterly accounts.

(3) The time prescribed for the rendition of final returns and accounts begins from the date of arriving at their domiciles, provided there be no unnecessary delay in so arriving, a certificate of which date must be filed with returns and accounts.

1382. (1) A pay officer shall forward his accounts and returns direct, and immediately afterward, in each case, inform the captain of the ship, in writing, of the fact. Such report shall be forwarded by the captain to the commander-in-chief, for filing in the office of the fleet paymaster. A copy of the quarterly account current shall be forwarded to the commander-in-chief, for the fleet paymaster.

Directions for transmitting pay officers' accounts and returns.

(2) The returns must be arranged in separate packages for the different bureaus and offices requiring them.

(3) The exterior of each package must be endorsed so as to show the nature of its contents and by whom sent and must be fully addressed for its ultimate destination.

(4) If the returns for any bureau should be found too bulky to be sent through the mails, they may be divided and numbered, and so referred to in a letter of advice. Should it be considered safer or more economical to forward them by express, they may be so forwarded, and the letter of advice only sent by mail.

(5) The expense of the transportation of the accounts of disbursing officers must be prepaid.

CHAPTER XXX.

CHAPLAINS.

1383. (1) The chaplain shall perform divine service and offer prayers on board the ship to which he is attached at such times as the captain may prescribe; and on board other ships to which chaplains are not attached, or at shore stations and naval hospitals, when so directed by the senior officer present. **Duties.**

(2) He shall be permitted to conduct public worship, according to the manner and forms of the church of which he may be a member. (Sec. 1397, R. S.)

(3) He shall facilitate, so far as possible, the performance of divine service by clergymen of churches other than his own, who may be permitted by the captain to visit the ship for that purpose.

(4) He may, with the sanction of the captain, form voluntary classes for religious instruction.

(5) He shall visit the sick frequently, unless their condition renders such visits unadvisable.

(6) Under the direction of the captain, he shall supervise the instruction of such persons in the Navy as are deficient in reading, writing, arithmetic, and geography. He shall report in writing to the captain at the end of each quarter the character of instruction given, the number of hours of instruction, and the progress made by each person.

1384. He shall always report at quarters when on board. His duty in battle is to aid the wounded, and his station at quarters for battle and for inspection shall be as the captain may direct. **At quarters.**

1385. Chaplains shall report annually to the Secretary of the Navy the official services performed by them. (Sec. 1398, R. S.) **Annual report.**

CHAPTER XXXI.

NAVAL CONSTRUCTORS.

1386. Naval constructors and assistant naval constructors shall, when practicable, be detailed for service afloat in such fleets as the Department may designate. Service afloat.

1387. When detailed for sea service, they shall be attached to each vessel of the fleet in turn, and shall perform such duties as may be assigned by the commander-in-chief or by the captain of the ship to which attached. Duties.

1388. (1) Upon joining a ship a naval constructor or assistant naval constructor shall immediately make himself familiar with the plans, construction, means of interior communication, water-tight doors, ventilating apparatus, disposition of weights, coal bunkers, storerooms, quarters for officers and men, and all hull and other fittings, pertaining to the Bureau of Construction and Repair. As opportunity offers, he shall carefully observe and note, under all conditions of service, the stability, rolling, pitching, turning power, speed, and all other qualities of the vessel affected by the design; also the methods of stowing and purchasing anchors and boats, of stowing and handling coal, the condition and working of the steering gear, windlasses, and other fittings. Detail duties.

(2) He shall make quarterly reports of his observations to the captain of the ship, who shall forward the same to the Bureau of Construction and Repair, through the commander-in-chief, with such remarks as may be deemed necessary. Quarterly reports.

(3) He shall, when practicable, under the direction of the captain, supervise all repairs and other work under the cognizance of the Bureau of Construction and Repair, which may be done upon the ship by a private or foreign dockyard or establishment; shall keep the captain informed of the progress of such work, and upon its completion shall make to him a detailed written report of the same. Supervise repairs.

(4) He shall examine all foreign ships and naval establishments he may be permitted to visit, and shall make detailed reports thereon of all matters that may be of interest to the Bureau of Construction and Repair. Report on foreign ships.

1389. He shall be assigned quarters in accordance with his rank. Quarters.

CHAPTER XXXII.

MARINES.

SECTION 1.—GENERAL REGULATIONS.

1390. (1) The Marine Corps shall be liable to do duty in the forts and garrisons of the United States on the seacoast, or any other duty on shore, as the President, at his discretion, may direct. (Sec. 1619, R. S.) **Duty.**

(2) Marines may be detached for service on board the armed vessels of the United States, and the President may detach and appoint, for service on said vessels, such of the officers of said Corps as he may deem necessary. (Sec. 1616, R. S.)

(3) The President may substitute marines for landsmen in the Navy as far as he may deem it good for the service. (Sec. 1618, R. S.)

(4) The following duties are assigned to the Marine Corps:

(a) To garrison the different navy-yards and naval stations, both within and beyond the continental limits of the United States.

(b) To furnish the first line of the mobile defense of naval bases and naval stations beyond the continental limits of the United States.

(c) To man such naval defenses, and to aid in manning, if necessary, such other defenses, as may be erected for the defense of naval bases and naval stations beyond the continental limits of the United States.

(d) To garrison the Isthmian Canal Zone, Panama.

(e) To furnish such garrisons and expeditionary forces for duties beyond the seas as may be necessary in time of peace. (Executive order, Nov. 12, 1908.)

(5) The Marine Corps shall, at all times, be subject to the laws and regulations established for the government of the Navy, except when detached for service with the Army by order of the President; and when so detached they shall be subject to the rules and articles of war prescribed for the government of the Army. (Sec. 1621, R. S.)

(6) No officer of the Marine Corps shall exercise command over any navy yard or vessel of the United States. (Sec. 1617, R. S.) **Limitations to command.**

(7) Whenever upon marches, guards, or in quarters, different corps of the Army happen to join or do duty together, and an officer of the Marine Corps or the militia shall command the whole, pursuant to the 122d Article of War, such officer shall report his action and the operations of the force under his command, through military channels, to the Secretary of War, as well as to his superiors in his own branch of the service.

1391. Officers of the Marine Corps shall acknowledge the receipt of all orders from headquarters and promptly inform the Commandant that they have reported in obedience thereto. (Art. 217, et seq.) **Receipt of orders.**

Applications for leave of absence, furloughs, etc.

1392. All communications relating to details of officers, applications for orders or for revocation thereof, as well as applications for leaves of absence and furloughs not granted by other competent authority under article 1528, and applications for extensions of such leaves and furloughs beyond ten days shall be addressed to the Commandant and forwarded through official channels.

Communications from officers and staff officers.

1393. All official communications between staff officers of the Corps stationed at Headquarters and other officers, except letters containing money or checks, and such routine correspondence within the staff departments as requires no specific action of the Commandant, shall be forwarded through that officer. All official communications from staff officers of the Corps, except letters containing money or checks shall also be forwarded through the Commandant.

Report of address.

1394. An officer of the Marine Corps on leave of absence granted by the Commandant, or on the retired list, shall report to the Adjutant and Inspector his address and change of residence.

Responsibility for public property.

1395. Every officer, noncommissioned officer, or other person who receives government property belonging to the Marine Corps, is responsible and shall be held strictly accountable for its proper care and preservation. He shall render quarterly accounts of such property, with all necessary vouchers, to the Quartermaster of the Corps. These returns shall be accompanied by balance sheets showing the total money value of all property on hand at the beginning of each quarter or other accounting period, which has been received and expended during such period, and the total money value of all property remaining on hand at the end thereof. One balance sheet shall be used for clothing alone, and one for all public property other than clothing.

SECTION 2.—THE COMMANDANT OF THE CORPS.

Where stationed.

1396. The Commandant shall be stationed at headquarters of the Marine Corps, Washington, D. C.

Responsibility for efficiency and discipline of Corps.

1397. He shall be responsible to the Secretary of the Navy for the general efficiency and discipline of the Corps.

The staff.

1398. He shall have immediate command of the officers composing the staff of the Corps, who shall perform their duties under his direction.

Issue of orders.

1399. (1) He shall, under the direction of the Secretary of the Navy, issue such orders for the movement of officers and troops, and such general orders and instructions for their guidance as may, from time to time, be necessary.

(2) All orders issued to officers of the Marine Corps to perform any duty at a naval station, whether permanent, temporary, or special, shall require them to report to the commandant of the station.

Recruiting service.

1400. He shall exercise general supervision and control over the recruiting service of the Corps, and over the necessary expenses thereof, including the establishment of recruiting offices, and shall, from time to time, according to the necessities of the service, detail officers and men therefor.

Supervision of estimates and expenditures.

1401. He shall exercise a general supervision over all expenditures and supplies needed for the maintenance or connected with the management of the Corps. It shall be his duty to see that all

estimates of appropriations, required for the support and employment of the Corps, are based upon proper considerations and made for legal objects.

1402. (1) He shall make such distribution of officers and men, for duty at the several shore stations, as shall appear to him to be most advantageous for the interests of the service, and shall from time to time, when required by the Department, furnish detachments for vessels of the Navy, according to the authorized scale of allowance. He shall also, upon proper application, cause vacancies in such detachments to be filled, and shall direct the necessary transfers of officers and men for that purpose.

Distribution of officers and men.

(2) He shall station the Marine Band at headquarters, and it shall be under his immediate control and direction.

Band.

1403. He shall, when practicable, order deserters or stragglers apprehended or surrendering themselves at stations within the limits of the United States, to be returned to the vessels or stations to which they belong, and cause the expenses attending their return to be charged against their accounts.

Return of deserters.

1404. He shall, under orders from the Secretary of the Navy, make visits of inspection to the various stations of the Corps at such times as he may deem proper in the interests of the service.

Inspections.

1405. He shall make to the Secretary of the Navy a monthly return of the strength of the Corps, and the disposition of the officers and men.

Monthly returns.

1406. He shall report annually to the Secretary of the Navy the condition and wants of the Corps, together with the necessary estimates, in duplicate, of appropriations required for its support.

Annual report to the Secretary of the Navy.

1407. (1) In the absence of the Commandant the business of his office shall be conducted by the Adjutant and Inspector, who shall sign, with his actual rank, all official papers, prefixing to his signature the words "By order of the Major General Commandant."

Issue of orders in Commandant's absence.

(2) In the absence of both the Commandant and the Adjutant and Inspector, the business of the Commandant's office shall be conducted by the senior assistant adjutant and inspector on duty at headquarters, who shall sign, with his actual rank, all official papers, prefixing to his signature the words "By order of the Major General, Commandant."

SECTION 3.—THE STAFF.

1408. (1) The Adjutant and Inspector shall be stationed at headquarters.

The Adjutant and Inspector.

(2) He shall keep a roster of all officers and enlisted men of the Corps, and make a monthly return of the same to the Commandant.

(3) When ordered by the Commandant, he shall inspect the different posts of the Corps and money accounts of the disbursing officers, and report in writing the result of his inspection.

(4) His office is the repository of the records of the Marine Corps which relate to its personnel, and to the military history of every commissioned officer and enlisted man. It also contains the records of all appointments, promotions, resignations, deaths, and other casualties, and furnishes necessary information on these points for the annual Navy Register, and other purposes.

Repository of records.

(5) He shall furnish blank forms of muster rolls and other returns made to his office upon requisition on him forwarded through the proper channels, and shall supply, on application, rules for keeping the principal record books, returns, etc.

Assistant adjutants and inspectors.

The Quartermaster.

Supplies and transportation.

Money account to Auditor.

Contracts for supplies.

Quarters and other buildings.

Assistant quartermasters.

Assistant quartermaster at headquarters.

Payments by assistant quartermasters.

The Paymaster.

1409. The assistant adjutants and inspectors shall be stationed where the needs of the service may require.

1410. (1) The Quartermaster shall be stationed at headquarters.

(2) It shall be his duty, under the direction of the Commandant, to purchase and distribute to the Marine Corps all military stores, clothing, rations, and supplies requisite for its use, and when supplies are obtained by the Marine Corps from any other branch of the Government, to reimburse the proper appropriation of that branch by a transfer of funds in the Treasury Department; to furnish means of transportation for the Marine Corps, its military stores and supplies; to erect and repair public buildings authorized by law, and to pay all incidental expenses of the Marine Corps. To meet such expenses he shall keep sufficient funds to his official credit in a public depository. To procure such funds, he shall from time to time submit to the Secretary of the Navy requisitions for such sums of money under general account of advances as he may deem necessary for the payment of public bills. (Art. 4, par. 13.)

(3) He shall deposit to the credit of the United States all cash received by him from all miscellaneous sources, such as sales of fuel to officers, sales of condemned public property, etc.

(4) He shall transmit to the Auditor for the Navy Department quarterly an account current embracing all receipts and expenditures of funds for the above purposes, accompanied by all vouchers necessary to substantiate the accounts. A copy of this account current, with details of transfers of funds to other disbursing officers, and of Treasury deposits to the credit of the United States, shall be forwarded to the Bureau of Supplies and Accounts.

(5) It is his duty to invite proposals annually for supplies for the Marine Corps, and to prepare and make contracts for the same, in accordance with law, under the direction of the Secretary of the Navy.

(6) The quarters, barracks, and other public buildings provided for the use of officers and enlisted men of the Marine Corps, are under the direction of the Quartermaster of the Corps, and he shall make an inspection of such buildings, and of all other public property, whenever ordered by the Commandant of the Corps, reporting to the latter, in writing, the condition of said buildings and property, with recommendations as to changes and needed repairs, and an estimated cost thereof.

1411. The assistant quartermasters shall be stationed at such places and perform such duties as the needs of the service may require.

1412. The senior assistant quartermaster on duty in the office of the Quartermaster at headquarters shall perform the duties of that officer in his absence.

1413. When duly authorized by the Secretary of the Navy, assistant quartermasters shall pay incidental expenses of the Marine Corps, in the manner prescribed for the Quartermaster of the Corps, public funds for such purpose to be deposited to their credit. When so authorized, assistant quartermasters shall submit to the Secretary of the Navy, through the Quartermaster of the Corps, requisition for public funds. They shall account for these funds to the Auditor for the Navy Department in the manner prescribed for the Quartermaster of the Corps.

1414. (1) The Paymaster shall be stationed at headquarters,

(2) He shall, under the direction of the Commandant, receive and expend the funds for the pay of the Marine Corps.

(3) He shall pay the officers and civil employees monthly, or, if any so desire, semimonthly, or cause them to be so paid. Payments.

(4) Payments to the enlisted men shall be made at all barracks or stations, by checks for the entire monthly payments, respectively; by individual checks, monthly; in person, monthly, by a paymaster of the Corps; or, where payment by checks or in person is not practicable, by inclosing in separate envelopes the exact amounts in currency, each envelope to be sealed and marked with the amount which it contains and with the name of the man for whom it is intended, at the discretion of the Commandant of the Corps. At barracks or stations.

(5) Checks or currency for the payment of enlisted men shall be sent to the commanding officer of marines, and the payment shall be under his direction. If checks are used, they shall be transmitted by registered mail; if currency is used, it shall be shipped by express. How payments made.

(6) Should a marine die or desert in the interval between signing the pay rolls and the receipt of the money at the post from the paymaster, the check shall be immediately returned by registered mail, or the cash deposited in the nearest government depository to the credit of the paymaster making the settlement, and the certificate of deposit forwarded at once to that officer. When the latter course is impracticable, a check for the total cash refund may be transmitted by registered mail, or the amount in cash transmitted by express, as may be most convenient and expeditious. Notation of the fact of nonpayment shall be made on the receipted copy of the pay roll, and verified by the witnessing officer before affixing his signature at the foot thereof, similar notation being made at the same time on the retained memorandum roll of the command. When a paymaster has had money returned to him in such cases, he shall make the proper notation on his memorandum copy of the roll. In case of death or desertion of marine.

(7) He shall transmit, monthly, to the Auditor for the Navy Department an account current, embracing all transactions coming within the time covered by the account except authorized payments for which credit has been or may be deferred, accompanied with vouchers necessary to substantiate the account. A copy of this account current, with details of transfers of funds to other disbursing officers, and of Treasury deposits to the credit of the United States, shall be forwarded to the Bureau of Supplies and Accounts. Monthly account to Auditor.

(8) The signatures of the enlisted men on all rolls shall be certified as genuine by the commissioned officer in command, or, where there is no commissioned officer, by the noncommissioned officer in charge. Signatures of men on rolls.

(9) Enlisted men of the Marine Corps, not retired, may deposit their savings with the Paymaster or any assistant paymaster of the Marine Corps, or the pay officer of the Navy who carries their accounts, such deposits to be in sums not less than five dollars and for no fractional part of a dollar, the same to remain so deposited until final payment on discharge. Deposits by enlisted men.

(a) Deposits with the paymaster or any assistant paymaster of the Marine Corps, as above provided, shall be received from enlisted men attached to shore stations but once a month, on the first day of each month. When received.

- How made.** (b) Deposits may be made in cash with the commanding officer of marines, to be transmitted to the paymaster concerned, or in cash with the paymaster direct, or may be made from sums checked on pay rolls for the previous month, as hereafter provided.
- (c) Commanding officers of shore stations of the Marine Corps shall submit with the monthly pay rolls to the paymaster of the Corps having their accounts, on the form provided, which shall be signed by the depositors, a list of the men and the amounts they may desire to deposit. This list shall include a description of such sums delivered in cash to commanding officers, as well as such sums the men may desire the paymaster to check against their accounts upon pay rolls, to be credited to their deposit accounts, and upon preparation of the pay rolls, the commanding officer of marines concerned shall make the necessary checkages thereon, in the column provided for that purpose. The record of deposits made by enlisted men shall be kept in books, one book being provided for each depositor's account; and deposits shall be entered therein by the paymaster concerned, according to the commanding officer's monthly report of sums deposited, as received from the several shore stations of the Corps. These deposit record books are part of the records of the paymaster's department and shall be retained by the paymaster having the pay accounts of the depositors.
- Credits when settling accounts.** (d) In settling accounts, the pay officer of the Marine Corps concerned shall claim credit only for the amounts actually paid in each case on pay rolls; and only the total of amounts received in cash for deposits shall be taken up on the account current, cash account, and abstract of collections.
- Serving afloat.** (e) Deposits by enlisted men of the Marine Corps serving afloat shall be made, reported, transferred, or closed on the same forms and in the same manner as provided for enlisted men of the Navy.
- Monthly reports to Paymaster of Corps.** (f) Commanding officers of marines afloat, or noncommissioned officers in charge of marine detachments, and commanding officers of marines at such stations as are paid by naval pay officers, shall render monthly reports to the Paymaster of the Marine Corps, on forms provided, as to sums deposited during the month by men of their command.
- Deposits to be entered in descriptive book.** (g) Each commanding officer of marines, both ashore and afloat, shall cause to be entered in the descriptive book (or descriptive list) of an enlisted man, the date, and, in figures, the amount of each deposit made by the man.
- Record kept by Paymaster.** (h) The Paymaster of the Marine Corps shall keep in an appropriate form a complete record of the deposit accounts of all enlisted men of the Marine Corps, to embrace amounts deposited, dates of deposits, and the paymaster of the Marine Corps or Navy with whom deposited.
- Transfer pay accounts to show deposits.** (i) The transfer pay accounts of all enlisted men who have a deposit account shall be plainly stamped across the face "Deposits." This stamp shall be affixed to the man's name as it appears upon all monthly pay rolls of shore stations.
- Man having a deposit, transferred.** (j) In case of the transfer of a man having a deposit account, the deposit record book shall be sent with the transfer pay account; and upon the account shall be entered the number of the book and the total amount of deposits to date. When more than one man is transferred, there shall be stated on the transfer pay roll the total number of record of deposit books sent with it.
- Abstract of deposits to Auditor monthly.** (k) The Paymaster of the Marine Corps and each assistant paymaster shall forward to the Auditor for the Navy Department

monthly, with their accounts current, an abstract of all deposits (of which they have a record) made with them on the first day of said month, with a list of names of depositors showing in each case the number of the record book, and the date and amount of deposit, carefully separating the deposits received in cash from those made by checkage on pay roll. Paymasters shall debit themselves only with the total of deposits received in cash; the deposits made by checkage involve no entries in their account current or cash account. The assistant paymasters of the Marine Corps shall furnish to the Paymaster of the Corps a copy of their abstract of deposits.

(l) Upon final discharge, the paymaster of the Marine Corps settling the account shall credit each depositor, in the final statements, with the total amount of his deposits, and also with the accrued interest thereon, to include the date of his discharge. The paymaster shall transmit the deposit record book to the Auditor for the Navy Department with his monthly account. Accompanying the deposit book shall be a statement, signed by the paymaster, showing the date and amount of each deposit, the interest on deposits, and also the total of the deposits and of the interest, as credited on the pay roll. The interest on the first deposit shall be computed from the date of said deposit to the date, not inclusive, of the second deposit, and entered in the column for that purpose. The interest shall then be computed on the sum of the first and second deposits, from the date of the second deposit to that of the third, and entered in the appropriate column, and so on, adding to the amount of each deposit the sum of all previous deposits, and computing the interest thereon from the date of such deposit to that of the next succeeding deposit or that of final discharge inclusive. But no sum shall draw interest unless it has been deposited for a period of six months or longer.

Procedure upon final discharge of a depositor.

(m) The assistant paymasters of the Marine Corps shall render to the Paymaster of the Corps, monthly, a return of all depositors paid off upon discharge, which shall be prepared on forms to be provided and shall show the number of the deposit book, the name, rank, and date of enlistment of depositor, date of his discharge and cause thereof, the total of the deposits refunded and the accrued interest thereon, as such was included in final statements prepared by them.

Assistant paymasters to render returns of depositors paid off.

1415. (1) The assistant paymasters shall be stationed where the needs of the service may require. The senior paymaster on duty in the office of the Paymaster shall assist the latter in the performance of his duties, and in the absence of the Paymaster shall assume charge of the office.

Assistant paymasters.

(2) In the absence of the Paymaster, or when so ordered, an assistant paymaster is authorized, without transfer pay accounts, to disburse any money due to officers, enlisted men, and clerks, of the Marine Corps; or to make such other disbursements as may be properly settled by the paymaster's department of the Corps.

(3) Assistant paymasters shall account for funds to the Auditor for the Navy Department, and to the Bureau of Supplies and Accounts, through the Paymaster of the Marine Corps, to whom the account current, with all accompanying papers, shall be sent for examination in accordance with the provisions of section 3622, Revised Statutes, as amended by the acts of February 27, 1877, and July 31, 1894. (28 Stat. L., 209 et seq.)

Administrative examination of accounts.

(4) The Paymaster shall transmit the accounts to the proper accounting officer of the Treasury Department so that they may

be received by such officer within twenty days of their actual receipt by the Paymaster, together with the latter's report of the examination thereof.

(5) The Paymaster shall bring to the notice of the Commandant of the Corps all matters relating to accounts that require or merit it, and immediately inform the officer concerned of all errors or illegal disbursements.

SECTION 4.—RECRUITING, TRANSFERS, DISCHARGES, AND DESERTIONS.

Recruiting service.

1416. (1) The regulations for the recruiting service of the Army shall be applied to the recruiting service of the Marine Corps as far as practicable.

(2) Every person before being enlisted must pass the physical examination; and no person shall be enlisted unless pronounced fit by the commanding and medical officers, except by special authorization, in each case, from the Commandant of the Corps and the Surgeon General of the Navy.

(3) In the case of a person having physical disabilities, who has been enlisted by authorization as above, the physical condition of the enlisted man must be fully described in his enlistment record, in order that no improper claims for pension may be allowed.

Recruiting officer.

1417. The commanding officer of marines shall be the recruiting officer of his command, and his name shall appear as such on the enlistment papers and in the descriptive list, which list must be signed by him, and on which must be stated, under the head of remarks, the date and place of enlistment of the recruit.

Enlistments and reenlistments.

1418. (1) No person shall be enlisted or reenlisted in the Corps except as a private, drummer, trumpeter, or apprentice.

(2) On foreign stations marines may be reenlisted, but not received for first enlistment.

(3) Upon the reenlistment of a person who, at the time of his discharge, held a warrant as a noncommissioned officer, his warrant shall be forwarded to the Commandant of the Corps for his action.

Transfers.

1419. (1) When a marine is transferred from one station to another, the officer transferring him shall at the same time forward his staff returns to the officer to whom he is transferred; also a transfer descriptive list signed by himself and the senior medical officer, which shall, under the head of remarks, contain the dates of promotions and reductions, with the reasons for the latter, and such other information as may be known to him concerning the man's military history; also, on the blanks furnished for the purpose, a complete list of offenses committed and punishments awarded at the station or on board the ship from which he is transferred, so that a continuous record of the soldier's conduct during current enlistment may at all times be in the possession of his commanding officer. (Art. 802, par. 5.)

(2) The marks given in conduct on transfer, on the descriptive list, shall correspond with the record of the man as shown by the punishments adjudged.

(3) The transfer of marines from a ship to a hospital, and their discharge therefrom, shall be governed by the same rules as are provided in article 792 for enlisted men of the Navy, substituting,

where necessary, "Commandant of the Marine Corps" for "Bureau of Navigation," and "marine barracks" for "receiving ship."

(4) When a marine is transferred from any station outside the continental limits of the United States to the Marine Barracks, Mare Island, California, for bad conduct or dishonorable discharge in accordance with the sentence of either a summary or a general court-martial, all business pertaining to such discharge shall be transacted as expeditiously as possible and in accordance with such procedure as may be prescribed by the Commandant of the Corps.

1420. (1) Marines serving within the United States shall be discharged by order of the Commandant on expiration of their terms of enlistment except by special order of the Secretary of the Navy in pursuance of the sentence of a court-martial, or for undesirability, inaptitude, physical or mental disability, unfitness, or by purchase. The recommendation for discharge on account of undesirability, inaptitude, physical or mental disability or unfitness must in every case be made by the immediate commanding officer under whom the man may be serving, who shall likewise endorse upon all discharges the character of the man discharged.

Discharges.

(2) In all cases where marines serving at shore stations are to be discharged from the service, the Commandant shall either issue and forward the necessary discharge or, at his discretion, authorize the commanding officer of the post or command where the man is serving to issue the discharge. Unless otherwise directed by the Commandant, the Brigade Commander in the Philippine Islands shall issue discharges to marines who are to be discharged on shore in the Philippines and at the U. S. Naval Hospital, Yokohama, Japan; and the commanding officers of marines at Guam and at Peking, China, shall issue discharges to men of their respective commands who are to be discharged at these stations.

On shore.

(3) When marines serving on board ship (except receiving ships) are to be discharged from the service, they shall, whenever practicable, be transferred, together with their staff returns, upon orders from the Commandant, to the nearest marine barracks. Where this method is not practicable, they shall be similarly transferred upon orders from the captain of the ship or senior officer present. Marines serving on board receiving ships shall be discharged on board, unless transferred upon orders from the Commandant.

Afloat.

(4) When, in pursuance of a sentence of a court-martial, a marine serving on board ship in the United States is to be discharged from the service, his staff returns, with information as to the cause of discharge, shall at once be forwarded to the Commandant, who shall issue and forward such discharge, upon receipt of orders from the Department, and the man shall then be discharged from the ship in which he may be serving. But in the cases of marines on board receiving ships who are serving sentence of a general court-martial involving dishonorable discharge, and whose clothing accounts have been settled as provided in article 1783, paragraph 2, the Commandant shall either issue and forward the necessary discharge, or authorize the captain of the ship to issue the discharge, and the staff returns shall be forwarded to the Commandant after discharge.

By sentence of court-martial.

On foreign station. (5) A marine may be discharged from a ship on a foreign station as follows:

(a) In pursuance of the sentence of a general court-martial, in which case a transcript of the sentence shall be forwarded to the Commandant;

(b) By purchase upon order of the Commander; or

(c) At the expiration of the man's term of enlistment upon order of the senior officer present:

But in either of the two latter cases only on the marine's written request and upon his executing an agreement in writing to waive all claims to consular aid and to transportation to the United States. In all cases mentioned in this paragraph the discharge shall be issued by the captain of the ship and the staff returns shall be forwarded to the Commandant after discharge.

By other than immediate commanding officer. (6) In cases where the discharge is to be issued by an officer other than the marine's immediate commanding officer, such as the Commandant or the Brigade Commander, the staff returns, with information as to the cause of discharge, shall be forwarded to such officer a sufficient time in advance to enable him to have the accounts settled and the discharge prepared and forwarded for delivery at the proper time. Both the clothing and the pay accounts of marines who are to be discharged at the U. S. Naval Hospital, Yokohama, Japan, shall be closed and forwarded with the staff returns to the Brigade Commander. Where the discharge is to be issued by the marine's immediate commanding officer, such as the commanding officer of a post or ship, such officer shall cause the officer or noncommissioned officer having the clothing account to certify to the pay officer having the pay account, on the "transfer clothing account" form, a statement of the clothing account, in order that the pay officer may make a full statement of the man's account. Every officer who issues a discharge shall report to the Commandant the cause, place, and date of discharge, the final statement of account in the case, and forward to him the staff returns after discharge.

Method of obtaining discharge by purchase. (7) In time of peace any enlisted man of the Marine Corps, serving in his first enlistment, who is not undergoing punishment or under charges, and who is not in debt to the Government, may after one year from the date of his enlistment apply for the privilege of purchasing his discharge.

(8) An enlisted man wishing this privilege shall make application to the Commandant of the Marine Corps through official channels, giving his reasons in full for desiring his discharge. In general, no reasons shall be considered as sufficient to warrant discharge unless it can be shown conclusively that these reasons did not exist prior to enlistment.

Price of discharge. (9) Upon the receipt of an application made as prescribed herein, and fulfilling the conditions given, the Commandant may direct the discharge requested at his discretion. The price of purchase shall consist of the travel allowances due on discharge, which will be retained by the United States in all cases, and in addition thereto the following:

After one year's service.....	\$120
After two years' service.....	100
After three years' service.....	90

(10) When an enlisted man of the Marine Corps makes application for discharge by purchase on account of dependency of a

near relative, and shows in connection therewith that a state of destitution exists, that he has to the extent of his opportunities and ability made contributions to the support of such relative, and that these contributions have proved insufficient to relieve the destitution, the Commandant may, at his discretion, remit such part of the purchase price of discharge as may seem proper and necessary by reason of the inability of the enlisted man to pay the full amount.

(11) Commanding officers, before forwarding applications for discharge by purchase, shall make careful inquiry into each case, with a view to determining whether there is any reason why the applicant should not be so discharged, and whether a satisfactory reason has been offered as a basis for the application. All available information bearing on the granting or withholding of the privilege requested, together with the state of the man's account, shall be forwarded in the form of an endorsement on the application, by the commanding officer, who shall either approve the request or state his reasons for his disapproval.

Action of commanding officer.

(12) All applications from marines for discharge shall be addressed to the Commandant, and forwarded through their respective commanding officers and official channels. Those received in any other manner shall be, without exception, disregarded.

Applications, how forwarded.

1421. (1) The staff returns of a deserter shall be forwarded to the Commandant of the Corps. (Sec. 8, Chap. XVII.)

Stragglers and deserters.

(2) When a deserter or straggler is apprehended or surrenders himself on board ship or at a barracks the commanding officer shall immediately report the fact, through the proper channels, to the Commandant of the Corps. The accounts of a deserter shall be prepared and forwarded as provided in article 1366.

SECTION 5.—REWARDS AND PRIVILEGES.

1422. Any enlisted man of the Marine Corps may receive a medal of honor and a gratuity of one hundred dollars, as provided in article S31, for distinguishing himself in battle or displaying extraordinary heroism in the line of his profession.

Medals of honor.

1423. (1) Any marine holding an excellent discharge who was recommended for a good conduct medal by the commanding officer of the ship or barracks from which discharged, shall, upon reenlistment, and upon the recommendation of a board of three officers appointed by the Commandant of the Corps, receive a good conduct medal.

Good conduct medals.

(2) Any marine who has received one medal will, if subsequently awarded another, be given a bar of appropriate design, which shall be worn above the medal on the same ribbon.

(3) Good conduct medals are given in recognition of good behavior and faithful service, and no person shall be deprived of them, or of the advantages attached to them, except by the sentence of a general court-martial.

(4) Medals and bars shall be furnished by the Quartermaster and issued by the Commandant of the Corps.

1424. (1) All medals shall, when practicable, be presented by the commanding officer at a parade, and shall be worn on the prescribed occasions.

Medals to be worn.

(2) The commanding officer may prohibit the wearing of medals by any person undergoing punishment.

Marksmanship badges. **1425.** Badges for marksmanship may be bestowed upon the enlisted men by the Commandant of the Corps, under such rules as may be established with the approval of the Secretary of the Navy.

Classification of enlisted men on shore. **1426.** (1) Enlisted men of the Marine Corps, serving on shore, shall be arranged by their commanding officer, in the order of good conduct, in four classes, namely: first, second, third, and fourth.

(2) When such classification is first made, preference shall be given to men with good records and of long standing in the service, and such changes in classification shall, from time to time, be made as may be warranted by the conduct of the men.

(3) First-class conduct men shall be granted every privilege consistent with discipline and the demands of duty. From them shall be formed a special class of men upon whom full reliance may be placed.

(4) For men in lower classes, such restrictions shall be established by the commanding officer as he may deem proper.

Paid monthly on shore. **1427.** Enlisted men of the Marine Corps serving at navy yards or barracks shall be paid monthly.

Classification and monthly money afloat. **1428.** (1) Enlisted men of the Marine Corps when serving afloat shall be classified in conduct and shall be allowed to draw money monthly, as provided in articles 838 and 839, retaining to their credit one month's pay.

(2) In regulating the allowance of monthly money to a marine on board ship, the money value of his average monthly allowance of clothing shall be reckoned as a part of his pay for such purpose.

Retirement. **1429.** Enlisted men of the Marine Corps are entitled to retirement under the laws and regulations provided for the Army.

SECTION 6.—SERVICE AT NAVY YARDS AND BARRACKS.

Authority of commandant of station. **1430.** The marine detachment serving at a naval station shall be subject to the orders of the commandant thereof. No part of the detachment shall be relieved or withdrawn without an order of the Commandant of the Corps, approved by the Secretary of the Navy, except as provided in article 1455.

Authority of commanding officer of detachment. **1431.** (1) The commanding officer of marines at a navy yard or barracks is clothed with the same authority for the purpose of enforcing discipline among the officers and men under his command as that which rests, for similar purposes, in the commander of a vessel.

Responsibility. (2) He shall be responsible for the discipline and efficiency of his command. (Art. 1450.)

Police and government of marines in barracks. **1432.** He shall have under his direction the government and police of the marines when in barracks, his regulations for which must conform to the general regulations of the station.

Daily reports. **1433.** He shall report to the commandant, daily, the number and disposition of the force under his command, a list of punishments inflicted, and the names of men dropped from the rolls or apprehended, or who have surrendered as deserters or stragglers within the preceding twenty-four hours:

Posting sentinels. **1434.** He shall cause such sentinels to be posted as may be directed by the commandant of the station.

Countersign. **1435.** He shall, every morning, unless the commandant of the station reserves this duty to himself, issue and transmit the countersign for the ensuing night, in writing and under seal, to

the commandant and to such other officers, and such only, as the commandant may designate.

1436. (1) The commanding officer of marines is responsible for the instruction of his command. He shall assemble the officers for theoretical instruction as often as he may deem necessary, and when he is unable to attend to this duty in person, it shall devolve upon the officer next in rank. The theoretical instruction of officers shall embrace all regulations relating to their duties as officers, all movements in the tactics, signaling, the exercise at machine, rapid-fire, and great guns, and all other prescribed drills.

Instruction of command.

(2) He shall cause the noncommissioned officers of his command to be thoroughly instructed in the prescribed drills for infantry and field artillery, in signaling, in rifle firing, and in all other drills authorized from time to time.

1437. (1) He shall cause the officers and enlisted men of the command to be exercised each week, if practicable, in the school of the battalion, at machine, rapid-fire, and great guns. They shall also be frequently exercised at signaling, in pulling boats, and at target practice.

Exercises.

(2) He may, for the purpose of instruction, at his discretion, and under his personal supervision only, place subordinate officers, without regard to rank, temporarily in charge of the battalion at battalion drill.

(3) Monthly reports of all drills and exercises shall be made through the commandant of the station to the Adjutant and Inspector of the Corps.

1438. He shall have full dress inspection on Monday of each week, and dress parade daily, when the weather and other circumstances permit, except on Saturday and Sunday.

Weekly inspection.

1439. (1) The exercise and formation of marines at parades, reviews, inspections, escorts, guard mounting, funerals, and salutes shall be the same as those prescribed for the Navy. Duties of sentinels and internal regulations for camp and garrison duties shall be the same as those prescribed for the Army.

Exercises, formation, camp and garrison duties.

(2) Enlisted men of the Marine Corps, regularly detailed as messmen in a command, not to exceed in number one for every twenty men, shall receive the same compensation in addition to their monthly pay as is now or may hereafter be allowed enlisted men of the Navy under like circumstances: *Provided, however,* That marines must serve as messmen a whole month to be entitled to this extra compensation, and shall not be paid for service as such for fractional parts of a month. The provisions of this paragraph are exclusively applicable to enlisted men on shore duty. (Art. 1134, par. 15.)

Extra pay as messmen.

(3) Privates regularly detailed and serving as cooks shall receive, in addition to the pay otherwise allowed by law, the following:

First class cooks	_____per month	\$10
Second class cooks	_____do	8
Third class cooks	_____do	7
Fourth class cooks	_____do	5

(Act March 2, 1907.)

1440. He shall, in person, at least once in each week, inspect the men's quarters, arms, and accouterments, and the guardroom, cells, prison, and grounds. He shall make a thorough examina-

Weekly sanitary inspection.

tion, and assure himself that all military, police, and sanitary regulations in force are properly observed, and that all prisoners, including those in confinement under sentence of court-martial, are properly cared for.

Orderly room. 1441. He shall, when practicable, assign a room in barracks, to be known as the "orderly room," for the use of noncommissioned officers.

orders. 1442. He shall keep in his office a file of all orders and circulars relating to his command, and shall cause all general orders affecting the officers and enlisted men to be published at the first parade following the receipt of such orders.

Articles of War and police regulations. 1443. He shall cause the Articles for the Government of the Navy, or, when on duty with the Army, the Articles of War, and the police and other regulations of the command with which he is serving, to be read to his detachment at least once in each month.

Privates not to be detailed as corporals, nor corporals as sergeants. 1444. He shall not detail privates for duty as corporals, nor corporals for duty as sergeants, for longer periods than one month prior to their examination for promotion.

Promotions. 1445. (1) Sergeants may be appointed first sergeants by the Commandant of the Corps without examination.

(2) A reenlisted marine, who at the time of his discharge from the Marine Corps was a noncommissioned officer, may be warranted in the noncommissioned rank he held at the time of his discharge by the Commandant of the Corps without examination.

(3) In all other cases of promotion of privates or noncommissioned officers serving at shore stations, the commanding marine officer shall recommend the persons to be promoted to the commandant of the station, who shall convene a board to conduct the examination prescribed in article 1446 and report, with its recommendation, to the officer ordering the board, who, if he approves the recommendation, shall forward the report to the Commandant of the Corps. If the latter approves the promotion, he shall issue a warrant.

Examinations. 1446. The examination of privates to be corporals shall consist of reading, writing, and the simple rules of arithmetic, a knowledge of the duties of a corporal, and of the school of the soldier, the company, and the manual of guard duty; for corporals to be sergeants, the above with the addition of a knowledge of extended order drill, the duties of a sergeant, and the keeping of necessary accounts, making out muster rolls, and the various blanks and returns required to be rendered by a sergeant in charge of a detachment.

Reduction. 1447. Applications for the reduction of noncommissioned officers serving at shore stations shall be addressed to the Commandant of the Corps, and sent through the commandant of the station. Such reductions shall not be made except with the approval of the Commandant of the Corps, or by sentence of a court-martial.

Granting liberty. 1448. Customary liberty to noncommissioned officers, musicians, and privates shall be granted by the commanding officer of marines.

Pay checked when absent without leave. 1449. The pay of any marine absent from his command without leave, or after his leave has expired, for one connected period of twenty-four hours or more, shall be checked against his account for the time he is so absent; such absence being computed from the date (inclusive) that the unauthorized absence begins to the

date (exclusive) of the man's return to military control. Disconnected periods of unauthorized absence of less than twenty-four hours will not be checked.

1450. (1) The punishment for offenses committed by persons belonging to the Marine Corps is to be inflicted in accordance with the provisions of the Articles for the Government of the Navy, and the limitations prescribed by articles 24 and 25 thereof must be strictly observed by the commanding officer of marines, and under no circumstances shall an offender be placed on guard, or required to perform extra guard duty, as a punishment. (Art. 1431.)

Punishments.

Guard duty not assigned as a punishment.

(2) For the trial of offenses which the commanding officer of marines may deem deserving of greater punishment than he is authorized to inflict under the provisions of article 24, but not sufficient to require trial by general court-martial, he may order a summary court-martial, in pursuance of article 26. (A. G. N.)

(3) Offenses which, in his opinion, require the trial of the offender by a general court-martial shall be reported by him to the commandant of the station, who shall either dispose of the matter, or, if he concurs in the expediency of so trying the offender, shall forward the papers in the case, with his recommendation thereon, to the Secretary of the Navy, through the Commandant of the Corps.

1451. (1) The commanding officer of marines shall cause to be kept a register of all punishments inflicted by him.

Register of punishments.

(2) Punishments inflicted upon commissioned officers shall be reported without delay to the commandant of the station and to the Commandant of the Corps.

Punishments of commissioned officers.

1452. (1) On the first day of each month he shall forward, through the proper channel, to the Adjutant and Inspector of the Corps, a muster roll of his command, on which shall be entered all leaves of absence granted, by any authority, to officers of the command during the preceding month. The muster roll shall be free from erasures or interlineations, and shall contain in the column of remarks such information regarding the conduct and military history of enlisted men as the Commandant of the Corps may have directed.

Monthly muster rolls.

(2) He shall forward quarterly to the Bureau of Ordnance, Navy Department, on a form furnished by it, through the proper channels, a report of all property of that bureau held by the detachment under his command.

1453. When ordered to detail a detachment for service on board ship, he shall carefully select men of good character for such duty, and shall make such selection without unnecessary delay, in order that they may have time for preparation. Men having less than three years to serve shall not be detailed for duty on board a vessel destined to a foreign station; nor, except in cases of emergency, shall recruits be detailed for service afloat. (Art. 791, par. 5.)

Selection of men for sea service.

1454. (1) In order that a fair proportion of sea service may be performed during each term of enlistment, commanding officers of marines, when making details for such service or transferring men to vessels to fill vacancies, shall select well drilled soldiers who have never served at sea, or those who have had a tour of shore service, in preference to men who have already been at sea a full cruise during their current enlistment, or had but recently returned before the expiration of their previous enlistment.

Details to be governed by equitable rules.

(2) Marines who have served at sea shall not remain more than two years, and those who have never served at sea not more than one year, continuously on board a receiving ship.

(3) Men shall not be transferred from a shore station to a sea-going ship for duty without a complete outfit of uniform.

Deficiencies in complement of vessels.

1455. Deficiencies in the complement of marines on board ships on the eve of sailing may, by the order of the commandant of the station, be supplied by the commanding officer of marines, who shall, without delay, report the circumstances to the Commandant of the Corps. A similar report shall also be made to the Navy Department by the commandant of the station.

Transfer of officers.

1456. (1) When an officer is ordered to relieve another in command of the marines within a navy yard or station, he shall report in person, on his arrival, to the commandant of the station.

(2) Marine officers ordered to duty at a naval station shall report first to the commandant of the station, and then to the commanding officer of marines.

Post quartermaster.

1457. (1) At each post or station there shall be detailed, when practicable, upon the recommendation of the Quartermaster, by the Commandant of the Corps, an officer to act as post quartermaster and acting commissary of subsistence. This officer shall be the representative of the Quartermaster of the Corps, and attend to all matters pertaining to the quartermaster's department. He shall be in charge of and responsible for all government property thereat, including buildings, clothing, arms and accouterments, and shall receive, issue, and account for this property, and in addition procure and issue rations for the command. At a post where there is an assistant quartermaster, he shall perform the above duties.

(2) At posts where there is no post quartermaster, all duties assigned such officer by these regulations shall be performed under the personal supervision of the commanding officer.

Issues witnessed.

(3) All issues of clothing shall be witnessed by a commissioned officer other than the commanding officer or the issuing officer, when one is available, such availability to be determined by the commanding officer; when one is not available, by the issuing officer. Where a noncommissioned officer is in charge, issues shall be witnessed by a noncommissioned officer other than the one in charge. The officer or noncommissioned officer who witnesses issues shall attest the same as each issue is made by affixing his signature.

Preparation of reports.

1458. Officers serving with a detachment shall assist their commanding officer in making out rolls, reports, and returns, keeping the books of the detachment, attending to issues, and in all other matters connected with the welfare of the command.

Officer of the day.

1459. The commanding officer of marines shall, at each station, detail daily a commissioned officer of the command for duty as officer of the day.

Duties of officer of the day.

1460. (1) The duties of the officer of the day shall be conducted in accordance with instructions and regulations established for the Army.

(2) He shall visit the guards and the sentinels at such times, during his tour of duty, as may be prescribed.

(3) He shall attend all roll calls, and shall inspect the men at all mess formations.

(4) He shall thoroughly inspect, at the hour designated by his commanding officer, the grounds, quarters, bakehouse, mess room, cells, and sluks.

(5) He shall inspect the provisions issued, and shall report to the commanding officer if they are not of good quality. He shall also inspect the meals to see that the rations are properly cooked and served.

(6) He shall, in case of fire at the station, immediately have the long roll sounded, and inform the commandant of the station and his commanding officer, and carry out the fire regulations of the station.

1461. (1) Officers and marines in garrison shall wear uniform.

Uniform.

(2) The uniform of the day shall be designated by the commanding officer.

1462. All official communications to and from officers and enlisted men of the Corps, serving at shore stations, shall be forwarded through the commanding officer and the commandant of the station.

Forwarding official communications.

1463. An enlisted man shall not, under any circumstances, be employed as a servant.

Enlisted men not employed as servants.

1464. (1) A post council of administration shall be convened by the commanding officer of marines whenever he deems it necessary, and at least once in every two months.

Council of administration.

(2) The council of administration shall be convened as provided in the United States Army Regulations, 1908, article XXXII, paragraphs 313-318, for the objects stated therein, and conducted in accordance therewith.

(3) Councils of administration are assembled to audit the bakery and company funds; to ascertain and examine the sources from which, and methods by which, they have accrued, and to recommend expenditures therefrom. Post councils are also called to deliberate upon and recommend action, within the limits allowed by regulations, upon such subjects affecting the welfare and economy of the post as commanding officers may submit to them for that purpose. The post council shall consist of the three officers on duty at the post next in rank to the commanding officer. If there are not on duty at a post three officers junior in rank to the commanding officer, the council shall consist of the number so present. If only the commanding officer is present, he himself shall act.

Duties of council.

(4) The junior member of the council of administration shall record its proceedings in a book to be kept for that purpose, which he shall submit to the commanding officer. Should the latter disapprove the conclusions, and the council, after reconsideration, adhere to them, a copy of the entire proceedings shall be sent by the commanding officer to the Commandant of the Corps, whose decisions thereon, upon all questions not involving pecuniary responsibility, shall be final. Upon questions involving pecuniary responsibility, appeal may be taken to the Secretary of the Navy.

Record and action thereon.

(5) The proceedings of a post council shall be signed by the president and the recorder. The recorder, after entering them with the final orders thereon in the council book, shall deposit the book with the commanding officer. The approval or objections of the officer ordering the council shall be signed by his own hand.

Council book.

(6) The post council shall prescribe the quantity and kind of goods and merchandise which the post trader shall be required to

What council prescribes.

keep on hand to meet the wants and necessities of the command; shall inspect his books, papers, weights, and measures; shall fix the tariff of prices of goods, and shall determine the tax to be levied, as provided in paragraph 353, United States Army Regulations, 1889. It shall fix the laundry charges, the prices which tradesmen shall receive for making and repairing the uniforms of enlisted men, and, when directed, shall submit regulations for the post school.

Responsibility of commanding officer.

(7) The commanding officer who approves the appropriations of a post council shall be held responsible for all expenditures not made in accordance with the regulations.

Certain purchases forbidden.

(8) The purchase from bakery or company fund of any article which can be obtained on requisition from the quartermaster's department is forbidden.

Loss of bakery or company fund.

(9) In case of loss of bakery or company fund, the circumstances shall be carefully investigated by a post council of administration and reported with an opinion as to responsibility, through the proper channels, to the Commandant of the Corps for decision.

Post treasurer and librarian.

1465. (1) An officer appointed by the commanding officer shall be the post treasurer; he shall also act as post librarian.

To open account and make payments.

(2) He shall open an account with the funds in his charge, which shall be subject at all times to the inspection of the commanding officer. He shall make payments or purchases on the warrants of the commanding officer, which shall be drawn in pursuance of specific resolves of the council.

When relieved.

(3) When he is relieved from duty as post treasurer he shall close his accounts and turn them over to the commanding officer, who shall order a council of administration to audit the same.

(4) The post treasurer shall also be in charge of the post exchange.

Credit at post exchange to enlisted men.

(5) When, in the opinion of the commanding officer of marines, it is to the interest of the command, he may authorize credit at the post exchange to any enlisted man in good standing to an amount not exceeding one-third of the monthly pay of the man concerned. A man seeking credit shall be distinctly informed that it is given to such men only as can be trusted, and with the understanding that prompt and unsolicited payment will be made.

Discharge of indebtedness of man transferred.

(6) When a marine is to be transferred from one post of the Marine Corps to another, or to a ship, the amount of his indebtedness to the post exchange, not exceeding one-third of his monthly pay, shall be noted on his transfer pay account and on the monthly pay, receipt, and muster roll of the post from which he is transferred. Upon the receipt of proper vouchers signed by the man in acknowledgment of his indebtedness, the paymaster having the accounts of the post from which the man concerned is transferred shall transmit to the commanding officer of said post, to be forwarded to the post-exchange officer, a check for the amount of said indebtedness. Payments, upon transfer, of post-exchange indebtednesses in the aggregate, in a single voucher, are allowable for each month during which the man concerned has not been able, for proper reasons, to pay in cash his monthly indebtednesses to a post exchange.

Discharge of indebtedness of man whose enlistment is about to expire.

(7) When a marine is to be discharged the amount of his indebtedness to the post exchange shall be noted in the final statement of his account and deducted from the payment made thereon. Upon the receipt of proper vouchers signed by the man in acknowledgment of his indebtedness, the paymaster who makes the

final settlement shall transmit to the commanding officer of the post at which the indebtedness was incurred a check for the amount thereof. The check shall be forwarded by the commanding officer of marines to the post-exchange officer.

(8) A deduction in favor of a post exchange may be made only on the transfer or the discharge of the man concerned. The amount of such a deduction shall not be collected until after all stoppages for indebtedness to the United States shall have been made and all forfeitures by sentence of courts-martial, if any, shall have been satisfied. Deductions in favor of post exchange.

(9) All amounts deducted in favor of post exchanges shall be entered separately on the monthly pay, receipt, and muster roll under the heading "Post exchange."

1466. (1) There may be allowed for each command of marines stationed at a navy yard, or barracks, a post trader, who shall be appointed by the Secretary of the Navy upon the recommendation of the council of administration, approved by the commanding officer of marines and the commandant of the station. Post trader.

(2) Post traders appointed by the Secretary of the Navy for any post or station in the Marine Corps shall be subject to the regulations of the United States Army, 1889, governing post traders, Article XI, or to such regulations as may be established by the Secretary of the Navy. Regulations governing.

(3) Post traders shall actually carry on the business themselves, and shall not farm out, sublet, transfer, sell, or assign the business to others. In the transaction of the business they shall be governed by such general instructions as may be issued for that purpose by the Commandant of the Corps. The account of the post trader is not a lien on the soldier's pay, and he has no security for sales made to them. Actually to carry on business.

1467. (1) Bread shall be baked in post bakeries when practicable. At all permanent posts a suitable building for the purpose, and the necessary fuel, utensils, and furniture therefor, shall be provided by the quartermaster's department. The ovens shall be constructed and kept in repair by the quartermaster's department. The post treasurer, under the supervision of the commanding officer, shall have charge of the bakery. Post bakery.

(2) A competent enlisted man shall be detailed as chief baker, and, if necessary, one or more enlisted men as assistant bakers. Chief baker and assistants.

(3) Extra pay to post bakers is authorized at the following rates, to be paid from the bakery funds in the hands of the post treasurer: The chief baker at a post of one company shall receive twenty-five cents per day, two companies thirty-five cents, three companies forty cents, four or more companies fifty cents. Each necessary assistant shall receive ten cents per day less than the chief baker when his extra pay is forty cents and under, and fifteen cents less when his extra pay is fifty cents. Extra pay to post bakers.

(4) The expenses of the bakery shall be restricted to the extra duty pay of the bakers; the purchase of malt, hops, potatoes, and of such utensils as are not furnished by the supply department. These expenses must be paid from the saving effected by the issue of bread instead of the flour ration. Expenses of the bakery.

(5) The chief baker shall be inspected and mustered at the post bakery.

(6) He shall be excused from ordinary post duties, but shall attend target practice when practicable.

Bakery fund. **1468.** At posts where fresh vegetables in adequate quantities can be readily obtained, a loaf of bread weighing eighteen ounces will generally be a sufficient allowance per man; but the weight may be increased, within the limit of the flour ration, at the discretion of the commanding officer, upon the recommendation of the post council of administration. The saving on the flour ration, ordinarily thirty-three per cent, shall be disposed of by the post treasurer for the benefit of the troops. Bread may be baked from it for sale to civilian employees and others, and the residue will be sold. The proceeds of such sale, after deducting the expense of the bakery, shall, at the end of every two months, be transferred to the company fund by the post council of administration. The bakery fund shall be under the supervision of the post council. It shall be collected and held by the post treasurer.

**Company fund,
composed of.**

1469. (1) The company fund, which shall be kept in the hands of the commanding officer or post treasurer, shall consist of the gross amount of all moneys received from the following sources:

(a) The savings arising from an economical use of rations.

(b) The money received from the bakery fund after deducting the expenses of the bakery.

(c) The tax on the post trader not to exceed ten cents per man for all officers and enlisted men of the command.

(d) The sale of kitchen refuse.

(e) Voluntary contributions from different sources.

(f) Sale of surplus garden products.

(g) Sale of animals and fowl belonging to the post.

(h) Gross receipts from the amusement room.

(i) Sale of articles purchased, as authorized by sections *c, f,* and *g* of paragraph 2.

**Disbursements
from company
fund.**

(2) The company fund shall be disbursed for the following purposes:

(a) For food, or articles to produce food; for improvement of the soldier's table fare.

(b) For extra compensation to the cook, first class, at the following rates per diem: twenty cents when cooking for one company, twenty-five for two, thirty-five for three, and forty cents for four or more companies. The cooks shall be inspected and mustered in the post kitchen. They shall be excused from ordinary post duties, but shall attend target practice when practicable.

(c) For dish towels insect and vermin destroying preparations, knife brick, and other substances necessary for the cleansing of kitchen and mess utensils.

(d) For aprons and jackets necessary in the kitchen and mess room.

(e) For books, outdoor games, and appurtenances of athletic sports.

(f) For the various articles necessary to establish and conduct an amusement room and to keep its resources in repair.

(g) For kitchen, mess, and barrack furniture, in addition to such as is issued by the quartermaster's office.

**Limit of ex-
penditures.**

(3) Expenditures authorized by sections *e, f,* and *g* of paragraph 2 shall in no case exceed the amounts received from sections *c, d, e, f, g, h,* and *i* of paragraph 1.

(4) At posts where there is no post trader, the amount expended, as authorized by sections *c, f,* and *g* of paragraph 2, shall not exceed the amounts received from sections *d, c, f, g, h,* and *i* of paragraph 1.

(5) Every financial transaction of which a company fund is capable shall be submitted in itemized form to the council of administration to be audited. Supervision of council.

SECTION 7.—SERVICE AFLOAT.

1470. If a marine detachment is specially ordered to a cruising vessel the following articles will be applicable. (Art. 1390, par. 4.) Embarkation.

(a) When a ship is ready to receive her complement of marines, the commandant of the station, having previously caused the captain of the ship to be informed, shall direct the commanding officer of marines to send the detachment to the designated place of embarkation, accompanied by all its officers, unless any are prevented by written order of the Secretary of the Navy, or by illness; the latter to be certified to by a surgeon's certificate. Officers to accompany detachment.

1471. (1) When marines are received on board they are to be entered separately on the books, and are to be in all respects upon the same footing as the enlisted men of the Navy with regard to rations. Rations.

(2) They shall be furnished, by the pay officer, with clothing and small stores when the commanding officer of marines shall certify that they require them, as prescribed in articles 678 and 679. Clothing.

1472. They shall be subject to the orders of their superiors in rank, in the same manner as the rest of the crew, and shall be entitled to the same privileges and be under the same discipline. Discipline.

1473. The marine detachment, when detailed for duty on board ship, is a distinct part of the complement of the ship, and forms a division in the detail of the whole force for battle. It shall be thoroughly drilled and instructed at the guns of the secondary battery, and may be stationed as a division, under its own officers, as the captain may direct. If impracticable to so assign the marines as a division, they shall be detailed as gun's crews, the marine officer or officers to command as many of such crews as practicable, and after the assignments above outlined, surplus men, if any, shall be distributed as the captain deems most effective for battle. Drill and distribution for battle.

1474. The senior marine officer serving with a detachment afloat has none of the independent authority that is vested in the commanding officer of marines at a shore station, and can assign no punishment or restriction. Authority of officers.

1475. (1) When more than one marine officer is attached to a ship, one such officer shall at all times be present on board for duty, unless excused on particular occasions by the captain. Presence of officers for duty.

(2) In all cases a marine officer, when there is one attached to a ship, shall be present to superintend the prescribed instructions and exercises of the detachment, unless excused as above.

1476. The commanding officer of marines shall be attentive to the cleanliness, health, and comfort of his men, and to their instruction, soldier-like appearance, and efficiency. He shall submit quarterly to the Adjutant and Inspector of the Corps, through the captain, detailed reports of instruction, drills, and target practice, on prescribed blank forms. Health and efficiency and detachment.

1477. (1) He shall have charge of and be accountable for the arms, accouterments, and clothing belonging to his detachment. He shall have these articles kept in good order, and shall report Charge of arms, clothing, etc.

to the captain any injury that may result from neglect or misconduct, in order that the responsibility therefor may be fixed and damages be recovered. He shall inspect the clothing at least once in each month, and in case of any loss or abuse he shall make report to the captain. He shall see that the arms, accouterments, and all government property, including any uniform clothing for which the marine officer is responsible that is in the possession of marines deceased or absent without leave, and any other uniform clothing for which the marine officer is responsible, are collected and preserved to be disposed of as provided for by law and regulation. (Art. 204.)

(2) The commanding officer of a marine detachment on board ship shall furnish the ordnance officer, in writing, with the information required by article 641, paragraph 2.

(3) When the arms and accouterments of the marine detachment of a vessel are the property of the Bureau of Ordnance, Navy Department, the marine officer in command of the guard shall exercise over them only the same authority as is now exercised by the officer of a gun division of a ship over his divisional battery outfit.

Repairs to arms. **1478.** If repairs to the arms or accouterments become necessary, he shall apply to the executive officer for such assistance as may be needed, or request authority to turn them in for repairs at the nearest depot of supplies.

Daily reports. **1479.** (1) He shall make to the captain a daily morning report of the state of the detachment on the prescribed forms.

Daily inspections. (2) He shall examine daily, before quarters, the living spaces occupied by the marines, their clothes lockers, gun racks, and the marine storeroom, assuring himself that they are ready for inspection.

Where formed. **1480.** At quarters the marines shall be formed at such place as shall be designated by the captain, under their own officers, the senior of whom shall report the absentees.

Times of drills. **1481.** The marines shall be instructed and exercised at prescribed drills, including pulling in boats, at such times and places as the captain may appoint.

Guard mounting. **1482.** (1) When practicable, regular details shall be made for guard each day, and the ceremony of guard mounting shall be carried out as nearly as possible as at barracks on shore.

(2) On ships having more than twenty privates, the guard of the day shall consist of one noncommissioned officer and ten privates; on those having less than twenty privates, it shall consist of one noncommissioned officer and eight privates.

(3) A captain's guard shall be the full detachment of the ship. A lieutenant's guard shall consist of one lieutenant, two noncommissioned officers, and sixteen privates.

Sentinels. **1483.** (1) All general orders for sentinels shall be approved by the captain, and shall pass through the senior officer of marines. The officer of the deck shall, when necessary, give special orders for sentinels, and when such orders are of an important character, he shall inform the executive officer and marine officer. In all cases the orders shall be communicated to the sentinels by the sergeant or corporal of the guard.

(2) The marine officer shall visit sentinels frequently, and satisfy himself that they understand their orders and duties.

Orderly duty. **1484.** Marines may be detailed for duty as orderlies for the commander-in-chief and for the captain.

1485. (1) Noncommissioned officers shall not be detailed as messmen. (Art. 1134, par. 15.) Assignment of men to other duties.

(2) Marines shall not be assigned to duty as master-at-arms, yeoman, or hospital steward, except in case of emergency, to be determined by the captain. When necessary to make such assignment, it shall continue only until a suitable person can be selected for the required duty.

(3) They shall not be assigned to duty as messengers for the officer of the deck.

(4) In detaching marines for any work or labor not included in their usual guard, post, and deck duties, regard shall be had to the amount of guard and post duty being required of them.

1486. Noncommissioned officers holding permanent warrants, shall not be reduced in rating, except in pursuance of the sentence of a court-martial. Reduction of noncommissioned officers.

1487. (1) When a vacancy in the allowance of noncommissioned officers occurs in a ship out of the United States, the commanding officer of marines shall recommend, and the captain shall designate, some one of the detachment for promotion to the vacancy. The captain shall appoint a board, to consist of the senior marine officer, and two line officers, to examine the person so designated, under the regulations prescribed in article 1446, as to his qualifications for promotion. If reported qualified, the promotion shall, if the captain approves, be made by him, the appointment to continue until the termination of the cruise, unless vacated by order of the appointing authority, as in the case of acting petty officers of the Navy. If there be no marine officer, an additional line officer shall be placed on the board. Filling vacancies occurring abroad.

(2) When such a vacancy occurs in a ship in the United States it shall be reported to the Commandant of the Corps, who may fill it by transfer. If advised that this will not be done, the examination shall be held as provided in paragraph 1 of this article, and the recommendation of the board, if favorable, after approval by the officer ordering the board, shall be forwarded to the Commandant of the Corps who, if he approves, shall issue a warrant. Examination of noncommissioned officers.

(3) When such a vacancy occurs in a ship in the United States it shall be reported to the Commandant of the Corps, who may fill it by transfer. If advised that this will not be done, the examination shall be held as provided in paragraph 1 of this article, and the recommendation of the board, if favorable, after approval by the officer ordering the board, shall be forwarded to the Commandant of the Corps who, if he approves, shall issue a warrant. Vacancies occurring in the United States.

1488. Reports against marines shall be entered in the daily report book. Any misbehavior of the marines on guard, or on duty as sentinels, shall be reported to the executive officer through the officer of the deck. The senior marine officer, when on board, shall be present at the mast when offenses committed by marines are to be investigated. Offenses.

1489. The senior marine officer shall keep the executive officer informed of the proficiency in rating, sobriety, and obedience of the marines, and shall make recommendations to him regarding their liberty. Conduct and liberty lists.

1490. The commanding officer of marines shall keep a muster roll, and clothing and other accounts, and shall forward them, as well as other required returns, through the proper channels. Muster rolls and clothing accounts.

1491. A marine officer may be detailed by the captain as superintendent of small-arm target practice. Superintendent of small-arm practice.

1492. Marine officers may be required to make intelligence reports upon such subjects as the captain of the ship may direct. Intelligence reports.

1493. The officers and men of the Marine Corps serving in a fleet shall be properly organized, and shall be landed, at such times and places as the commander-in-chief may direct, for exer- Drill on shore.

cise in prescribed drills and duties, under the command of the senior marine officer in the fleet.

Service with a mixed detachment.

1494. When serving on shore with a mixed detachment, composed of seamen and marines, the marines shall always be placed on the right in battalion or other infantry formation, and the senior officer of the line of the Navy, or of the Marine Corps, according to rank, shall command the detachment. (Arts. 19, par. 4, and 52 b.)

Drill with marines of barracks.

1495. The marines of receiving ships and of vessels which are temporarily at a navy yard, shall, under the direction of the commandant of the station, be landed for the purpose of drill and exercise in the school of the battalion, in conjunction with the marines of the station, under the commanding officer of the barracks.

Official correspondence.

1496. All official correspondence between officers and enlisted men and the Commandant or staff of the Corps, relating to the detail, efficiency, or requirements of the command, shall be addressed to the captain of the ship. Communications from enlisted men shall be forwarded through the senior marine officer and executive officer to the captain of the ship.

Going out of commission.

1497. When a ship is to be put out of commission, the marine detachment may be required to remain on board until the ship is turned over to the officers of the navy yard or station.

CHAPTER XXXIII.

CORRESPONDENCE.

- 1498.** (1) For official correspondence in the Navy Department and in the naval service, letter paper only shall be used. It shall be eight inches by ten and one-half inches in size, and in single sheets; shall have fifteen lines on the first page, beginning at two inches from the top; the other page shall be blank. Typewriter letter paper shall be of the same size and unruled. **Official paper.**
- (2) Typewriter cap, used in special cases only, shall be eight inches by thirteen inches.
- 1499.** (1) Only one side of the sheet shall be written upon, and a margin of three-fourths of an inch shall be left on each side of the writing. **Letters, form of.**
- (2) If two or more sheets are used, they shall be securely, but not permanently, fastened together.
- (3) The first sheet shall be headed with the name of the ship, station, or place where written, and the date. Special letter heads for different offices of a navy yard or station, or for different departments on board a vessel, are forbidden. **Heading, dates, etc.**
- (4) The official designation of vessels of war and other vessels of the Navy shall be the name of such vessel preceded by the words United States Ship, or the letters U. S. S., and by no other words or letters.
- (5) In communications dated on board a ship at sea, the latitude and longitude shall be stated. **At sea.**
- (6) Communications must be legibly written, in concise terms, and without erasures or interlineations. **Erasures and interlineations.**
- (7) Each page and paragraph shall be numbered. **Paragraphs to be numbered.**
- (8) Signatures must be distinctly legible, and the signer's rank or rating shall be added. **Signature.**
- (9) In acknowledging, answering, or referring to official communications of every kind, the file number and date shall be given and a brief reference made to the subject. **Reference to letters received.**
- (10) Enclosures shall be lettered and referred to by their letters. Below the address shall be stated the number of enclosures. **Enclosures.**
- (11) When any article referred to in a letter is forwarded under separate cover, it shall be tagged and plainly marked with the words "From the Commanding Officer, U. S. S. ———, to accompany letter No. ———, of ———, 190—." If possible the same words shall appear on the outside of the box or package carrying the enclosure.
- (12) Separate letters shall be written on separate subjects, unless the subjects are of like nature. **Separate subjects.**
- (13) The address of the officer or other person to whom a letter is written shall be placed at the end of the letter. **Address.**

Officials addressed by title only.

(14) All official communications intended for officers holding positions with recognized titles shall be addressed to them by title and not by name, as "The Secretary of the Navy," "The Chief of Bureau of Navigation," "The Commandant," "The Commander-in-Chief, ——— Fleet (or Squadron)," "The Commander, ——— Squadron (or division)," "The Commanding Officer."

Serial numbers.

(15) Officers commanding fleets, squadrons or stations, and other officers having a regular correspondence with the Navy Department, shall number their letters; a new series beginning with each calendar year.

Letters to ships.

1500. (1) All official communications from the Navy Department and its offices, bureaus, and boards, referring to the movements of ships in commission for sea service, or to their condition, repair, availability for sea service, or personnel, shall be forwarded through the Bureau of Navigation. (Arts. 6, par. 10, and 924, par. 3.)

Letters from ships.

(2) All official communications to the Navy Department from ships in commission, other than those embraced in paragraph 3, shall be addressed to the Secretary of the Navy, with the name of the bureau or office to which the subject-matter pertains noted on the left-hand lower corner at the end of the letter, and on the left-hand lower corner of the envelope.

Certain communications sent to Bureau of Navigation.

(3) All official communications to the Navy Department, or to its offices, bureaus, or boards, referring to the movements of ships in commission for sea service, or to their condition, repair, availability for sea service, or personnel; and all other official communications which contain information of a character international, political, military, or otherwise possibly affecting the operations or disposition of any force under the control of an officer in command afloat, shall be addressed, on the letter, as directed in paragraph 2, and be sent under cover to the Bureau of Navigation. If such communication be telegraphic, it shall be addressed "Navigation, Navy Department, Washington, D. C.;" if by cable, "Bunav." (Art. 924, par. 3.)

Letters for bureaus.

(4) Except from ships in commission, or as provided in paragraph 5, communications relating solely to subjects with which a bureau is intrusted, shall be addressed to the chief of that bureau.

From island possessions.

(5) All official communications to the Navy Department from the islands of Guam and Tutuila, and from the United States naval stations and depots in island possessions and elsewhere beyond the continental limits of the United States, shall be addressed to the Secretary of the Navy, with the name of the bureau or office to which the subject-matter pertains noted on the left-hand lower corner at the end of the letter, and on the left-hand lower corner of the envelope.

From and to Samoa and Guam, to be transmitted through Secretary of the Interior.

(6) All official communications or reports from and to executive officers in Samoa and Guam, or relating to territorial matters from and to all executive officers of the United States stationed in any territory or territorial possession, except the Philippine Islands, shall be transmitted through the Secretary of the Interior, in such manner and under such regulations as he may prescribe. (Executive order, May 11, 1907.)

Marines.

(7) The provisions of the first three paragraphs of this article apply to all official communications from or to the headquarters of the Marine Corps which affect the operations, disposition, strength, condition, or availability for service of any force of marines that is subject to the control of an officer in command afloat.

(8) The provisions of this article do not apply to communications affecting solely any force forming part of the permanent establishment of regular navy yards and stations, nor to communications within the Department, among its bureaus, offices, and boards, and the headquarters of the Marine Corps, except in cases in which the Bureau of Navigation should be informed of action taken.

Exceptions.

1501. (1) In general, all communications shall be addressed to those who, by regulation or law, have cognizance of the subject presented, or are authorized to take action thereon.

Addresses in general.

(2) Applications for leave shall be addressed to those authorized to grant it. (Arts. 1528 and 1529.)

(3) Applications for duty, and requests for a modification or revocation of orders, shall be addressed to the Secretary of the Navy.

(4) An official appeal from an order or decision of the Secretary of the Navy, by an officer, shall be addressed to the President as the common superior, and be forwarded through the Department, except in case of refusal or failure to forward, when it may be addressed directly.

1502. (1) Letters shall be folded twice. All endorsements shall be numbered and dated, and be made upon the second or third fold of the letter or upon slips pasted to the third fold.

Folding, endorsing, etc.

(2) Endorsement slips, when used, shall be numbered and shall contain the name of the ship, station or place where written, the date, the number of enclosures, and a brief statement of the subject of the letter; and shall be securely pasted to the third fold of the papers to which they belong in the order of their numbers and dates, and care must be taken not to interfere with previous endorsements or receiving stamp impressions.

Endorsement slips.

1503. (1) Every person in the Navy making an official communication of any kind to any superior authority, other than his immediate commanding officer (except as provided for in article 1507, paragraph 2), shall send the same unsealed to his commanding officer, to be by him remarked upon and forwarded.

Official channels.

(2) Officers shall not sign nor forward informal communications, or such as are not prepared in accordance with these instructions.

Informalities.

(3) In forwarding letters, the forwarding stamp and endorsement of the superior officer shall be on the back and not on the face.

Forwarding stamps.

(4) No written communication shall be received as official which is not forwarded through the prescribed channels, and with the endorsements of the officers through whom forwarded.

Not official if improperly sent.

1504. (1) No letter of advice or transmittal shall accompany returns, requisitions, vouchers, and reports on prescribed forms which are complete in themselves when properly authenticated, and which do not require special explanation.

Letters of advice when unnecessary.

(2) When a ship not attached to a fleet is alone, the captain shall communicate directly with the Department; if not alone, through the senior officer present.

Captain acting singly.

(3) All periodical returns and requisitions (except such as are required to be transmitted by pay officers to the Auditor for the Navy Department and requisitions for supplies from ships within the limits of the United States), and all papers requiring the action of the commander-in-chief, shall be forwarded by captains to the chief of staff. The latter shall, if necessary, refer them to

Certain papers to go to the chief of staff.

the officers of the fleet staff concerned, who shall return them, with such remarks as are deemed appropriate, to the chief of staff for transmission by him to the commander-in-chief for disposition.

Correspondence when separated from commander-in-chief.

(4) When ships of a fleet are separated from the commander-in-chief, all periodical returns and, if information would otherwise be delayed, all reports, shall be sent directly to the Department through the senior officer present. Copies of reports shall be sent to the commander-in-chief.

(5) Captains of ships shall inform the commander-in-chief whenever, owing to urgency and to his remoteness, correspondence which would ordinarily pass through him is transmitted direct.

Ships at navy yard.

1505. (1) When ships are at a navy yard, correspondence in regard to all matters connected with the navy yard, shall be direct with the commandant thereof; and correspondence with the Navy Department, on matters connected with the yard, shall be through the commandant, unless otherwise specified.

Ships of a fleet or squadron at navy yard.

(2) When a ship attached to a fleet or squadron is at a navy yard, all required fleet reports shall be made directly to the commander-in-chief; and all correspondence with the Navy Department, in matters not connected with the navy yard, shall be through him, except when, owing to his absence, it would occasion undue delay, in which case such correspondence shall be through the commandant. (Art. 1504, par. 5.)

The formula, "By direction of the Secretary."

1506. (1) The employment of the general formula, "By direction of the Secretary," upon orders or communications, shall be discontinued, except by the Judge Advocate General, the chief clerk of the Department, and the official charged therewith in correspondence relating to pensions or records of service. When it becomes necessary for others in authority, in giving an order or making a communication, to refer to the direction of the Secretary, the reference shall be to a specified authorization.

Communications with other Executive Departments.

(2) All official correspondence between the Navy Department and its bureaus or officers, with other executive departments, except from officers serving temporarily under such departments, and excepting also correspondence in relation to accounts, pensions, or records of service, will be conducted by the Secretary of the Navy. (Art. 1042, par. 2.)

Official correspondence to be courteous.

(3) Official correspondence between officers of the Navy and officials of the public service must be courteous in tone and free from any expressions of a personal nature. Matters involving questions of jurisdiction, or conflict of authority, which can not be reconciled by correspondence between officers, must be referred, by officers of the Navy, to the Navy Department.

Absence of chief of bureau.

(4) In the actual absence of the chief of bureau, the communications, orders, bills, requisitions, and papers requiring his signature shall be signed by the acting chief of such bureau if one has been specially appointed by the President; but, if otherwise, then by the assistant; or, if there be no such assistant, then by the chief clerk of such bureau.

Correspondence between commandants and bureaus.

(5) Commandants of navy yards and stations shall correspond directly with the bureaus of the Navy Department concerning the work of their commands, subject to the limitations contained in article 1500, paragraph 3.

Navy yard correspondence.

1507. (1) All communications from the Department, or its bureaus relating to matters under the cognizance of a comman-

dant, and addressed to him, shall be recorded and indexed in his office. Such letters relating to one yard department only shall be forwarded by the commandant to the head of that department, and retained in his office. Unless otherwise directed letters relating to two or more yard departments shall be forwarded to the heads of such departments, by the commandant, and returned to him if so directed by his endorsement; otherwise retained, preferably, in the office last named, or in case of bureau letters, in the office of that bureau's representative. In case a letter, which is referred to one yard department only, shall be found to concern also another yard department or office, it shall be the duty of the head of the yard department to which it is referred to bring it officially to the attention of the head of such other yard department or office.

(2) Purely formal and perfunctory letters emanating from or intended for bureaus or yard departments, also letters of a purely technical character, which require no consideration or action by the commandant, shall be addressed to the official concerned, and sent direct to him. All other letters concerning yard departments shall be addressed to the commandant, who shall, in case he does not himself decide upon the matter, endorse and forward them to the official concerned. Heads of yard departments may, however, appeal to the Navy Department from a decision of the commandant.

Letters requiring no action by the commandant.

(3) When new work is duly authorized, a shipment or fresh business directed, or a requisition duly approved, the head of the department interested on board a ship in commission or the navy yard officials concerned shall communicate direct with all bureaus, officers, persons, or firms involved in the matter, in order to expedite the transaction of public affairs. Important messages sent by telephone shall be confirmed in writing.

In case of new work, head of department to communicate direct with bureaus, etc.

(4) It shall be the duty of every bureau and officer to refer promptly to the commandant, or to the captain of a ship in commission, any communication coming into his hands of which such bureau or officer thinks the commandant or captain should be cognizant and which, by inadvertence or otherwise, has not passed through the proper office although it should have so passed.

Communications to be referred to the commandant of which he should be cognizant.

(5) For purposes of record, papers forwarded by heads of departments or commanding officers shall always show, in the address, through what channels they are forwarded, i. e., "Direct" or "Via _____."

Papers to show channels through which forwarded.

(6) Endorsed bureau and other official letters, even if coming through a commandant, shall, unless otherwise ordered, be returned direct by the bureau's representative to the bureau or to the official in interest, in cases where the endorsement is purely perfunctory.

Bureau letters, when returned direct.

(7) The bureaus may communicate direct with their representatives at a navy yard on matters duly authorized and of which the commandant has knowledge.

Bureaus communicate direct.

(8) Papers which are forwarded to a commandant from points outside the yard, and which are by him forwarded to heads of departments or commanding officers to be simply "noted," or "copied and complied with," and "returned" to their source, shall be returned direct, unless the commandant otherwise orders, or unless some request, comment, suggestion, or recommendation is added requiring action by the commandant.

Papers "noted," etc., returned direct.

Papers which must pass through commandant's office.

(9) Recommendations as to new matters, requests for authority or those of any other nature, which are not the consequence of authority already given, and all papers not permitted by the Department (in these regulations, in general orders, or otherwise) to be sent direct, shall pass through the commandant's office.

Other papers to be forwarded direct.

(10) In communications between the Navy Department and a receiving ship, or ships in commission, notices concerning the transfer of men, changes of rating, authority to ship men, requests for filling vacancies in crews or in marine detachments, and all reports and returns relating to such men which require no action by the commandant, shall be forwarded direct and not through the commandant's office.

Letters concerning repairs.

(11) Letters from ships in commission at a navy yard asking for repairs or work shall be sent to the commandant through the head of the yard department concerned for compliance with article 924. All other communications, reports, etc., from ships in commission at a navy yard, shall be forwarded direct, except when otherwise required by these regulations. (Arts. 459 and 1505, par. 2.)

Receiving ships, barracks, and hospitals.

(12) The correspondence of the receiving ship, marine barracks, and naval hospital shall be conducted as if they were yard departments.

Papers containing varying views.

(13) Papers containing views or recommendations of heads of departments or commanding officers which are at variance shall not be forwarded by such officers to the bureaus concerned except through the commandant. In cases of this nature the commandant should decide the matter, if possible.

Orders, by whom and how signed.

1508. All communications, orders, bills, requisitions, and papers which by law or regulations are to be signed, approved, or forwarded by an officer commanding a fleet, division, or station, the commandant of a navy yard, the senior officer present, or the commanding officer of a ship, must be actually signed by such officer in his own proper handwriting; and in his absence, by the line officer next in rank and actually in command at the time.

Duplicates of important papers to be sent.

1509. Flag officers and others on foreign service shall forward to the Navy Department by different conveyances, duplicates, and, if necessary, triplicates of all important letters, stating at the top of each copy, in red ink, when and by what conveyance the original was sent.

Fleet correspondence.

1510. (1) Communications which only concern particular ships, which are not of interest to, and which do not require action by division commanders, such as papers dealing with individual enlisted men, etc., shall be forwarded by the commander-in-chief direct to the ship concerned and, if necessary, shall be similarly returned.

(2) Communications which simply require that they be noted, shall be returned direct to the commander-in-chief.

Summary court-martial records.

(3) Records of summary courts-martial which have been acted upon by the commander-in-chief, and which do not require correction or revision, shall be returned direct to the ships concerned. After publication they shall be forwarded direct to the Judge Advocate General.

Official mail to be opened by officer in command.

(4) When official mail is received on board any ship of the fleet, it shall be opened at once by the officer actually in command for the time being, and all papers requiring prompt action, shall be given immediate attention.

(5) Nothing herein contained shall be construed as authority for transmitting to the commander-in-chief direct any paper which should bear the endorsement of a division commander or senior officer present, or the contents of which should be known to such officers.

(6) The returns for any one month or quarter, including such annual or semi-annual ones as may be made at the same time, shall be held until all that are allowed the same period for preparation are completed, and then forwarded in accordance with these regulations and the Department's orders; those for which a longer time for preparation is allowed, if necessary, following the others. This does not refer to compass reports, coal-efficiency reports, or such other reports as should be forwarded as soon as completed.

Returns, how forwarded.

(7) All routine reports intended for the Navy Department which do not require action or comment by the commander-in-chief, and are not necessary for his information, shall (in the absence of the flagship) be forwarded direct to the Department by the senior officer present, or by the commanding officer, as specified herein, or by other competent authority.

Routine reports.

(8) Reports of inspection of vessels by division commanders shall be forwarded to the commander-in-chief, with a copy for his files.

Reports of inspection.

(9) Each duplicate report sent to the commander-in-chief shall be endorsed both at top of endorsement fold, outside, and at head of page inside, "Copy for commander-in-chief," and shall bear an endorsement signed by the commanding officer, or division commander, stating the date upon which the original was forwarded to its proper destination, and the port from which it was sent.

Duplicates to be endorsed.

(10) A copy of all requests for repairs and alterations, made by a commanding officer to the commandant of any navy yard, shall be furnished the commander-in-chief, and when authorized by the Department, a full report thereof shall be forwarded by the commanding officer to the commander-in-chief, including a statement of the time within which such repairs are to be completed.

Copies of requests for repairs.

1511. Whenever letters or documents in foreign languages are transmitted, they shall be accompanied, if possible, by translations.

Translations.

1512. An officer left in temporary command of a station, or of a fleet or division, shall subscribe himself and be addressed as "commanding" or "senior officer present," respectively, after the title of his rank. In the latter case the temporary incumbent shall so transact the fleet or division business that necessary copies and records shall be preserved in the files of the absent superior officer's flagship using the stationery of that vessel when practicable.

Titles of temporary command and preservation of correspondence.

1513. (1) All official communications from the Navy Department or other superior authority, dealing with any matter of ship's duty, shall be addressed to the commanding officer. He shall call upon the heads of departments concerned, if necessary, to prepare or assist in preparing for his signature, a suitable reply or endorsement. All official letters addressed to subordinates on board ship shall be forwarded through the captain.

Communications relating to ship's duty and subordinate officers.

(2) Commanding officers shall conduct and sign all correspondence with the Navy Department, their commander-in-chief, or other superior authority, relating to the efficiency or requirements of their commands. Letters of heads of ship departments upon such subjects shall be addressed to the captain, who may, as he deems

Correspondence of commanding officers.

best, either forward the original with a proper endorsement, keeping a copy of both letter and endorsement, or write a separate letter and retain the original in the ship's files.

Correspondence between subordinates.

(3) Official correspondence between subordinate officers of ships, navy yards, or stations, is forbidden, unless elsewhere specifically authorized herein.

Papers requiring official action.

(4) 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 endorsement or otherwise, in relation to every subject so submitted by themselves for decision.

Papers requiring no official action.

1514. The term "forwarded" may be affixed to such papers as are complete in themselves, and which do not require an expression of opinion from the office through which they are transmitted. Such papers may be transmitted under the endorsement of an officer of the personal staff, by direction of the commander-in-chief, the commandant, or the senior officer present.

Preservation of correspondence.

1515. (1) Officers shall enter in proper books copies of all official letters sent, and file and preserve all official documents received. The date of receipt and acknowledgement of every document shall be written on its face. In case of papers bearing endorsements, the receiving stamp shall follow the last endorsement or be on the last endorsement slip.

Permanent records of correspondence.

(2) Letter books, containing copies of all orders given and official letters written, and the original of all letters received on public service at each navy yard and shore station, by the commanding officer, shall be kept at such yard or station and preserved. Commanding officers may take copies of all orders or letters sent or received.

Completed records to be sent to Department.

(3) The official records of all boards, temporary offices, and ships in commission shall, when completed, be forwarded to the Navy Department.

Orders from commanders-in-chief.

1516. (1) Copies of orders and instructions issued by a commander-in-chief afloat, and all his official correspondence of public interest, shall be sent to the Navy Department.

Copies of orders to be sent to Bureau of Navigation.

(2) Whenever it becomes necessary for the commander-in-chief, the commandant of a station, the senior officer present, or the captain of a ship on detached service, to issue an order involving travel, or an order transferring an officer from one ship or duty to another, a copy of such order shall be forwarded immediately to the Bureau of Navigation by the officer issuing it. (Arts. 216 and 238.)

Reports of subordinates after battle.

1517. Reports from the executive and other subordinate officers, or from any other person, made to the commanding officer of a ship, after a battle or any important service, shall be forwarded to the Navy Department, and the commanding officer shall retain copies.

Returns.

1518. Officers required to make periodical returns and reports must keep themselves supplied with the necessary blanks by application to the proper bureau or office. In the absence of printed forms, they shall prepare the required returns in manuscript.

(2) Officers when serving abroad shall not send returns or other small official packages by express unless absolutely necessary; but when so sent, all parties concerned shall be advised.

Such express packages intended for the Department or any official thereof on or near the east coast of the United States shall be sent care of the United States Dispatch Agent, New York.

1519. (1) All communications received from a superior, except such as require neither action nor reply, shall be immediately acknowledged. (Art. 1525, par. 1.)

Orders to be acknowledged.

(2) Communications received by a bureau or office containing information a knowledge of which is necessary or would be useful to the Department or to its bureaus or offices, shall be immediately referred accordingly.

Communications to be referred when necessary.

1520. Orders and notices of a general or circular character, except such as are issued by commandants of shore stations, or commanders-in-chief or commanding officers afloat, to take effect within the limits of their respective commands, shall be confined to the following prescribed series, each issue of which shall bear a number, the numbers of each series to be consecutive:

Forms of orders to the service.

- (a) General Orders.
- (b) General Court-Martial Orders.
- (c) Special Orders.
- (d) Departmental Orders.
- (e) Navy Yard Orders.

1521. (1) General Orders shall include all orders of permanent application addressed to the naval service, ceremonial orders, commendations of persons in the service, changes in Navy Department publications, notices of information and of opinions of the Attorney General, statutes, etc. General Orders promulgating corrections to the Navy Regulations shall constitute a separate series, beginning anew with each edition of the book of regulations.

Details of orders.

(2) General Court-Martial Orders shall embody the action of the revising authority.

(3) Special Orders shall include orders of temporary application addressed to a part or whole of the naval service, and of such character that after being noted or complied with they may be destroyed.

(4) Departmental Orders are orders governing the personnel of the Department; if they are "starred" they are applicable also to the navy yards, etc.

(5) Navy Yard Orders are orders limited in their scope to the affairs pertaining to navy yards, etc.

(6) Departmental and Navy Yard Orders emanate from, and will be distributed by, the office of the Secretary.

1522. (1) All General Orders, except such as are issued by commandants of shore stations, or commanders-in-chief or commanding officers afloat, to take effect within the limits of their respective commands, shall issue from the Secretary's office. After signature by the Secretary printed copies shall be distributed by the Bureau of Navigation to commanding officers afloat for all officers under their command, and to commandants of shore stations for all officers borne on the books of the pay officer of the station. The record of all such orders, except General Court Martial, Departmental, and Navy Yard Orders, shall be in the Bureau of Navigation.

General orders.

(2) Commanding officers, afloat and ashore, receiving a package of such orders shall acknowledge their receipt to the Bureau

Distribution.

of Navigation, and shall be responsible for their proper distribution, as above stated. Commandants of navy yards and naval stations and pay officers in charge of navy pay offices shall submit to the Bureau of Navigation, on the first of each month, a statement of the total number of General Orders required for distribution, and all General Orders, Special Orders, and General Court-Martial Orders shall be promptly distributed upon their receipt.

(3) General and special orders shall not be delivered at the same time, nor be sent in the same envelope nor in the same mail with General Court-Martial Orders, which must be sent unaccompanied by orders of any other kind.

(4) Whenever the issue of a general order or notice, or any manual of instructions, drill, or routine, is required by the business of any bureau, it shall be the duty of such bureau to bring the matter to the attention of the Department, at the same time submitting a draft of the order, notice, or instruction proposed.

Notices to mariners, and coal notices.

(5) The above rules shall not apply to coal notices issued by the Bureau of Equipment, nor to notices to mariners, pilot or other charts, or sailing directions, which shall be issued by the Hydrographic Office.

Use of penalty stamp.

1523. In the transmission within the United States of official mail matter free of postage, the following rules shall be observed:

(a) Officers of the Navy and Marine Corps may send official mail matter between themselves, or to any of the Executive Departments, by using the penalty envelopes.

(b) Official mail matter may be transmitted under cover of the penalty envelopes by officers of the Government to private individuals.

(c) Any Department or office, entitled to use them, may inclose the penalty envelope with return address to any person from or through whom official information is desired, the same to be used only to cover such official information.

(d) The name of the department or proper designation of the office or officer shall appear in the upper left-hand corner of the address face of the envelope, and thereunder the words "Official Business;" in the upper right-hand corner shall appear the penalty clause. These endorsements may be printed, stamped, or written.

Foreign mail.

1524. Official mail matter addressed to foreign countries must be prepaid with postage stamps at the ordinary rates.

Telegrams to be acknowledged.

1525. (1) Cable messages or telegrams which convey orders requiring the movements of vessels, or instructions which call for investigation or report, must be acknowledged immediately by cable or telegraph.

Telegrams.

(2) The arrival in and departure from port of every vessel in commission, and other important information which should be known without delay, shall be promptly telegraphed to the Department (Bureau of Navigation) by the captain, the senior officer present, or, if within the limits of a navy yard or station, by the commandant. The same shall also be telegraphed by the captain to the commander-in-chief of the fleet or squadron to which the vessel is attached. (Arts. 173, 449, and 1500, par. 3.)

Use of wireless.

(3) All vessels equipped with wireless telegraphy shall make use of wireless telegraph stations, when practicable, for reporting arrival or otherwise communicating with shore stations.

(4) Upon arrival at a foreign port having cable communication with the United States, the senior officer present, or the captain of a single ship, shall immediately register his name and that of the vessels or vessel under his command at the cable office.

Address to be registered at cable office.

(5) Telegrams and cable messages sent at government expense shall be as brief as possible, and be worded so as to be intelligible without the use of punctuation marks. The sender shall sign his surname only, except in cases where initials or rank may be absolutely necessary. The Navy Secret Code shall be used when the information contained in the message should not be generally known, and when its use will reduce the number of words.

Economy in the use of telegraph.

(6) When brevity rather than secrecy is desired, the Western Union cipher code shall be used, when practicable to do so, in order to avoid unnecessary expense.

Western Union cipher code.

(7) The arrival of a vessel of the Navy at any port shall be reported by telegraphing her name, which will be interpreted, "The _____ has arrived at this port;" the intended departure of a vessel from port shall be reported by telegraphing the name of the port for which she is bound, which will be interpreted, "The vessel under my command is about to sail for _____." Should a flag or senior officer desire to report the intended departure of vessels other than the flag or senior ship, he shall telegraph the names of the vessels, followed by the names of the ports for which sailing, which will be interpreted, "The _____ is (or are) about to sail for _____." Should the whole fleet, squadron or division be sailing together, the word "fleet," "squadron," or "division," followed by the name of the port for which bound, will be interpreted, "The fleet (squadron, or division) is about to sail for _____." When no report to the contrary is received, telegrams of arrival and departure will be understood as conveying the information that all are well on board.

Telegrams of arrival or departure.

(8) All telegrams by cable or otherwise from officers shall be immediately confirmed by letter, quoting the text of the message and giving such additional information in relation to the subject as may be deemed essential.

Confirmation of telegrams.

(9) Officers shall endorse upon official telegrams sent by them within the United States, the words "Official business," and shall report any charge made in excess of the rates established by the Postmaster General for the current fiscal year.

Telegrams to be endorsed "Official business."

(10) The telegraph shall not be used when communication by mail will answer the purpose.

Telegrams not to be sent when mail will answer.

(11) Telegrams strictly personal, or for the convenience or in the interest of the sender, shall not be transmitted at government expense.

Private telegrams.

(12) Night messages shall be used whenever a message is not of sufficient importance to demand immediate transmission.

Night messages.

(13) The instructions contained in article 1507 et seq., covering written communications, shall be extended to official telegrams, subject to such accountability as the Department or bureaus may prescribe.

Addresses.

(14) The following cable and telegraphic addresses shall be used by all persons connected with the Navy:

Cable addresses.

For whom.	Address.
For the Secretary of the Navy	Secnav Washington.
For the Assistant Secretary of the Navy.....	Astnav Washington.
For the Bureau of Navigation	Bunav Washington.
For the Bureau of Equipment	Buquip Washington.
For the Bureau of Construction and Repair..	Bucon Washington.
For the Bureau of Medicine and Surgery.....	Bumed Washington.
For the Bureau of Supplies and Accounts ...	Busup Washington.
For the Bureau of Yards and Docks	Budocks Washington.
For the Bureau of Ordnance	Buord Washington.
For the Bureau of Steam Engineering.....	Buseng Washington.
For the Commandant of the Marine Corps ..	Marcorps Washington.
For the Office of Naval Intelligence.....	Navintel Washington.
For the Naval Attaché, U. S. Embassy, London, England.	Alusna London.
For the Naval Attaché, U. S. Embassy, Paris, France.	Alusna Paris.
For the Naval Attaché, U. S. Embassy, Rome, Italy.	Alusna Rome.
For the Naval Attaché, U. S. Embassy, Berlin, Germany.	Alusna Berlin.
For the Naval Attaché, U. S. Embassy, St. Petersburg, Russia.	Alusna St. Petersburg.
For the Naval Attaché, U. S. Embassy, Tokyo, Japan.	Alusna Tokyo.
For the Naval Attaché, U. S. Legation, Peking, China.	Alusna Peking.
For the Naval Hospital, Yokohama, Japan..	Navhosp Yokohama.
For the Commandant, Naval Station, Cavite, P. I.	Navstation Cavite.
For the Commandant, Naval Station, Culebra, V. I.	Navstation Culebra.
For the Commandant, Naval Station, Guam, Marianas.	Navstation Guam.
For the Commandant, Naval Station, Guantanamo.	Navstation Caimanera.
For the Commandant, Naval Station, Hawaii, T. H.	Navstation Honolulu.
For the Commandant, Naval Station, Midway.	Navstation Midway.
For the Commandant, Naval Station, Olongapo, P. I.	Navstation Olongapo.
For the Commandant, Naval Station, San Juan, P. R.	Navstation San Juan, P. R.
For the Commandant, Naval Station, Tutuila, Samoa.	Navstation Tutuila Samoa.
For the Naval Station, Sitka, Alaska.....	Navstation Sitka Alaska.
For the U. S. Dispatch Agent, London, England.	Usda London.
For the Assistant Treasurer of the United States at New York.	Subtreasury New York.
For the commander-in-chief or commander of a fleet or squadron.	His surname, the name of his flag-ship, and the place.
For the commanding officer of a vessel.....	The name of the vessel and the place.

Telegraphic addresses not cable.

For whom.	Address.
For the Secretary of the Navy.....	Secretary Navy, Washington, D. C.
For the Assistant Secretary of the Navy.....	Assistant Secretary Navy, Washington, D. C.
For the Chief of the Bureau of Navigation ..	Navigation, Navy Department, Washington, D. C.

Telegraphic addresses not cable—Continued.

For whom.	Address.
For the Chief of the Bureau of Equipment..	Equipment, Navy Department, Washington, D. C.
For the Chief of the Bureau of Construction and Repair.	Construction, Navy Department, Washington, D. C.
For the Chief of the Bureau of Medicine and Surgery.	Surgeon General, Navy Department, Washington, D. C.
For the Chief of the Bureau of Supplies and Accounts.	Paymaster General, Navy Department, Washington, D. C.
For the Chief of the Bureau of Yards and Docks.	Docks, Navy Department, Washington, D. C.
For the Chief of the Bureau of Ordnance....	Ordnance, Navy Department, Washington, D. C.
For the Chief of the Bureau of Steam Engineering.	Engineering, Navy Department, Washington, D. C.
For the Commandant of the Marine Corps...	Marine Corps, Washington, D. C.
For the Judge Advocate General	Judge Advocate General, Navy Department, Washington, D. C.
For the Superintendent of the Naval Academy, Annapolis, Md.	Naval Academy, Annapolis, Md.
For the Commandant of the Navy Yard, Portsmouth, N. H.	Navy Yard, Portsmouth, N. H.
For the Commandant of the Navy Yard, Boston, Mass.	Navy Yard, Boston, Mass.
For the Commandant of the Navy Yard, Brooklyn, N. Y.	Navy Yard, Brooklyn, N. Y.
For the Commandant of the Navy Yard, Philadelphia, Pa.	Navy Yard, Philadelphia, Pa.
For the Commandant of the Navy Yard, Washington, D. C.	Navy Yard, Washington, D. C.
For the Commandant of the Navy Yard, Norfolk, Va.	Navy Yard, Portsmouth, Va.
For the Commandant of the Navy Yard, Charleston, S. C.	Navy Yard, Charleston, S. C.
For the Commandant of the Navy Yard, Pensacola, Fla.	Navy Yard, Pensacola, Fla.
For the Commandant of the Navy Yard, Mare Island, Cal.	Navy Yard, Mare Island, Cal.
For the Commandant of the Navy Yard, Puget Sound, Wash.	Navy Yard, Puget Sound, Wash.
For the Commandant of the Naval Station, Narragansett Bay, R. I.	Naval Station, Newport, R. I.
For the Commandant, Second Naval District, Newport, R. I.	Commandant, Naval District, Newport, R. I.
For the Commandant of the Naval Training Station, Newport, R. I.	Training Station, Newport, R. I.
For the Commandant of the Naval Training Station, San Francisco, Cal.	Yerba Buena, San Francisco, Cal.
For the Commandant of the Naval Station, New London, Conn.	Naval Station, New London, Conn.
For the Commandant of the Naval Station, Port Royal, S. C.	Naval Station, Port Royal, S. C.
For the Commandant of the Naval Station, Key West, Fla.	Naval Station, Key West, Fla.
For the Commandant of the Naval Station, New Orleans, La.	Naval Station, New Orleans, La.
For the Commandant of the Naval Training Station, Great Lakes.	Naval Training Station, Great Lakes, North Chicago, Ill.
For the President of the War College, Newport, R. I.	War College, Newport, R. I.
For the Inspector of Ordnance in charge of Torpedo Station, Newport, R. I.	Torpedo Station, Newport, R. I.
For the Navy Pay Office, Boston, Mass.	Navy Pay Office, Boston, Mass.
For the Navy Pay Office, New York, N. Y.	Navy Pay Office, New York, N. Y.
For the Navy Pay Office, Philadelphia, Pa. . .	Navy Pay Office, Philadelphia, Pa.
For the Navy Pay Office, Baltimore, Md.	Navy Pay Office, Baltimore, Md.
For the Navy Pay Office, Washington, D. C. .	Navy Pay Office, Washington, D. C.
For the Navy Pay Office, Norfolk, Va.	Navy Pay Office, Norfolk, Va.
For the Navy Pay Office, San Francisco, Cal.	Navy Pay Office, San Francisco, Cal.

This article applies also to naval auxiliary vessels.

CHAPTER XXXIV.

LEAVE OF ABSENCE AND LIBERTY.

1526. Permission to leave the United States will be granted only by the Secretary of the Navy.

Permission to leave the United States.
Officers in chief command within the United States.

1527. The commander-in-chief of a fleet or squadron within the United States, or the commandant of a navy yard or station, shall not absent himself from his command for a longer period than one week in any successive three months, except by permission of the Secretary of the Navy.

1528. (1) The senior officer present, whether he be in command afloat or on shore, is authorized to grant leave of absence not exceeding ten days, exclusive of the time required to travel to and from the home of the applicant, to the officers and enlisted men serving afloat, except to those serving in the receiving and other station ships. During the temporary absence not exceeding twenty-four hours of the senior officer present, this authority continues in the officer who represents him and performs his duties.

Leave granted by the senior officer present.

(2) Leave of absence to officers of ships of a fleet while at a navy yard shall be granted by the senior officer of the fleet present at that yard.

Leave to officers of ships of fleet at navy yard.

(3) The commandant of a navy yard or station is authorized to grant leave of absence not exceeding ten days, exclusive of the time required to travel to and from the home of the applicant, to the officers and enlisted men attached to the yard or station, and to those serving in the receiving and other station ships; and in his absence this authority continues in the officer who succeeds him and performs his duties.

Leave granted by commandant.

1529. (1) The senior officer present shall indicate to captains of ships the extent of leave of absence which they may, without further reference to himself, grant to officers and enlisted men under their respective commands, due regard being had to practice and other regulations of the port.

Leave granted by captain.

(2) Leave to go beyond the immediate vicinity of the station or port shall not be granted to any person attached to a ship under sailing orders.

Not granted when under sailing orders.

(3) Every officer to whom leave is granted shall promptly report his return therefrom to the officer who granted it, giving the date of its commencement and stating the number of days of absence from station or duty, inclusive of travel time.

Return to be reported.

1530. (1) The actual number of days of leave received by officers under article 1528 shall be immediately reported to the Navy Department. The report shall not be forwarded until after the leave has expired and the officer has returned to his station and duty. It shall show the date the leave began and the exact number of days absent; no report shall be made for a fraction of a

To be reported to Department.
Contents of report.

day. The time required for an officer to travel to and from the place where his leave is spent shall be considered as leave, and shall be included in the report of days absent.

Leave from
duty abroad.

(2) If an officer is on duty abroad, or on a foreign station, and is granted leave for the purpose of visiting the United States, his leave begins from the date of his arrival therein, and expires on the date of his departure therefrom, and the dates of such arrival and departure must be reported to the Department.

Manner of
counting length
of leave.

(3) Leave of absence will be granted in terms of months and days, as "one month," "one month and ten days." A leave of absence begins on the day following that on which an officer departs from his station or duty. The day of departure, whatever the hour, is counted as a day of duty; the day of return as a day of absence. Leave for one month, beginning on the first day of a calendar month, shall expire on the last day of the month, whatever its number of days. Beginning on an intermediate day, the leave will expire on the day preceding the same day of the next month.

Officers to keep
account of leave
granted them.

(4) Officers of the Navy shall keep an account of all leave of absence granted them (exclusive of sick leave) and shall furnish a statement of such leave to the pay officers having their accounts, in order to insure their receiving the proper rate of pay when on leave, and to relieve the Auditor for the Navy Department from the necessity of checking their accounts when overpaid by the paymaster, which is frequently done when that officer is not aware of the total amount of leave to which the officer is entitled.

Leave on ac-
count of sick-
ness.

1531. (1) No commanding officer of a ship, fleet, or naval station shall grant permission to any person under his command to leave his station, or to return from abroad to the United States, on account of ill health, except upon the recommendation of a board of medical survey.

(2) Requests for leave or detachment on account of ill health, when forwarded to the Navy Department, must be accompanied by the report of a medical survey.

(3) Officers on sick leave in consequence of medical survey shall report the state of their health to the Department every fifteen days.

(4) When an officer not on duty applies for leave or for an extension of leave, on account of ill health, a medical board of survey shall be held, if practicable, and a report made to the Department; or, if that be impracticable, he shall forward the certificate of a reputable physician, stating that he is unable to perform duty, the nature of the disease, and its probable duration.

Restrictions of
leave.

1532. (1) In vessels having an ordnance officer, one of the three consisting of the executive officer, the navigator, and the ordnance officer, shall always be on board ready for duty. In other vessels the executive officer and the officer who succeeds him in his absence (art. 558, par. 2) shall not be out of the ship at the same time except on duty, or, under special circumstances, by the captain's previous permission. (Art. 237.)

(2) When there are two or more officers detailed for engineering duties, or two or more medical, pay, or marine officers, attached to a ship, one of each branch, in which there are two or more officers, must always be on board ready for duty unless

otherwise authorized, under special circumstances, by the captain's previous permission.

(3) If there are only two line officers attached to a ship, one must always be on board.

(4) Not more than one-half of the officers and crew shall be granted leave at the same time; and liberty parties shall be so selected as to leave on board an organized force that will be effective for any emergency.

1533. (1) The executive officer, and all officers senior to him in rank, shall make application for and report their return from leave to the captain. Those junior to the executive shall make application for and report their return from leave to him.

Application
for permission to
leave the ship.

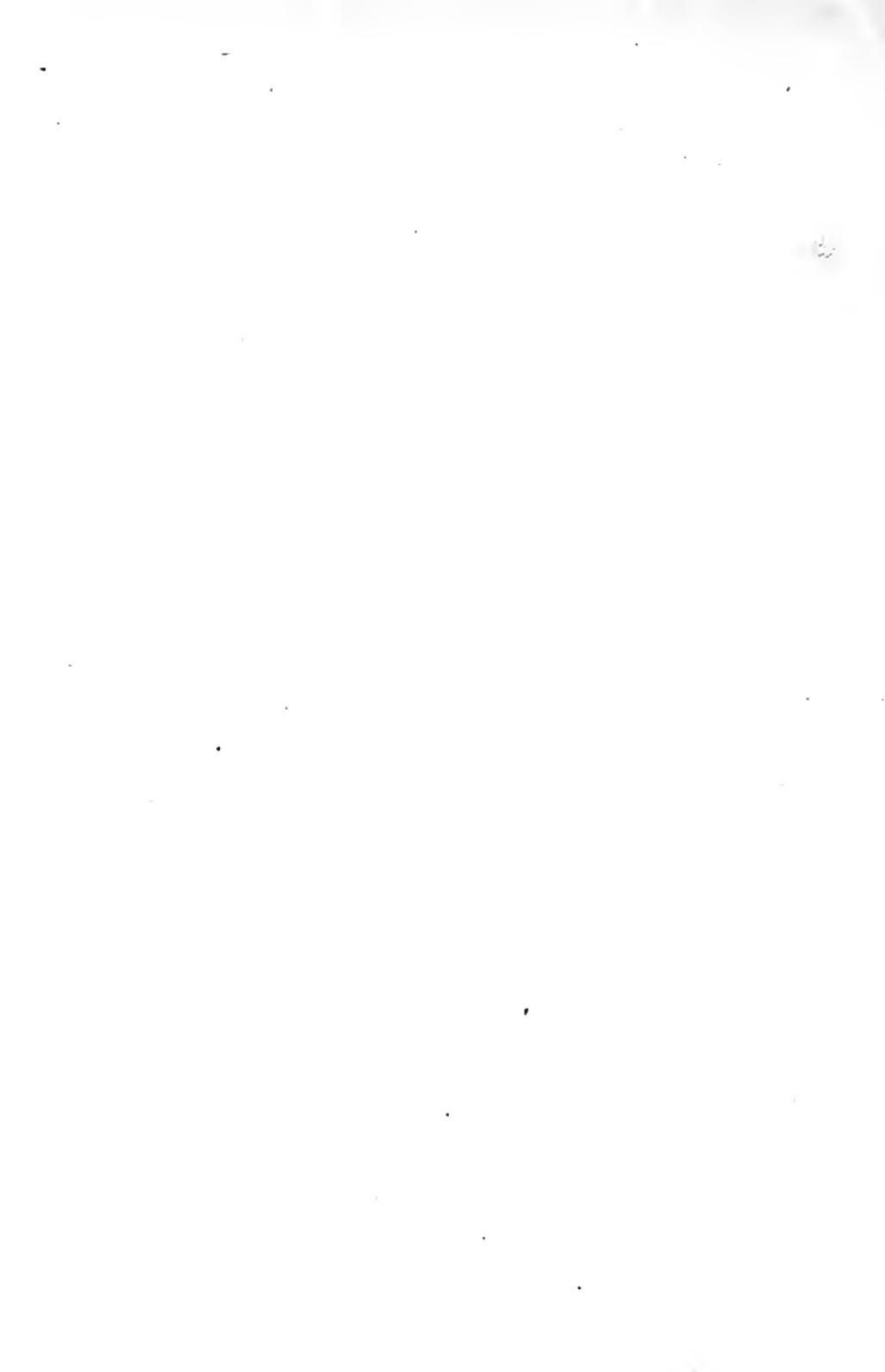
(2) No person attached to the vessel shall be allowed to leave the ship, except on duty, during coaling at any time.

1534. (1) When the sanitary or other conditions of the port do not render it inadvisable, and when authorized by the senior officer present, the commanding officer shall grant liberty to the enlisted men, but such liberty, or leave of absence, shall not be granted by other than the commanding officer.

Leave to en-
listed men.

(2) Leave shall not be granted to enlisted men who are in debt to the Government, unless the full amount of such indebtedness be deposited with the pay officer.

(3) Enlisted men shall be instructed that they must arrange, when on leave, so that they may have sufficient funds to enable them to return to their ships; recruiting officers will not furnish transportation for that purpose.



CHAPTER XXXV.

QUARANTINE AND PILOTAGE.

SECTION 1.—QUARANTINE.

1585. (1) Captains of ships shall, on entering a port, foreign or domestic, comply strictly with all its quarantine regulations. **Regulations complied with.**

(2) They shall, whether liable to quarantine or not, afford every facility to visiting health officers, and give all the information the latter may require. **Facilities for health officers' visits.**

(3) Should doubt exist as to the regulations of the port, no communication shall be held with the shore, with boats, or with other ships, until a sufficient time has elapsed to allow of the visit of the health officer. **When doubt exists as to quarantine regulations.**

1586. (1) Should a naval vessel arrive in port with an infectious or contagious disease on board, or should such disease break out while lying in port, the fact shall be at once reported to the commander-in-chief or senior officer present; the captain shall hoist the quarantine flag and prevent all communication liable to spread the disease elsewhere until pratique is received. **Duty of captain when infectious disease exists.**

(2) In order to check the spread of such disease on board ship, he shall arrange with the authorities of the port for the care and treatment of patients on shore or on board a hulk.

(3) If at sea in company with other ships, and an infectious or contagious disease exists or appears on board, he shall keep the quarantine flag flying as long as it lasts, and shall do all in his power to prevent its dissemination.

1587. (1) In boarding arriving vessels, care shall be taken not to violate the rules of the port; and in case they are subject to quarantine, the boarding officer shall, if possible, obtain the information required without going alongside. **Caution in regard to boarding vessels.**

(2) Vessels at sea that come from a suspected port, or have any cases of infectious or contagious disease on board, or do not have a clean bill of health, or are otherwise liable to quarantine, shall not be boarded, unless it be absolutely necessary, and the fact of such communication, when it occurs, shall be reported on arrival in port to the health officer. **Boarding vessels at sea.**

(3) No concealment shall be made of any circumstances that may subject a ship of the Navy to quarantine. **No concealment of facts.**

SECTION 2.—PILOTAGE.

1588. (1) Captains may employ pilots whenever, in their judgment, such employment is necessary. (Art. 509.) **Employment of pilots.**

(2) When pilots are employed, they shall not be called on board until the ship is ready to proceed to sea; nor, when coming from

sea, shall they be kept on board after the ship has reached her destination.

Licensed pilots to be employed. (3) Preference shall be given to licensed pilots and they must not be paid more than local rates.

Coast pilots. (4) Coast pilots shall not be employed except by special authority from the Navy Department, and when employed are not to be paid local pilotage.

Pilot does not relieve ship's officers from responsibility. (5) A pilot is considered merely as an adviser to the captain, and his presence on board a naval vessel shall not relieve the captain, or any of his subordinates, from full responsibility for the proper performance of the duties with which they, or any of them, may be charged concerning the navigation of the ship.

CHAPTER XXXVI.

TRANSPORT SERVICE.

SECTION 1.—ON BOARD NAVAL VESSELS AND ARMY TRANSPORTS.

1539. General officers of the Army, when ordered to take passage in a ship of the Navy, will live with the commander-in-chief, if one is embarked in the same ship; otherwise, general officers and all field officers by commission above the rank of major will live in the apartments of the captain. Other commissioned officers of the Army will live with the wardroom or junior officers according to rank. This quartering shall not interfere with the sleeping apartments of the officers of the ship.

Apartments of
army officers
taking passage
in a ship of the
Navy.

1540. When officers of the Army are embarked with troops in a ship commanded and officered by officers of the Navy, the latter shall occupy the apartments allotted to them, and separate accommodations shall be provided for the use of the officers of the Army and those under their command. The officers of the Army shall mess together, and not with the officers of the Navy, unless otherwise agreed upon with the sanction of the captain of the ship and commanding officer of the troops.

Apartments
and mess of
army officers
taking passage
in a transport.

1541. (1) When any land troops, regular or volunteer, are embarked in a naval vessel for duty therein, they shall, until detached, be subject to the laws for the government of the Navy, and to the regulations of the ships, in the same manner as marines. (Art. 332.)

Troops on
board naval
ships for duty.

(2) Whenever such troops are embarked for transport only, they shall be subject to the laws for the government of the Army instead of those for the Navy, but shall nevertheless be subject to and obey the regulations of the ship; and any offender may, while on board, be confined by the captain of the ship.

Troops for
transport only.

(3) Enlisted men of the Army, while being transported in a naval vessel, are liable to their proportionate share of police and guard duty whenever the commanding officer shall deem it advisable to divide those duties between the enlisted men of the Navy and those of the Army on board. They may also be called upon, but only in case of emergency, to perform such duties as their knowledge and skill may permit.

Enlisted men
of Army to do
police and guard
duty.

(4) Enlisted men of the Navy and Marine Corps, while being transported in an army transport, are subject to the transport regulations, and are liable to their proportionate share of police and guard duty whenever the commanding officer of troops shall deem it advisable to divide those duties between the enlisted men of the Army and those of the Navy and Marine Corps on board. They may also be called upon, but only in case of emergency, to

Enlisted men
of Navy and
Marine Corps on
board army
transport.

perform such duty as their knowledge and skill may permit. All orders to seamen and marines, when embarked on board a transport, shall, as far as possible, be given through their own officers and petty, or noncommissioned, officers.

Offenders may be placed in either naval or military custody.

1542. The captain of the ship shall have full power, on his own authority, to order an offender, whether officer or soldier, to be placed in either naval or military custody or he shall consider most desirable; but in all cases where an offender is to be disembarked for trial by military authority, he shall be placed in military custody on board the ship.

Army court-martial not to be held on board.

1543. No army court-martial shall be held on board any naval vessel in commission, nor shall officers in charge of troops embarked order any public punishment or confinement in irons to be inflicted on board without the previous approval of the captain of the ship.

Orders to troops to be given through their own officers.

1544. All orders to troops when embarked shall, as far as practicable, be given through their own officers and noncommissioned officers, and the captain of the ship shall bear in mind that although the discipline of all on board is under his entire control, he is nevertheless to leave the troops to the management of their own officers so far as may be consistent with the order and discipline of the ship.

Comfort and welfare of the troops.

1545. (1) In matters connected with the comfort and welfare of the troops embarked, the captain shall give due weight to representations from the army medical officer in charge, conveyed to him by or through the commanding officer of the troops.

Troops unaccompanied by medical officer.

(2) When troops are embarked, unaccompanied by a medical officer, the captain of a ship shall direct the senior naval medical officer to give them such professional attention as may be required.

SECTION 2.—RULES FOR NAVAL CONVOY OF MILITARY EXPEDITIONS.

1546. The following rules for naval convoy of military expeditions, prepared by the Army and Navy Joint Board, shall be observed:

Purchase, charter, etc., to be controlled by Army.

(1) All matters relating to the purchase, charter, fitting out, equipping and maintenance of transports, engaging their officers and crews and providing rules for their government, their interior discipline and administration, shall be controlled by the Army.

Distilling apparatus and distilling ships.

(2) If practicable, all transports carrying troops or animals shall be supplied with distilling apparatus, adequate for the supply of water required. As a reserve in case of emergency, a distilling ship, furnished by the Navy, shall, if practicable, accompany each convoy.

Loading transports to be in charge of Army.

(3) All matters relating to the loading of the transports with troops, animals or stores and the quota or cargo to be assigned each vessel will be under the charge of the Army.

Discharging troops from transports, and their transfer to shore.

(4) The discharging of troops, animals and stores, from the transports into the boats will be under the charge of the Army; and their transfer in boats to the shore will be under charge of the Navy, at such time and in such order as the army commander directs.

Appointment of convoy commander.

(5) An expedition over-sea which requires naval convoy being decided upon, as soon as the transports begin to assemble at the rendezvous, a naval officer of suitable rank shall be appointed as

convoy commander, and be supplied with information concerning the strength of the expedition and its proposed objective.

(6) He shall be given by the army authorities facilities for inspecting the transports as they assemble for the purpose of ascertaining if they are properly fitted with ground tackle, boats, lines, and all equipment necessary for the proper management and control of the convoy while in transit and while disembarking men and animals under the conditions which will probably be met. Deficiencies in this direction shall be by him called to the attention of the proper army authorities.

Convoy commander to inspect transports.

(7) In case of a failure to remedy such deficiencies, if in his opinion such neglect would threaten the safety of the convoy or the success of the expedition, he shall certify the fact to the army commanding officer, who, if in his judgment it is impracticable to remedy such deficiencies, shall so inform the naval convoy commander in writing.

Failure to remedy deficiencies.

(8) A naval lieutenant and a junior or warrant officer and four quartermasters or signalmen for each transport and supply vessel under convoy shall be supplied by the Navy Department, and shall be detailed by the naval convoy commander to the vessels when they are ready to proceed to the anchorage determined upon as the final rendezvous for departure. Means of making flag, hand semaphore, and wigwag signals by day and night shall also be provided by the Navy Department.

Naval complement on transports and supply vessels. Signals.

(9) The orders as to the destination of convoy and time of sailing shall be issued by the army commanding officer under the authority of the War Department and communicated to the naval convoy commander. Should circumstances arise after sailing which render a change in plan or destination necessary or desirable, which change it is not practicable to refer to higher authority, the army commander shall, after consultation with the naval convoy commander, decide as to such change.

Orders as to destination, etc., issued by army commanding officer.

(10) The naval convoy commander shall have control of all movements of the convoy and shall establish all orders of sailing and formation. He shall make provision for emergencies, such as an attack by an enemy or dispersion of the convoy by weather or other circumstances. He shall make his subordinates, placed on the transports and supply vessels, familiar with his dispositions and plans.

Control of movements of convoy.

(11) Should the transports be separated from the conveying vessels by accident or design, the senior naval officer present and on duty shall take charge of the convoy and control its movements in accordance with the plans of the convoy commander.

Transports separated from convoy.

(12) The senior naval officer attached to a transport or supply vessel shall, under the authority of the naval convoy commander, and in obedience to his orders and signals, control entirely the movements of the vessel in which he is embarked, including her anchorage.

Senior naval officer on transport to control movement of vessel.

(13) He shall have no other authority on board. The master and officers of the vessel shall perform their navigation duties affecting her speed and movement under his direction, and should there be any opposition to or interference with his authority in any way he shall call upon the commanding officer of troops on board, who shall take such steps with the force under his command as may be necessary to enforce the authority of the naval officer attached to the vessel.

Duties of naval officer, and of master and officers of transports.

Plans of landing; naval assistance; placing of transports, etc.

(14) The plans of landing will be decided upon by the army officer commanding, who will consult with the naval convoy commander as to naval assistance, such as the covering and protection of the landing by the artillery of the men-of-war, and use of naval boats. This assistance the naval convoy commander will render to the fullest extent practicable and with the sole object in view of assisting to the utmost the plan of campaign of the army commanding officer. After the order of landing is made known to him, the naval convoy commander will, in accordance therewith, control the placing of the transports and supply vessels for disembarking their troops, animals, munitions, and stores, and will control their withdrawal, when discharged, to the harbor or anchorage selected.

Army commanding officer to be embarked in flagship of convoy commander.

(15) It is deemed desirable that the army commanding officer shall, if convenient, be embarked in the flagship of the naval convoy commander. If not convenient, the army commanding officer's transport should be out of the formation and near the flagship of the naval convoy commander, in order that communication between them may be readily had at any time, and in this case the senior naval officer assigned to transports should be embarked in the same transport as the army commanding officer.

CHAPTER XXXVII.

SHORE STATIONS.

SECTION 1.—GENERAL ADMINISTRATION.

1547. (1) The commandant of a navy yard shall, under the direction of the Secretary of the Navy, exercise entire control over every department in the yard, and will be held responsible for the preservation of all buildings and stores contained therein, of all vessels in ordinary, and for the judicious application of all labor. (Art. 221, par. 1.)

General duties of commandants of navy yards.

(2) He shall see that all officers and others under his command, and all employees, perform their duty faithfully and efficiently, and that all returns and reports are made in the time and manner prescribed.

To require duties to be properly performed.

(3) He shall report to the Navy Department, Bureau of Navigation, any death of an officer or enlisted person that may occur at the station under his command (art. 1143); and shall report to the Secretary of Commerce and Labor, through official channels, all accidents and injuries to civilian employees, including artisans and laborers, that occur at said station. (Act of May 30, 1908; art. 1584, par. 2.)

To report deaths, accidents, and injuries.

(4) He shall see that no materials of any kind are diverted from their original use, except for proper purposes, and that no mechanic or other employee does any work during working hours, except for public purposes; and none of the machinery plant or other government appliances shall be used in doing work for private parties, except in cases of emergency or when authorized by the Department.

Not to allow improper use of labor or material.

(5) He shall not make any alterations in the prescribed assignment of buildings of the yard, nor permit the purchase of stores or the sale of any articles, scraps, or chips, condemned or otherwise, unless authorized by the Department.

Not to make alterations in yard, or sell or buy without authority.

(6) He shall approve all pay rolls after satisfying himself of their correctness.

To approve pay rolls.

(7) He shall keep posted for at least three months in a conspicuous place a copy of every General and Special Order received.

To post orders.

(8) He shall report promptly to the Department by telegraph or wireless the departure and arrival of all ships of the Navy. (Art. 1525.)

To report movements of ships.

(9) He shall make to the Secretary of the Navy reports on the fitness of officers, as required by articles 246 and 247.

To report on fitness of officers.

1548. No new work shall be undertaken at a navy yard or station except on departmental authorization addressed to the commandant, or by the commandant himself in virtue of article 1254, paragraph 4, and article 1263, paragraph 4. (Art. 3, par. 2a.)

Authority for new work.

Erection of buildings at navy yards or naval stations.

1549. No buildings other than those authorized and for which appropriation has been made by Congress shall be erected upon public lands at any navy yard or naval station, nor shall a commandant grant permission to any persons, other than those duly and officially authorized, to reside in, occupy, or use any building or portion thereof upon such public lands. If, for special and exceptional reasons, modification of this regulation is recommended, the matter shall be referred to the Department with a full statement of the reasons therefor.

Succession to command.

1550. (1) In the absence of the commandant, the line officer next in rank, not restricted by law to the performance of engineering duties, shall become the acting commandant, and shall exercise, for the time being, the authority of the commandant, both ashore and in respect to ships in commission at the yard, as prescribed in article 1557.

(2) The captain and officers of a receiving or station ship at a navy yard or station shall not be considered as on duty in the yard or station, so far as succession to temporary command is concerned; nor shall they exercise authority therein, but shall be subject in all respects to the orders of the commandant or acting commandant of the yard.

Fire regulations.

1551. (1) The commandant shall establish regulations to guard against accidents from fire in the ships and buildings within the yard.

Lights and fires.

(2) Lights and fires on board ships permanently at the yard shall be extinguished at the same hours as on board ships in commission for sea service.

Smoking.

(3) Smoking shall not be allowed in the yard outside of the officers' quarters except by the commandant's special permission.

Fire department.

(4) He shall cause the fire department to be organized for day and night work, and exercised at least once every month, both by day and night. Where the organization is not deemed sufficient to control a fire in the yard, either by day or by night, he shall make such arrangements with the local municipal authorities as will insure a prompt response to any call for aid.

Fire alarm.

(5) The alarm of fire shall be given by ringing the yard and ships' bells and firing a gun.

Fires outside of yard.

(6) He may direct the fire alarm to be sounded for a fire in the immediate vicinity of the yard, and the engines and other apparatus may be sent to such fires, but they shall be kept under command of their own officers.

Precautions to be taken at night.

1552. (1) The gates of the yard shall be closed at sunset, and no strangers shall be admitted after that time, unless they come to visit officers in the yard or on board ships lying thereat.

The countersign and watchword.

(2) The watchword for the night and the countersign shall be issued only to such persons as the commandant may direct.

Equipment of ships to be in charge of commandant.

1553. When a ship is ordered to be fitted out at a navy yard, the fitting out shall be under the direction of the commandant, in conformity with general regulations and established allowances.

Accounts to be opened.

1554. When the commandant is directed to build, fit out, or repair any ship, or to construct any building, or to make any improvement at a yard, he shall cause an account to be opened against such ship, building, or improvement, debiting it with the cost of the labor and of the different materials used, detailed reports of which shall be forwarded to the proper bureau when the objects are completed.

1555. No alterations shall be made in the hull, boilers, machinery, or the dimensions or arrangements of masts, boats, or other equipments of any ship which may be ordered for repairs or equipment, without the previous sanction of the Department; but if, in the commandant's opinion, any change can be made to improve the qualities of a ship, or increase the accommodations of her crew, he shall report the same to the Assistant Secretary of the Navy, giving his reasons for recommending alterations and forwarding estimates of the probable increase of expense.

Alterations.

1556. (1) When ships are being built or refitted for service at a navy yard, the proper scuttles and manholes shall be so arranged that easy access may be had to all parts of the double bottoms and to spaces below the fire room, magazine, and other floors; and the commandant shall require that these, and all compartments and other spaces where dirt, shavings, or filings can accumulate, shall be cleaned out frequently, and particularly that all parts are thoroughly clean and free from foreign matter before any paint or cement is applied.

Precautions in building or repairing ships; access to bilges.

(2) The provisions of this article shall be carried out whenever a ship is being prepared for commission; and the commandant shall appoint a board, to consist of the captain of the yard, an engineer officer of the yard, a medical officer, and a naval constructor, who shall, before the ship is turned over to her captain, make a careful personal examination and inspection of every part of her interior and especially of the double bottom, and of every compartment, the spaces below the fire rooms, magazines, chain lockers, holds, and water tanks, and the shaft alleys, and shall see that such spaces are free from all foreign matter and are properly protected with cement or paint; and the board shall report in detail the result of their inspection and that the ship is ready to receive her outfit and stores.

Ships to be thoroughly cleaned and inspected before commission.

(3) When the ship is ready for her officers and crew, and before she is commissioned, the commandant shall furnish the officer ordered to command with a copy of the above report of inspection.

Captain of ship to be furnished with copy of report.

(4) The captain shall be furnished with all the plans necessary to a complete understanding of all parts of the ship and her more important fittings.

Plans to be furnished captains of ships.

1557. (1) Receiving and other ships permanently attached to a navy yard or station shall be in all respects subject to the control of the commandant.

Ships in commission at a navy yard.

(2) Cruising ships of the Navy in commission at a navy yard for any purpose shall, from arrival to departure, be under the command of the commandant, who shall limit the exercise of such command to matters pertaining to the service for which the ship is at the yard, and to the enforcement of the police and fire regulations of the station. (Art. 1696, par. 3.)

Cruising ships.

(3) When officers attached to cruising ships in commission at a navy yard are required by the commandant for service on courts or boards at the yard or on board of other ships, they shall be detailed by the senior officer or officers present in command of such ships, upon the request of the commandant. (Art. 1677.)

Officers as members of courts or boards.

(4) Ships in waters adjacent to a navy yard, although within signal distance, are not under the command of the commandant of the yard, unless so placed by a special order of the Navy Department.

Waters adjacent to a navy yard.

Flag officer shifts his flag.

(5) An officer commanding a fleet, squadron, or division, shall, when practicable, shift his flag to some other ship of his command before sending a flagship to a navy yard. (Arts. 312 and 375.)

Transfer of crew.

(a) He may, if necessary for temporary service in other ships of his command, detach officers and men, not exceeding one-half of the complement present, from a ship of his command at a navy yard; and such orders for transfer or detachment shall be sent through the commandant of the yard.

Orders to vessel at navy yard.

(b) He shall send all orders affecting the movements or status of a vessel under his command at a navy yard through the commandant, who shall, if they conflict with his instructions from the Department regarding the vessel, return the orders to the officer issuing them, with a statement of his reason for so doing.

Ships in commission under repair.

1558. (1) No ship in commission shall be repaired at a navy yard except as provided in articles 917, 918, 919, and 1254, par. 4.

Crew moved to other quarters.

(2) When a ship in commission is about to receive extensive repairs, her officers and crew may, during such repairs and if the commandant deems it necessary, be moved to some other ship or quarters, which shall be kept in good order in all respects by the persons using them.

Ships about to go out of commission.

1559. (1) When a ship is transferred to the commandant of a yard at the expiration of a cruise, he shall have all the supplies and outfit in the several departments delivered into the charge of the proper officers and duly surveyed, and he shall require officers in charge of supplies to superintend their removal.

Orders of detachment not delivered until regulations complied with.

(2) The orders detaching officers shall not be delivered until the vessel's battery and entire ordnance equipment have been surveyed by a special board composed of the ordnance officer of the navy yard, the ordnance officer of the vessel, and an officer from the Bureau of Ordnance; and the supplies and equipment have all been landed; the crew transferred or paid off; the ship ready to be turned over to the yard; and all regulations fully complied with. (Arts. 613, 648, 865, and 1206.)

Officers to report to commandant if orders not delivered.

(3) Should a vessel be placed out of commission before the orders of detachment of one or more of her officers have been delivered, in pursuance of the preceding paragraph, such officers shall immediately report to the commandant for temporary duty at the navy yard or station, in connection with the vessel to which they were lately attached, and the Department shall be immediately informed.

Captains to point out deficiencies.

1560. The commandant, whenever a ship is placed in his charge for repair or equipment, shall require her captain to point out any defects or deficiencies he may discover, and to store, equip, move, and secure such vessel, and prepare her equipment whenever it can be done to advantage.

Crew assisted in equipping.

1561. (1) Ships at a navy yard shall be moved only by the authority of the commandant. (Art. 1566, par. 6.)

Moving and mooring ships.

(2) When a ship at a navy yard is moved for repairs, the expense involved by reason of the employment of hired labor or tugs for such purpose shall be paid by that department which requires the ship to be moved.

Docking and undocking.

1562. (1) When docking a ship in commission, the commanding officer shall have immediate charge until the bow of the ship reaches the dock sill and the vessel is fairly pointed for going into dock. The naval constructor or his assistant shall then take charge and complete the docking of the ship, being assisted, as far

as possible, by those on board. In undocking, the naval constructor shall have charge until the bow of the ship clears the dock sill, when he shall turn the ship over to the commanding officer.

(2) The captain of the yard shall furnish tugs and such other assistance as may be needed in handling the ship.

Tugs.

(3) In docking or undocking ships not in commission, the same rules shall be observed, except that the captain of the yard or his assistant shall have immediate charge of the vessel to be docked.

Ships not in commission.

(4) While in dock, the captain of the ship, if she be in commission, shall be responsible for the proper closing overnight of all openings in the ship's bottom upon which no work is being done. The naval constructor and senior engineer officer of the yard shall be responsible for the closing, before the end of working hours, of all valves and openings upon which work is being done in their respective departments, when such closing is practicable. In the case of ships in dock not in commission, the naval constructor and senior engineer of the yard shall be responsible for the proper closing of all openings in the bottom of the ship within their respective departments. In all cases where practicable, such openings shall be closed before the workmen leave the yard for the night.

Responsibility while ship is in dock.

(5) In all cases, the naval constructor shall notify the commanding officer before letting in water preparatory to undocking the ship, and before having the dock valves opened must receive a report from the commanding officer that all sea valves or other openings in the bottom of the ship are properly closed.

Before flooding dock.

(6) For ships not in commission the same precautions shall be observed, except that the senior engineer of the yard shall be notified when a ship is to be undocked and shall report to the naval constructor when all valves or other bottom openings in his department of the ship have been closed, and shall have men stationed at such valves while the ship is going out of dock. The naval constructor shall cause all other sea valves or openings to be carefully closed and men stationed at them until the ship has been floated out of dock.

Precautions in case ship is not in commission.

(7) In docking ships, the naval constructor or his assistant must remain in charge until the ship has been properly landed and bilge blocks hauled.

Naval constructor in charge.

(8) While in dry dock, the commanding officer of the ship shall see that no refuse or garbage from the ship is placed in the dock.

Refuse.

1563. (1) In making repairs to, or during other work on ships in commission, the services of the crew shall be utilized as far as practicable.

Crew to aid in work when practicable.

(2) No work shall be undertaken by a ship's mechanics in any shop of a navy yard except upon a written memorandum request from the executive or from a commissioned officer of the ship requiring the use of tools, or shop facilities, which officer shall be fully authorized by the commanding officer of the ship concerned to make such request. This memorandum request must be approved before the work begins by the head of the yard department to which the shop belongs, or by one of his assistants properly authorized.

Authority of ships' mechanics to work in shops.

(3) All men sent to perform work in shops shall be in charge of an officer or a competent petty officer. The one in charge shall be provided with an order or statement in writing from the head

Party to be in charge of petty officer.

of the department on board ship to which he belongs, which shall be his credentials to show that he is the one who is to take charge of and to perform the work.

Mechanics must be competent.

(4) No one shall be sent from a ship to perform work in any shop of the yard, the permission for which may have been granted, who is not fully competent to do the work on which he is detailed.

Use of material.

(5) No material of any kind, not even scrap, is to be used by ships' mechanics without the permission of the foreman, quartermaster, or leading man in charge of shop in which the work is to be done.

Passes.

1564. (1) Captains of ships in commission and heads of departments of navy yards shall be provided with uniform pass books in which each pass shall have a stub. Passes and stubs shall be numbered consecutively, and the book with stub shall be preserved as a part of the official record of the ship or department.

Ship's seal.

(2) They shall also be provided with seals. A ship's seal shall bear the name of the ship, and navy yard department seals shall be characteristic of the bureaus they represent.

Duty of officer of the guard.

(3) In order that the following system of passes may be rigorously observed, the officer of the guard shall be provided with a stamp, which shall indicate "date and gate;" this stamp on a pass shall constitute his visé. It shall be his duty to acquaint himself thoroughly with the signatures of the heads of departments, officers of the yard, and executive officers of ships.

Public property.

(4) Public property of any character must be accompanied with a public pass, which shall be on blue paper. This pass must bear the signature of the head of the department to which the property belongs, or of one of the commissioned officers attached thereto; also, its official seal. No other person will give a public pass. The pass must be presented to the officer of the guard on duty for his visé, before the articles named therein can be passed through any gate of the yard or over its water front. It shall be the duty of the noncommissioned officer, or watchman, at the place of authorized exit, to examine the visé as to the correctness of date; he shall then compare the pass with the load to check the number of packages or articles, and, if correct, he shall endorse the pass accordingly, adding his signature to the endorsement, and the load shall be permitted to go out. The pass shall be turned in to the officer of the guard.

Passes to be sent to captain of the yard.

(5) The passes deposited in the officer of the guard's office shall be transmitted daily by him to the captain of the yard, at the beginning of office hours on the day following their receipt. It shall be the duty of the captain of the yard to scrutinize the passes as to the observance of the foregoing details, and, if correct, to send them to the offices from which they originated. In these offices they shall be compared with their respective stubs, and filed for future reference. All irregularities shall be reported at once to the commandant. The stub and pass shall bear, for purposes of identification, a reference to the proper inspection report in the case of rejected supplies, or to the bill of lading, or other record of shipment, in the case of shipments.

Private property of yard officers.

(6) Private property of officers at the yard, not accompanied by an officer himself or a member of his family, must be exhibited as such on a private pass, which will be signed by the officer. All private passes shall be on uniform blanks, printed on white paper and when taken up shall be turned in to the officer of the guard.

(7) Private property from ships in commission at navy yards must be accompanied with a pass signed by the executive officer or officer of the deck, and stamped with the seal of the ship. These passes shall be returned to the ship for comparison with the stub, and filed for reference. Private property from ships.

(8) Signing passes in blank is positively prohibited. Every pass must state the exact number of packages covered thereby. Every public pass must state also the contents of the packages.

1565. Commanding officers of shore stations, other than working yards, shall be governed by the provisions of this chapter so far as applicable. Shore stations other than navy yards.

SECTION 2.—CAPTAIN OF THE YARD.

1566. (1) There shall be attached to each navy yard as captain of the yard a line officer not restricted by law to the performance of engineering duties, who shall be the aid or executive of the commandant. Personally.

(2) Where there is no civil engineer he shall be charged with the special duties pertaining to that officer. Special duties.

(3) He shall have direct charge of the police and the enforcement of police and fire regulations, and of yard tugs and the crews thereof. General duties.

(4) He shall have control of the fires and lights in the workshops, and shall satisfy himself after working hours that there is no danger from fire during the night. Fires and lights in workshops.

(5) He shall inspect daily the condition of the engines and all apparatus for subduing fires, informing the commandant at once of any deficiencies; and shall at least once a month report in writing their actual condition. Inspection of fire department.

(6) He shall have immediate charge of the moving and mooring of vessels in ordinary. He shall visit and observe all parts of the navy yard and its establishments and shall make such report as will enable the commandant to be fully informed as to the working of the various parts of the station under his command. Executive duties.

(7) A regular journal shall be kept under his direction, which he shall sign and submit monthly to the commandant for his approval. In it shall be entered the reporting for duty or detachment of officers, the arrival, departure, commissioning, or placing out of commission of ships of the Navy, the arrival and departure of vessels with stores of any kind for the yard, the number of mechanics and others employed, the hour of docking or undocking any vessel, and the other principal transactions of the yard, together with a daily meteorological record. Journal.

(8) He shall have charge of all vessels in ordinary, and shall make a weekly written report of their condition to the commandant. Vessels in ordinary.

(9) Before a vessel is placed out of commission, he shall, in company with her captain, inspect her, and if satisfied with her condition, shall give a receipt for her to the captain when the ensign is hauled down. This receipt will state the condition of the vessel as to cleanliness in all departments. Receipt for vessel placed out of commission.

1567. (1) In the absence of the captain of the yard his duties shall be performed by the line officer next in rank, not restricted by law to the performance of engineering duties, actually on duty at the yard proper. Absence.

(2) A navy yard or station having two or more such line officers attached to it shall never be left without one actually present.

1568. Line officers of lower rank may be attached to the yard as subordinate aids to the commandant, for the purpose of assisting the captain of the yard, and for general experience and observation in the duties of their profession.

SECTION 3.—OFFICERS IN CHARGE OF DEPARTMENTS.

Additional aids.

1569. (1) Officers in charge of yard departments shall, under the direction of the commandant, direct and supervise all work pertaining to their respective bureaus, as well as the mustering of all persons employed by them.

Control of work and of employees.

(2) They shall, when doing work for another department, send every morning through the commandant to the head of such department a report of the number and class of men employed, with their rates of pay.

Work for another department.

(3) They shall furnish to the commandant a daily report of labor on blank forms prescribed, and make such returns of expenditures for labor and material as may be required by their respective bureaus.

Reports of labor.

(4) They shall prepare and sign all reports and accounts in their departments that are required to be made by the commandant to the Navy Department or any of its bureaus.

Reports made by commandant to department.

(5) They shall make requisition upon the general storekeeper for supplies and material as required, and shall keep him advised, in advance, as to the probable needs of their several departments. (Chap. XXV, Supplies on Shore.)

Supplies and material.

Requisitions.

(6) All requisitions on the general storekeeper, for materials or articles for use in any department, shall be made as directed by the Bureau of Supplies and Accounts.

Account of material and labor expended.

(7) An exact account shall be kept by the officer in charge of each department of all material and labor expended upon each object under his control, from which shall be prepared a monthly report to the bureau concerned of all expenditures. This report shall be accompanied with a written detailed report of work done and progress made upon each object for which money has been allotted.

Inspections.

(8) Upon the receipt of official notification that articles intended for his department, are ready for inspection, the head of department concerned, or some person authorized to represent him, shall go without delay to the general storekeeper's office, or storehouse, and make the required inspection. A definite report shall be sent to the office of the board the same day, if practicable, and not later than the following day.

Suggestions to commandant.

(9) Heads of departments shall make to the commandant such suggestions in the line of their profession as they consider for the interest of the service.

When vessels are being built or fitted out.

1570. (1) At navy yards where vessels are being built, or fitted out for first commission, the heads of the departments of equipment, ordnance, steam engineering, and supplies and accounts shall furnish the commandant of the yard, as soon as practicable after the first of each month, with a list of the actual finished weights of all articles, including machinery and appurtenances thereto, battery or ammunition, spare machinery, tools, outfit, stores, or other articles of any kind under the cognizance of their respective bureaus, that have been placed during the preceding

month on board each vessel under construction, with the total amount of such weight up to date. Copies of the above reports shall be furnished the head of the department of construction and repair and he shall prepare from them a general monthly report giving the total amount of weight placed on board the vessel during the month, and the total amount up to date.

(2) In the case of extensive repairs to the hull, machinery, or armament of a naval vessel, monthly reports of weights removed and added shall be made in a similar manner to that directed above for vessels under construction, and the naval constructor shall prepare a monthly summary of all weights of every kind added or removed, for transmission to the Bureau of Construction and Repair.

SECTION 4.—ENGINEER OFFICERS.

1571. The engineering duties of a navy yard or station shall be performed by officers detailed therefor, and during such detail they shall be known as the engineer officers of the yard. Definition.

1572. (1) The senior engineer officer of a navy yard shall be in charge of the department of steam engineering, and shall, under the direction of the commandant, superintend the construction and repair of the steam and other machinery pertaining to that department. Senior engineer officer.

(2) He shall inspect quarterly all boilers at the station and report to the commandant their condition and the steam pressure to which they may safely be subjected, and he shall make at all times such suggestions as, in his opinion, will add to their safety and efficiency. When changes or repairs to a boiler are recommended by him, the commandant shall forward his recommendations to the bureau to which such boiler belongs. Steam generators.

(3) He shall, under the direction of the commandant, have charge of and be responsible for the condition and preservation of all steam machinery, boilers, and appurtenances under cognizance of the Bureau of Steam Engineering afloat at the station, except of vessels in commission; and he shall exercise control over all persons employed in connection with such machinery in matters relating to its preservation and good order. Steam machinery afloat.

(4) When a ship is to be laid up, he shall take charge of her machinery at the time her senior engineer is detached. Vessels to be laid up.

1573. When a ship in commission is to be repaired, he shall make requisition for the labor necessary, and before beginning any repairs shall confer with the commanding officer of the ship, who shall afford him every facility for the prompt and economical execution of the work. Supervision of repairs on machinery of ships in commission.

1574. He shall submit to the commandant weekly a report of the engines and boilers which have been repaired and the condition of the work to date. Reports.

SECTION 5.—MEDICAL OFFICERS.

1575. (1) The senior medical officer and his assistants on duty at a navy yard shall give their professional attention to officers and other persons belonging to the Navy and Marine Corps who are on duty at the yard; and to all families residing within the limits of such yard or station. General duties.
Attendance on officers' families.

- Employees injured while at work.** (2) When wounds or injuries are received by mechanics or laborers while at work in the yard, the medical officer shall supply whatever may be necessary in rendering professional assistance. Such cases, if serious, shall be recorded and indexed in a book provided for that purpose, and if the injuries were received in the line of duty the case shall be reported to the commandant.
- Daily sick report.** (3) The senior medical officer shall make a daily report to the commandant of all persons in the naval service attached to the yard who should be excused from duty on account of sickness, and shall furnish to the commanding officer of marines a copy of so much of said report as pertains to the marines.
- To examine recruits and candidates.** (4) He shall examine recruits who may offer to enlist in the Marine Corps at the yard, and all candidates for appointment in the Navy who may present themselves under proper authority.
- Applicants for pensions.** (5) Medical officers shall examine all applicants for pensions under the provisions of sections 4756 and 4757 of the Revised Statutes and give the required certificate on the blanks issued by the Department.
- Junior medical officers at shore stations.** **1576.** Passed assistant and assistant surgeons attached to a navy yard or other shore station shall be guided by the regulations prescribed for medical officers of the same grade when at sea.

SECTION 6.—PAY OFFICER.

- General duties.** **1577.** (1) The pay officer of a shore station shall pay all officers and enlisted persons attached to it and to the vessels in ordinary, and, if so ordered, those belonging to receiving ships; also such officers as have their accounts transferred to the station for pay. (Arts. 1070 and 1105.)
- Pay of mechanics and laborers.** (2) He shall pay all mechanics and laborers employed at the station, upon certified pay rolls approved by the commandant. He shall be responsible only for the correctness of the computations on the mechanics' and laborers' rolls pertaining to the different departments.
- Storekeepers and purchasing agents.** (3) The duties of general storekeepers and purchasing pay officers are laid down in Chapters XXV to XXIX, inclusive.

SECTION 7.—NAVAL CONSTRUCTOR.

- General duties.** **1578.** (1) The naval constructor at a navy yard shall have general superintendence and charge of the construction and repair of all ships. He shall conform to the instructions he may receive from the commandant for such construction and repair, being furnished with copies of orders and contracts relating thereto. If, in the course of the repair of any vessel, defects are discovered that were not previously known, which will be likely to increase the expense or delay the work, he shall immediately report the same to the commandant for further instructions, suggesting such modifications as may diminish the expense or increase the utility of the work.
- Vessels in ordinary.** (2) He shall cause to be examined thoroughly, at least twice a month, all ships in ordinary or upon which work may have been suspended, to see that they are carefully guarded against deterioration or decay in all matters under the cognizance of the Bureau of Construction and Repair, and shall report the results of such examination to the captain of the yard, with his recommendations in the premises.

(3) He shall be responsible for waste and improper use of material by those under his general superintendence. **Responsibility for waste of material.**

(4) He shall use all possible care to prevent the use or conversion of any material until such account is taken of it as will secure a correct expenditure. **Checks on expenditure of material.**

1579. He shall submit weekly to the commandant a report of vessels building or repairing, on which work has been done, giving the condition of the work to date. **Reports.**

SECTION 8.—CIVIL ENGINEER.

1580. (1) The civil engineer attached to a navy yard shall be the representative of the Bureau of Yards and Docks. **Personality.**

(2) He shall have control of all work of his department, including repairs and improvements, and shall be held responsible for the proper performance of the same. **Duties and responsibility.**

(3) He shall make the plans, drawings, and estimates for all such projected improvements, repairs, and other technical works in the line of his profession at the yard. **Preparation of plans and estimates.**

(4) When directed to construct works for which estimates have been made, he shall prepare all necessary schedules of materials to be used. **Schedules of materials.**

(5) Should the Navy Department decide that any civil engineering work shall be done by contract, either wholly or in part, the civil engineer shall superintend the work, make estimates, as the work progresses, of the proportion completed, and certify and sign all bills, if the work is done in accordance with the terms of the contract. **Contract work.**

SECTION 9.—EMPLOYMENT OF LABOR AT NAVY YARDS.

1581. Labor shall be employed in the several navy yards by the proper officers in charge, with reference to skill and efficiency, and without regard to other considerations. (Sec. 1544, R. S.) **Qualifications.**

1582. No officer or employee of the Government shall require or request any workingman in any navy yard to contribute or pay any money for political purposes, nor shall any workingman be removed or discharged for political opinion; and any officer or employee of the Government who shall offend against the provisions of this section shall be dismissed from the service of the United States. (Sec. 1546, R. S.) **Contributions for political purposes forbidden.**

1583. Persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty, shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. (Sec. 1754, R. S.) **Honorably discharged men.**

1584. (1) It shall be the duty of the commandant of each navy yard or station at which labor is employed, to furnish every officer under his command, for his guidance, with a copy of all orders relating to the employment of labor at navy yards and stations. **Each officer to be furnished with copies of orders.**

(2) Persons who are entitled to compensation for injuries sustained in the course of their employment, pursuant to the act approved May 30, 1908, shall be paid in accordance with the provisions of said act under regulations issued by the Secretary of **Compensation to injured employees.**

Commerce and Labor in conformity therewith, and in such further manner as may be prescribed by the Bureau of Supplies and Accounts.

Wages of employees. **1585.** (1) The rates of wages of employees shall conform to the standard of private establishments in the immediate vicinity of the respective yards, and shall be determined annually, to take effect on the 1st day of January of each year.

Board on wages. (2) The commandant of each yard shall appoint annually, on the 1st day of November of each year, a board of officers who shall make diligent inquiry at the principal private mechanical establishments in the vicinity of the yard as to the rate of daily wages paid to the workmen of different classes in each trade or occupation included in the trade schedule of the yard, who do work of the same character in that trade as that done in the yard, or resembling it as nearly as possible, and shall report to the commandant the result of such inquiries, and recommend rates for the payment of workmen of corresponding classes and trades at the yard.

Per diem pay. (3) The per diem pay shall be so established as to be a multiple of 8. When the per diem pay as ascertained by the board in any class of any trade or occupation is not divisible by 8, the amount shall be increased or decreased to the nearest multiple of 8, and when the amount is equidistant from two multiples of 8, the higher amount shall prevail in determining the pay.

Report of board to include changes. (4) When the board submits to the commandant the proposed annual schedule of wages, it shall also make a separate report, stating in full all changes from the previous approved schedule which involve an increase or decrease in the wages of any class of any trade or occupation, with the reasons therefor.

Action on report. (5) The commandant shall then forward, in duplicate, the proposed schedule of wages for the yard, as approved by himself, which shall be made on the blank form designated "Navy Yard Orders, Form 1, Revised," to the Department for its revision and approval, and when said schedule is approved by the Department, it shall remain in force during the ensuing year.

Additional trades. (6) Whenever a necessity arises for workmen in a trade not authorized in the latest approved schedule of wages for a navy yard, the fact shall be reported by the head of the department concerned to the commandant, and by him referred to the Navy Department with a statement of the reasons therefor. If approved, the trade shall be added to the schedule. Trades thus allowed shall be included in the schedule of wages for the yard on and after the date of the Department's approval.

Annual wage schedule limited to approved trade schedule. (7) The annual schedule of wages shall not include the "civil establishment," provided for by statute, or "special employments (Schedule D)," authorized by Departmental order, the pay of which is fixed by the statute or order creating them, but shall be confined exclusively to the approved trade schedule of the yard with approved additions to date.

Refusal to perform duty in fire company. **1586.** The refusal of any workman to perform duty in the fire companies shall, unless excused by proper authority, be considered good cause for his dismissal, and the failure of any person attached to a fire company to appear at his post upon the alarm of fire in the yard shall, unless satisfactorily explained, render him liable to dismissal.

1587. (1) Except on Sundays and holidays, or when business is suspended by competent authority, the office hours of navy yards and naval stations shall be from 9 a. m. to 4.30 p. m., with an allowance of one-half hour for luncheon. Office hours for clerical force at navy yards, etc.

(2) No clerk or employee performing clerical work shall be absent from duty during those hours without permission of the chief clerk of his department, except for half an hour allowed for luncheon; and no such permission shall be given except for good reasons, for which the chief clerk shall be held responsible. Absence, when authorized.

(3) The chief clerk of each department shall keep a book, in which each clerk or employee performing clerical duty shall register his name and time of arrival in the morning and of leaving in the afternoon. The book, or register of arrivals and departures, shall be kept in an accessible place up to 9.05 a. m. daily, at which time it shall be taken by the chief clerk, and all arrivals thereafter shall be registered in his presence or in the presence of some person designated by him for that purpose. At 4.30 p. m. of each day the register shall again be put in an accessible place, and each clerk shall register his name and time of leaving. Times of arrival and departure to be recorded.

(4) The chief clerk shall make a weekly list of employees who are absent, with or without permission, during any part of the working hours, and present it, with such recommendations as he may deem proper, to the officer in charge of the department. He shall also note thereon the quality of their work. Chief clerk to make weekly list of absentees.

(5) The head of the department shall make a weekly report of delinquents to the commandant, with recommendations. He shall also report such employees as are incompetent or inefficient, stating wherein the inefficiency consists. Cases of incapacity or inefficiency, whether from irregular attendance or other cause, shall be reported to the Navy Department. Weekly report to commandant.

(6) Where a clerk is not fully employed during office hours from lack of work or any other cause, the chief clerk shall so report to the head of the department, who shall transmit the report, with recommendations, to the commandant. The commandant shall take measures to correct this, but if unable to do so he shall report the facts to the Navy Department, with suitable recommendations. Clerks not fully employed.

(7) The chief clerk shall apportion the work suitably among the employees, see that each performs his proper share and, in case of any increase or diminution of business, shall recommend corresponding changes in the number of his force. Work to be equitably apportioned.

(8) The commandant is ultimately responsible for the work of the clerical force, as of all other employees; such discipline, organization, and supervision must be maintained as will prevent waste of time or money in the employment of the force. Responsibility of commandant.

SECTION 10.—VESSELS IN ORDINARY.

1588. When vessels are in ordinary at a naval station, the commandant shall cause necessary precautions to be taken to guard them against deterioration in every department. Commandant to require precautions.

1589. The captain of the yard shall have immediate supervision over such ships and shall frequently inspect them, or cause them to be inspected by one of his assistants. Captain of yard to have supervision.

Responsibility for care and preservation of property, etc.

1590. Heads of yard departments shall be charged with the care and preservation of the vessel, and of all property remaining on board, under the cognizance of their respective bureaus. They may, on the written approval of the commandant, remove and care for in their storerooms, ready for prompt return to the ship, such articles in whole or in part as, in their judgment, will there be best safeguarded against loss or damage. They shall take the necessary steps to protect the property for which they are responsible from deterioration or injury. Each shall inspect the vessels in ordinary semimonthly (or cause one of his assistants to do so), and shall report to the captain of the yard, on the 15th and 30th of the month, the result of such inspection, so far as relates to his department.

Care of machinery, etc.

1591. (1) The instructions regarding the preparation of machinery, boilers, and appurtenances in the case of a ship going out of commission, as given in article 915, shall be observed and all parts kept in the condition therein prescribed.

(2) On the approach of cold weather each boiler shall be kept pumped out and thoroughly dried by a drying stove placed in front of a lower manhole plate after removing this lower and an upper manhole plate. An open box containing unslaked lime shall then be inserted through each of these manholes, the box being of the greatest capacity possible, and filled to about half its height with lime. The boiler shall then be closed up tight, all valves upon it having been previously closed. At this time it shall be seen to, also, that a joint in the feed and blow systems of each boiler is broken, so that no possible ingress of water can be had during the time the boiler is preserved in this way. After winter weather has passed and all liability to freezing ceased, the boilers shall be opened up, lime boxes removed, and boilers filled with fresh water rendered slightly alkaline by the addition of sal soda.

Cost of moving.

1592. When a ship in ordinary is moved for repairs, the expense of the labor for moving shall be paid by that department which requires the ship to be moved.

Funds to be estimated for monthly.

1593. Each head of department shall include in his monthly estimate of funds a sufficient sum to cover the expenses necessary in executing his duties as enumerated in this section.

SECTION 11.—VESSELS IN RESERVE.

First and second reserve.

1594. (1) A vessel in "first reserve" will be in commission with a reduced complement of officers and men; otherwise the vessel will be ready for sea in all respects. A vessel in "second reserve" will be in commission with a complement of officers and men prescribed by the Bureau of Navigation and will be governed by paragraphs 2 to 25 (a) of this article.

Accounts, where carried.

(2) The names of the officers and men of the complement shall be borne on the books of the receiving ship, from which rations shall be drawn when necessary.

Medical attendance.

(3) The officers and men shall receive medical attention from the medical officer of the receiving ship.

Officers' mess.

(4) All commissioned officers shall form one mess.

Water for drinking, etc.

(5) Only distilled, rain, or other water above suspicion shall be used for drinking or culinary purposes.

Lamps for lighting.

(6) The vessel shall be lighted by lamps.

No drills to be had.

(7) No drills or exercises shall take place. The whole force on board shall be available for general ship work eight hours per day.

- (8) All boats except one whaleboat, dinghy, and balsa shall be kept under cover on shore; such cover being especially provided if necessary. **Boats.**
- (9) The weather decks shall be coated with a thick covering of turpentine and sawdust or other suitable material. **Protection of decks.**
- (10) All cooerage shall be preserved against drying out. **Cooerage.**
- (11) The mounts for the main and secondary batteries and torpedoes, the main battery guns, all unloaded shell, and all ordnance stores shall be on board ship. **Parts of battery to be kept on board.**
- (12) The breech mechanisms of the main battery, the secondary battery guns, all spare parts of guns and mounts, all small arms, fixed ammunition, powder charges, and loaded shell, suitably protected by a coating of tallow, vaseline, or white lead where necessary, and duly labeled, shall be stored on shore. **Parts of battery to be landed.**
- (13) All torpedoes, with their accessories and spare parts, shall be kept either on board the vessel to which they belong or on shore at the station where she is lying, as may be deemed best by the commandant of the station, and shall be thoroughly overhauled at least once a quarter. **Torpedoes.**
- (14) All departments shall be kept in first class condition and all inspections, reports, and returns shall be made as required by regulations for vessels in commission for sea service, except as modified in this section. **Inspections, reports, and returns.**
- (15) The regular allowance of equipage and stores shall be maintained on board and stored where the conditions are most favorable for preservation, and where they can be frequently examined. They shall be placed in charge of the officers attached, who shall render quarterly balance sheets to the Bureau of Supplies and Accounts. **Equipage and stores.**
- (16) All contingent stores of the pay department shall be kept on board in suitable and secure places, and be invoiced to the general storekeeper. **Paymaster's stores on board.**
- (17) All provisions, clothing, and small stores, shall be kept in the storehouses on shore. **Provisions, clothing, and small stores. Consumable stores.**
- (18) The allowance of consumable stores shall be replenished regularly once a year, when circumstances permit, and the use of these stores shall be limited to such quantities as are actually required for cleanliness and a proper preservation of the ship and fittings.
- (19) A sufficient quantity of coal shall be taken on board at one time to last three months, and shall if practicable be stowed in the bunkers above the protective deck. **Coal.**
- (20) Whenever a bunker is emptied it shall be cleaned, and if necessary, painted, and its water-tight doors put in good condition before being again used. **Coal bunkers.**
- (21) Steam shall be kept in one of the auxiliary boilers at all times for the purpose of turning the main engines and turrets; for pumping bilges; for precaution against fire; for power for the workshop; and for heating and drying out the ship. **Steam.**
- (22) All steam engines throughout the vessel shall be turned each day by the engineer's force, under the personal supervision of the engineer officer, in the same manner as in vessels in commission for sea service. **Engines, etc., to be turned.**
- (23) After a boiler has been under steam for one month, the fires under it shall be allowed to burn out, and steam shall be **Boilers in use.**

raised on another boiler, care being taken to use these boilers in rotation.

Permanent hull board.

(24) A board chosen from such officers as are attached to the ship, including a chief carpenter or carpenter, shall be appointed to carry out, as nearly as may be, the inspections required by article 927, except as to point of time, which is modified as follows:

Inspections of hull, etc.

(a) The hold, storerooms, etc., shall be inspected monthly, and a special inspection shall be made once in six months with every thing out.

Water-tight doors, pumps, etc.

(b) Water-tight doors and other mechanical devices, pumps, etc., shall be tested once each quarter; steering gear, anchor engines, winches, etc., shall be carefully protected and tried once a month.

Double bottoms.

(c) The double-bottom compartments shall be kept closed and dry and carefully inspected once every six months.

Report of inspections.

(d) The above inspections shall be made a subject of report once every six months, and shall include a statement of such repairs as are considered absolutely necessary. A special report shall be made whenever deterioration such as can not be controlled is discovered; or in case of accident or breakdown in important mechanical devices and machinery.

Docking.

(25) The vessel shall be docked for examination and painting once a year as nearly as may be.

(a) The ship's bottom, sea valves, and other fittings shall be examined when docked, and their condition noted in the deck and steam log books.

SECTION 12.—YARD CRAFT.

Yard craft includes.

1595. Yard craft includes all tugs, launches, boats, lighters, and barges used for towing or transportation purposes, but not derricks and cranes, dredgers, pile drivers, or other similar floating mechanical appliances.

SECTION 13.—VISITS TO VESSELS BUILDING AT PRIVATE SHIPYARDS.

Visitors on vessels under construction.

1596. (1) No visitors shall be allowed to go on board vessels of the Navy under construction except by the permission of the senior naval officer present; and no such permission shall be given to any one not known to be an American citizen of good standing and repute.

Authority for visits.

(2) Visitors representing foreign governments, or known to be other than American citizens, shall not be permitted to visit such vessels except by authority of the Navy Department; and they shall in all cases be accompanied by a naval officer on duty at the navy yard or works where the vessel is building.

SECTION 14.—RELATIONS OF OFFICERS OF FLEET WITH NAVAL STATIONS IN THE WEST INDIES.

Jurisdiction of commandants.

1597. The commandants of these stations shall have jurisdiction in matters affecting their internal administration and development and control of such vessels, tugs, lighterage and other facilities as are directly assigned for the use of the stations. Except as hereinafter stated they shall occupy the same relations

to the Navy Department as do the commandants of naval stations or yards within the continental limits of the United States.

1598. As these stations are naval bases for the fleet, their resources shall be at the disposal of the commander-in-chief of the station and of the flag officers on duty in the Caribbean, who are his subordinates; but other flag officers temporarily visiting these stations shall have the same relations with them as now exist between them and the commandants of naval stations within the continental limits of the United States.

Relations of
commander-in-
chief of station,
and others.

1599. Flag officers, as above designated, are authorized to issue orders at their discretion in matters affecting the efficiency and preparedness of the fleet; but their authority to do so imposes upon them a proper regard for the efficiency of the naval stations. Any order given by them must be executed by the commandant, who, if he feels that such execution will impair the efficiency of the station, should, as a matter of duty and before executing the order, call the attention of the flag officer to the facts in the case; after which, if the latter insists, he must carry out the instructions received promptly and zealously. The commandant is, however, under such circumstances, to bring the matter to the attention of the Navy Department, furnishing the flag officer with a copy of such report.

Orders to be
executed by
commandant,
etc.

CHAPTER XXXVIII.

APPOINTMENTS AND PROMOTIONS.

SECTION 1.—APPOINTMENTS.

1600. (1) No person shall be appointed to any office in the Navy unless he is a citizen of the United States, and until he shall have passed a physical, a mental, and a professional examination. (Sec. 1428, R. S.) Appointments made subject to examination.

(2) The physical examination shall precede the mental and professional, and if a candidate be physically unfit he shall not be examined otherwise.

(3) The oath to be taken by any person appointed to any office of honor or profit in the naval service shall be as prescribed in section 1757 of the Revised Statutes. (Act of May 13, 1884.)

1601. (1) Appointments to the lowest grade of the line of the Navy shall be made from those midshipmen who successfully complete the six years' course at the Naval Academy, and in each calendar year not more than twelve from the boatswains, gunners, and warrant machinists of the Navy. (Acts of June 26, 1884, and March 3, 1903.) Appointments in line of Navy.

(2) No warrant officer shall be appointed an ensign who is over thirty-five years of age; who has served less than four years as a warrant officer; who is not recommended by a commanding officer under whom he has served; nor until he shall have passed such competitive examination as may be prescribed by the Navy Department. (Acts of March 3, 1901, and April 27, 1904.)

1602. (1) Vacancies in the grade of second lieutenant in the Marine Corps shall be filled as follows: Appointments in Marine Corps.

First. As far as practicable from graduates of the Naval Academy each year on completing the prescribed course at the Naval Academy, exclusive of the probationary tour of sea service before final graduation.

Second. From meritorious noncommissioned officers of the Marine Corps.

Third. From civil life.

Appointees from the second and third of the above classes must, when appointed, be between the ages of twenty-one and twenty-seven years.

(2) Officers selected for appointment to fill vacancies in the grade of field officers in any of the staff departments of the Marine Corps shall be taken from officers on the active list not below the grade of captain and who have seen not less than seven years' service as commissioned officers in said Corps. In staff departments.

(3) Appointments to the grade of captain in any of the staff departments shall be made from officers on the active list of the Corps not below the grade of first lieutenant. (Act of March 3, 1903.)

Assignment of
midshipmen.

1603. (1) The assignment of midshipmen to the line of the Navy at the conclusion of their six years' course will be made by the Secretary of the Navy, upon the recommendation of the Academic Board from the graduates of the year. They take rank in the order of merit as determined at the Naval Academy.

(2) The assignment of midshipmen to the Marine Corps on the completion of the prescribed course at the Naval Academy, exclusive of the probationary tour of sea service before final graduation, will be made each year by the Secretary of the Navy, upon the recommendation of the Academic Board, from the four-year graduates of that year. The officers so assigned shall take rank in the order of merit as determined at the Academy.

(3) Midshipmen who show a peculiar aptitude for the profession of naval construction may be selected by the Secretary of the Navy for such a scientific mechanical education as will fit them for said profession and for appointment as assistant naval constructors.

Candidates for
assistant sur-
geon.

1604. A candidate for the office of assistant surgeon must be not less than twenty-one nor more than thirty years of age. His physical, moral, mental, and professional qualifications shall be decided upon by a board of medical officers.

Candidates for
assistant pay-
master.

1605. (1) A candidate for the office of assistant paymaster must be not less than twenty-one nor more than twenty-six years of age. His physical, mental, and moral qualifications shall be decided upon by a board of pay officers.

(2) The physical examination of the candidate shall be conducted by a board of medical officers, who shall report the result thereof to the board of pay officers, certifying as to the physical qualifications of the candidate for appointment as assistant paymaster, and such report shall form a part of the record of said board of pay officers.

Candidates for
chaplain.

1606. (1) A candidate for the office of chaplain must be not less than twenty-one nor more than thirty-five years of age at the time of his appointment. He must be a regularly ordained minister of good standing in his denomination. His moral character, general fitness, and experience shall be established to the satisfaction of a board of chaplains, which shall conduct a written examination to determine his mental attainments.

(2) The physical examination of the candidate shall be conducted by a board of medical officers, as in the case of other candidates for admission to the Navy.

Candidates for
assistant naval
constructor from
civil life.

1607. A candidate from civil life for the office of assistant naval constructor must be not less than twenty-four nor more than thirty years of age; he must furnish evidence of good moral character, and that he is a skilled naval architect, and has been engaged in the practice of that profession; and must present favorable testimonials or certificates from the persons from whom he learned his profession, or from naval constructors under whom he may have served. He shall be required to pass a physical examination and such mental and professional examinations as the Navy Department may direct.

Appointment
of warrant off-
cers.

1608. In the appointment of boatswains, gunners, carpenters, and sailmakers, preference shall be given to men who have been honorably discharged from previous enlistments and whose service has been continuous.

1609. After the required examination of candidates for warrant officers have been passed, acting appointments shall be given, except to pharmacists. An acting boatswain, gunner, carpenter, sailmaker, or warrant machinist is eligible for a warrant bearing the same date as his acting appointment, after having served one year at sea; provided the captains under whom he has served shall certify favorably as to his merits.

Warrant officers to receive at first acting appointments.

1610. (1) A candidate for the appointment of acting boatswain, other than such as are provided for in article S31, paragraph 1, must be under thirty-five years of age. He must have served not less than seven years on board of cruising vessels of the Navy, and at least one year of that time as a chief petty officer or petty officer, first class, of the seaman branch, and must be serving as such and under continuous service at the time of his examination. The average of his marks taken from all enlistment records must be not less than eighty-five per cent, and there must be on file, in the Bureau of Navigation, letters of recommendation from his commanding officers.

Candidates for boatswain.

(2) He must be a thorough practical seaman; must understand cutting and fitting rigging according to regulations, the weighing, securing, and transportation of anchors and the working of cables with modern appliances; the erection and securing of shears; the handling of purchases; masting ships and securing yards. He must be thoroughly familiar with all methods of signaling in use in the Navy. He must be familiar with the rules of the road, have sufficient education to keep a correct account of stores, and be conversant with the drills and drill regulations of the Navy.

1611. (1) A candidate for appointment as acting gunner, other than such as are provided for in article S31, paragraph 1, must be a seaman gunner under thirty-five years of age, who has served not less than seven years on board of cruising vessels of the Navy and at least one year of that time as a chief gunner's mate, chief turret captain, or chief electrician, or as a gunner's mate, turret captain, or electrician, first class, and must be serving as such under continuous service at the time of examination. The average of his marks taken from all records must be not less than eighty-five per cent; enlistment records counting one-third and "general average" in proficiency reports at the Washington Navy Yard and at the Torpedo Station each one-third; and he must have letters of recommendation from his commanding officers.

Candidates for gunner.

(2) His professional and moral examination shall be conducted by a board of three line officers.

(3) He must be able to read and write with facility; must understand the first four rules of arithmetic, and proportion; must be able to keep accounts correctly of ordnance and electrical stores; must be familiar with the rules of the road; and must be thoroughly conversant with all drills and drill regulations of the Navy.

(4) He must understand the construction, mode of dismounting and assembling, and the methods of remedying difficulties and defects in B. L. rifles, R. F. and machine guns of service types, and the magazine rifles and other small arms in the naval service; the construction, adjustment, care, and preservation of mines and torpedoes; and the use of such tools as are supplied for repairing ordnance at sea.

(5) He must be able to put up all kinds of ammunition, to take impressions of vent and bore, to star-gauge guns, to adjust, verify, and use sights, to fit all gun gear, and thoroughly understand and be able to explain all fuses in use in the Navy.

(6) He must understand the manner of fitting magazines, shell rooms, shell houses, and light rooms; the manner of stowing and preserving powder, projectiles, fireworks, and all ordnance stores afloat and on shore, and the manner of handling and securing guns.

(7) He must be fully conversant with all orders and regulations in regard to the care and handling of ordnance material and stores afloat and on shore, and with the charges of powder for guns and projectiles of every caliber.

(8) He must be a competent electrician and be fully conversant with the designing, constructing, assembling and disassembling, care, management, repair, and preservation of all electrical apparatus, of whatever character, installed on board ship.

Candidates for
carpenter.

1612. (1) A candidate for appointment as acting carpenter, other than such as are provided for in article S31, paragraph 1, must, except when an ex-apprentice or ex-landsman for training, be not less than twenty-one nor more than thirty years of age. His professional and moral examination shall be conducted by a board composed of officers of the construction corps, wherever practicable.

(2) He must be a good mechanic, having a general knowledge of practical shipbuilding in wood, iron, and steel, and of the qualities and strength of the materials used therein. He must be able to read plans, make working sketches, furnish estimates of cost of work, and keep accounts of stores; he must understand in general the care and preservation of ships, their equipment and fittings, and the care and operation of such apparatus and machinery as he may be required to look after on board ship; and be familiar with the precautions necessary to be taken in docking and undocking ships.

(3) A newly appointed acting carpenter shall, when practicable, be attached to the construction department of a navy yard for at least six months before being ordered to a seagoing vessel, in order that he may become conversant with his duties aboard ship, and be instructed in the care and operation of such auxiliary machinery as may come under the construction officer.

Candidates for
sailmaker.

1613. A candidate for the appointment of acting sailmaker, other than such as are provided for in article S31, paragraph 1, must, except when an ex-apprentice or ex-landsman for training, be not less than twenty-one nor more than thirty years of age; he must be a good workman, with a knowledge of drafting, understand thoroughly the cutting and making of sails, awnings, hammock cloths, boom covers, and wind sails, and must be able to write sufficiently well to keep an account of stores.

Candidates for
pharmacist.

1614. Vacancies in the grade of pharmacist shall be filled by the Secretary of the Navy, by selection from those holding the rate of hospital steward; and hospital stewards thus selected for promotion shall be required to pass a satisfactory examination before a board, to determine their mental, moral, physical, and professional fitness therefor, the board consisting, when practicable, of two medical officers and one pharmacist.

(2) Examinations shall be made under the following heads: (1) Mental and moral, (2) professional, (3) physical. The mental

and professional examinations shall be oral, written and practical. The mental and moral examination shall be classed as "aptitude" and shall include (a) record, (b) general education, (c) clerical work (blank forms, typewriting, and stenography). The candidate must be able to write a legible hand and have sufficient knowledge to prepare, under the instructions of a medical officer, quarterly and annual returns and other blanks used in the medical department. The professional examination shall comprise the following subjects:

(a) Pharmacy—General and practical.

(b) Materia medica and toxicology—The supply table, pharmacopœia, and poisons (symptoms and antidotes).

(c) Chemistry—General and analytical (water and urinalysis).

(d) Minor surgery—Demonstrations of the preparation and application of bandages and splints, names and uses of instruments and appliances on supply table, preparation of patients and operating room, anæsthesia, asepsis, and antisepsis, dressing wounds and burns, first aid, handling and transportation of sick and injured.

(e) Management of sick bay and hospital wards—Discipline, cleanliness, disinfection and fumigation, preparation of charts.

(3) The physical examination shall be thorough and the examination papers shall be marked on the basis of 600 as perfect. The following weights shall be assigned to the different subjects:

	Maxi- mum.	Mini- mum.
Aptitude	100	80
Pharmacy	100	80
Materia medica and toxicology	100	75
Chemistry	100	60
Minor surgery	100	60
Management of sick bay and hospital wards.....	100	80
Aggregate	600	435

1615. (1) Vacancies in the list of warrant machinists shall be filled by competitive examination before a board ordered by the Secretary of the Navy and open to all machinists by trade who are in the Navy, and machinists of good character, not above thirty years of age, in civil life, authorized by the Secretary of the Navy to appear before the board. When candidates from civil life and from the naval service possess equal qualifications, preference shall be given to those from the naval service.

Candidates for
warrant machin-
ist.

(2) Applications from enlisted men in the Navy must be made to the Secretary of the Navy through the proper official channels. Applications from machinists in civil life must be made direct to the Secretary of the Navy. No person will be examined who is not a citizen of the United States. With each application there must be a statement of the vessels on which the candidate has served, with the names of the commanding officers and the senior engineer officers to whom the Department will address inquiries regarding the fitness of the candidate for appointment; also statements of opinion from the commanding officer and the engineer officer under whom the candidate is serving at the time of making his application. These opinions shall be limited to the question

of whether the applicant is regarded as qualified for the position of warrant machinist and worthy of such advancement. Similar letters or endorsements must be obtained by the candidates, wherever practicable, from commanding officers and engineers with whom they have formerly served. The conduct and efficiency reports on file in the Navy Department shall also be consulted in making up the candidate's record.

(3) Applicants from civil life must furnish satisfactory evidence of good moral character and correct habits, and certificates showing experience in machine shop or in charge of a steam engine and in the engine room of a steamer. No applicant from civil life shall be examined who is not a machinist by trade and has not had eighteen months' experience in a machine shop or responsible charge of a steam engine for that length of time, and in addition to the foregoing the care and management of the steam machinery of a seagoing vessel in actual service.

(4) All candidates shall be required to pass a satisfactory examination before a board of naval medical officers as to their physical fitness for the service.

(5) The candidate must be able to read and write with facility and have sufficient knowledge of arithmetic to enable him to keep the engine room log book and an account of stores when necessary. The examination in arithmetic shall be limited to the addition, subtraction, multiplication, and division of whole numbers and vulgar and decimal fractions; the reduction of common fractions to decimals; proportion, and the mensuration of surfaces and solids of the regular forms.

(6) He must be familiar with the various types of engines and boilers used in the Navy; their general proportions, the manner of putting them in operation, their adjustment, their preservation, and the precautions to be taken with them at sea and in port; and be able to name the materials of the various parts of the engines and boilers, and show himself familiar with the physical characteristics of engineering materials.

(7) He must be familiar with the care, construction, adjustment, and operation of the various auxillary engines coming under the care of the engineer officer of a naval vessel, and with the fittings and dependencies of the main engines and boilers. He must thoroughly understand and be able to explain the evaporator plant found on board ship, and be able to show the advantages of using evaporators in double and triple effect.

(8) He must be familiar with the engineering instructions contained in these regulations, and be able to take command of the engineer division at quarters, and conduct the usual drills.

(9) He must be familiar with the use of the power tools and workshop appliances found on board ship, with modern machine shop practice as applied to the construction and repair of engines and boilers and their dependencies, including the installation of main engines on board ship, and with the types of screw propellers used in the Navy.

(10) He must be able to take indicator cards, to interpret and work them out, and explain how defects shown by the cards should be remedied.

(11) He must be able to read drawings and make working sketches of parts of machinery, to lay out work, and prepare the station bill for the men of the engineer division for steaming and other duties.

(12) He must be familiar with the kind and quality of stores usually carried in the engineer department of a naval vessel, and must know what spare parts are most necessary to have on hand.

(13) The letters and recommendations furnished by candidates who have no naval record shall be used in making up their record mark, and the examination of such candidates shall be held at the navy yard or naval station nearest the candidate's home.

1616. Any person who fails to present himself for examination after having obtained permission shall be considered as having forfeited his right to appear. Persons not presenting themselves for examination.

1617. Any candidate who gives a false certificate of age, time of service, or character, or makes a false statement to a board of examiners, shall be regarded as disqualified. Penalty for giving false certificates, etc.

1618. Every person, on receiving an appointment from the Navy Department to any office in the Navy, shall immediately forward a letter of acceptance, together with the oath of office duly signed and certified. Acceptance and oath.

1619. (1) Clerks to pay officers of ships, and principal clerks to pay officers at shore stations, except in general storekeepers' offices, will be appointed by the Secretary of the Navy upon the nomination of pay officers. Appointments, promotions, or transfers to the position of paymaster's clerk for duty as chief clerk to the general storekeeper at any navy yard or naval station within the continental limits of the United States shall be made in accordance with the civil service rules, subject to physical examination as required by article 1600: Provided, that new appointments shall be issued to all such chief clerks in the service July 1, 1908, without further examinations. Pay clerks.

(2) In accepting appointments they shall be required to bind themselves to be subject to such laws and regulations for the government and discipline of the Navy as have been or may be enacted by Congress, or established by other competent authority. The acceptance must be accompanied by the oath of office prescribed by law.

(3) The acceptance of an appointment as clerk shall be considered as binding such person to serve with the officer who nominated him until regularly discharged by the Department. Where appointed as chief clerk to a general storekeeper, the acceptance of his appointment shall be considered as binding such person to continue in the service until regularly discharged by the Department.

(4) Pay officers shall be responsible for the character and fitness of the clerks they nominate, and with such nominations must submit certificates showing the character and fitness of the persons nominated.

1620. (1) The nurse corps (female) shall consist of one superintendent, appointed by the Secretary of the Navy, whose term of office may be terminated at his discretion; and of as many chief nurses, nurses, and reserve nurses, as may be needed. Nurse corps (female).

(2) All nurses in the corps shall be appointed, or removed, by the Surgeon General, with the approval of the Secretary of the Navy. They shall be graduates of hospital training schools having a course of instruction of not less than two years. The appointment of superintendent, chief nurses, nurses, and reserve nurses shall be subject to an examination as to their professional, moral, mental, and physical fitness. Appointments to nurse corps (female).

Duties.

(3) The superintendent of the nurse corps, under the direction of the Surgeon General, shall have general supervision of the corps, and her duties and the duties of chief nurses and nurses shall be as prescribed by the Surgeon General. All members of the nurse corps (female) shall be eligible for duty at naval hospitals and on board of hospital and ambulance ships, and for such special duty as may be deemed necessary by the Surgeon General of the Navy. Reserve nurses may be assigned to active duty when the necessities of the service demand.

Pay and allowances.

(4) Members of the nurse corps shall receive no compensation except when on active duty. The superintendent, chief nurses and nurses shall, respectively, receive the same pay, allowances, emoluments, and privileges as are now, or may hereafter be provided by or in pursuance of law for the nurse corps (female) of the Army. Nurses are forbidden to receive presents from patients or from relatives or friends of patients for services rendered when on duty. (Act of May 13, 1908.)

SECTION 2.—PROMOTIONS.

Officers of the Navy.

1621. All officers of the Navy, to be eligible for promotion, shall pass such professional, moral, mental, and physical examination as the Secretary of the Navy may from time to time prescribe. (Secs. 1493-1510, R. S.)

Officers of the Marine Corps.

1622. (1) Promotions to every grade of commissioned officers in the Marine Corps below the grade of commandant shall be made in the same manner and under the same conditions as now are or may hereafter be prescribed, in pursuance of law, for commissioned officers of the Army. (Act of July 28, 1892.)

(2) Officers of the Marine Corps above the grade of captain, except major general, shall, before being promoted, be subject to such physical, mental, and moral examination as is now or may hereafter be prescribed by law for other officers of the Marine Corps. (Act of March 3, 1899, amended by Act May 13, 1908.)

(3) Vacancies in the grade of major general shall be filled by selection from officers on the active list of the Marine Corps not below the grade of field officer. (Act of March 3, 1899, amended by Act May 13, 1908.)

Examination on foreign station.

1623. When a vacancy occurs which will entitle to promotion an officer who is abroad on duty, he may, by direction of the Secretary of the Navy, be examined on a foreign station.

CHAPTER XXXIX.

BOARDS.

SECTION 1.—ORGANIZATION AND GENERAL PROCEDURE.

1624. Officers on boards shall take their seats in the same order of rank or seniority as on courts-martial. **Precedence of members.**

1625. (1) The senior member or 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, at and to such hours as, in his judgment, will be most convenient and proper for the transaction of the business before it. **Duties of senior member.**

(2) Should an objection be made by any other member of the board to a recess or adjournment announced by the senior officer, a vote shall be taken with regard to it, and the decision of the majority shall govern. **Equality of members.**

1626. No board shall transact any business other than an adjournment unless a majority of the members be present. **Quorum.**

1627. (1) No member of a board shall fail in his attendance at the appointed times, unless prevented by illness or by some insuperable difficulty, ordered away by competent authority, or excused by the officer ordering the board, except that a short temporary absence may be allowed by the senior member of the board. **Unauthorized absence forbidden.**

(2) In case of such failure, the senior officer present of the board shall inform the officer ordering the board 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.**

1628. A member absent during the investigation of any matter or case shall not vote upon a decision with regard to it; but, if necessary to arrive at a conclusion, a reinvestigation may take place in the presence of that member and of the interested parties. **Members voting after absence.**

1629. Members shall not leave the vicinity of the place at which a board is assembled, unless authorized to do so by the officer who convened it, or by his superior. **Leaving vicinity.**

1630. (1) A competent person shall be appointed by the officer who orders the board to record its transactions and, under its direction, to draw up the final report, which shall be based upon the opinion of the majority. Such report shall be signed by all the concurring members. **Recorder; final report.**

(2) Those who do not concur shall append their reasons for dissent, and subscribe their names thereto. **Nonconcurring members.**

1631. On boards of survey and on other boards when a recorder shall not have been named in the convening order the junior member shall act as recorder; but the reports, based upon the opinion of the majority, shall be drawn up by the senior member and shall be signed as provided for in the preceding article. **Junior member to act as recorder when none is appointed.**

SECTION 2.—EXAMINING BOARDS.

- Examining boards convened.** **1632.** At stated or convenient periods, boards will be convened for the examination of candidates for appointment or promotion, and such candidates shall be duly informed of the time and place of meeting.
- Composition.** **1633.** (1) Boards for the professional examination of officers of the Navy for promotion shall consist of not less than three officers senior in rank to the officers to be examined, and they shall, when practicable, be selected from the same corps as that to which the candidate belongs.
- (2) The mental, moral, and professional examination of candidates for appointment to fill vacancies in the lower grades of the medical, pay, and other staff corps, not filled by graduates of the Naval Academy, shall be conducted by boards similarly constituted.
- Interpreter.** **1634.** A competent officer of any branch of the service will be added, if necessary, to any board by which candidates are to be examined in a foreign language, or before which an investigation may take place wherein the services of an interpreter may be required.
- Procedure.** **1635.** (1) The board of examiners shall be duly organized and sworn in each case in the manner provided for naval courts-martial. It shall have power to take testimony and to examine all matters on the files and records of the Department in relation to any officer whose case shall be considered by it. (Art. 1647.)
- (2) There shall be submitted to the board for its consideration all matter on the files and records of the Navy Department which relates in any way to the mental, moral, or professional fitness of the officer whose case is being inquired into, except such as relates to any fact which occurred prior to the last examination whereby he was promoted and which has been inquired into and decided upon, unless such fact continuing shows his present unfitness for promotion. The Chief of the Bureau of Navigation (in the cases of marine officers, the Commandant of the Marine Corps) is charged with the execution of this regulation.
- Matter from files relative to candidate.** (3) Reports made in accordance with the provisions of articles 246 and 247 and of paragraph 4 of this article shall be filed in the Bureau of Navigation (in the case of a marine officer, at the headquarters of the Marine Corps) as part of the officer's record, and shall be submitted to the board of examiners for its consideration, and be attached to the proceedings in the case.
- Reports on fitness.** (4) Interrogatories regarding any particular matter or incident touching the fitness of an officer subject to examination preliminary to promotion, may, upon the request of such officer, be addressed by the Bureau of Navigation (in the case of a marine officer, the Commandant of the Marine Corps) to any officer having knowledge of the facts.
- Interrogatories.** (5) Any officer may be called before the board to give evidence if deemed necessary.
- Witnesses.** (6) Witnesses, before testifying, shall be sworn by the president of the board.
- To be sworn.** (7) Any officer whose case is to be acted upon by such examining board, shall have the right to be present, if he so desires, and to submit a statement of his case on oath. (Sec. 1500, R. S.)
- Right of candidate to be present.** (8) The statement of such officer, if any be made, all questions propounded to him, and his answers thereto, with the testimony
- Record.**

of all witnesses in the case, shall be entered in the record of the proceedings.

(9) No officer shall be rejected until after such public examination of himself and of the records of the Navy Department in his case, unless he falls after having been duly notified to appear before said board. (Sec. 1503, R. S.)

No officer to be rejected without examination.

(10) The onus of establishing professional fitness shall be held to rest entirely upon the officer under examination. The mental and moral fitness of the candidate shall be assumed unless a doubt shall be raised on either head, in the mind of any member of the board, from the answers contained in any of the interrogatories or reports on fitness, from the general reputation of the candidate, or from other sources of evidence of record. It shall be held obligatory upon any member of the board to decline to recommend the promotion of an officer until he is satisfied of the officer's entire mental, moral, and professional fitness for promotion. The board, while careful not to do injustice to any officer regarding whom there is any doubt, shall take equal care to safeguard the honor and dignity of the service, recommending no officer for promotion as to whose fitness a doubt exists.

The responsibility of the officers under examination and of the board.

(11) Any question of law arising before the board, and any communications relating to its proceedings, shall be submitted to the Judge Advocate General of the Navy.

Questions of law.

(12) The record of proceedings shall be signed by all the members and the recorder and be transmitted, together with all reports of qualifications and other documentary evidence which has been before the board, to the Judge Advocate General of the Navy.

Authentication and transmission.

1636. Such examining board shall report their recommendation of any officer for promotion in the following form: "We hereby certify that _____ has the mental, moral, and professional qualifications to perform efficiently all the duties, both at sea and on shore, of the grade to which he is to be promoted, and recommend him for promotion." (Sec. 1504, R. S.)

Form of recommendation prescribed by law.

1637. Any matter on the files and records of the Navy Department touching each case which may, in the opinion of the board, be necessary to assist them in making up their judgment, shall, together with the whole record and finding, be presented to the President for his approval or disapproval of the finding. (Sec. 1502, R. S.)

Action by the President.

SECTION 3.—RETIRING BOARDS.

1638. (1) Whenever any officer, on being ordered to perform the duties appropriate to his commission, reports himself unable to comply with such order, or whenever, in the judgment of the President, an officer is incapacitated to perform the duties of his office, the President, at his discretion, may direct the Secretary of the Navy to refer the case of such officer to a board of not more than nine nor less than five commissioned officers, two-fifths of whom shall be members of the Medical Corps of the Navy. Said board, except the officers taken from the Medical Corps, shall be composed, as far as may be, of seniors in rank to the officer whose disability is inquired of. (Sec. 1448, R. S.)

Statutory provisions for officers of the Navy.

(2) Said retiring board shall be authorized to inquire into and determine the facts touching the nature and occasion of the disability of any such officer, and shall have such powers of a court-

martial and of a court of inquiry as may be necessary. (Sec. 1449, R. S.)

(3) The members of said board shall be sworn in each case to discharge their duties honestly and impartially. (Sec. 1450, R. S.)

(4) When said retiring board finds an officer incapacitated for active service, it shall also find and report the cause which, in its judgment, produced his incapacity, and whether such cause is an incident of the service. (Sec. 1451, R. S.)

(5) A record of the proceedings and decision of the board in each case shall be transmitted to the Secretary of the Navy, and shall be laid by him before the President for his approval or disapproval or orders in the case. (Sec. 1452, R. S.)

Board of selection for retirement.

1639. (1) When, at the end of any fiscal year, the average vacancies in the active list of the line of the Navy for the fiscal years subsequent to June 30, 1898, are found to be less than thirteen above the grade of commander, less than twenty above the grade of lieutenant-commander, less than twenty-nine above the grade of lieutenant, and less than forty above the grade of lieutenant, junior grade, the Secretary of the Navy shall convene, on or about the 1st day of June, a board to be known as the Board of Selection for Retirement.

(2) The board shall consist of five rear admirals.

(3) Each member of the board shall swear (or affirm) that he will, without prejudice or partiality, and having in view solely the special fitness of officers and the efficiency of the naval service, perform the duties imposed upon him. (Art. 1648.)

(4) The Secretary of the Navy shall place at the disposal of the board the service and medical records on file in the Navy Department of all the officers in the grades of captain, commander, lieutenant-commander, and lieutenant.

(5) The board shall then, as soon as practicable after the 1st day of July, select for retirement a sufficient number of officers from the grades mentioned in paragraph 4, as constituted on the 30th day of June of that year, to cause the average vacancies enumerated in paragraph 1, provided that not more than five captains, four commanders, four lieutenant-commanders, and two lieutenants are so retired in any one year. (Act of March 3, 1899.)

(6) The finding of the board, not less than four members governing, shall be in writing, and shall be signed by all the members.

(7) The report of the board shall be transmitted to the President of the United States.

For officers of the Marine Corps.

1640. (1) The commissioned officers of the Marine Corps shall be retired in like cases, in the same manner, and with the same relative conditions in all respects as are provided for officers of the Army, except as is otherwise provided in the next section. (Sec. 1622, R. S.)

(2) In case of an officer of the Marine Corps, the retiring board shall be selected by the Secretary of the Navy, under the direction of the President. Two-fifths of the board shall be selected from the Medical Corps of the Navy, and the remainder shall be selected from officers of the Marine Corps, senior in rank, so far as may be, to the officer whose disability is to be inquired of. (Sec. 1623, R. S.)

(3) Officers of the Marine Corps with creditable records who served during the civil war shall, when retired, be retired in like manner and under the same conditions as provided for officers

of the Navy who served during the civil war. (Act of April 27, 1904.)

SECTION 4.—BOARD ON CONSTRUCTION.

1641. A board having general supervision over the designing, constructing, equipping, and repairing of ships, and such other work as the Secretary of the Navy may assign, to be known as the Board on Construction, shall be composed of such officers as the Secretary may designate. **Composition and duties.**

SECTION 5.—BOARD OF INSPECTION AND SURVEY.

1642. (1) A board known as the Board of Inspection and Survey shall be composed, as near as may be, of one flag officer, one captain, three commanders or lieutenant-commanders (one being designated for engineering duties), one medical officer, one naval constructor, and an assistant adjutant and inspector of the Marine Corps, as members, and one officer not above the grade of lieutenant-commander as recorder. **Composition.**

(2) This board, under specific orders in each case from the Department, shall be charged with the acceptance examinations and trials of all naval vessels built by private firms, and the inspection of all naval vessels newly commissioned. It shall inspect and examine all naval vessels on their return from foreign stations, and vessels in the United States as often as once in three years when practicable, and, when ordered, shall inspect any vessels in reserve or in ordinary, and shall report to the Secretary of the Navy in writing which of said vessels are unfit for further service, or, if the same are unfinished in any navy yard, those which can not be finished without great and disproportionate expense, and shall in such report state fully the grounds and reasons for this opinion. **General duties.**

(3) The various bureaus concerned in the construction of a vessel for the Navy, by private firms, shall furnish the board with all corrected plans and specifications necessary for its guidance in carrying on the examination and trial of such vessel.

(4) All officers detailed for duty with the board, in connection with the examination and trial of a vessel building for the Navy, shall make to the board such reports in writing as may be called for by the president of the board. **Reports to the board.**

(5) A vessel in commission, being inspected by this board, shall be considered as being on detached duty until the inspection is completed.

(6) The president of the Board of Inspection and Survey, Navy Department, shall be ex-officio president of all trial or inspection boards held on vessels of the Navy on the Pacific coast or elsewhere, whether such trials are preliminary or final trials under the contract for their construction, or for military or other special inspection. The senior officer of the board actually conducting these trials or inspections shall be designated the senior member present. **Ex-officio president of all trial or inspection boards.**

(7) The precept convening a board for the trial or inspection of vessels, wherever the said trial may be held, and the orders detailing the officers to duty on the said boards, shall be forwarded through the president of the Board of Inspection and Survey, Navy **Precepts and orders, how forwarded.**

Department, who shall prepare such detailed instructions for the guidance of the board as may be necessary in each particular case, to insure that all inspections be conducted in a systematic and thorough manner.

Documents or data, how forwarded.

(8) All documents or data of any kind whatsoever relating to a vessel to be inspected which are forwarded to inspection or trial boards for their consideration, shall be forwarded through the president of the Board of Inspection and Survey, Navy Department, at the same time as the Department's precept for said trials and inspections, so that they may accompany the detailed instructions prepared by the president of the board; and all reports of such trials and inspections shall be forwarded to the Department through the president of the Board of Inspection and Survey.

SECTION 6.—BOARDS OF INVESTIGATION.

By whom ordered.

1643. (1) Officers commanding shore stations and ships on detached service, not being empowered to order courts of inquiry, shall order a board of three officers to investigate any casualty, occurrence, or transaction in regard to which the Department should be informed, and may, when necessary, require an opinion on the merits of the case.

Report of proceedings.

(2) The board shall make a report in writing, stating fully, clearly, and as concisely as possible all the facts of the case, and shall give an opinion when required. The report, signed by the members of the board, and approved by the officer who convened it, shall be forwarded by such officer to the Secretary of the Navy. The substance of every such report shall be entered in the journal of the station, or in the log book of the ship, as the case may be.

Limitation of powers of board.

(3) Boards of this kind, although they may collect material information from apparent or known facts, or from written evidence which they may possess, are not empowered to examine persons on oath, unless expressly authorized by the Department under the provisions of section 183 of the Revised Statutes, but may record their declarations.

When oath may be administered.

(4) Any officer or clerk of any of the Departments lawfully detailed to investigate frauds or attempts to defraud on the Government, or any irregularity or misconduct of any officer or agent of the United States, shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation. (Sec. 183, R. S.)

SECTION 7.—BOARDS OF INQUEST.

Authorization

1644. (1) In all cases of death occurring in the Navy, attended with unnatural or suspicious circumstances, the senior officer present shall order a board of inquest to assemble and investigate the matter.

Composition

(2) Such boards shall be composed of not less than three commissioned officers, of whom one at least shall be of the medical corps.

Oaths not authorized.

(3) Neither the members of the board nor any person that may be examined shall be sworn.

Duties and procedure.

1645. (1) The board shall first proceed to the spot where the body is 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.

(2) The medical member 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. —

(3) 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.

(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 which they were inflicted; the person or persons by whom the fatal blow was dealt; if there were any aids 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. Procedure in case of suspected violence.

1646. (1) The following form shall be used in recording the proceedings of a board of inquest: Form of record.

At a board of inquest assembled by order of ———, commanding U. S. S. ———, on the ——— day of ———, 19—, at sea (or in the harbor of ———), on the body of (insert the name and rank or rating), found dead.

Present: ———, President; ———, ———, Members;
—————, Recorder.

The order convening the board was read and appended to the record; and the board, having viewed the body, proceeded to take the following evidence:

————— called before the board.

QUESTION. State all you know about the death of ———.

ANSWER. ———.

QUESTION. ———.

ANSWER. ———.

(The witness withdraws.)

Surgeon ———, U. S. S. ———, states that in his opinion the deceased, etc.

(The proceedings are here closed.)

The board, from a view of the body, and from the evidence before it, is of the opinion that ——— died a natural death; or by the visitation of God; or was killed by ———; or was drowned; or was murdered by ———, or by some person or persons unknown; or committed suicide by ———; or otherwise, as the case may be.

(To be authenticated by the signatures of all the members and the recorder.)

(2) 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 individual was occasioned by any act of duty. Record to show whether death was caused by an act of duty.

(3) The record of proceedings shall be transmitted to the convening authority who, after endorsing his approval or disapproval thereon, with such remarks as he may deem necessary, shall forward it to the Secretary of the Navy.

SECTION 8.—FORM OF OATHS.

1647. The following oaths shall be administered to members and recorders of examining and retiring boards and to witnesses before such boards:

(a) To members:

You and each of you solemnly swear (or affirm) that you will honestly and impartially examine and report upon the case of ———, U. S. Navy, now before the board and about to be examined. Oath to be taken by members.

(b) To recorder :

Oath to be taken by recorder.

You do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board in the case of ———, now before the board and about to be examined.

(c) To witnesses :

Oath to be taken by witness.

You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you in the case of ———, now under examination by this board.

Oath of Board of Selection for Retirement.

1648. The following oath shall be administered to members of the Board of Selection for Retirement :

You and each of you solemnly swear (or affirm) that you will without prejudice or partiality, and having in view solely the special fitness of officers and the efficiency of the naval service, perform the duties imposed upon you by your appointment as a member of this board.

CHAPTER XL.

COURTS OF INQUIRY.

SECTION I.—OBJECTS AND CONSTITUTION.

1649. In important cases, where the facts are various and complicated, where there appears to be ground for suspecting criminality, or where crime has been committed, or much blame incurred without any certainty on whom it ought chiefly to fall, a court of inquiry affords the best means of collecting, sifting, and methodizing information for the purpose of enabling the convening authority to decide upon the necessity and expediency of further judicial proceedings. **Object and advantage.**

1650. The authority to order courts of inquiry, together with the composition of such courts, their powers, etc., are prescribed in articles 55 to 60, inclusive, Articles for the Government of the Navy. **Authority to convene, how vested, powers, and composition of court.**

1651. Commanders of fleets or squadrons serving in the waters of the United States, although not empowered to order general courts-martial, except by express authority of the President of the United States, are expected on the occurrence of any matter serious enough in their judgment to require thorough investigation, to order a court of inquiry as soon as practicable, and on the proceedings being closed, to submit them by the earliest opportunity to the Secretary of the Navy, in order that he may take such action thereon as may be necessary. **When to be convened.**

1652. The composition of the court, either in regard to the rank of its members or 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 investigation, no member of the court 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 court. (Art. 1703.) **Rank and corps of members.**

1653. Should the number of members named in the order convening the court be reduced, the court can not proceed without authority from the officer who convened it. **Procedure in case of a reduction in number.**

1654. At the request of the president of the court, the captain of the vessel, or commandant of the navy yard or station, on board of or at which the court is held, shall direct an orderly to attend upon its meetings and execute its orders. **Detail of orderly.**

1655. When a court is required to report facts, it is not to be understood that the bare record of the testimony is meant but also the result and conclusion of the court from hearing the evidence. **Facts defined.**

Duties of president. **1656.** It is the duty of the president of a court of inquiry to administer the oath to the judge advocate and to the witnesses, 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, will be most convenient and proper for the transaction of the business before it; but should objection be made by any member of the court to an adjournment announced by the president, the question shall be submitted to and decided by the court.

Duties of judge advocate. **1657.** It is the duty of a judge advocate of a court of inquiry—

(a) To summon all the witnesses required for the investigation, and to lay before the court a list of them.

(b) To administer the oath or affirmation to the members of the court, according to the form prescribed by article 58 of the Articles for the Government of the Navy, and himself to take the oath or affirmation required by said article.

(c) To record the proceedings of the court under its direction and control, and to append original documents or authenticated copies thereof to the record.

(d) To put the questions to the several witnesses.

(e) To assist the court in systematizing the information it may receive, to minute in the proceedings the opinion of the court, if called for; and to render to the court such assistance as will enable it to lay all the circumstances of the case before the convening authority in a clear and explicit manner.

(f) In conjunction with the president of the court, to authenticate the proceedings by his signature.

SECTION 2.—METHOD OF PROCEDURE.

Rule of assembling. **1658.** (1) Courts of inquiry shall assemble at the place and, as nearly as practicable, at the time named in the order convening them.

Precept and instructions to be read. (2) The court on first assembling is usually closed until the order constituting it, and the instructions contained therein, are read, and the original of said order shall be attached to the proceedings.

Parties introduced. (3) The mode of procedure having been decided upon by the court, the complainant (if there be one) and the defendant shall be called in, and the complaint or subject to be investigated shall be communicated to the accused party.

Whether open or closed court, how decided. (4) Whether the investigation shall be held in open court or not must depend on the nature of the matter to be examined, and, if not specified by the convening authority, shall be decided by the court.

Complainant allowed to be present. (5) The judge advocate, as recorder, is prosecutor in the case, but the complainant or accuser (if there be any) may be allowed to remain in court and make suggestions to the judge advocate.

Counsel allowed. (6) The parties before a court of inquiry, both the accuser and the defendant, may be allowed to have friends or counsel present during open court.

Challenge of member. (7) A member of a court of inquiry may be challenged for cause by either party.

Employment of reporter or interpreter. **1659.** (1) With the sanction of the convening authority, a court of inquiry may avail itself of the services of a reporter or interpreter, but such person or persons shall be sworn, and shall not be allowed to be present in closed court.

(2) There being no form of oath fixed by statute, the following may be administered by the judge advocate:

(a) "You, A. B., swear (or affirm) faithfully to perform the duty of clerk or reporter in aiding the judge advocate to take and record the proceedings of the court, either in shorthand or ordinary manuscript." Oath to reporter.

(b) "You, A. B., swear faithfully and truly to interpret or translate in all cases in which you shall be required so to do between the United States and the party whose conduct is the subject of this inquiry." Oath to interpreter.

1660. (1) An officer whose conduct is to be investigated by a court of inquiry 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. Defendant may be relieved from duty, but need not be arrested.

(2) It is the right of the defendant to be present at the investigation, although it is not obligatory upon him to take any part in the inquiry, unless he prefers to do so. He can not, however, refuse to obey an order directing him to appear before the court. May be present.

1661. (1) When the court is ready to proceed with the investigation, the witnesses shall be called before it separately, and the president of the court shall administer to each the oath (or affirmation) prescribed for witnesses before general courts-martial. Witnesses to be sworn.

(2) Witnesses shall be cautioned before giving their testimony to confine themselves to facts which are within their own knowledge. To speak only to facts.

(3) The testimony is to be taken down regularly, in writing, and, as far as the nature of the case will admit, the same rule of procedure is to be followed as in general courts-martial. Testimony, how recorded.

(4) 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 court.

1662. The evidence on the part of the prosecution is to be first taken, after which the defendant shall be asked if he has anything to offer on the subject or any evidence to produce. Order in taking the evidence.

1663. (1) The defendant shall be allowed, if he so desires, to testify in his own behalf, but he may decline to answer any questions which may tend to criminate himself. Defendant not called to criminate himself.

(2) It is also optional with the defendant to abstain from putting any questions to witnesses, either on examination-in-chief or on cross-examination; he is equally at liberty to decline making any statement to the court touching his alleged misconduct. Privilege of defendant.

(3) If, however, the defendant should lay before the court a general statement or defense, he is strictly forbidden to publish it, or cause or permit its publication, until final action has been taken in his case. Publication of defense prohibited.

1664. Neither the accuser nor the defendant can demand a copy of the proceedings. The evidence, of whatever nature, is intended only for the officer convening the court. Copy of proceedings.

1665. The examination of witnesses being finished, the parties before the court are to be allowed an opportunity of addressing it if they so desire. When parties may address court.

Proceedings and instructions to be examined.

1666. Finally, the court having been cleared and the proceedings read over, the instructions contained in the order by which it is constituted shall also be carefully examined and scrupulously followed.

Report of the court.

1667. After mature deliberation on the testimony recorded during the inquiry, the court shall proceed to report the facts, and, if so directed, an opinion on the merits of the case, and the propriety or expediency, or otherwise, of further action.

Authentication of proceedings.

1668. The proceedings of a court of inquiry must be authenticated by the signatures of the president and the judge advocate of the court only, and are then to be submitted for the consideration of the officer convening the court, after which the court may adjourn temporarily to await his further instructions. (Art. 60, A. G. N.)

Revision.

1669. The proceedings may be revised as often as the convening authority thinks necessary. New evidence may be received and recorded on every such revision, and any of the previous witnesses may be recalled and reexamined, provided, in either case, that all parties to the inquiry are present, if they so desire.

Opinion of court not to be disclosed.

1670. As expression of opinion by a member of a court of inquiry might prejudice the accused party in case of trial by court-martial, 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 court or of the individual members thereof, without the sanction of the officer to whom the proceedings have been submitted.

Dissolution of court.

1671. The court is dissolved by the convening authority.

Records, where to be sent after final action.

1672. The proceedings of courts of inquiry, after action thereon by the reviewing authority, shall be forwarded direct to and filed in the office of the Judge Advocate General.

SECTION 3.—INQUIRY INTO THE LOSS OR GROUNDING OF A SHIP OF THE NAVY.

Inquiry into the loss of ships.

1673. Whenever a court is appointed to inquire into the cause of the loss of a ship, or of her having touched the ground, the following points, as far as pertinent, are invariably to be included in the investigation:

Documentary evidence to be required.

(a) The rough log book, captain's night order book, and the chart by which the ship was navigated, or one of the same, must, if practicable, be produced in court.

Latest determination of ship's position.

(b) The court shall investigate whether the proper chart, provided by the Bureau of Equipment, was used; whether the position of the ship at the last favorable opportunity was accurately determined by observation or otherwise; and if not, when it was last accurately ascertained.

Log book to be examined.

(c) The court shall also determine whether the courses steered by the standard compass, corrected for local deviation, and the distances run on the day before the ship grounded, were correctly inserted in the log book; also, when the error for local deviation was last obtained.

When land was made.

(d) If land was made, and the distance estimated before the ship struck, it is to be ascertained what steps were taken during the time it was in sight to correct the ship's run.

Whether instructions have been obeyed.

(e) The court shall rigidly investigate the manner in which the instructions contained in the regulations, to officers commanding ships on approaching land, were observed.

(f) Some competent officer not attached to the ship, the loss or grounding of which may be the subject of inquiry, shall be directed to work up the reckoning of that ship from the data obtained from her navigating officer, to enable the court to fix the true position of the ship at the time of her taking the ground. **Examination of the ship's position.**

(g) The officer appointed to perform this duty shall submit to the court in writing, attested by his signature, the result of his work, to the accuracy of which he shall be sworn. The position of the ship so determined shall be laid off on the chart by which she was navigated, as also her position when ashore, as determined by cross bearings taken from the log book. The rate and direction of the tide stream and the time of tide shall be stated, if possible. **Result of examination.**

(h) Any of the documents referred to in this article which were used in the inquiry, with an attested extract from the log commencing at least forty-eight hours before the ship touched the ground, if pertinent, are to accompany the record of the court. **Documents to accompany the record.**

1674. (1) Whenever inquiry is made into the loss of a ship, the court shall call for the official report of the captain of such ship, containing the narrative of the disaster, and this report shall be read in court in presence of the captain and of such of the surviving officers and crew as can be assembled. **Official report of the captain to be required.**

(2) After these survivors have been sworn as witnesses, the following questions shall be put to them, respectively, by the court: **Questions to be asked by court—**

(a) (To the captain.) Is the narrative just read to the court a true statement of the loss of the United States ship _____? **—of the captain.**

(b) (To the captain.) Have you any complaint to make against any of the surviving officers and crew of the said ship on that occasion?

(c) (To the surviving officers and crew.) Have you anything to object to the narrative just read to the court, or anything to lay to the charge of any officer or man with regard to the loss of the United States ship _____? **—of the surviving officers and crew.**

CHAPTER XLI.

SUMMARY COURTS-MARTIAL.

1675. The following Articles for the Government of the Navy shall be consulted by officers performing duty in connection with summary courts-martial: 3, 4, 8, 13, 14, 21, 22, 23, 26 to 34 inclusive, 41, 42, 43, 47, 49, 51, 52, 61, and 63. Constitution, powers, etc.

1676. (1) When an officer empowered to convene summary courts-martial decides after investigating an accusation against a petty officer or person of inferior rating that the accused should be tried by a summary court, he shall refer the case to such court, with the least possible delay. (Art. 260.) Trials not to be unnecessarily delayed.

(2) When the nature of the offense charged is of such character that the punishment which a summary court-martial is authorized to inflict is not adequate, the offender shall be brought to trial before a general court-martial, unless it is impracticable to do so. (Arts. 30 and 51, A. G. N.) When offenders are to be tried by general court-martial.

(3) When a marine is to be tried by summary court-martial, one or more marine officers shall, if practicable, be detailed as members of the court. When marine officers are to be detailed as members.

1677. (1) When a trial by summary court-martial is decided upon, and a sufficient number of officers of the proper rank to compose the court are not under the command of the convening authority, the latter shall request the senior officer present to detail the additional officers necessary. (Art. 1557, par. 3.) Deficiency of members, how supplied.

(2) The senior officer present shall, if practicable, comply with such request, in which case he shall, orally or in writing, notify the officers detailed. Senior officer present shall detail members.

1678. (1) The precept for a summary court-martial shall specify the personnel of the court and the time and place of meeting. Contents of precept.

(2) The convening authority shall deliver the precept to the senior member and, orally or in writing, notify the other members and recorder of their appointment. Notification to members and recorder.

(3) A summary court-martial after its first meeting shall meet at the time specified at adjournment or, if no time was specified, at the call of the senior member, unless, in either case, the convening authority directs otherwise. Times of meeting.

(4) Summary court-martial duty shall be performed in addition to other duties, unless the convening authority directs otherwise. Members not exempt from other duties.

(5) Hours for holding sessions of a summary court-martial shall be selected with a view to as little interference with the performance of routine duties as the administration of justice and the interests of the accused and the service permit. When sessions should be held.

(6) When a summary court-martial meets and when it adjourns, the senior member shall notify the commanding officer and the officer of the deck, or officer of the day. Meeting and adjournment to be reported.

- Senior member presides.** (7) At sessions of a summary court-martial, the senior member shall preside, except when called as a witness. (Art. 1686, par. 4.)
- Detail of orderly.** **1679.** At the request of the senior member of the court, the captain of the ship or the commandant of the yard, station, or barracks where it is held, shall direct an orderly to be detailed to attend the meetings of the court and execute its orders.
- Summoning witnesses.** **1680.** (1) The recorder shall summon all witnesses, both for the prosecution and for the defense; but he shall not, except upon written order of the convening authority, summon any person whose presence would require travel, or attendance fees, at the expense of the Government.
 (2) Persons in the naval service shall obey such summons and report, at the time specified, to the recorder.
 (3) Summons to persons under the command of the convening authority shall be transmitted through the executive officer or officer of the day; to other naval persons, through the usual official channels; and to civilians, in the mode best calculated to reach them.
- Accused to be furnished copy of specification.** **1681.** (1) The accused shall, as soon as practicable after it has been decided to bring him to trial, be furnished with a copy of the specification preferred against him. (Art. 43, A. G. N.)
- Time to prepare defense.** (2) He shall, after the receipt of such copy and before being brought to trial, be allowed a reasonable time to prepare his defense. He may be tried at any time after he announces in open court that he is ready for trial.
- Plea in bar.** (3) Should he submit a plea in bar of trial, the procedure required by article 1750 shall be followed.
- Specification, how drawn.** **1682.** (1) The specification shall be drawn up in accordance with the instructions contained in articles 1705 and 1706.
 (2) When the charge is incompetency, it is essential to set forth the particular acts, or neglect, upon which the specification is based. (Art. 1693, par. 6.)
 (3) When the charge is unlawfully having intoxicants in possession, it is essential to charge that the possession was "unlawful."
- Recorder, the prosecutor.** **1683.** (1) The recorder, representing the Government, is the prosecuting officer. He shall offer only such evidence as is lawfully admissible; when in doubt, he shall offer the evidence.
 (2) The court shall determine all questions as to the admissibility of evidence and its decision thereon is final.
- Evidence, rules governing.** (3) The rules of evidence which are applicable to trials by general courts-martial are equally applicable to trials by summary courts-martial. (Art. 1731, par. 3.)
 (4) The incidents of a trial shall be recorded in the order in which they occur.
- Record.** **1684.** (1) The original order convening the court, and all orders altering the same, together with the original specification approved and signed by the officer ordering the court, must be prefixed to the record.
 (2) If, however, more than one case is to be tried by the same court, the order shall be referred to in each case subsequent to the first to show that the proceedings are continuous, and the record of each case must be made up separately.
- Each case to be complete.** **1685.** (1) The court shall, immediately after it meets for a trial, examine the specification. The court may itself correct therein manifest clerical errors and, before the trial begins, notify
- Correction of errors in specification.**

the accused of such corrections. Technical errors shall be dealt with as in general courts-martial, the form of procedure for which is applicable to summary courts-martial where not inconsistent therewith or with the regulations governing the latter.

(2) The accused must furnish his own counsel except as provided in the next paragraph; a summary court-martial can not refuse to allow such assistance. Counsel for accused.

(3) When the accused has no counsel, the court may, if he so requests, appoint a commissioned, warrant, or petty officer within reach to act as his counsel. Such appointment, however, takes effect only with the consent of such officer.

(4) The record must show, by admission of the accused, or by other proof, that he received at a stated time prior to his trial a copy of the specification preferred against him. Receipt of copy of specification.

(5) After the precept and orders altering the same have been read, the accused shall be asked if he objects to any member of the court. The recorder may not be challenged on any ground. It is essential for the record to show that the accused was afforded opportunity to challenge. The recorder may also challenge members. Precept, etc., read.
Challenges.

(6) If a challenge is made and the court decides not to sustain it, the case shall proceed. If the challenge is sustained, the case shall be suspended and the recorder shall, as soon as possible, forward the record to the convening authority. If the latter approves the action of the court, he may order a new member in place of the one challenged, or withdraw the specification from the court; if he disapproves the court's action, he shall return the record to the court with his action thereon and the case shall proceed. When a new member is added to the court, the order appointing him shall be read aloud and the accused shall be afforded an opportunity to challenge such member. (Art. 47, A. G. N.) Action in case of challenge.

(7) When proceedings in a case are, for any cause, suspended, a new case or other business before the court may be taken up. New case or other business.

(8) After the accused has announced that he does not object to any member, or to any other member, and that he received a copy of the specification, the oaths or affirmations required by article 28 of the Articles for the Government of the Navy shall be administered. It is essential for the record to show that these oaths or affirmations were administered, to which end the entry may be: "Each member and the recorder were duly sworn." Oaths administered.

(9) After each member and the recorder have been duly sworn, the recorder shall read aloud the specification preferred against the accused, shall address him by his name and designation and ask him whether he is guilty or not guilty of the specification just read. The trial shall then proceed as provided for in general court-martial procedure. (Arts. 1748, 1749, and 1750.) Specification read.

(10) The proper order for the introduction of evidence is as follows: 1st, by the prosecution; 2d, by the defense; 3d, rebuttal by the prosecution; 4th, surrebuttal by the defense. 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 prosecution or the defense to introduce evidence at any time before arriving at its finding thereon, but it shall not thereafter receive any new evidence except evidence of previous convictions. Order for introduction of evidence.

(11) Entries shall be made in the record to indicate the beginning and the ending of each stage in the introduction of evidence.

Witnesses
sworn.

1686. (1) Each witness in a summary court-martial must, before giving his testimony, be sworn or affirmed as required by article 41 of the Articles for the Government of the Navy. It is essential for the record to show that each witness was duly sworn.

(2) Testimony shall be recorded in the order in which it is taken and as nearly as possible in the words of the witness.

(3) The court may, at its discretion, require that all questions, before being put, be reduced to writing.

Member or re-
corder to be first
witness.

(4) If it is known to the recorder prior to beginning the prosecution that a member or the recorder is to be a witness for the prosecution, the testimony of such witness should be taken before any other evidence is received. If the senior member becomes a witness, the member next in rank shall administer the oath and preside until the witness resumes his status as senior member. If the recorder becomes a witness, he shall during his own examination continue his duties as recorder. In either case, the witness, after giving his testimony, shall resume his status as member or as recorder.

Order for ex-
amination of
witness.

(5) The proper order for the examination of a witness is as follows: 1st, direct examination by the party who calls him; 2d, cross-examination by the opposite party; 3d, redirect examination; 4th, re-cross-examination. The court may, in the interest of justice, allow further examination and cross-examination by the parties. Any member of the court may put questions to the witness, such questions being subject to objection in the same manner as are questions by parties to the trial.

Testimony to
be read over.

(6) The recorded testimony of a witness shall be read to, or by, him in order that he may verify, correct or amend it. In recording corrections or amendments, the instructions given in article 1759 shall be followed.

Witness
warned.

(7) Before a witness withdraws from the court room, the senior member shall warn him not to converse upon matters pertaining to the trial during its continuance. This warning shall not be given to a member or to the accused.

Accused as
witness.

1687. (1) The accused shall, at his own request but not otherwise, be a competent witness; and his failure to make such request shall not create any presumption against him. (Act of March 16, 1878.) When the accused testifies, the record shall show that it was at his own request, to which end the entry may be, "The accused, at his own request, was duly sworn and testified as follows."

(2) The accused as a witness occupies no exceptional status; he is subject to cross-examination and his testimony is subject to the same rules of evidence that apply to other testimony.

Recorder to
assist accused.

1688. Should the accused have no counsel, or incompetent counsel, the recorder shall, with the consent of the accused, assist him by presenting his defense in the most efficient manner, including the introduction of evidence in extenuation, or in mitigation, of the offense, as well as evidence of previous good conduct or character.

Formula to
denote court
cleared.

1689. Whenever the court is cleared, the recorder and all other persons except members shall withdraw from the court room. The entry in the record to indicate that this regulation was complied with shall be, "The court was cleared, the recorder withdrawing."

1690. (1) Oral arguments upon the admissibility of evidence, or upon interlocutory proceedings, may be allowed, but shall not be recorded. The grounds upon which objections are made shall be recorded. Matters to be shown in record.

(2) When the trial is finished, the recorder shall so enter upon the record.

(3) The conduct record of the accused during his current enlistment may be received in evidence between the finding and sentence under the same conditions as those prescribed for evidence of previous convictions.

1691. (1) If the court finds the specification proved, or proved in part, and the recorder has stated that he has evidence of previous convictions, it shall, after arriving at such finding, open and, the accused being present, the recorder shall introduce evidence of previous convictions, and also the conduct record, if the latter is desired by the court. Evidence of previous convictions and conduct record.

(2) The evidence of previous convictions is introduced by the recorder reading aloud extracts from the log, enlistment records, or descriptive lists, general court-martial orders, or any other evidence of record showing the offense committed, the time of its commission, the sentence, and the action thereon; certified copies of such extracts must be appended to the record. Evidence of previous conviction, how introduced.

(3) Evidence of previous convictions must relate to the current enlistment of the accused, and refer to actual trials and convictions by a court-martial that have been approved by the authorities whose action is requisite to give full effect to the sentence; these authorities are the convening and reviewing authorities and, in sentences involving loss of pay or bad conduct discharge of marines, and of enlisted men of the Navy not in their first enlistment, the Secretary of the Navy. When the finding and sentence have been disapproved by the proper reviewing authority, evidence of such previous conviction is inadmissible. (Art. 1698, par. 2.) When admissible.

1692. The court may find the accused guilty of the whole or of any part of the misconduct charged, according to the evidence, and adjudge punishment for as much as shall be found proved. Finding and punishment.

1693. (1) Summary courts-martial are restricted in their sentences to the punishments specifically authorized to be inflicted by such courts in the Articles for the Government of the Navy. Parts of two or more punishments are not to be assigned, except as prescribed by those articles; from which it follows that sentences to "extra duties" instead of "extra police duties," and to "dishonorable" instead of "bad-conduct" discharge are illegal; that sentences to confinement in irons are illegal; and that sentences involving confinement on bread and water or diminished rations are illegal unless it is expressly provided that such confinement is to be "solitary." Parts of two or more sentences not to be combined.

(2) A sentence of "deprivation of liberty" is illegal unless the words "on shore on foreign station," are added, and the court in adjudging sentence shall not exceed the limit of three months. (Art. 840.) Deprivation of liberty.

(3) The use of irons, single or double, as a form of punishment in the Navy, is abolished except for the purposes of safe custody or when part of the sentence imposed by a general court-martial. (Act of May 13, 1908.) Use of irons abolished.

(4) Summary courts shall exercise care and discretion in resorting to the punishment of confinement on bread and water, and Confinement on bread and water.

shall not award it in any case for a longer period, consecutively, than five days. As a shorter interval on bread and water is less liable to work injury to health, the maximum interval allowed should be adjudged only in case of maximum offenses.

Extra police duties.

(5) Except when the offender is serving on a receiving ship or at a shore station, sentences involving extra police duties are undesirable, demanding from others increased watchfulness and supervision.

Disrating for incompetency mandatory.

(6) In the case of a person found guilty of incompetency, the sentence of disrating is mandatory, and such sentence is the only authorized punishment therefor.

Classification for disrating.

(7) In order to insure uniformity in the reduction in rating of enlisted persons by sentence of summary courts-martial, the following classification of the petty officers and other enlisted men in the Navy, and of the noncommissioned officers, musicians, and privates in the Marine Corps, arranged to show in each case their "next inferior rating," shall be followed: unless the man's current enlistment record shows that he was promoted to his present rate from some inferior rating other than the one indicated by the table, in which case his reduction shall be to the inferior rating from which he was last advanced, and it shall be so stated in the record of the court.

MESSMEN BRANCH.

RATING.

Steward or cook.
 Mess attendant, first class.
 Mess attendant, second class.
 Mess attendant, third class.

MARINES.

CLASS.	RANK.						
Chief Petty Officers.	Ser-geant Major.	Quar-termas-ter Ser-geant.	Drum Major.	Leader of Band. Second Leader of Band.	First Ser-geant in charge of guard.		
Petty Officers, first class.	First Sergeant.					Gun-ner-y Ser-geant.	
Petty Officers, second class.	Sergeant.						
Petty Officers, third class.	Corporal.						
Seamen, first class.							Musician, first class.
Seamen, second class.							Musician, second class.
Seamen, third class.							Musician, third class.
	Private.						Private. Drum-mer and Trump-eter.

When reduction in rating should not be adjudged.

(8) The sentence of "reduction to the next inferior rating" is deemed inappropriate to such offenses as "overstaying liberty," "absence without permission," "attempting to smuggle liquor," "liquor in possession," etc., unless committed by a petty or non-commissioned officer; and even then it is appropriate only when, in the opinion of the court, the commission of the offense and the conduct record of the accused indicate that he can not be relied upon properly to perform all the duties of the rating in which he is serving.

(9) The sentence of "discharge from the service with bad conduct discharge" is deemed appropriate only to cases in which the offense committed demonstrates the fact that the accused is an unfit person to remain in the naval service, and should not be approved for continuous service men except in extreme cases, and then only after careful inquiry as to the record and length of service of the accused. When bad conduct discharge should not be adjudged.

(10) In sentences involving loss of pay, the amount of money and not the length of time shall be stated, having due regard to the fact that not more than three months' loss of pay may be imposed. Amount of loss of pay and not the length of time to be stated.

1694. (1) The sentence of the court shall be signed by all the members and by the recorder. (Art. 52, A. G. N.) Sentence signed.

(2) After the proceedings in a trial have been completed and recorded they shall be signed by the senior member and the recorder, and the senior member shall transmit the record to the convening authority. Record authenticated.

(3) The convening authority shall scrutinize the record and shall, before approving the proceedings and sentence, satisfy himself that the record contains all that is necessary both as to law and fact to support the finding. He may, if not so satisfied, direct the court to reconsider its sentence, or its finding and sentence, or to revise its proceedings, or he may disapprove the proceedings, finding, and the whole or any part of the sentence. Action of convening authority.

(4) If the convening authority approves the whole or any part of the sentence adjudged, he shall transmit the record to the commander-in-chief, or in his absence to the senior officer present. Should no officer senior to himself be present, he shall, in subscribing his action upon the record, add to his title the words "Senior Officer Present." (Arts. 1550 and 1696, pars. 1 and 2.)

1695. (1) Whenever any person is sentenced for a period exceeding ten days to confinement on diminished rations, or on bread and water, there must appear on the record of the proceedings the certificate of the senior medical officer under the immediate jurisdiction of the convening authority, to the effect that such sentence will not be seriously injurious to the health of the prisoner. (Art. 33, A. G. N.) Medical certificate required.

(2) The officer who orders a summary court-martial has power to remit, in part or altogether, but not to commute, the sentence of the court. The convening authority, in mitigation of a sentence, can remit so much thereof as requires confinement to be solitary or on diminished rations; or in sentences involving bread and water, he can increase the frequency with which full rations be permitted. It is his duty either to remit any part or the whole of any sentence, the execution of which would, in the opinion of the senior medical officer, given in writing, produce serious injury to the health of the person sentenced; or, to submit the case again, without delay, to the same or to another summary court. (Art. 1694, par. 3.) Remission of sentence. Powers of convening authority.

(3) If a new court be ordered, it is restricted in its action to a review of the record of the former trial and a redetermination of the sentence. No further testimony is to be admitted. Action by new court.

1696. (1) No sentence of a summary court-martial shall be carried into execution until the proceedings and sentence have been approved by the officer ordering the court and by the commander-in-chief, or, in his absence, by the senior officer present. (Art. 32, A. G. N.) Approval of sentence.

Authority to mitigate sentence.

(2) All powers of mitigation vested in the convening authority may be exercised by the commander-in-chief or, in his absence, by the senior officer present.

Vessel at navy yard; proper reviewing authority.

(3) When the convening authority is the commanding officer of a cruising vessel in commission, temporarily at a navy yard, the commander-in-chief or, in his absence, the senior officer of the cruising vessels there present, and not the commandant of the yard, is the authority whose approval of the proceedings and sentence is necessary before the latter may be carried into execution. (Art. 1557.) When two or more cruising vessels in commission meet, not at a navy yard, the senior officer present shall be determined by the provisions of article 19.

Execution of sentence.

(4) Sentences as finally approved by the convening authority and by the commander-in-chief, or in his absence by the senior officer present, except loss of pay adjudged in direct terms and bad conduct discharges of marines, and of enlisted men of the navy not in their first enlistment, may be carried into execution immediately after such approval. (Arts. 805 and 1697.)

Record of service and offenses.

(5) In every case where a sentence involving bad conduct discharge has been imposed, it shall be the duty of the officer ordering the court, before acting upon the proceedings, to spread upon the record a brief synopsis of the service of the person tried and of the offenses committed by him during his current enlistment.

Procedure in case of acquittal.

(6) In cases where the accused has been acquitted by the court, or where the sentence has been disapproved by the convening authority, the record of proceedings shall be submitted to the senior officer present in the same manner as though a sentence requiring action still remained.

Sentences involving loss of pay.

1697. (1) Sentences of summary courts, or parts thereof, which involve loss of pay, in direct terms, can not lawfully be executed until approved by the Secretary of the Navy, and must, therefore, be referred to him. This reference is to be briefly and legibly endorsed upon the record by the officer who first revises the proceedings. In such cases, the same formal approval of the proceedings by the officer who first revises them and the senior officer present is required, as if he had power finally to confirm the sentence; but the disapproval of the loss of pay by either is final.

Bad conduct discharge.

(2) Such portion of a sentence of summary court-martial as involves discharge from the service with bad conduct discharge shall not be carried into effect until an order for discharge is received from the Bureau of Navigation or from the Commandant of the Marine Corps, as the case may require, except that men (other than marines) during their first enlistment, so sentenced, may, after approval of the proceedings and sentence by the proper authorities (Art. 32, A. G. N.) be discharged, without the above mentioned order, within the continental limits of the United States, and that men in the insular force sentenced by summary court-martial to discharge with bad conduct discharge may be so discharged in the Philippine Islands, Samoa, or Guam, according to the place of enlistment, upon the approval of the sentence by the senior officer present in Asiatic waters, or in Samoa or Guam, as the case may be. Men under sentence of discharge with bad conduct discharge, and on board a vessel about to proceed to a port outside the United States, may, upon order of the senior officer present, be transferred to the nearest receiving ship or marine barracks, according to the circumstances, or to a vessel remaining

in port: *Provided*, That no expense for travel be incurred by such transfer, and that the Bureau of Navigation or the Commandant of the Marine Corps, as the case may require, be informed thereof.

1698. (1) Records of proceedings of summary courts shall be kept and made up in the manner hereinafter prescribed for records of general courts-martial. They shall be transmitted direct to the Judge Advocate General.

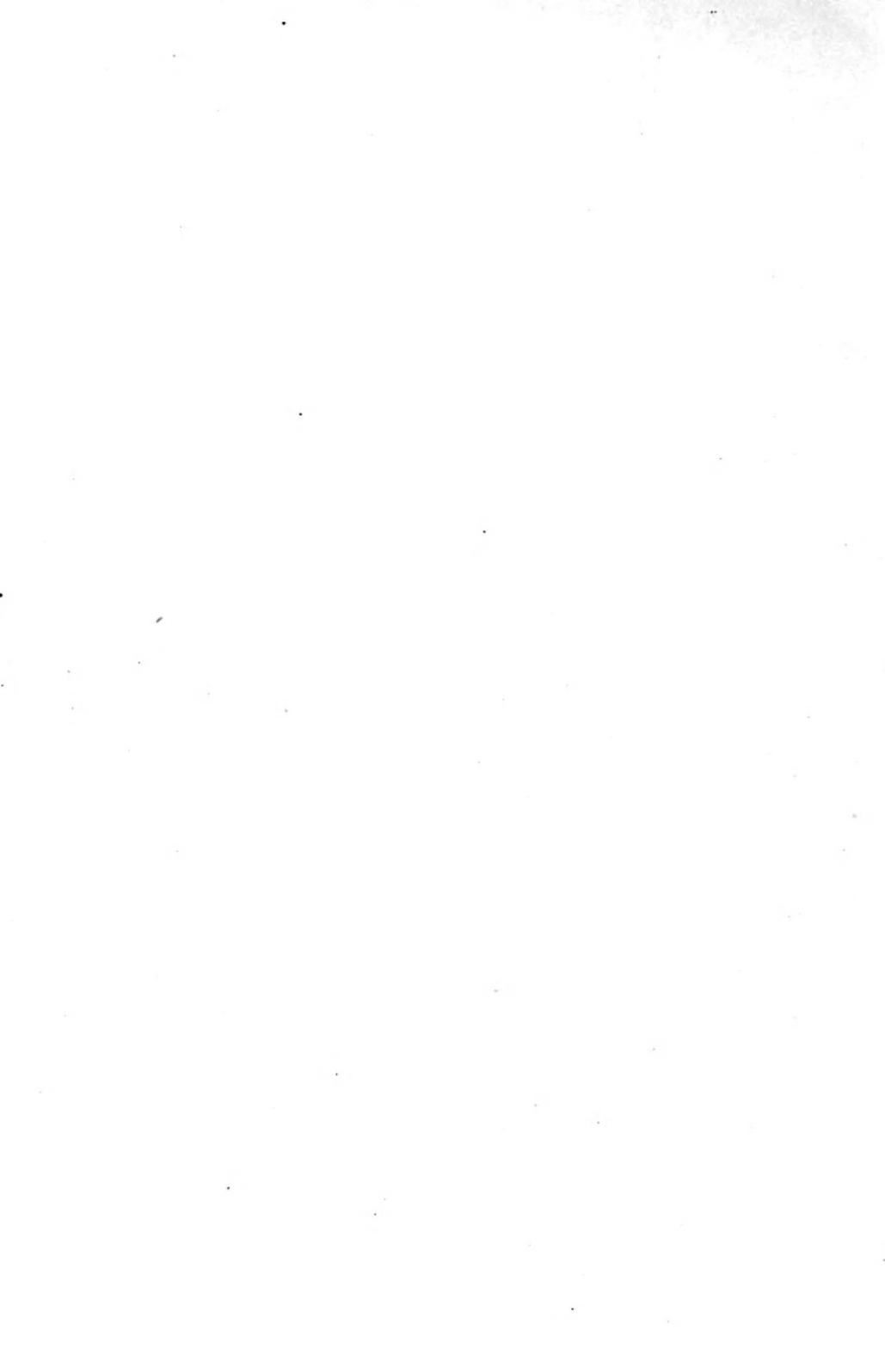
Record of proceedings, how made up.

(2) Before such record is transmitted to the Judge Advocate General, a brief transcript shall be taken therefrom (except in case of acquittal) and entered upon the enlistment record of the man concerned. This transcript shall comprise the date and nature of the offense proved and the punishment adjudged as approved by the senior officer present, with the date of such approval. If the said punishment be disapproved or mitigated subsequently by the Department, an entry to that effect shall be made as soon as notice thereof is received. If loss of pay or bad conduct discharge, or both, be included in the sentence, the final action in either case shall be similarly entered. The transcript and entries shall be authenticated as soon as made by the signature of the captain.

Transcript from record.

1699. The court is dissolved by the authority that ordered it to convene. The order may be verbal.

Court dissolved.



CHAPTER XLII.

GENERAL COURTS-MARTIAL.

SECTION 1.—CONSTITUTION OF COURT.

1700. (1) General courts-martial may be convened by the President, by the Secretary of the Navy, or by the commander-in-chief of a fleet or squadron. The commander of a squadron, when separated from the commander-in-chief of the fleet to which his squadron is attached, under such circumstances as to cause the chief command in the waters where he may be to devolve upon him temporarily, may convene general courts-martial and courts of inquiry, signing the precepts and acting upon the proceedings as commander-in-chief of the United States naval force in such waters. (Art. 38, A. G. N.)

By whom convened.

(2) The exercise of this power by commanders-in-chief within the waters of the United States is forbidden except by express authority from the President; but this authority is usually granted, and whenever exercised the fact of express authorization must be stated in the convening order.

Limitation of this power.

1701. (1) The composition of a general court-martial is prescribed in article 39 of the Articles for the Government of the Navy.

Composition of court.

(2) In detaching officers for a general court-martial for the trial of a medical, pay, or marine officer, it is deemed proper, if the exigencies of the service permit, that at least one-third of the court be composed of officers of the same corps as the person to be tried. No officer should be named in the precept as a member against whom either the judge advocate or the accused can reasonably object when called upon to exercise the privilege of challenge.

In case of staff officers or marines.

Possibility of challenge to be guarded against.

1702. (1) When less than thirteen officers are detailed upon a general court-martial a statement that "no other officers than those named can be summoned without injury to the service" shall be an essential part of the order convening the court, as showing that the requirements of the statutes relating both to the number and rank of members have been complied with, as far as the interests of the service allow. (Art. 39, A. G. N.)

Statement to be added to order convening the court.

(2) The limitations as to the number, rank, or corps of the members is discretionary with the appointing power, and his decision thereupon is final.

Limitations discretionary.

1703. (1) An officer detailed for duty on a general court-martial or court of inquiry is, while so serving, exempt from other duty, except in cases of emergency to be judged of by his immediate commanding officer, who shall, in case he requires such officer to perform other duty, at once communicate with the convening authority, assigning the reasons for his action.

Members exempt from other duty.

Adjournment to be reported.

(2) When a general court-martial or court of inquiry adjourns without day, or for a period of more than two days, the president of the court shall report the fact to the senior officer present, and the members of the court shall then be liable to other duty.

SECTION 2.—CHARGES AND SPECIFICATIONS.

Framing the charges; powers of convening authority.

1704. (1) It is entirely within the discretion of the officer empowered to convene a court-martial to direct what portions of the complaint against an accused shall be charged against him.

Suspension or confinement of accused.

(2) When an offense has been committed by any person in the naval service which may involve his trial by general court-martial, he should, in general, be placed under suspension or in confinement, as the case may require, while awaiting action and pending a decision in the matter. When the competent officer has decided to have such person tried by a general court-martial, he shall cause charges and specifications against the offender to be prepared, and transmit a true copy of them, with an order for the arrest or confinement of the accused, to the proper officer, who shall deliver such order to the accused, together with the copy of the charges and specifications, at the same time formally notifying him that he is put under arrest, and, if an officer, shall receive his sword. (Art. 261.)

Accused furnished with copy of charges and placed under arrest.

1705. (1) In drawing up the 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-martial.

Charges and specifications to be succinct.

(2) Facts of a perfectly distinct nature must not be included in one and the same charge and specification of a charge, but each different fact shall be the subject of a distinct charge and specification.

Facts of distinct nature, how charged.

Not necessary to refer to articles or statute.

(3) It is not necessary to specify in a charge that an offense was committed in breach of any particular statute or Article for the Government of the Navy, but whenever the allegation comes directly under any enactment it shall be set forth in the terms used therein.

Offenses not specially provided for, how charged.

(4) When the offense is a neglect or disorder not specially provided for, it shall be charged as "scandalous conduct tending to the destruction of good morals," or "conduct to the prejudice of good order and discipline."

Amounts, etc., to be written at length.

(5) No part of the charges or specifications shall be in figures; all numbers, dates, proper names, titles, and the like must be written at length and without abbreviation, except that Christian names other than the first may be indicated by initial letters.

Intent should be expressed in the language of the law.

(6) In cases where the law has adopted certain expressions to show the intent with which an offense is committed, the intent shall be expressed by the technical word prescribed. For example, a charge made against an officer for making or for signing a false muster must be laid to have been done "knowingly."

Where the law attaches higher criminality to acts.

(7) In all cases in which the law attaches higher criminality to acts committed under particular circumstances, the act must, to bring the person within the higher degree of punishment, be charged to have been committed under those circumstances, which must be stated with certainty and precision. For instance, by sections 6 and 7, article 4, Articles for the Government of the Navy, the penalty of death shall, in time of war, be inflicted for

desertion, betrayal of trust, or enticing others to commit these crimes; in a charge, therefore, under one of these sections, it must be laid that the offense was committed in time of war.

1706. The specifications of each charge, one or more, must be: Specifications
of charges, how
drawn up.

(a) Brief, clear, and explicit.—The facts, circumstances, and intent constituting the offense must be set forth with certainty and precision, and the accused charged directly and positively with having committed it.

(b) Certain as to the party accused.—He must be described by his title and rank, or rating, Christian name and surname written at full length, with the addition of his vessel or service at the time the offenses with which he shall be charged took place.

(c) Certain as to time.—The time when the alleged offenses occurred should be set forth minutely and precisely. Should any doubt exist in regard to the time, it may be set forth in the specification that the act was committed "on or about" such a time, but the limitation as to date must embrace a reasonable time only.

(d) Certain as to place.—The place where the alleged offenses occurred should be set forth minutely and precisely. Should any doubt exist in regard to the place, it may be set forth in the specification that the act was committed "at or near" such a place. But when the geographical position of a ship is not material to a complete description of the offense, such as the theft of another's clothing or any other act committed wholly on board, such particular geographical position need not be specified.

(e) Certain as to the person against whom the offense was committed.—In the case of offenses against the person or property of individuals, the Christian name and surname, with the rank and station or duty of such person, if he have any, must be stated at length, if known. It not known, the party injured must be described as a "person unknown."

(f) Certain as to the facts, circumstances, and, where intent forms an ingredient of the offense, the intent constituting the offense.—It is not sufficient that the accused be charged generally with having committed an offense, as for instance, with habitual violation of orders or neglect of duty, but the particular acts or circumstances constituting such offenses must be distinctly set forth in the specification. (Sec. 1023, R. S.)

1707. (1) Written instruments, or such portions thereof, as form part of the gist of the offense charged, must be set out verbatim, with care and accuracy. Recital of writ-
ten instruments.

(2) When the substance only is intended to be set out, it should be introduced by the words "in substance as follows." The word "tenor" implies that a correct copy is set out.

(3) Where particular words form the gist of the offense, they must be set forth with particularity, or declared to be of the like meaning and purport. Where the language is profane or obscene, its nature may be indicated only in general and becoming terms.

1708. (1) After a charge has been signed by the proper authority and ordered to be investigated, it is not competent for any person to make alteration therein without having first obtained the consent of such authority, except that the judge advocate may, with the approval of the court, correct manifest clerical errors. Alterations in
the charges and
specifications.

(2) If a court-martial considers other alterations necessary in a charge or specification laid before it, the same must be submitted

for the approval of the authority by whom the original charge was sanctioned, previous to the arraignment of the accused.

Letter transmitting charges to be prefixed to record.

1709. The letter to the judge advocate of the court transmitting the charges and specifications on which a party is to be tried, or a properly authenticated copy of the same, must in every case be filed with the charges as a part of the record of the court.

SECTION 3.—DUTIES AND PRIVILEGES.

The senior member.

1710. (1) The senior officer in rank of a naval general court-martial becomes president thereof by virtue of his rank.

Equality of members to be recognized.

(2) Besides his duties and privileges as a member, he is the organ of the court, and is empowered to keep order, and to speak and act for the court in each case where the rule has been prescribed by law, regulation, or its own resolution. But all the members have equal rights before the court and, therefore, when a question is raised in the course of the proceedings, the president shall put it to the court, and it shall be decided by the majority.

Responsibility for abuse of power.

1711. Although the members of a duly constituted and organized court-martial can not be dictated to or interfered with in their proceedings by the highest military authority, yet they are collectively and individually responsible in civil courts for abuse of power or illegal proceedings.

Punishment of members.

1712. (1) There is no power conferred upon a court-martial by law to punish its own members. For disorderly conduct a member is liable as for other offenses against the discipline of the service.

Proper treatment insured to all persons brought before the court.

(2) The president of the court shall be responsible that all persons called before it are treated in a becoming manner, and in all cases of impropriety, whether in language or behavior, shall, if necessary, report the offender to the convening authority.

Power to punish contempts.

1713. The power of the court to punish for contempts is prescribed in article 42, Articles for the Government of the Navy.

Perjury or subornation thereof.

1714. Persons who willfully give false evidence upon oath before a court-martial, or corruptly suborn others to do so, may be prosecuted in any court of justice in the United States and punished according to the laws in such cases. (Secs. 5392 and 5393, R. S.)

Suspension of proceedings.

1715. When the proceedings of any general court-martial have begun, they shall not be suspended or delayed on account of the absence of any of the members, provided five or more are assembled, but the court is enjoined to sit from day to day, Sundays excepted, until sentence is given, unless temporarily adjourned by the authority which convened it (art. 45, A. G. N.), to whom report is always to be made when the court shall be reduced to less than five members, or when a longer adjournment than from day to day, Sundays excepted, appears to be necessary.

Absence of members.

1716. (1) No member of a general court-martial shall, after the proceedings are begun, absent himself therefrom except in case of sickness, or of an order to go on duty from a superior officer, on pain of being cashiered (Art. 46, A. G. N.).

Order from a superior.

(2) In case of an order from a superior officer, the provisions of article 221, paragraph 2, shall be complied with. The report of circumstances shall be forwarded by the member receiving such order to the convening authority through the president of the

court, and a copy of such report shall be attached to the record of each case to which it applies.

(3) The detachment of an officer from his ship or station does not, of itself, relieve him from duty as a member or judge advocate of a general court-martial; specific orders for such relief are necessary. (Arts. 221 and 222.) Detachment from ship of station.

(4) In case a member is sick he shall, if able, request the attending medical officer to report the fact of his sickness to the convening authority and such request shall be complied with. The report shall be forwarded through the president of the court, and a copy thereof shall be attached to the record of each case to which it applies. When the member is able to resume his duties, the attending medical officer shall report such fact in the same manner as above provided. Illness of member.

(5) In such case of compulsory temporary absence, the court may excuse the member so absent from further attendance upon the case then pending, provided there still remain the legal number of members present; but should that not be deemed possible or advisable, the requirements of the 47th article of the Articles for the Government of the Navy shall be strictly complied with. Custom in case of legal absence of member.

1717. The temporary absence of the judge advocate at any time during the progress of the trial does not invalidate the proceedings, but as the court has no authority to detail any person to act as judge advocate, it must, in case of his incapacity, adjourn from day to day, until he is able to resume his duty or a successor is appointed by the convening authority. Absence of judge advocate, effect of.

SECTION 4.—THE PROVOST MARSHAL, GUARD, AND ORDERLIES.

1718. (1) An officer of the Navy not above the grade of lieutenant, or an officer of the Marine Corps not above the grade of captain, shall, upon proper application by the president of a general court-martial, be detailed by the commandant of the station or the senior officer present to serve as provost marshal of the court. Provost marshal.

(2) In case of the trial of a petty officer or person of inferior rating of the Navy, or a noncommissioned officer, musician, or private of marines, the provost marshal may be either a petty officer of the Navy or a noncommissioned officer of marines.

(3) When the prisoner in close confinement or arrest is to be brought before the court, the order shall be sent by the president of the court to the prisoner's immediate commanding officer, through the provost marshal, who shall be responsible for such prisoner in transit to and from the place of confinement, and for his safe return to the proper custody, when his presence is not required by the court. Responsibility of provost marshal.

(4) Besides these duties, the provost marshal shall serve notices to the witnesses and be in attendance generally as police officer of the court. Other duties of provost marshal.

1719. The custody of a prisoner belongs to his immediate commanding officer, and neither a court-martial nor its judge advocate has any authority over the person of a prisoner, except when he is actually before the court. Custody of prisoners.

1720. The necessary guard and orderlies shall be detailed by the captain of the ship, or commandant of the yard or station, on board of or at which the court is ordered to convene. Details of guard and orderlies.

SECTION 5.—THE JUDGE ADVOCATE.

Appointment
of judge advo-
cate.

1721. (1) The authority to convene general courts-martial vested in commanders-in-chief of fleets and squadrons, whether granted by statute or delegated by the President, implies the power to appoint judges advocate.

(2) When, therefore, it is decided to assemble a general court-martial, the convening authority shall select a competent commissioned officer, who shall, if possible, not be liable to summons as witness in the case, to perform the duties of judge advocate, and shall name him as such in the order convening the court.

Responsibility
of judge advo-
cate.

(3) The judge advocate is, in his military character as an officer, responsible for the proper discharge of his duty to the convening authority.

Duties before
assembling a
court.

1722. Upon being notified that a court is to convene, and having been furnished with such papers and instructions as are considered necessary for his guidance, the judge advocate shall ascertain that the accused has received a true copy of the charges and specifications preferred against him.

To examine
charges critic-
ally.

1723. He shall critically examine the charges and specifications, in order that, prior to the arraignment, he may advise the court of any technical inaccuracies that he may discover.

To obtain list
of witnesses for
defense, etc.

1724. He shall call upon the accused for a list of the witnesses he wishes summoned for his defense, and shall at the same time furnish him a list of the witnesses who are to appear against him. It is to be understood, however, that neither party is precluded from calling further witnesses whose attendance may, during the course of the trial, be found to be necessary to the proper administration of justice.

To summon all
witnesses.

1725. (1) He shall summon, through the customary channels, every person whose testimony is in any way necessary, whether to the prosecution or to the defense; but he shall not, except by the order of the court, summon any witness at the expense of the United States, or any officer of the Navy or Marine Corps, unless satisfied that his testimony is material and necessary to the ends of justice. (Art. 1137.)

Notification to
Bureau of Navi-
gation.

(2) Whenever the judge advocate of a court-martial convened within the limits of the United States has occasion to summon as witness an officer who may at the time be waiting orders or on leave, he shall, at the same time, notify the Bureau of Navigation or the Commandant of the Marine Corps, as the case may be, of the fact that the summons has been issued; and shall send a similar notice when such officer is discharged from further attendance on the court.

Judge advocate
to assist accused.

(3) Where the accused is without counsel, and especially where he is an ignorant or inexperienced enlisted man, the judge advocate will properly render him, both in and out of court, such assistance as may be compatible with his primary duty of efficiently conducting the prosecution. But he will especially guard against even suggesting, as inadvisable and objectionable, that the accused plead guilty.

To examine
proceedings of
court of inquiry.

(4) The record of proceedings of the court of inquiry in the case, if any has been held, must be transmitted to the judge advocate, who shall examine it, to the end that he may, if practicable, summon all the necessary witnesses. (Art. 60, A. G. N.)

The charge of
desertion.

1726. In order to establish the commission of the specific offense of desertion, both the fact of unauthorized absence and the

intent permanently to abandon the service or, at least, to terminate the pending contract of enlistment, must be proved.

1727. It is essential that the judge advocate be thoroughly instructed as to all the circumstances of the case, and the evidence by which the charges are to be sustained, and he shall therefore inquire what persons have knowledge of the facts, and to what particulars they can testify.

Preparation of case.

1728. The judge advocate shall see that a suitable place is provided for the sessions of the court, and that it is supplied with writing materials for the use of the members.

To prepare place of assembling.

1729. (1) It is the duty of the judge advocate under the direction of the court, to record its proceedings, to administer the requisite oath to the members, and to advise the court in all matters of form and law.

General duties during the trial.

(2) On every occasion when the court demands his opinion, he is bound to give it freely and fully, and, even when it is not requested, to caution the court against any deviation from essential form in its proceedings, or against any act or ruling in violation of law or material justice.

1730. The accused and his counsel have a right to the opinion of the judge advocate, in or out of the court, upon any question of law arising out of the proceedings.

Rights of parties to judge advocate's opinion.

1731. (1) The judge advocate is the official prosecutor for the United States, and when the military accuser is allowed to be present in court, it is merely for the purposes of material justice and as assistant to the judge advocate. Whatever observations the accuser has to make or whatever questions to propose must be stated privately to the judge advocate, who, if he thinks the remarks proper, shall avail himself of the suggestions of the informant.

Relations of the judge advocate and the accuser.

(2) The judge advocate shall offer only such evidence as is lawfully admissible; when in doubt he shall offer the evidence. The court shall determine all questions as to the admissibility of evidence, and its decision thereon is final.

Evidence offered, and admissibility.

(3) Members and judges advocate of courts-martial shall acquaint themselves with the rules of evidence and, as far as justice requires, apply them in determining the admissibility of evidence. Such rules shall be departed from in cases of necessity only which are created by the nature of the service, the constitution of the court, and its course of procedure.

Rules of evidence.

1732. (1) The judge advocate is particularly to object to the admission of improper evidence, and shall point out to the court the irrelevancy of any testimony that may be adduced which does not bear upon the matter under investigation.

Improper evidence and irrelevant matter to be objected to.

(2) Should the advice of the judge advocate be disregarded by the court, he shall be allowed to enter his opinion upon the record. Under such circumstances it is also proper for the court to record the reasons for its decision. The minutes of opinion and decision are made for the information of the revising authority, who should have the error or wrong, on whichever side it may be found, brought fairly under his consideration; but neither the judge advocate, the accused, nor any member of the court has any right to enter an exception or protest on the record.

Disregard of opinion of judge advocate by court.

No exception or protest to be recorded.

1733. Justice being the object for which a court is convened, the judge advocate, although he is not for a moment to forget his duties as prosecutor, shall at all times prevent the accused,

Relations of the judge advocate and the accused.

if he is not assisted by counsel, from advancing anything which may tend either to criminate him or prejudice his cause, more especially if he appears to be ignorant or inexperienced. Should the accused have no competent adviser, the judge advocate shall also see that no illegal testimony is brought against him, and shall direct him how to present to the court in the most efficient manner, the facts upon which his defense is based. This includes the introduction of evidence in extenuation or in mitigation of the offense, as well as evidence of previous good conduct or character.

SECTION 6.—PLACE OF ASSEMBLY.

Place of assembly. **1734.** Courts-martial shall be assembled and held in a convenient part of a ship or navy yard, or as may be ordered. The sessions shall be public, and all persons except such as may be required to give evidence shall be admitted.

Time and place of meeting not to be changed. **1735.** The time and place for assembling a court-martial being distinctly stated in the order for convening, neither can be changed except by the convening authority, whose sanction must be obtained should circumstances render a change necessary or expedient, and the court shall assemble at the place and, as nearly as practicable, at the time named in the order convening it.

Courts not to be held in foreign territory. **1736.** No naval general court-martial, or other assembly of a judicial character, shall be ordered or permitted to assemble or conduct any part of its proceedings in any place subject to foreign jurisdiction.

SECTION 7.—THE TRIAL.

Accused and others introduced. **1737.** After a general court-martial assembles in conformity to order, the person detailed to act as provost marshal, if there be one, the clerk or reporter, the interpreter, if any, and the accused, shall be introduced; the accused must appear unfettered, unless violence or escape is apprehended.

Right of accused to have counsel. **1738.** (1) The accused is entitled to counsel as a right, and the court can not properly deny him the assistance of a professional or other adviser; but, unless by special authorization of the convening authority a stenographer is employed to record the proceedings of the court, no person except the judge advocate and the accused shall be permitted to address the court, or to interfere in any manner with its proceedings; and, except when a stenographer is authorized as above stated, all communications, motions, and questions should be made in writing. Permission to address the court orally may, however, when a stenographer is employed, be granted to counsel for the accused by the court.

Selection of counsel for accused by the court. (2) When the accused has no legal adviser, the court may, at his request, select some officer within reach to assist him. This can only be done, however, with the consent of such officer. Enlisted men on trial should be particularly advised of their rights in the premises, and counsel detailed for them, if practicable, unless they explicitly state that they do not desire such assistance.

Precept read. **1739.** The order convening the court shall then be read by the judge advocate in the presence of the accused; and in each and every case tried a copy thereof, and of all orders altering the same, pertaining to the case on trial, certified by the judge advocate, shall, after having been read, be appended to the record, the

original charges and specifications being prefixed to the record. The original precept shall be returned to the convening authority when the court is dissolved, and shall in all cases be filed in the Navy Department.

1740. (1) The accused and the judge advocate have the mutual right of challenge. It is the duty of the judge advocate to ask the accused if he objects to any member of the court appointed to try him, and a minute of this inquiry and the answer thereto is invariably to be entered upon the record.

Right of challenge.

(2) The judge advocate can not be challenged on any grounds.

Judge advocate not challengeable.

(3) As a general rule, whatever objection either party may make shall be decided upon before the court is sworn; but at any stage of the proceedings prior to the findings challenge may be made, by either the judge advocate or the accused, for cause not previously known.

Time for exercise of right of challenge.

(4) It is customary, though not necessary, that a member objected to should withdraw, after offering such explanation as he may believe necessary, and the court shall then proceed to deliberate and decide upon the validity of the objection.

Action to be taken by court.

(5) The objection, the cause assigned, the statement, if any, of the challenged member, and the decision of the court shall be regularly and specifically entered on the proceedings.

Entry upon the record.

(6) The challenger can not insist upon his challenge in opposition to the decision of the court.

Decision of court conclusive.

(7) Should the objection be pronounced valid, and the membership of the court be thereby reduced below the legal number, the court shall be adjourned and a report made to the convening authority.

Action of court when reduced below five.

1741. Members of courts are liable to challenge, and must be sworn, at the beginning of each distinct trial.

To be sworn etc., at each trial.

1742. (1) After the question upon the admission of the grounds of challenge shall have been decided, the oath or affirmation prescribed by law shall be administered in the presence of the accused: (a) By the president of the court to the judge advocate, (b) by the judge advocate to the members of the court.

Judge advocate and court sworn.

(2) 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, wherefore the judge advocate shall enter on the record, that "the judge advocate and each member were duly sworn."

Administration of oaths to be fully shown on the record.

1743. (1) The clerk or reporter shall then be duly sworn by the judge advocate in accordance with the provisions of article 1659. The letter authorizing the employment of such assistance shall be read aloud, and the original, or a true copy thereof, made a part of the record.

Clerk sworn.

(2) No expense to the Government by the employment of a reporter, interpreter, or other person to assist in a trial by general court-martial shall be allowed by such court except when authorized by the convening authority.

Employment of interpreter or reporter, expense for.

(3) At the request of the president of the court, or of the judge advocate, the senior officer present may detail some person from the enlisted or clerical force under his jurisdiction, to act as clerk to the court.

Clerk or reporter detailed.

1744. The judge advocate shall, for the convenience of the court, place upon the table several copies of the charges and specifications on which the accused is to be tried.

Copies of charges to be laid before the court.

Receipt by accused of charges and specifications and examination thereof.

1745. (1) The accused shall be asked whether he has received a copy of the charges and specifications preferred against him and at what time. The court shall then be cleared, the parties to the trial withdrawing, and the charges and specifications read aloud by the president to ascertain that they are specific, and to allow discussion of any doubts which may arise in the minds of the court with regard to the court's jurisdiction, the relevancy of the charges and specifications, or, if a criminal offense is to be investigated, to see that the facts specified are described in such legal manner as will justify the court in awarding, on conviction, a punishment adequate to the offense.

Objections to charges to be recorded and reported to convening authority.

(2) Should any doubt arise or objection be made to the charges and specifications by the court, or by either of the parties to the trial, the proceedings and the decision of the court thereon must be regularly and fully recorded and referred without delay to the convening authority, whose consent must be obtained before any alterations, except the correction of manifest clerical errors, shall be made in the charges and specifications.

Amendment of defects in charges and specifications.

(3) Should the convening power authorize the judge advocate to amend legal defects in the charges and specifications before the accused is called on to plead, it is to be understood that in doing so the judge advocate is strictly responsible that the facts are not changed, nor the legal responsibilities weakened. He shall on every occasion communicate to the accused any alterations in the charges which were delivered to him at the time of his arrest, as soon as possible after such alterations shall have been made.

Record to show charges correct.

(4) When the foregoing matters have been decided by the court, it shall be opened and, if no objection has been found to the charges and specifications, the record shall show that "The court found the charges and specifications in due form and technically correct."

Postponement of trial.

1746. (1) The accused shall then be asked whether he is ready for trial. If either of the parties desires a postponement, the application shall, if possible, be made before the arraignment. But an application to suspend the proceedings of a court for a longer period than from day to day, Sundays excepted, must be referred to the officer convening the court, who alone has the authority to grant the request.

Suspension of proceedings.

(2) In the absence of a material witness, or for other sufficient cause, a general court-martial may suspend proceedings in a case from day to day, Sundays excepted, and take up a new case or other business. A case thus suspended must be called up daily, in compliance with article 1715.

Witnesses cautioned to withdraw.

1747. Before the charges and specifications are read to the accused, the president of the court shall caution all witnesses in the case to withdraw and not to return until they are officially called. In the outset of each day's proceedings the warning to withdraw shall be repeated to all who are cited as witnesses and may chance to be present.

Arraignment of the accused.

1748. (1) The judge advocate shall then read aloud in open court the letter of transmittal, and the accompanying charges and specifications against the accused, shall address the latter by his name and designation, and ask him whether he is guilty or not guilty of each specification and each charge just read.

Arraignment and replies to be recorded.

(2) The questions constituting the arraignment, and the answers to them, if any be given, must be distinctly recorded.

1749. (1) Should the accused plead either "guilty," or "guilty in a less degree than charged," the court shall warn him that he thereby precludes himself from the benefits of a regular defense by the former plea, and as to the acts confessed by the latter.

Procedure when the accused pleads guilty.

(2) After this warning, should the accused persist in a plea of guilty, the court, before proceeding to deliberate and determine upon the sentence, shall allow him to urge anything he may desire to offer in extenuation of his conduct, to call witnesses to character, and offer any other evidence of a strictly palliative nature; and the judge advocate shall have the right to cross-examine such witnesses and introduce evidence in rebuttal.

Accused may introduce evidence in extenuation.

(3) As by the plea of "guilty" everything alleged is admitted, no evidence shall, when such plea is offered, be taken by the prosecution, unless in the judgment of the court such course be necessary in order to show all the circumstances of the offense either in mitigation or aggravation.

No evidence to be taken by prosecution.

(4) If the accused plead "not guilty," or stand mute, or if, after making objections to the court which it overrules, he refuses to offer evidence or to make any defense, the trial shall proceed as if he had pleaded not guilty.

When the plea is "not guilty."

(5) The accused may, at the discretion of the court, be allowed at any time before the trial is finished to substitute for a plea of "guilty" or "guilty in less degree than charged" a plea of "not guilty," or *vice versa*.

Accused may change plea.

1750. (1) 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 a written statement of the plea be handed into court, it shall be read and appended to the record.

Pleas in bar of trial.

(2) If the plea be admitted as valid, an extract from the proceedings of the court shall be forwarded to the convening authority for his information; but if the plea be considered invalid, the decision of the court shall be communicated to the accused on the court being opened, it shall be duly recorded, and the trial shall proceed.

Procedure when plea is deemed valid, and when invalid.

1751. (1) The proper order for the introduction of evidence is as follows: 1st, by the prosecution; 2d, by the defense; 3d, rebuttal by the prosecution; 4th, surrebuttal by the defense; the beginning and end of each of these steps shall be noted in 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 prosecution or the defense 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.

Order for introduction of evidence.

(2) When documentary evidence is offered, it must be in public session of the court and, if admitted, the document in full, or an authenticated copy thereof, must be appended to the record.

Documentary evidence.

1752. (1) Should either of the parties take exception to the competency of any witness, such exception must be stated in open court, and, together with the decisions of the court thereupon, must be fully recorded in the proceedings.

Exceptions to 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.

Members or
judge advocate
as witnesses.

1753. (1) If any member of the court or the judge advocate is required to testify for the prosecution, he should be the first witness called. Should the president of the court become a witness, the oath or affirmation shall be administered to him by the member next in rank, who shall preside during the progress of his examination. If the judge advocate be a witness he shall record his own testimony, unless the employment of a stenographer has been authorized by the convening authority.

(2) When a member of the court or the judge advocate has completed his testimony an entry shall be made to the effect that the witness resumed his seat as member or judge advocate.

All witnesses
to be sworn.

1754. (1) The oath or affirmation prescribed by law shall be administered to each witness by the president of the court, in open court and in presence of the accused.

Form of ad-
ministration of
oath.

(2) The particular form in which the prescribed oath or affirmation may be taken is not essential; witnesses, therefore, shall be sworn according to the peculiar ceremonies of their own religion, or in such manner as they may deem binding on their own consciences.

Record to show
the swearing and
identification of
each witness.

1755. (1) After each witness has been duly sworn the judge advocate shall enter a minute on the proceedings that this has been done, and, having ascertained the full name, rank, and distinctive conditions of the witness, shall record them at length, in order to fix his identity.

Recognition of
accused.

(2) The witness shall also, if called to testify to the acts of the accused, be required to identify him, either by name or otherwise, to the end that his testimony shall appear relevant to the case.

Reading
charges to wit-
ness.

1756. Before a witness shall be examined, the general charges may be read to him, if the court thinks proper; but the specifications shall not be read to him, particularly when they are so worded as to instruct him how to answer, or to make known to him the minute facts of the case.

Order of exam-
ination of wit-
ness.

1757. The proper order for the examination of a witness is as follows: 1st, direct examination by the party who calls him; 2d, cross-examination by the opposite party; 3d, re-direct examination; 4th, re-cross-examination. The court may, in the interest of justice, allow further examination by the parties. Any member of the court may put questions to the witness, such questions being subject to objection in the same manner as are questions by parties to the trial. Upon new matter elicited by the examination of the court, the judge advocate and the accused may, within the discretion of the court, further examine the witness.

Questions to
witness to be in
writing.

1758. (1) Questions to be propounded to a witness shall be reduced to writing, except in cases where the employment of a stenographer is authorized by the convening authority.

Objections to
questions, how
decided.

(2) 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; and the question or matter objected to, with the court's decision, shall be recorded in full in the minutes of the proceedings.

Deliberations
to be in closed
court.

(3) Deliberations upon any questions of this, or of any other character, shall be conducted in closed court, the accused being informed of the action the court has taken when the doors are opened; and whenever the court is closed for deliberation, either upon objection made or for final consideration of the case, the

judge advocate of the court shall withdraw and make a note of his having done so in the record.

1759. (1) All evidence, whatever its nature, shall be recorded on the proceedings in the order in which it is received by the court, and as nearly as possible in the words of the witness. Evidence, how recorded.

(2) When the examination of a witness is closed, the whole of his testimony shall be read over to him, in order that if he so desire he may 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, their testimony as recorded and be called before the court to correct, amend, or pronounce it to be correct. Testimony to be read over to witness.

(3) In recording corrections or amendments made by a witness, no erasure or obliteration is under any circumstances to be admitted. The correction or amendment made, and any remark or explanation the witness may have to make, shall be separately and distinctly entered on the proceedings. Amendment of testimony, how recorded.

(4) 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. Amendment, when allowed.

1760. When the court has finished with a witness, he shall be directed to retire, and a minute shall be entered on the record to the effect that the witness withdraws, to show that two witnesses were not in court at the same time. Witnesses are also to be warned that they are not to converse on any matter pertaining to the pending trial during its continuance, but such warning shall not be given to a member or to the accused. (Art. 1753, par. 2.) Withdrawal of witness to be recorded.

1761. After the prosecution has closed no further evidence on its part shall be admitted except by special permission of the court. Prosecution closed.

1762. 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. Accused as witness.

1763. (1) After the defense has closed no evidence on its part shall be admitted except by special permission of the court. Defense closed.

(2) The accused shall be at liberty to make his defense in writing, or, if an official stenographer be present, orally, either in person or by counsel. This defense, if written, he shall submit to the court for inspection before it is publicly read, and, if it contains anything disrespectful, the court may prevent that part from being read; but the whole shall be appended to the proceedings, or recorded as a part thereof, if the accused desires it, and he shall be held responsible for the same. Written defense.

(3) The statement of the accused is a personal declaration or defense and can not legally be acted upon as evidence by the court. It has a threefold function: First, as a modification of the plea which must be considered by the court; second, as a summing up and closing argument for the defense, which may be considered by the court; and, third, as a plea for leniency which may not be considered by the court except in recommending the accused to the clemency of the revising authority. Statement of accused not evidence.

(4) Any averments or facts embraced in the statement may, of course, be proved by testimony, but unless so proved it is not within the province of the court to take judicial cognizance of them in determining the culpability or innocence of the accused.

1764. The judge advocate, as prosecutor, has the right to reply to the defense in writing, or, if an official stenographer Reply of judge advocate.

be present, orally, and shall be allowed time for this purpose if he require it. If counsel be detailed by the convening authority to assist the judge advocate, the court shall give him equal facilities with the counsel for the accused in the performance of his duties.

Witnesses recalled.

1765. The court is at liberty at any stage of the proceedings, before finding, to recall and reexamine a witness if it so desires; all the parties must, however, be present.

Trial finished.

1766. When the accused and the judge advocate have laid their respective cases before the court, the trial is finished, and this circumstance shall invariably be recorded. The judge advocate shall state whether or not he has evidence of previous convictions.

SECTION 8.—FINDING AND SENTENCE.

Testimony and defense read.

1767. The court shall then be closed, the judge advocate withdrawing, and shall proceed to examine such part of the evidence as may be indicated by the members, together with the arguments in the case.

Vote on specifications.

1768. (1) When the court has sufficiently examined the evidence, the president of the court 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."

Manner of voting.

(2) Each member shall write "proved," "not proved," or "proved in part," and if "in part," what part, over his signature, and shall hand his vote to the president of the court, 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.

Minute of votes not to be preserved.

(3) No written minute of the votes shall be preserved, unless so ordered by the unanimous vote of the court.

Finding on specification.

(4) The court shall deliberate and consider until a majority agrees upon a finding, which shall then be recorded.

(5) 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.

1769. (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 record the result. If otherwise, the process shall be repeated until a decision is arrived at.

(2) The court shall then proceed to the next charge and specifications, until votes have been taken and decisions recorded, as hereinbefore directed, upon all the charges and specifications.

Judge advocate to record findings.

1770. (1) 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, by the number of members which the law may require in the particular case, the judge advocate shall be called before the court and directed to record its findings, 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 on the record in his own

handwriting. Should there be evidence of previous convictions, the court shall then be opened with all parties to the trial present, and evidence of such convictions received. (Art. 1691.)

Evidence of previous convictions.

(2) Evidence of previous convictions must relate to the current enlistment record of the accused, and must refer to actual trials and convictions that have been approved by the authorities whose action is requisite to give full effect to the sentence, *except* in cases where the accused has been previously discharged from the service through sentence of a court-martial, and in cases upon which action has been withheld and the accused placed on probation.

Relate to current enlistment, except.

(3) The court shall then be closed, and the members shall proceed to vote upon the punishment to be inflicted.

1771. (1) Each member shall write down and subscribe the measure of punishment which he may think the accused ought to receive, and hand his vote to the president, who shall, after having received all the votes, read them aloud.

Method of voting.

(2) 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:

Procedure when the first ballot is not decisive.

(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 upon the next lowest punishment, and shall so continue until some sentence, either of the first or of a subsequently proposed set, shall have been decided upon.

1772. The president, in collecting the votes, must bear in mind that 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 specification.

Court must acquit or convict of every allegation.

1773. Except in the case noted in article 50, Articles for the Government of the Navy, 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 it does not appear on the record either that the votes of the members in regard to the finding or sentence were unanimous, or what number of them voted for any particular finding or sentence, with the exception already noted; and in that case the record must explicitly show the concurrence of two-thirds of the members present.

Sentences, how determined.

1774. (1) It is made by law the duty of courts-martial, in all cases of conviction, to adjudge a punishment adequate to the nature and degree of the offense committed.

Adequate punishment to be assigned.

(2) If mitigating circumstances have appeared during the trial, which could not be taken into consideration in determining the degree of guilt found by the verdict, the court may avail itself of such circumstances as adequate grounds for recommending the prisoner to clemency. (Art. 1777.)

Recommendation to clemency.

(3) The law does not vest in courts-martial the pardoning power, nor the right to adjudge nominal punishments equivalent

Court has not the pardoning power.

to a pardon. The power to pardon, remit, or mitigate is expressly vested in the President of the United States or the officer authorized to convene the court. The exercise of this power by a court-martial is therefore illegal.

Judge Advocate to draw up sentence.

1775. When a sentence has been determined upon the judge advocate shall be called before the court, and, under its direction, shall draw up the sentence, specifying the exact nature and degree of punishment adjudged, and, after approval by the court, shall enter the same upon the record in his own handwriting.

Authentication of judgment.

1776. The sentence having been recorded, the proceedings in each separate case tried by the same court are required by law to be signed by all the members present when the judgment is pronounced, and also by the judge advocate.

Recommendation to clemency.

1777. 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 revising power. This recommendation is not to be inserted in the body of the sentence, but recorded, with the reason therefor, immediately after the signatures of the court and judge advocate to the sentence, and must be signed by the members concurring in it.

Completion of record.

1778. After the proceedings and sentence, with the recommendation to clemency, if any, have been signed, the action of the court, whether an adjournment or the taking up of a new case, shall be recorded, and this entry having been authenticated by the signatures of the president and the judge advocate, the record shall be forwarded by the president to the convening authority, or, in the United States, where the court is convened by order of the Department, direct to the Judge Advocate General.

Record to be sent to convening authority.

1779. Should a court be dissolved by the convening authority for any sufficient cause, before it has proceeded to judgment, that fact, together with the proceedings of the court up to its dissolution, must be recorded and authenticated in the same manner as if the trial had been completed.

Statutory penalty.

1780. In all cases where the statute has designated a penalty for a particular offense, none other than that particular penalty may be imposed, and the court must pronounce the sentence which the law requires, whenever the fact is proved.

Limitations of sentences.

1781. In considering sentences to be imposed, and especially those involving death, imprisonment for life, and others not provided for by special penalty, the requirements of the Articles for the Government of the Navy and the limitations duly prescribed for punishments in time of peace, as appended to those Articles, shall be carefully scrutinized and followed. Sentences must be neither cruel nor unusual, and must be in accordance with the common law of the land and customs of war in like cases.

Sentences to suspension from rank, duty, or pay.

1782. (1) Sentences which include forfeiture of pay shall, in the case of officers, state the rate of pay and time of such forfeiture. Those including suspension must state distinctly whether from rank or from duty only.

Loss of numbers.

(2) When an officer's position on the navy register will not permit of his being reduced in accordance with the prescribed limitations of punishments (art. 63, A. G. N.), the court should place him at the foot of the list, with the proviso that he is to remain in that position until he has lost the required numbers.

Reduction in rating.

(3) In all cases in which the sentence imposed on a petty officer involves confinement, it should include reduction to one of the ratings below petty officer in the branch to which he belongs, and

in the case of a noncommissioned officer of the Marine Corps, to private.

(4) Sentences of general courts-martial including confinement shall contain a provision requiring that the person sentenced shall perform hard labor while so confined, and all sentences involving confinement, hard labor, forfeiture of pay and allowances, and dishonorable discharge shall be expressed in the following terms: Form of sentence.

"To be confined in such place as the Secretary of the Navy (commander-in-chief) may designate for a period of ———; then to be dishonorably discharged from the United States Navy (Marine Corps); to perform hard labor during said confinement and, after his accrued pay (and allowances) shall have discharged his indebtedness to the United States at the date of approval of this sentence, to forfeit all pay (and allowances) that may become due him except the sum of ——— per month during said confinement for necessary prison expenses, and a further sum of ——— to be paid him when discharged from the service pursuant to this sentence."

(5) It is competent for a court-martial to decree forfeiture of all pay that is due or may become due to an offender. Forfeiture of pay due.

(6) In all cases of desertion the sentence should include dishonorable discharge and forfeiture of pay and allowances. Regular allowances, such as marine clothing, continue unless stopped in direct terms by the sentence. Sentences for desertion.

1783. (1) Marines sentenced by general courts-martial to dishonorable discharge should also be sentenced to forfeiture of all pay and allowances that may become due during confinement, with the exceptions noted in article 1782, paragraph 4. Those not sentenced to dishonorable discharge should be sentenced to forfeiture of pay only during confinement. When the dishonorable discharge is remitted, or is held in abeyance to be considered at the expiration of confinement in connection with reports of conduct in the meantime, that portion of the sentence imposing forfeiture of allowances which may become due during confinement should similarly be remitted or held in abeyance. In case the conduct of the marine does not warrant the clemency shown by holding such discharge in abeyance, the dishonorable discharge will be carried into effect with forfeiture of accrued allowances, in accordance with the terms of the sentence. Marines sentenced to discharge.

(2) The clothing allowance of marines sentenced to dishonorable discharge, when such discharges are not remitted or held in abeyance, shall, as soon as practicable, be settled by the proper officer of the Marine Corps, to include the day prior to the date on which the sentence takes effect, and the amounts overpaid or balances due shall be certified to the pay officer having the pay accounts. Clothing allowance settled.

(3) Balances certified, as provided in the preceding paragraph, shall be carried to the accounts of the men and incorporated therein as credits or debits, as the case may be, for the purpose of settlement and forfeiture.

(4) Issues of clothing and small stores, made in accordance with the provisions of article 1135, to marines sentenced to forfeiture of allowances and dishonorable discharge, are proper charges against the appropriation "Pay, Miscellaneous," for the Navy. Payment for Marine Corps clothing made to such prisoners Issues to marine prisoners.

shall be effected by transfer of funds in the usual manner. Issues of Marine Corps clothing to marines serving sentences of general courts-martial, whose sentences do not involve loss of allowances and dishonorable discharge, shall be charged against their respective clothing allowances on the clothing account roll.

Terms of imprisonment to be defined.

When confinement is to begin.

1784. (1) A sentence of imprisonment must express distinctly for what period the same shall continue.

(2) The term of confinement shall take effect from the date of promulgation of the sentence. Should an unusual time elapse between the approval and promulgation of the sentence, all of such time, beyond that which is necessary for its communication, may be counted as part of the punishment. Should the sentence be to solitary confinement, or to confinement on low diet, the full time of the conditioned confinement must be fulfilled.

Certificate of medical officer.

(3) Whenever a general court-martial imposes a sentence of solitary confinement on bread and water or diminished rations, the provisions of article 1693, paragraph 4, and article 1695, paragraph 1, shall be observed.

May inflict same punishments as summary courts.

1785. General courts-martial are empowered by statute to inflict any of the punishments authorized for summary courts-martial.

SECTION 9.—THE RECORD.

How the record is to be kept and made up.

1786. The record of all naval courts-martial shall be clearly and legibly written without erasure or interlineation, leaving a margin of one inch on each side and at the top of each leaf, through which latter margin the leaves are to be fastened. Every page shall be numbered; the odd-numbered pages shall be written upon from top to bottom, and the even-numbered pages from bottom to top. If type-written, only one side of the paper shall be used.

Contents of record.

1787. The record of proceedings in each case tried shall show that at least a quorum of five members of the court was present during the trial; that the accused was furnished a copy of the charges and specifications indicting him; that the orders detailing the members were read aloud in the presence of the accused; that he was afforded an opportunity to challenge members; and that the members, judge advocate, reporter or clerk, and witnesses were duly sworn. It shall further show the arraignment, pleas, motions, objections made and grounds therefor, all testimony taken and documentary evidence received, decisions and orders of the court, adjournments, closing arguments, findings, and sentence or acquittal; in short, the entire proceedings of the court which are necessary to a complete understanding by the reviewing authority of the whole case and every incident material thereto.

Oral arguments allowed, but not recorded.

1788. Oral arguments upon the admissibility of evidence and upon interlocutory proceedings may be allowed but shall not be recorded; briefs of such arguments, if prepared at his own expense and subsequently submitted to the court by the party who made the same, shall be appended to the record.

Each case made up separately.

1789. Each case being thus made complete in itself and the record continuous, when all the cases laid before the court have been finished and severally authenticated and forwarded as hereinafter provided, the president shall, unless otherwise directed by the convening authority, inform said authority by letter that all the business before the court has been completed, and the court shall adjourn to await his further orders.

Report of president.

Adjournment of court.

SECTION 10.—REVISION.

1790. Upon the receipt of the record of a court-martial the reviewing officer shall proceed at once to scrutinize the same, in order to return it for revision, if such course be necessary, before the dissolution of the court.

Review of proceedings.

1791. (1) When a court is ordered to revise its proceedings, new testimony shall not be brought forward in any shape.

Revision of proceedings by a court.

(2) The revision shall be strictly confined to a reconsideration of the matter already recorded in the proceedings, no part of which is to be amended, altered, or annulled in any way.

Record of revision.

(3) During a revision, an entirely separate record shall be kept, to which the order for reassembling must be prefixed. A full entry shall be made of all the proceedings, verified in the ordinary manner by the signatures of all the members of the court and the judge advocate, and transmitted, as before, to the reviewing officer for his approval. The judge advocate shall be excluded from the court room during a revision of the finding and sentence of the court.

1792. (1) 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 reconvening order must be prefixed to the record, which shall also show that at least five members of the court, the judge advocate, and the accused were present, and that the amendment was then made to conform to and express the truth in the case.

Amendment of defects in the record.

(2) 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. The legal procedure is for the proper officer to reconvene the court, calling its attention in the order for reassembling to the error requiring correction, and for the court, on reassembling, to continue the record by a report of the proceedings of the additional session in which the amendment is made.

Correction of clerical errors.

(3) Whenever a court is reconvened for the purpose of amendment or correction of its record, all the proceedings shall be entered in full, authenticated in the proper manner and transmitted to the reviewing officer for his approval.

Record of additional sessions, how kept.

SECTION 11.—FINAL ACTION.

1793. It is not in the power of the revising 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, nor either directly or indirectly to enlarge the measure of punishment imposed by sentence of a court-martial.

Court entitled to a free exercise of judgment.

1794. No sentence of a general court-martial may be carried into execution until after the whole of the proceedings have been laid before the reviewing authority, or, when the circumstances of the case require such action, have been submitted through the Secretary of the Navy to the President of the United States for his confirmation and orders.

Confirmation and execution of sentence.

1795. Where the law does not authorize the officer who convened a general court-martial to confirm and execute the sentence, he has still absolute power to disapprove and annul it. Should the

Powers of the officer ordering the court.

sentence be one which he is not empowered finally to confirm and execute, and he can not remit or mitigate the same, if he thinks it ought to be confirmed, he shall, in transmitting the proceedings to the authority having such power, subscribe a formal approval thereof upon the record.

Promulgation of sentence. **1796.** The finding and sentence of every general court-martial approved by a commander-in-chief shall be communicated by him in a general order to his command.

Irregularities in procedure to be published. **1797.** Should the proceedings of a court-martial be disproved for any informality or irregularity of the court, the particular informality or irregularity shall be made known in the general order promulgating the result of the trial, so as to prevent, if possible, a recurrence of similar errors.

Final disposition of court-martial records. **1798.** The records of proceedings of all courts-martial shall be forwarded direct to the Judge Advocate General by the reviewing authority after acting thereon, or in the case of general courts-martial convened by the Secretary of the Navy, by the presiding officers of such courts. All communications pertaining to questions of law arising before courts-martial, or to the proceedings thereof, which may require the action of the Department, shall likewise be forwarded direct by such presiding officers.

Persons entitled to copy of court-martial records. **1799.** Any person having an interest in the record of a naval court-martial is entitled to have an exemplified copy of it, after the proceedings are consummated by the proper authority.

ARTICLES FOR THE GOVERNMENT OF THE UNITED STATES NAVY.

[Section 1624 of the Revised Statutes of the United States, as amended by the act of March 3, 1899, section 13, and by the act of May 13, 1908.]

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

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

Commanders to supervise and correct.

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

Divine service.

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

Irreverent behavior.

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

Death sentence.

(1) Who makes, or attempts to make, or unites with any mutiny or mutinous assembly, or, being witness to or present at any mutiny, does not do his utmost to suppress it; or, knowing of any mutinous assembly or of any intended mutiny, does not immediately communicate his knowledge to his superior or commanding officer;

Mutiny.

(2) Or disobeys the lawful orders of his superior officer;

Disobedience.

(3) Or strikes or assaults, or attempts or threatens to strike or assault, his superior officer while in the execution of the duties of his office;

Striking superior officer.

(4) Or gives any intelligence to, or holds or entertains any intercourse with, an enemy or rebel, without leave from the President, the Secretary of the Navy, the commander-in-chief of the fleet, the commander of the squadron, or, in case of a vessel acting singly, from his commanding officer;

Intercourse with enemy.

(5) Or receives any message or letter from an enemy or rebel, or, being aware of the unlawful reception of such message or

Messages from enemy.

letter, fails to take the earliest opportunity to inform his superior or commanding officer thereof;

Desertion in time of war.
Betraying trust.

(6) Or, in time of war, deserts or entices others to desert;

Sleeping on watch.
Leaving station.

(7) Or, in time of war, deserts or betrays his trust, or entices or aids others to desert or betray their trust;

(8) Or sleeps upon his watch;

(9) Or leaves his station before being regularly relieved;

Willful stranding or injury of vessel.

(10) Or intentionally or willfully suffers any vessel of the Navy to be stranded, or run upon rocks or shoals, or improperly hazarded; or maliciously or willfully injures any vessel of the Navy, or any part of her tackle, armament, or equipment, whereby the safety of the vessel is hazarded or the lives of the crew exposed to danger;

Destruction of public property.

(11) Or unlawfully sets on fire, or otherwise unlawfully destroys, any public property not at the time in possession of an enemy, pirate, or rebel;

Striking flag or yielding.

(12) Or strikes or attempts to strike the flag to an enemy or rebel, without proper authority, or, when engaged in battle, treacherously yields or pusillanimously cries for quarter;

Cowardice in battle.

(13) Or, in time of battle, displays cowardice, negligence, or disaffection; or withdraws from or keeps out of danger to which he should expose himself;

Deserting duty in battle.

(14) Or, in time of battle, deserts his duty or station, or entices others to do so;

Neglecting orders for battle.

(15) Or does not properly observe the orders of his commanding officer, and use his utmost exertions to carry them into execution, when ordered to prepare for or join in, or when actually engaged in battle, or while in sight of an enemy;

Neglecting to clear for action.

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

Neglecting to join in battle.

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

Failing to encourage others.

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

Failing to seek encounter.

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

Failing to afford relief.

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

Spies.

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

Murder.

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

Imprisonment in penitentiary.

7. A naval court-martial may adjudge the punishment of imprisonment for life, or for a stated term, at hard labor, in any case where it is authorized to adjudge the punishment of death; and such sentences of imprisonment and hard labor may be carried

into execution in any prison or penitentiary under the control of the United States, or which the United States may be allowed, by the legislature of any State, to use; and persons so imprisoned in the prison or penitentiary of any State or Territory shall be subject, in all respects, to the same discipline and treatment as convicts sentenced by the courts of the State or Territory in which the same may be situated.

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

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

- Receiving prisoners.** (18) Or, when rated or acting as master-at-arms, refuses to receive such prisoners as may be committed to his charge, or, having received them, suffers them to escape, or dismisses them without orders from the proper authority;
- Absence without leave.** (19) Or is absent from his station or duty without leave, or after his leave has expired;
- Violating orders or regulations.** (20) Or violates or refuses obedience to any lawful general order or regulation issued by the Secretary of the Navy;
- Desertion in time of peace.** (21) Or, in time of peace, deserts or attempts to desert, or aids and entices others to desert;
- Harboring deserters.** (22) Or receives or entertains any deserter from any other vessel of the Navy, knowing him to be such, and does not, with all convenient speed, give notice of such deserter to the commander of the vessel to which he belongs, or to the commander-in-chief, or to the commander of the squadron.
- Officer absent without leave.** 9. Any officer who absents himself from his command without leave, may, by the sentence of a court-martial, be reduced to the rating of an ordinary seaman.
- Desertion by resignation.** 10. Any commissioned officer of the Navy or Marine Corps who, having tendered his resignation, quits his post or proper duties without leave, and with intent to remain permanently absent therefrom, prior to due notice of the acceptance of such resignation, shall be deemed and punished as a deserter.
- Dealing in supplies.** 11. No person in the naval service shall procure stores or other articles or supplies for, and dispose thereof to, the officers or enlisted men on vessels of the Navy, or at navy yards or naval stations, for his own account or benefit.
- Importing dutiable goods.** 12. No person connected with the Navy shall, under any pretense, import in a public vessel any article which is liable to the payment of duty.
- Distilled spirits.** 13. Distilled spirits shall be admitted on board of vessels of war only upon the order and under the control of the medical officers of such vessels, and to be used only for medical purposes.
- Crimes of fraud against United States.** 14. Fine and imprisonment, or such other punishment as a court-martial may adjudge, shall be inflicted upon any person in the naval service of the United States—
- Presenting false claims.** Who presents or causes to be presented to any person in the civil, military, or naval service thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or
- Agreement concerning false claims.** Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or
- False papers.** Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer thereof, makes or uses, or procures or advises the making or use of, any writing, or other paper, knowing the same to contain any false or fraudulent statement; or
- Perjury.** Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes or procures or advises the making of, any oath to any fact or to any writing or other paper, knowing such oath to be false; or
- Forgery.** Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the

United States or any officer thereof, forges or counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

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

Delivering less property than receipted for.

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

Giving receipts without knowing their truth.

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

Stealing, selling, etc.

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

Buying public military property.

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

Other frauds.

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

Liability to arrest and trial.

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

Persons entitled to prize money.

16. No person in the Navy shall take out of a prize, or vessel seized as a prize, any money, plate, goods, or any part of her equipment, unless it be for the better preservation thereof or unless such articles are absolutely needed for the use of any of the vessels or armed forces of the United States, before the same are adjudged lawful prize by a competent court; but the whole, without fraud, concealment, or embezzlement, shall be brought in, in order that judgment may be passed thereon; and every person who offends against this article shall be punished as a court-martial may direct.

Removing property from prize.

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

Maltreating persons on prize.

18. If any officer or person in the naval service employs any of the forces under his command for the purpose of returning any

Returning fugitives.

fugitive from service or labor, he shall be dismissed from the service.

Enlisting deserters, minors, etc. 19. Any officer who knowingly enlists into the naval service any deserter from the naval or military service of the United States, or any insane or intoxicated person, or any minor between the ages of fourteen and eighteen years, without the consent of his parents or guardian, or any minor under the age of fourteen years, shall be punished as a court-martial may direct.

Men received on board. 20. Every commanding officer of a vessel in the Navy shall obey the following rules:

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

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

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

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

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

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

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

Health of crew. (8) He shall frequently consult with the surgeon in regard to the sanitary condition of his crew, and shall use all proper means to preserve their health. And he shall cause a convenient place to be set apart for sick or disabled men, to which he shall have them removed, with their hammocks and bedding, when the surgeon so advises, and shall direct that some of the crew attend them and keep the place clean.

Final payment of crew. (9) He shall attend in person, or appoint a proper officer to attend, when his crew is finally paid off, to see that justice is done

to the men and to the United States in the settlement of the accounts.

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

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

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

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

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

24. No commander of a vessel shall inflict upon a commissioned or warrant officer any other punishment than private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than ten days, unless a further period is necessary to bring the offender to trial by a court-martial; nor shall he inflict or cause to be inflicted upon any petty officer, or person of inferior rating, or marine, for a single offense, or at any one time, any other than one of the following punishments, namely:

(1) Reduction of any rating established by himself.

(2) Confinement not exceeding ten days, unless further confinement be necessary in the case of a prisoner to be tried by court-martial.

(3) Solitary confinement, on bread and water, not exceeding five days.

(4) Solitary confinement not exceeding seven days.

(5) Deprivation of liberty on shore.

(6) Extra duties.

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

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

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

- Constitution.** 27. A summary court-martial shall consist of three officers not below the rank of ensign, as members, and of a recorder. The commander of a ship may order any officer under his command to act as such recorder.
- Oaths of members and recorder.** 28. Before proceeding to trial the members of a summary court-martial shall take the following oath or affirmation, which shall be administered by the recorder: "I, A B, do swear (or affirm) that I will well and truly try, without prejudice or partiality, the case now depending, according to the evidence which shall be adduced, the laws for the government of the Navy, and my own conscience." After which the recorder of the court shall take the following oath or affirmation, which shall be administered by the senior member of the court: "I, A B, do swear (or affirm) that I will keep a true record of the evidence which shall be given before this court and of the proceedings thereof."
- Testimony.** 29. All testimony before a summary court-martial shall be given orally, upon oath or affirmation, administered by the senior member of the court.
- Punishment.** 30. Summary courts-martial may sentence petty officers and persons of inferior ratings to any one of the following punishments, namely:
- (1) Discharge from the service with bad-conduct discharge; but the sentence shall not be carried into effect in a foreign country.
 - (2) Solitary confinement, not exceeding thirty days, on bread and water, or on diminished rations.
 - (3) Solitary confinement not exceeding thirty days.
 - (4) Confinement not exceeding two months.
 - (5) Reduction to next inferior rating.
 - (6) Deprivation of liberty on shore on foreign station.
 - (7) Extra police duties, and loss of pay, not to exceed three months, may be added to any of the above-mentioned punishments.
- Disrating for incompetency.** 31. A summary court-martial may disrate any rated person for incompetency.
- Execution of sentence.** 32. No sentence of a summary court-martial shall be carried into execution until the proceedings and sentence have been approved by the officer ordering the court and by the commander-in-chief, or, in his absence, by the senior officer present. And no sentence of such court which involves loss of pay shall be carried into execution until the proceedings and sentence have been approved by the Secretary of the Navy.
- Remission of sentence.** 33. The officer ordering a summary court-martial shall have power to remit, in part or altogether, but not to commute, the sentence of the court. And it shall be his duty either to remit any part of the whole of any sentence, the execution of which would, in the opinion of the surgeon or senior medical officer on board, given in writing, produce serious injury to the health of the person sentenced; or to submit the case again, without delay, to the same or to another summary court-martial, which shall have the power, upon the testimony already taken, to remit the former punishment and to assign some other of the authorized punishments in the place thereof.
- Conduct of proceedings.** 34. The proceedings of summary courts-martial shall be conducted with as much conciseness and precision as may be consistent with the ends of justice, and under such forms and rules

as may be prescribed by the Secretary of the Navy, with the approval of the President; and all such proceedings shall be transmitted, in the usual mode, to the Navy Department.

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

Same punishment by general court.
Dismissal of officers.

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

37. When any officer, dismissed by order of the President since 3d March, 1865, makes, in writing, an application for trial, setting forth under oath that he has been wrongfully dismissed, the President shall, as soon as the necessities of the service may permit, convene a court-martial to try such officer on the charges on which he shall have been dismissed. And if such court-martial shall not be convened within six months from the presentation of such application for trial, or if such court, being convened, shall not award dismissal or death as the punishment of such officer, the order of dismissal by the President shall be void.

Officer dismissed may demand trial.

38. General courts-martial may be convened by the President, the Secretary of the Navy, or the commander-in-chief of a fleet or squadron; but no commander of a fleet or squadron in the waters of the United States shall convene such court without express authority from the President.

General courts-martial; by whom convened.

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

Constitution.

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

Oaths of members and judge advocate.

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

This oath or affirmation being duly administered, each member of the court, before proceeding to trial, shall take the following oath or affirmation, which shall be administered by the judge advocate or person officiating as such:

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

Oath of witness. 41. An oath or affirmation in the following form shall be administered to all witnesses, before any court-martial, by the president thereof:

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

Contempt. 42. Whenever any person refuses to give his evidence or to give it in the manner provided by these articles, or prevaricates, or behaves with contempt to the court, it shall be lawful for the court to imprison him for any time not exceeding two months.

Charges. 43. The person accused shall be furnished with a true copy of the charges, with the specifications, at the time he is put under arrest; and no other charges than those so furnished shall be urged against him at the trial, unless it shall appear to the court that intelligence of such other charge had not reached the officer ordering the court when the accused was put under arrest, or that some witness material to the support of such charge was at that time absent and can be produced at the trial; in which case reasonable time shall be given to the accused to make his defense against such new charge.

Duty of officer arrested. 44. Every officer who is arrested for trial shall deliver up his sword to his commanding officer and confine himself to the limits assigned him, on pain of dismissal from the service.

Suspension of proceedings. 45. When the proceedings of any general court-martial have commenced, they shall not be suspended or delayed on account of the absence of any of the members, provided five or more are assembled; but the court is enjoined to sit from day to day, Sundays excepted, until sentence is given, unless temporarily adjourned by the authority which convened it.

Absence of members. 46. No member of a general court-martial shall, after the proceedings are begun, absent himself therefrom, except in case of sickness, or of an order to go on duty from a superior officer, on pain of being cashiered.

Witnesses examined in absence of member. 47. Whenever any member of a court-martial, from any legal cause, is absent from the court after the commencement of a case, all the witnesses who have been examined during his absence must, when he is ready to resume his seat, be recalled by the court, and the recorded testimony of each witness so examined must be read over to him and such witness must acknowledge the same to be correct and be subject to such further examination as the said member may require. Without a compliance with this rule, and an entry thereof upon the record, a member who shall have been absent during the examination of a witness shall not be allowed to sit again in that particular case.

Suspension of pay. 48. Whenever a court-martial sentences an officer to be suspended it may suspend his pay and emoluments for the whole or any part of the time of his suspension.

Flogging, branding, etc. 49. In no case shall punishment by flogging, or by branding, marking, or tattooing on the body be adjudged by any court-martial, or be inflicted upon any person in the Navy.

Determination of sentences. 50. No person shall be sentenced by a court-martial to suffer death, except by the concurrence of two-thirds of the members present, and in the cases where such punishment is expressly pro-

vided in these articles. All other sentences may be determined by a majority of votes.

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

Adequate punishment; recommendation to clemency.

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

Authentication of judgment.

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

Confirmation of sentence.

54. Every officer who is authorized to convene a general court-martial shall have power, on revision of its proceedings, to remit or mitigate, but not to commute, the sentence of any such court which he is authorized to approve and confirm.

Remission and mitigation of sentence.

55. Courts of inquiry may be ordered by the President, the Secretary of the Navy, or the commander of a fleet or squadron.

Courts of inquiry; by whom ordered.

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

Constitution.

57. Courts of inquiry shall have power to summon witnesses, administer oaths, and punish contempts, in the same manner as courts-martial; but they shall only state facts, and shall not give their opinion, unless expressly required so to do in the order for convening.

Powers.

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

Oaths of members and judge advocate.

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

Rights of party to the inquiry.

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

Proceedings how authenticated and used as evidence.

61. No person shall be tried by court-martial or otherwise punished for any offense, except as provided in the following article, which appears to have been committed more than two years before the issuing of the order for such trial or punishment, unless by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

Limitation of period in which amenable to trial.

Punishment for desertion in time of peace. **62.** No person shall be tried by court-martial, or otherwise punished for desertion in time of peace committed more than two years before the issuing of the order for such trial or punishment, unless he shall meanwhile have absented himself from the United States, or by reason of some other manifest impediment shall not have been amenable to justice within that period, in which case the time of his absence shall be excluded in computing the period of the limitation: *Provided*, That said limitation shall not begin until the end of the term for which said person was enlisted in the service.

Limitation of punishment. **63.** Whenever, by any of the Articles for the Government of the Navy of the United States, the punishment on conviction of an offense is left to the discretion of the court-martial, the punishment therefor shall not, in time of peace, be in excess of a limit which the President may prescribe.

Within the meaning of the foregoing articles, unless there be something in the context or subject-matter repugnant to or inconsistent with such construction, officers shall mean commissioned and warrant officers, midshipmen, and paymasters' clerks; superior officers shall be held to include petty officers in addition to the officers enumerated.

LIMITATION OF PUNISHMENT.

The following limitations to the punishment of officers and enlisted men, in time of peace, by naval general courts-martial, have been prescribed by the President, and shall not be exceeded:

Offenses.	Limit of punishment.
UNDER ARTICLE 3.	
Irreverent or unbecoming behavior during divine service.	Officer: To lose three numbers. Enlisted man: Confinement for three months.
UNDER ARTICLE 4.	
Making or attempting to make, or uniting with, any mutiny or mutinous assembly.	Officer: Dismissal and imprisonment at hard labor for ten years. Enlisted man: Imprisonment at hard labor for ten years and dishonorable discharge.
Being witness to or present at any mutiny, does not do his utmost to suppress it.	Officer: Dismissal and imprisonment at hard labor for ten years. Enlisted man: Imprisonment at hard labor for ten years and dishonorable discharge.
Knowing of any mutinous assembly or of any intended mutiny, does not immediately communicate his knowledge to his superior or commanding officer.	Officer: Dismissal and imprisonment at hard labor for ten years. Enlisted man: Imprisonment at hard labor for ten years and dishonorable discharge.
Disobeying lawful order of superior officer.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Striking, assaulting, or attempting or threatening to strike or assault his superior officer while in the execution of duties of office.	Officer: Dismissal and imprisonment at hard labor for five years. Enlisted man: Imprisonment at hard labor for five years and dishonorable discharge.
Sleeping on watch or post: <ol style="list-style-type: none"> 1. Officer of the watch. 2. Sentinel. 3. Lookout. 4. Petty or noncommissioned officer on watch or guard. 	<ol style="list-style-type: none"> 1. Dismissal. 2. Confinement for one year and dishonorable discharge. 3. Confinement for one year and dishonorable discharge. 4. Confinement for one year and dishonorable discharge.
Leaving station or post before being regularly relieved: <ol style="list-style-type: none"> 1. Officer. 2. Petty or noncommissioned officer. 3. Sentinel. 4. Lookout. 	<ol style="list-style-type: none"> 1. Dismissal. 2. Confinement for one year and dishonorable discharge. 3. Confinement for one year and dishonorable discharge. 4. Confinement for one year and dishonorable discharge.
Intentionally or willfully suffering a vessel of the Navy to be run upon a rock or shoal, or to be improperly hazarded.	Officer: Dismissal and imprisonment at hard labor for twenty years. Enlisted man: Imprisonment at hard labor for twenty years and dishonorable discharge.

Offenses.	Limit of punishment.
UNDER ARTICLE 4—Continued.	
Unlawfully setting on fire or destroying public property not in possession of pirate, enemy, or rebel.	Officer: Dismissal and imprisonment at hard labor for twenty years. Enlisted man: Imprisonment for twenty years at hard labor and dishonorable discharge.
Refusing to obey the lawful order of superior officer.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Maliciously or willfully injuring any vessel of the Navy or any part of her tackle, armament, or equipment, whereby the safety of the vessel is hazarded, or lives of crew exposed to danger.	Officer: Dismissal and imprisonment at hard labor for fifteen years. Enlisted man: Imprisonment for fifteen years at hard labor and dishonorable discharge.
UNDER ARTICLE 6.	
Murder.	Officer: Death. Enlisted man: Death.
UNDER ARTICLE 8.	
Profane swearing.	Officer: Public reprimand. Enlisted man: Solitary confinement for thirty days.
Falschood.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Drunkenness on duty.	Officer: Dismissal and imprisonment for one year. Enlisted man: Confinement for one year and dishonorable discharge.
Drunkenness.	Officer: To lose ten numbers. Enlisted man: Confinement for six months.
Gambling.	Officer: Dismissal. Enlisted man: Confinement for six months.
Fraud.	Officer: Dismissal. Enlisted man: Confinement for six months and dishonorable discharge.
Theft: 1. Above one hundred dollars. 2. Between fifty and one hundred dollars. 3. Under fifty dollars.	1. Officer: Dismissal and imprisonment for four years. Enlisted man: Confinement for four years and dishonorable discharge. 2. Officer: Dismissal and imprisonment for three years. Enlisted man: Confinement for three years and dishonorable discharge. 3. Officer: Dismissal and imprisonment for two years. Enlisted man: Confinement for two years and dishonorable discharge.
Scandalous conduct tending to the destruction of good morals.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Cruelty toward, or oppression or maltreatment of, any person subject to his orders.	Officer: Dismissal. Enlisted man: Confinement for six months and dishonorable discharge.
Quarreling with, striking or assaulting, or using provoking or reproachful words, gestures, or menaces toward any person in the Navy.	Officer: To lose five numbers. Enlisted man: Confinement for three months

Offenses.	Limit of punishment.
UNDER ARTICLE 8—Continued.	
Endeavoring to foment quarrels between other persons in the Navy.	Officer: To lose five numbers. Enlisted man: Confinement for three months.
Sending or accepting a challenge to fight a duel, or acting as second in a duel.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Treating his superior officer with contempt, or being disrespectful to him in language or deportment while in the execution of his office.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
To join in or abet any combination to weaken lawful authority of, or lessen the respect due to, his commanding officer.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Uttering seditious or mutinous words.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Negligent or careless in obeying orders.	Officer: To lose ten numbers. Enlisted man: Confinement for six months.
Culpably inefficient in the performance of duty.	Officer: Dismissal. Enlisted man: Confinement for six months and dishonorable discharge.
Not using his best exertions to prevent the unlawful destruction of public property by others.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Through inattention or negligence suffering a vessel of the Navy to be stranded, or run upon a rock or shoal, or hazarded.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
When attached to any vessel appointed as convoy to any merchant or other vessel, fails diligently to perform his duty, or demands or exacts any compensation for his services, or maltreats the officers or crew of such merchant or other vessel.	Officer: Dismissal.
Taking, receiving, or permitting to be received on board the vessel to which he is attached any goods, merchandise, for freight, sale, or traffic, except gold, silver, or jewels for freight or safe-keeping, or demanding or receiving any compensation for the receipt or transportation of any other article than gold, silver, or jewels without authority from the President or the Secretary of the Navy.	Officer: Dismissal.
Knowingly making, signing, or aiding, abetting, directing, or procuring the making or signing of any false muster.	Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.
Wasting any ammunition, provisions, or other public property, or having power to prevent it knowingly permits such waste.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
When on shore, plundering, abusing, or maltreating any inhabitant or injuring his property by means of—	
1. Manslaughter.	1. Officer: Dismissal and imprisonment at hard labor for ten years. Enlisted man: Imprisonment at hard labor for ten years and dishonorable discharge.
2. Assault with intent to kill.	2. Officer: Dismissal and imprisonment at hard labor for five years. Enlisted man: Imprisonment at hard labor for five years and dishonorable discharge.

Offenses.	Limit of punishment.
UNDER ARTICLE 8—Continued.	
When on shore, plundering, etc.—Continued. 3. Assault and battery.	3. Officer: Dismissal. Enlisted man: Confinement for six months and dishonorable discharge.
4. Rape.	4. Officer: Dismissal and imprisonment at hard labor for twenty years. Enlisted man: Imprisonment for twenty years at hard labor and dishonorable discharge.
5. Burglary.	5. Officer: Dismissal and imprisonment at hard labor for seven years. Enlisted man: Imprisonment at hard labor for seven years and dishonorable discharge.
6. Robbery.	6. Officer: Dismissal and imprisonment at hard labor for seven years. Enlisted man: Imprisonment at hard labor for seven years and dishonorable discharge.
7. Arson.	7. Officer: Dismissal and imprisonment at hard labor for ten years. Enlisted man: Imprisonment at hard labor for ten years and dishonorable discharge.
8. Obscene and abusive language.	8. Officer: Public reprimand.
9. Willful destruction of property.	Enlisted man: Confinement for three months. 9. Officer: Dismissal.
10. Larceny:	Enlisted man: Confinement for one year and dishonorable discharge.
(a) Above one hundred dollars.	10. (a) Officer: Dismissal and imprisonment for four years. Enlisted man: Confinement for four years and dishonorable discharge.
(b) Between fifty and one hundred dollars.	(b) Officer: Dismissal and imprisonment for three years. Enlisted man: Confinement for three years and dishonorable discharge.
(c) Under fifty dollars.	(c) Officer: Dismissal and imprisonment for two years. Enlisted man: Confinement for two years and dishonorable discharge.
Refusing or failing to use his utmost exertions to detect, apprehend, and bring to punishment all offenders, or aid all persons appointed for that purpose.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
When rated or acting as master-at-arms refuses to receive such prisoners as may be committed to his charge, or having received them, suffers them to escape or dismisses them without orders from the proper authority.	Enlisted man: Confinement at hard labor for five years and dishonorable discharge.
Absent from station and duty without leave, or after his leave has expired.	Officer: Dismissal. Enlisted man: Confinement for six months and dishonorable discharge.
Violating or refusing obedience to any lawful general order or regulation issued by the Secretary of the Navy.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Desertion (in case of surrender): After thirty days.	Officer: Dismissal. Enlisted man: Confinement for eighteen months and dishonorable discharge.
Desertion (in case of apprehension):	Officer: Dismissal and imprisonment for four years
1. If less than six months in the service.	Enlisted man: 1. Confinement for eighteen months and dishonorable discharge.
2. If more than six months in the service.	2. Confinement for two and one-half years and dishonorable discharge.
Desertion: From a ship about to sail on an extended cruise.	Officer: Dismissal and imprisonment for three years. Enlisted man: Confinement for three years and dishonorable discharge.

Offenses.	Limit of punishment.
UNDER ARTICLE 8—Continued.	
<p>Desertion—Continued. When joined in by two or more men in the execution of a conspiracy, or for desertion in the presence of any unlawful assemblage which the naval forces may be opposing.</p>	<p>Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.</p>
<p>Aiding or enticing others to desert.</p>	<p>Officer: Dismissal and imprisonment for four years. Enlisted man: Confinement for one year and dishonorable discharge.</p>
<p>Receiving or entertaining any deserter from any other vessel of the Navy, knowing him to be such, and not with all convenient speed giving notice of such deserter to the commander of the vessel to which he belongs or to the commander-in-chief or to the commander of the squadron.</p>	<p>Officer: Dismissal.</p>
UNDER ARTICLE 9.	
<p>Absent from command without leave.</p>	<p>Officer: Dismissal. Enlisted man: Confinement for six months and dishonorable discharge.</p>
UNDER ARTICLE 11.	
<p>Procuring stores or other articles or supplies for and disposing thereof to officers and enlisted men on vessels of the Navy, or at any yard or naval station, for his own account or benefit.</p>	<p>Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.</p>
UNDER ARTICLE 14.	
<p>Presenting or causing to be presented to any person in the civil, military, or naval service for approval or payment any claim against the United States, or any officer thereof, knowing said claim to be false or fraudulent.</p>	<p>Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.</p>
<p>Entering into any agreement or conspiracy to defraud the United States by obtaining or aiding others to obtain the allowance of any false or fraudulent claim.</p>	<p>Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.</p>
<p>Making or using, or procuring or advising the making or using of any writing, or other paper, knowing the same to contain any false or fraudulent statement, for the purpose of obtaining or aiding others to obtain the approval, allowance, or payment of any claim against the United States or against any officer thereof.</p>	<p>Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.</p>
<p>Making or procuring or advising the making of any oath to any fact or to any writing or other paper, knowing such oath to be false, for the purpose of obtaining or aiding others to obtain the approval, allowance, or payment of any claim against the United States or any officer thereof.</p>	<p>Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.</p>
<p>Forging or counterfeiting, or procuring or advising the forging or counterfeiting of any signature upon any writing or other paper, or using or procuring, or advising the using of any such signature knowing it to be forged or counterfeited, for the purpose of obtaining or aiding others to obtain the approval, allowance, or payment of any claim against the United States or any officer thereof.</p>	<p>Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.</p>

Offenses.	Limit of punishment.
UNDER ARTICLE 14—Continued.	
Knowingly delivering or causing to be delivered to any person having authority to receive the same, any amount of money or other public property of the United States furnished or intended for the naval service, less than that for which he receives a certificate or receipt.	Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.
Knowingly making or delivering to any person a paper certifying the receipt of any money or other property of the United States, furnished or intended for the naval service thereof, without having full knowledge of the truth of the statement therein contained and with intent to defraud the United States.	Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.
Stealing, embezzling, knowingly and willfully misappropriating and applying to his own use and benefit, or unlawfully selling or disposing of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money or other property of the United States, furnished or intended for the military or naval service thereof.	Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.
Knowingly purchasing or receiving in pledge, for any obligation or indebtedness from any other person who is a part of or employed in the naval service, any ordnance, arms, equipment, ammunition, clothing, subsistence stores, or other property of the United States, such other person not having lawful right to sell or pledge the same.	Officer: Dismissal and imprisonment for two years. Enlisted man: Confinement for two years and dishonorable discharge.
Executing, attempting, or countenancing any fraud against the United States.	Officer: Dismissal and imprisonment for two years. Enlisted man: Confinement for two years and dishonorable discharge.
UNDER ARTICLE 19.	
Knowingly enlisting into the naval service any deserter from the naval or military service of the United States, or any insane or intoxicated person, or minor without consent of parent or guardian.	Officer: Dismissal.
UNDER ARTICLE 22.	
Manslaughter.	Officer: Dismissal and imprisonment at hard labor for ten years. Enlisted man: Imprisonment at hard labor for ten years and dishonorable discharge.
Assault with deadly weapon and wounding.	Officer: Dismissal and imprisonment for five years. Enlisted man: Imprisonment at hard labor for five years and dishonorable discharge.
Rape.	Officer: Dismissal and imprisonment at hard labor for twenty years. Enlisted man: Imprisonment at hard labor for twenty years and dishonorable discharge.
Robbery.	Officer: Dismissal and imprisonment at hard labor for seven years. Enlisted man: Imprisonment at hard labor for seven years and dishonorable discharge.
Sodomy.	Officer: Dismissal and imprisonment at hard labor for fifteen years. Enlisted man: Imprisonment at hard labor for ten years and dishonorable discharge.

Offenses.	Limit of punishment.
UNDER ARTICLE 22—Continued.	
Lewd or indecent behavior.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Smuggling liquor (aggravated case).	Officer: Loss of three numbers and public reprimand. Enlisted man: Confinement for six months and dishonorable discharge.
Selling arms.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Selling equipments.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Selling clothes.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Attempting to suborn testimony to be given before court-martial.	Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for three years and dishonorable discharge.
Neglecting to discharge pecuniary obligations (aggravated case).	Officer: Dismissal. Enlisted man: Confinement for six months.
False swearing or perjury.	Officer: Dismissal and imprisonment for five years. Enlisted man: Confinement for five years and dishonorable discharge.
Disorderly conduct (aggravated case): 1. Assaulting and striking another person in the Navy. 2. Attempting to strike and assault another person in the Navy. 3. Disrespect or affront to sentinel. 4. Interfering with or resisting sentinel in lawful execution of his duty.	1. Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge. 2. Officer: Dismissal. Enlisted man: Confinement for six months and dishonorable discharge. 3. Officer: To lose five numbers. Enlisted man: Confinement for three months. 4. Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Striking or assaulting a sentinel.	Officer: Dismissal and imprisonment for two years. Enlisted man: Confinement for two years and dishonorable discharge.
Refusing obedience to lawful orders of sentinel.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Neglect of duty.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Resisting arrest.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Enticing a prisoner to escape.	Officer: Dismissal and imprisonment for one year. Enlisted man: Confinement for two years and dishonorable discharge.
Malingering.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.

Offenses.	Limit of punishment.
UNDER ARTICLE 22—Continued.	
Refusing to give testimony before a court-martial.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Behaving contumaciously before a board or court.	Officer: Loss of ten numbers. Enlisted man: Confinement for six months.
Using profane, abusive, and threatening language toward his superior officer.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Mayhem.	Officer: Dismissal and imprisonment for three years. Enlisted man: Imprisonment for three years at hard labor and dishonorable discharge.
Malicious or willful destruction of public property.	Officer: Dismissal and imprisonment for two years. Enlisted man: Imprisonment for two years at hard labor and dishonorable discharge.
Attempting to desert.	Enlisted man: Confinement for six months.
Answering for another at muster.	Enlisted man: Confinement for six months.
Conduct unbecoming an officer and a gentleman.	Officer: Dismissal.
Conduct to the prejudice of good order and discipline.	Officer: Dismissal. Enlisted man: Confinement for two years and dishonorable discharge.
Disrespectful in language or deportment toward petty or noncommissioned officer.	Enlisted man: Confinement for six months.
Fraudulent enlistment.	Enlisted man: Confinement for one year and dishonorable discharge.
Creating a disturbance after being placed in arrest.	Enlisted man: Confinement for six months.
Liquor unlawfully in possession upon returning to ship or garrison (aggravated case).	Officer: Loss of three numbers and public reprimand. Enlisted man: Confinement for six months and dishonorable discharge.
Using profane, obscene, and abusive language toward another person in the service.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Refusing to obey, or willfully disobeying, lawful order of petty or noncommissioned officer	Enlisted man: Confinement for one year and dishonorable discharge.
Refusing to halt when challenged by noncommissioned officer of guard or sentinel.	Officer: Dismissal. Enlisted man: Confinement for one year and dishonorable discharge.
Smuggling liquor into vessel or navy yard.	Enlisted man: Confinement for six months.

The following instructions have been prescribed by the President in connection with the limitations to the punishment of officers and enlisted men:

"The foregoing 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.

"Offenses not herein provided for remain punishable as authorized by the Articles for the Government of the Navy and the custom of the service.

"Summary courts-martial are subject to the restrictions named in article 30 of the Articles for the Government of the Navy."

APPENDIX.

REGULATIONS FOR PREVENTING COLLISIONS.

The following rules do not apply to the Great Lakes and connecting and tributary waters as far east as Montreal, nor to the Red River of the North, nor to rivers flowing into the Gulf of Mexico and their tributaries. For those waters the rules may be found in the publications of the Department of Commerce and Labor (Navigation Laws, Atlantic Coast Pilot, etc.), as well as the limits of inland waters.

Attention is directed particularly to the definition common to both International and Inland Rules: "The words 'steam vessel' shall include any vessel propelled by machinery."

Officers shall diligently observe all violations of the Regulations for Preventing Collisions, including both International and Inland Rules, and shall immediately report to the Navy Department any infraction of those regulations, giving in detail all the data obtainable in connection therewith, including the names of all witnesses, times, places, together with names and nationalities of vessels violating them.

The International Rules will be found in the left-hand and the Inland Rules in the right-hand column of the following pages.

INTERNATIONAL RULES.

I.—ENACTING CLAUSE, SCOPE, AND PENALTY.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following regulations for preventing collisions at sea shall be followed by all public and private vessels of the United States upon the high seas and in all waters connected therewith, navigable by seagoing vessels.

ART. 30. Nothing in these rules shall interfere with the operation of a special rule, duly made by local authority, relative to the navigation of any harbor, river, or inland waters.

INLAND RULES.

I.—ENACTING CLAUSE, SCOPE, AND PENALTY.

Whereas the provisions of chapter eight hundred and two of the laws of eighteen hundred and ninety, and the amendments thereto, adopting regulations for preventing collisions at sea [i. e., international rules of left-hand column], apply to all waters of the United States connected with the high seas navigable by seagoing vessels, except so far as the navigation of any harbor, river, or inland waters is regulated by special rules duly made by local authority; and

Whereas it is desirable that the regulations relating to the navigation of all harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, shall be stated in one act: Therefore,

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following regulations for preventing collisions shall be followed by all vessels navigating all harbors, rivers, and inland waters of the United States, except the Great Lakes and their connecting and tributary waters as far east as Montreal and the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries, and are hereby declared special rules duly made by local authority:

SEC. 3. That every pilot, engineer, mate, or master of any steam vessel, and every master or mate of any barge or canal boat, who neglects or refuses to observe the provisions of this act, or the regulations established in pursuance of the preceding section [see section 2, post], shall be liable to a penalty of fifty dollars, and for all damages sustained by any passenger in his person or baggage by such neglect or refusal: Provided, That nothing herein shall relieve any vessel, owner, or corporation from any liability incurred by reason of such neglect or refusal.

SEC. 4. That every vessel that shall be navigated without complying with the provisions of this act shall be liable to a penalty of two hundred dollars, one-half to go to the informer, for which sum the vessel so navigated shall be liable and may be seized and proceeded against by action in any district court of the United States having jurisdiction of the offense.

PRELIMINARY DEFINITIONS.

In the following rules every steam vessel which is under sail and not under steam is to be considered a sail-

PRELIMINARY DEFINITIONS.

In the following rules every steam vessel which is under sail and not under steam is to be considered a sail-

ing vessel, and every vessel under steam, whether under sail or not, is to be considered a steam vessel.

The words "steam vessel" shall include any vessel propelled by machinery.

A vessel is "under way," within the meaning of these rules, when she is not at anchor, or made fast to the shore, or aground.

II.—LIGHTS, AND SO FORTH.

The word "visible" in these rules when applied to lights shall mean visible on a dark night with a clear atmosphere.

ARTICLE 1. The rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed lights shall be exhibited.

STEAM VESSELS—MASTHEAD LIGHT.

ART. 2. A steam vessel when under way shall carry—(a) On or in front of the foremast, or if a vessel without a foremast, then in the fore part of the vessel, at a height above the hull of not less than twenty feet, and if the breadth of the vessel exceeds twenty feet, then at a height above the hull not less than such breadth, so, however, that the light need not be carried at a greater height above the hull than forty feet, a bright white light, so constructed as to show an unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the vessel, namely, from right ahead to two points abaft the beam on either side, and of such a character as to be visible at a distance of at least five miles.

STEAM VESSELS—SIDE LIGHTS.

(b) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the

ing vessel, and every vessel under steam, whether under sail or not, is to be considered a steam vessel.

The words "steam vessel" shall include any vessel propelled by machinery.

A vessel is "under way," within the meaning of these rules, when she is not at anchor, or made fast to the shore, or aground.

II.—LIGHTS, AND SO FORTH.

The word "visible" in these rules, when applied to lights, shall mean visible on a dark night with a clear atmosphere.

ARTICLE 1. The rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed lights shall be exhibited.

STEAM VESSELS—MASTHEAD LIGHT.

ART. 2. A steam vessel when under way shall carry—(a) On or in the front of the foremast, or if a vessel without a foremast, then in the fore part of the vessel, a bright white light so constructed as to show an unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the vessel, namely, from right ahead to two points abaft the beam on either side, and of such a character as to be visible at a distance of at least five miles.

STEAM VESSELS—SIDE LIGHTS.

(b) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the

starboard side, and of such a character as to be visible at a distance of at least two miles.

(c) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible at a distance of at least two miles.

(d) The said green and red side lights shall be fitted with inboard screens projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.

STEAM VESSELS—RANGE LIGHTS.

(e) A steam vessel when under way may carry an additional white light similar in construction to the light mentioned in subdivision (a). These two lights shall be so placed in line with the keel that one shall be at least fifteen feet higher than the other, and in such a position with reference to each other that the lower light shall be forward of the upper one. The vertical distance between these lights shall be less than the horizontal distance.

STEAM VESSELS WHEN TOWING.

ART. 3. A steam vessel when towing another vessel shall, in addition to her side lights, carry two bright white

starboard side, and of such a character as to be visible at a distance of at least two miles.

(c) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible at a distance of at least two miles.

(d) The said green and red side lights shall be fitted with inboard screens projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.

STEAM VESSELS—RANGE LIGHTS.

(e) A seagoing steam vessel when under way may carry an additional white light similar in construction to the light mentioned in subdivision (a). These two lights shall be so placed in line with the keel that one shall be at least fifteen feet higher than the other, and in such a position with reference to each other that the lower light shall be forward of the upper one. The vertical distance between these lights shall be less than the horizontal distance.

(f) All steam vessels (except seagoing vessels and ferryboats) shall carry in addition to green and red lights required by article two (b), (c), and screens as required by article two (d), a central range of two white lights; the after light being carried at an elevation at least fifteen feet above the light at the head of the vessel. The headlight shall be so constructed as to show an unbroken light through twenty points of the compass, namely, from right ahead to two points abaft the beam on either side of the vessel, and the after light so as to show all around the horizon.

STEAM VESSELS WHEN TOWING.

ART. 3. A steam vessel when towing another vessel shall, in addition to her side lights, carry two bright white

lights in a vertical line one over the other, not less than six feet apart, and when towing more than one vessel shall carry an additional bright white light six feet above or below such lights, if the length of the tow measuring from the stern of the towing vessel to the stern of the last vessel towed exceeds six hundred feet. Each of these lights shall be of the same construction and character, and shall be carried in the same position as the white light mentioned in article two (a), excepting the additional light, which may be carried at a height of not less than fourteen feet above the hull.

Such steam vessel may carry a small white light abaft the funnel or aftermast for the vessel towed to steer by, but such light shall not be visible forward of the beam.

SPECIAL LIGHTS.

ART. 4. (a) A vessel which from any accident is not under command shall carry at the same height as a white light mentioned in article two (a), where they can best be seen, and if a steam vessel in lieu of that light two red lights, in a vertical line one over the other, not less than six feet apart, and of such a character as to be visible all around the horizon at a distance of at least two miles; and shall by day carry in a vertical line one over the other, not less than six feet apart, where they can best be seen, two black balls or shapes, each two feet in diameter.

(b) A vessel employed in laying or in picking up a telegraph cable shall carry in the same position as the white light mentioned in article two (a), and if a steam vessel in lieu of that light three lights in a vertical line one over the other not less than six feet apart. The highest and lowest of these lights shall be red, and the middle light shall be white, and they shall be of such a character as to be visible all around the horizon, at a distance of at least two miles. By day she shall carry in a vertical line, one over the other, not less than six feet apart, where they

lights in a vertical line one over the other, not less than three feet apart, and when towing more than one vessel shall carry an additional bright white light three feet above or below such lights, if the length of the tow measuring from the stern of the towing vessel to the stern of the last vessel towed exceeds six hundred feet. Each of these lights shall be of the same construction and character, and shall be carried in the same position as the white light mentioned in article two (a) or the after range light mentioned in article two (f).

Such steam vessel may carry a small white light abaft the funnel or aftermast for the vessel towed to steer by, but such light shall not be visible forward of the beam.

can best be seen, three shapes not less than two feet in diameter, of which the highest and lowest shall be globular in shape and red in color, and the middle one diamond in shape and white.

(c) The vessel referred to in this article, when not making way through the water, shall not carry the side lights, but when making way shall carry them.

(d) The lights and shapes required to be shown by this article are to be taken by other vessels as signals that the vessel showing them is not under command and can not therefore get out of the way.

These signals are not signals of vessels in distress and requiring assistance. Such signals are contained in article thirty-one.

LIGHTS FOR SAILING VESSELS AND VESSELS IN TOW.

ART. 5. A sailing vessel under way and any vessel being towed shall carry the same lights as are prescribed by article two for a steam vessel under way, with the exception of the white lights mentioned therein, which they shall never carry.

LIGHTS FOR SAILING VESSELS AND VESSELS IN TOW.

ART. 5. A sailing vessel under way or being towed shall carry the same lights as are prescribed by article two for a steam vessel under way, with the exception of the white lights mentioned therein, which they shall never carry.

LIGHTS FOR FERRYBOATS, BARGES, AND CANAL BOATS IN TOW.

SEC. 2. That the supervising inspectors of steam vessels and the Supervising Inspector-General shall establish such rules to be observed by steam vessels in passing each other and as to the lights to be carried by ferryboats and by barges and canal boats when in tow of steam vessels, not inconsistent with the provisions of this act, as they from time to time may deem necessary for safety, which rules, when approved by the Secretary of Commerce and Labor, are hereby declared special rules duly made by local authority, as provided for in article thirty of chapter eight hundred and two of the laws of eighteen hundred and ninety. Two printed copies of such rules shall be furnished to such ferryboats and steam vessels, which rules shall be kept posted up in conspicuous places in such vessels.

LIGHTS FOR SMALL VESSELS.

ART. 6. Whenever, as in the case of small vessels under way during bad weather, the green and red side lights can not be fixed, these lights shall be kept at hand, lighted and ready for use; and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable, more than two points abaft the beam on their respective sides. To make the use of these portable lights more certain and easy the lanterns containing them shall each be painted outside with the color of the light they respectively contain, and shall be provided with proper screens.

LIGHTS FOR SMALL STEAM AND SAIL VESSELS AND OPEN BOATS.

ART. 7. Steam vessels of less than forty, and vessels under oars or sails of less than twenty tons gross tonnage, respectively, and rowing boats, when under way, shall not be required to carry the lights mentioned in article two (a), (b), and (c), but if they do not carry them they shall be provided with the following lights:

First. Steam vessels of less than forty tons shall carry—

(a) In the fore part of the vessel, or on or in front of the funnel, where it can best be seen, and at a height above the gunwale of not less than nine feet, a bright white light constructed and fixed as prescribed in article two (a), and of such a character as to be visible at a distance of at least two miles.

(b) Green and red side lights constructed and fixed as prescribed in article two (b) and (c), and of such a character as to be visible at a distance of at least one mile, or a combined lantern showing a green light and a red light from right ahead to two points abaft the beam on their

LIGHTS FOR SMALL VESSELS.

ART. 6. *Whenever, as in the case of vessels of less than ten gross tons under way during bad weather, the green and red side lights can not be fixed, these lights shall be kept at hand, lighted and ready for use; and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable, more than two points abaft the beam on their respective sides. To make the use of these portable lights more certain and easy the lanterns containing them shall each be painted outside with the color of the light they respectively contain, and shall be provided with proper screens.*

ART. 7. *Rowing boats, whether under oars or sail, shall have ready at hand a lantern showing a white light which shall be temporarily exhibited in sufficient time to prevent collision.*

respective sides. Such lanterns shall be carried not less than three feet below the white light.

Second. Small steamboats, such as are carried by seagoing vessels, may carry the white light at a less height than nine feet above the gunwale, but it shall be carried above the combined lantern mentioned in subdivision one (b).

Third. Vessels under oars or sails of less than twenty tons shall have ready at hand a lantern with a green glass on one side and a red glass on the other, which, on the approach of or to other vessels, shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side nor the red light on the starboard side.

Fourth. Rowing boats, whether under oars or sails, shall have ready at hand a lantern showing a white light which shall be temporarily exhibited in sufficient time to prevent collision.

The vessels referred to in this article shall not be obliged to carry the lights prescribed by article four (a) and article eleven, last paragraph.

LIGHTS FOR PILOT VESSELS.

ART. 8. Pilot vessels when engaged on their station on pilotage duty shall not show the lights required for other vessels, but shall carry a white light at the masthead, visible all around the horizon, and shall also exhibit a flare-up light or flare-up lights at short intervals, which shall never exceed fifteen minutes.

On the near approach of or to other vessels they shall have their side lights lighted, ready for use, and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side, nor the red light on the starboard side.

A pilot vessel of such a class as to be obliged to go alongside of a vessel to put a pilot on board may show the white light instead of carrying it at the masthead, and may, instead of the colored lights above mentioned, have at hand, ready for use, a lantern with green glass on the one side and red

LIGHTS FOR PILOT VESSELS.

ART. 8. *Pilot vessels when engaged on their stations on pilotage duty shall not show the lights required for other vessels, but shall carry a white light at the masthead, visible all around the horizon, and shall also exhibit a flare-up light or flare-up lights at short intervals, which shall never exceed fifteen minutes.*

On the near approach of or to other vessels they shall have their side lights lighted, ready for use, and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side nor the red light on the starboard side.

A pilot vessel of such a class as to be obliged to go alongside of a vessel to put a pilot on board may show the white light instead of carrying it at the masthead, and may, instead of the colored lights above mentioned, have at hand, ready for use, a lantern with a green glass on the one side and a

glass on the other, to be used as prescribed above.

Pilot vessels when not engaged on their station on pilotage duty shall carry lights similar to those of other vessels of their tonnage.

A steam pilot vessel, when engaged on her station on pilotage duty and in waters of the United States, and not at anchor, shall, in addition to the lights required for all pilot boats, carry at a distance of eight feet below her white masthead light a red light, visible all around the horizon and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least two miles, and also the colored side lights required to be carried by vessels when under way.

When engaged on her station on pilotage duty and in waters of the United States, and at anchor, she shall carry in addition to the lights required for all pilot boats the red light above mentioned, but not the colored side lights. When not engaged on her station on pilotage duty, she shall carry the same lights as other steam vessels.

LIGHTS, ETC., OF FISHING VESSELS.

ART. 9. Fishing vessels and fishing boats, when under way and when not required by this article to carry or show the lights hereinafter specified, shall carry or show the lights prescribed for vessels of their tonnage under way.

(a) Open boats, by which is to be understood boats not protected from the entry of sea water by means of a continuous deck, when engaged in any fishing at night, with outlying tackle extending not more than one hundred and fifty feet horizontally from the boat into the seaway, shall carry one all-round white light.

Open boats, when fishing at night, with outlying tackle extending more than one hundred and fifty feet horizontally from the boat into the seaway, shall carry one all-round white light, and in addition, on approaching or being approached by other vessels, shall show a second white light at least three feet below the first light

red glass on the other, to be used as prescribed above.

Pilot vessels, when not engaged on their station on pilotage duty, shall carry lights similar to those of other vessels of their tonnage.

A steam pilot vessel, when engaged on her station on pilotage duty and in waters of the United States, and not at anchor, shall, in addition to the lights required for all pilot boats, carry at a distance of eight feet below her white masthead light a red light, visible all around the horizon and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least two miles, and also the colored side lights required to be carried by vessels when under way.

When engaged on her station on pilotage duty and in waters of the United States, and at anchor, she shall carry in addition to the lights required for all pilot boats the red light above mentioned, but not the colored side lights. When not engaged on her station on pilotage duty, she shall carry the same lights as other steam vessels.

LIGHTS, ETC., OF FISHING VESSELS.

ART. 9. (a) *Fishing vessels of less than ten gross tons, when under way and when not having their nets, trawls, dredges, or lines in the water, shall not be obliged to carry the colored side lights; but every such vessel shall, in lieu thereof, have ready at hand a lantern with a green glass on one side and a red glass on the other side, and on approaching to or being approached by another vessel such lantern shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side nor the red light on the starboard side.*

(b) *All fishing vessels and fishing boats of ten gross tons or upward, when under way and when not having their nets, trawls, dredges, or lines in the water, shall carry and show the same lights as other vessels under way.*

(c) *All vessels, when trawling, dredging, or fishing with any kind of drag nets or lines, shall exhibit, from*

and at a horizontal distance of at least five feet away from it in the direction in which the outlying tackle is attached.

(b) Vessels and boats, except open boats as defined in subdivision (a), when fishing with drift nets, shall, so long as the nets are wholly or partly in the water, carry two white lights where they can best be seen. Such lights shall be placed so that the vertical distance between them shall be not less than six feet and not more than fifteen feet, and so that the horizontal distance between them, measured in a line with the keel, shall be not less than five feet and not more than ten feet. The lower of these two lights shall be in the direction of the nets, and both of them shall be of such a character as to show all around the horizon, and to be visible at a distance of not less than three miles.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea sailing fishing vessels of less than twenty tons gross tonnage shall not be obliged to carry the lower of these two lights. Should they, however, not carry it, they shall show in the same position (in the direction of the net or gear) a white light, visible at a distance of not less than one sea mile, on the approach of or to other vessels.

(c) Vessels and boats, except open boats as defined in subdivision (a), when line fishing with their lines out and attached to or hauling their lines, and when not at anchor or stationary within the meaning of subdivision (h), shall carry the same lights as vessels fishing with drift nets. When shooting lines, or fishing with towing lines, they shall carry the lights prescribed for a steam or sailing vessel under way, respectively.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea sailing fishing vessels of less than twenty tons gross tonnage shall not be obliged to carry the lower of these two lights. Should they, however, not carry it, they shall show in the same position (in the direction of the lines) a white light, vis-

some part of the vessel where they can be best seen, two lights: One of these lights shall be red and the other shall be white. The red light shall be above the white light, and shall be at a vertical distance from it of not less than six feet and not more than twelve feet; and the horizontal distance between them, if any, shall not be more than ten feet. These two lights shall be of such a character and contained in lanterns of such construction as to be visible all round the horizon, the white light a distance of not less than three miles and the red light of not less than two miles.

LIGHTS FOR RAFTS OR OTHER CRAFT NOT PROVIDED FOR.

(d) *Rafts, or other water craft not herein provided for, navigating by hand power, horse power, or by the current of the river, shall carry one or more good white lights, which shall be placed in such manner as shall be prescribed by the Board of Supervising Inspectors of Steam Vessels.*

ible at a distance of not less than one sea mile on the approach of or to other vessels.

(d) Vessels when engaged in trawling, by which is meant the dragging of an apparatus along the bottom of the sea—

First. If steam vessels, shall carry in the same position as the white light mentioned in article two (a) a tricolored lantern so constructed and fixed as to show a white light from right ahead to two points on each bow, and a green light and a red light over an arc of the horizon from two points on each bow to two points abaft the beam on the starboard and port sides, respectively; and not less than six nor more than twelve feet below the tricolored lantern a white light in a lantern, so constructed as to show a clear, uniform, and unbroken light all around the horizon.

Second. If sailing vessels, shall carry a white light in a lantern, so constructed as to show a clear, uniform, and unbroken light all around the horizon, and shall also, on the approach of or to other vessels, show where it can best be seen a white flare-up light or torch in sufficient time to prevent collision.

All lights mentioned in subdivision (d) first and second shall be visible at a distance of at least two miles.

(e) Oyster dredgers and other vessels fishing with dredge nets shall carry and show the same lights as trawlers.

(f) Fishing vessels and fishing boats may at any time use a flare-up light in addition to the lights which they are by this article required to carry and show, and they may also use working lights.

(g) Every fishing vessel and every fishing boat under one hundred and fifty feet in length, when at anchor, shall exhibit a white light visible all around the horizon at a distance of at least one mile.

Every fishing vessel of one hundred and fifty feet in length or upward, when at anchor, shall exhibit a white light visible all around the horizon at a distance of at least one mile, and

shall exhibit a second light as provided for vessels of such length by article eleven.

Should any such vessel, whether under one hundred and fifty feet in length or of one hundred and fifty feet in length or upward, be attached to a net or other fishing gear, she shall on the approach of other vessels show an additional white light at least three feet below the anchor light, and at a horizontal distance of at least five feet away from it in the direction of the net or gear.

(h) If a vessel or boat when fishing becomes stationary in consequence of her gear getting fast to a rock or other obstruction, she shall in daytime haul down the day signal required by subdivision (k); at night show the light or lights prescribed for a vessel at anchor; and during fog, mist, falling snow, or heavy rain storms make the signal prescribed for a vessel at anchor. (See subdivision (d) and the last paragraph of article fifteen.)

(i) In fog, mist, falling snow, or heavy rain storms drift-net vessels attached to their nets, and vessels when trawling, dredging, or fishing with any kind of drag net, and vessels line fishing with their lines out, shall, if of twenty tons gross tonnage or upward, respectively, at intervals of not more than one minute make a blast; if steam vessels, with the whistle or siren, and if sailing vessels, with the fog-horn, each blast to be followed by ringing the bell. Fishing vessels and boats of less than twenty tons gross tonnage shall not be obliged to give the above-mentioned signals; but if they do not, they shall make some other efficient sound signal at intervals of not more than one minute.

(k) All vessels or boats fishing with nets or lines or trawls, when under way, shall in daytime indicate their occupation to an approaching vessel by displaying a basket or other efficient signal where it can best be seen. If vessels or boats at anchor have their gear out, they shall, on the approach of other vessels, show the same signal on the side on which those vessels can pass.

The vessels required by this article to carry or show the lights hereinbefore specified shall not be obliged to carry the lights prescribed by article four (a) and the last paragraph of article eleven.

LIGHTS FOR AN OVERTAKEN VESSEL.

ART. 10. A vessel which is being overtaken by another shall show from her stern to such last-mentioned vessel a white light or a flare-up light.

The white light required to be shown by this article may be fixed and carried in a lantern, but in such case the lantern shall be so constructed, fitted, and screened that it shall throw an unbroken light over an arc of the horizon of twelve points of the compass, namely, for six points from right aft on each side of the vessel, so as to be visible at a distance of at least one mile. Such light shall be carried as nearly as practicable on the same level as the side lights.

ANCHOR LIGHTS.

ART. 11. A vessel under one hundred and fifty feet in length when at anchor shall carry forward, where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light, in a lantern so constructed as to show a clear, uniform, and unbroken light visible all around the horizon at a distance of at least one mile.

A vessel of one hundred and fifty feet or upwards in length when at anchor shall carry in the forward part of the vessel, at a height of not less than twenty and not exceeding forty feet above the hull, one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than fifteen feet lower than the forward light, another such light.

The length of a vessel shall be deemed to be the length appearing in her certificate of registry.

A vessel aground in or near a fairway shall carry the above light or lights and the two red lights prescribed by article four (a).

LIGHTS FOR AN OVERTAKEN VESSEL.

ART. 10. *A vessel which is being overtaken by another, except a steam vessel with an after range light showing all around the horizon, shall show from her stern to such last-mentioned vessel a white light or a flare-up light.*

ANCHOR LIGHTS.

ART. 11. *A vessel under one hundred and fifty feet in length when at anchor shall carry forward, where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light, in a lantern so constructed as to show a clear, uniform, and unbroken light visible all around the horizon at a distance of at least one mile.*

A vessel of one hundred and fifty feet or upwards in length when at anchor shall carry in the forward part of the vessel, at a height of not less than twenty and not exceeding forty feet above the hull, one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than fifteen feet lower than the forward light, another such light.

The length of a vessel shall be deemed to be the length appearing in her certificate of registry.

SPECIAL SIGNALS.

ART. 12. Every vessel may, if necessary in order to attract attention, in addition to the lights which she is by these rules required to carry, show a flare-up light or use any detonating signal that can not be mistaken for a distress signal.

NAVAL LIGHTS AND RECOGNITION SIGNALS.

ART. 13. Nothing in these rules shall interfere with the operation of any special rules made by the Government of any nation with respect to additional station and signal lights for two or more ships of war or for vessels sailing under convoy, or with the exhibition of recognition signals adopted by shipowners, which have been authorized by their respective Governments and duly registered and published.

STEAM VESSEL UNDER SAIL BY DAY.

ART. 14. A steam vessel proceeding under sail only, but having her funnel up, shall carry in daytime, forward, where it can best be seen, one black ball or shape two feet in diameter.

III.—SOUND SIGNALS FOR FOG, AND SO FORTH.

PRELIMINARY.

ART. 15. All signals prescribed by this article for vessels under way shall be given:

First. By "steam vessels" on the whistle or siren.

Second. By "sailing vessels" and "vessels towed" on the fog horn.

The words "prolonged blast" used in this article shall mean a blast of from four to six seconds duration.

A steam vessel shall be provided with an efficient whistle or siren, sounded by steam or by some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog horn, to be sounded by mechanical

SPECIAL SIGNALS.

ART. 12. *Every vessel may, if necessary, in order to attract attention, in addition to the lights which she is by these rules required to carry, show a flare-up light or use any detonating signal that can not be mistaken for a distress signal.*

NAVAL LIGHTS AND RECOGNITION SIGNALS.

ART. 13. *Nothing in these rules shall interfere with the operation of any special rules made by the Government of any nation with respect to additional station and signal lights for two or more ships of war or for vessels sailing under convoy, or with the exhibition of recognition signals adopted by shipowners, which have been authorized by their respective Governments, and duly registered and published.*

STEAM VESSEL UNDER SAIL BY DAY.

ART. 14. *A steam vessel proceeding under sail only, but having her funnel up, may carry in daytime, forward, where it can best be seen, one black ball or shape two feet in diameter.*

III.—SOUND SIGNALS FOR FOG, AND SO FORTH.

PRELIMINARY.

ART. 15. *All signals prescribed by this article for vessels under way shall be given:*

1. *By "steam vessels" on the whistle or siren.*

2. *By "sailing vessels" and "vessels towed" on the fog horn.*

The words "prolonged blast" used in this article shall mean a blast of from four to six seconds duration.

A steam vessel shall be provided with an efficient whistle or siren, sounded by steam or by some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog horn; also with an efficient bell. A

means, and also with an efficient bell. In all cases where the rules require a bell to be used a drum may be substituted on board Turkish vessels, or a gong where such articles are used on board small seagoing vessels. A sailing vessel of twenty tons gross tonnage or upward shall be provided with a similar fog horn and bell.

In a fog, mist, falling snow, or heavy rain storms, whether by day or night, the signals described in this article shall be used as follows, namely:

STEAM VESSEL UNDER WAY.

(a) A steam vessel having way upon her shall sound, at intervals of not more than two minutes, a prolonged blast.

(b) A steam vessel under way, but stopped, and having no way upon her, shall sound, at intervals of not more than two minutes, two prolonged blasts, with an interval of about one second between.

SAIL VESSEL UNDER WAY.

(c) A sailing vessel under way shall sound, at intervals of not more than one minute, when on the starboard tack, one blast; when on the port tack, two blasts in succession, and when with the wind abaft the beam, three blasts in succession.

VESSELS AT ANCHOR OR NOT UNDER WAY.

(d) A vessel when at anchor shall, at intervals of not more than one minute, ring the bell rapidly for about five seconds.

VESSELS TOWING OR TOWED.

(c) A vessel when towing, a vessel employed in laying or in picking up a telegraph cable, and a vessel under way, which is unable to get out of the way of an approaching vessel through being not under command, or unable to maneuver as required by the rules, shall, instead of the signals prescribed in subdivisions (a) and (c) of this article, at intervals of not more than

sailing vessel of twenty tons gross tonnage or upward shall be provided with a similar fog horn and bell.

In fog, mist, falling snow, or heavy rain storms, whether by day or night, the signals described in this article shall be used as follows, namely:

STEAM VESSEL UNDER WAY.

(a) A steam vessel under way shall sound, at intervals of not more than one minute, a prolonged blast.

SAIL VESSEL UNDER WAY.

(c) A sailing vessel under way shall sound, at intervals of not more than one minute, when on the starboard tack, one blast; when on the port tack, two blasts in succession, and when with the wind abaft the beam, three blasts in succession.

VESSELS AT ANCHOR OR NOT UNDER WAY.

(d) A vessel when at anchor shall, at intervals of not more than one minute, ring the bell rapidly for about five seconds.

VESSELS TOWING OR TOWED.

(c) A steam vessel when towing, shall, instead of the signals prescribed in subdivision (a) of this article, at intervals of not more than one minute, sound three blasts in succession, namely, one prolonged blast followed by two short blasts. A vessel towed may give this signal and she shall not give any other.

two minutes, sound three blasts in succession, namely: One prolonged blast followed by two short blasts. A vessel towed may give this signal and she shall not give any other.

SMALL SAILING VESSELS AND BOATS.

Sailing vessels and boats of less than twenty tons gross tonnage shall not be obliged to give the above-mentioned signals, but, if they do not, they shall make some other efficient sound signal at intervals of not more than one minute.

SPEED IN FOG.

ART. 16. Every vessel shall, in a fog, mist, falling snow, or heavy rain storms, go at a moderate speed, having careful regard to the existing circumstances and conditions.

A steam vessel hearing, apparently forward of her beam, the fog signal of a vessel the position of which is not ascertained shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

IV.—STEERING AND SAILING RULES.

PRELIMINARY.

Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

SAILING VESSELS.

ART. 17. When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other, as follows, namely:

(a) A vessel which is running free shall keep out of the way of a vessel which is closehauled.

(b) A vessel which is closehauled on the port tack shall keep out of the way of a vessel which is closehauled on the starboard tack.

RAFTS, OR OTHER CRAFT NOT PROVIDED FOR.

(f) *All rafts or other water craft, not herein provided for, navigating by hand power, horse power, or by the current of the river, shall sound a blast of the fog horn, or equivalent signal, at intervals of not more than one minute.*

SPEED IN FOG.

ART. 16. *Every vessel shall, in a fog, mist, falling snow, or heavy rain storms, go at a moderate speed, having careful regard to the existing circumstances and conditions.*

A steam vessel hearing, apparently forward of her beam, the fog signal of a vessel the position of which is not ascertained shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

IV.—STEERING AND SAILING RULES.

PRELIMINARY.

Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

SAILING VESSELS.

ART. 17. *When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other as follows, namely:*

(a) A vessel which is running free shall keep out of the way of a vessel which is closehauled.

(b) A vessel which is closehauled on the port tack shall keep out of the way of a vessel which is closehauled on the starboard tack.

(c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(d) When both are running free, with the wind on the same side, the vessel which is to the windward shall keep out of the way of the vessel which is to the leeward.

(e) A vessel which has the wind aft shall keep out of the way of the other vessel.

STEAM VESSELS.

ART. 18. When two steam vessels are meeting end on, or nearly end on, so as to involve risk of collision, each shall alter her course to starboard, so that each may pass on the port side of the other.

This article only applies to cases where vessels are meeting end on, or nearly end on, in such a manner as to involve risk of collision, and does not apply to two vessels which must, if both keep on their respective courses, pass clear of each other.

The only cases to which it does apply are when each of the two vessels is end on, or nearly end on to the other; in other words, to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own; and by night, to cases in which each vessel is in such a position as to see both the sidelights of the other.

It does not apply by day to cases in which a vessel sees another ahead

(c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(d) When both are running free, with the wind on the same side, the vessel which is to the windward shall keep out of the way of the vessel which is to the leeward.

(e) A vessel which has the wind aft shall keep out of the way of the other vessel.

STEAM VESSELS.

ART. 18. RULE 1. When steam vessels are approaching each other head and head, that is, end on, or nearly so, it shall be the duty of each to pass on the port side of the other; and either vessel shall give, as a signal of her intention, one short and distinct blast of her whistle, which the other vessel shall answer promptly by a similar blast of her whistle, and thereupon such vessels shall pass on the port side of each other. But if the courses of such vessels are so far on the starboard of each other as not to be considered as meeting head and head, either vessel shall immediately give two short and distinct blasts of her whistle, which the other vessel shall answer promptly by two similar blasts of her whistle, and they shall pass on the starboard side of each other.

The foregoing only applies to cases where vessels are meeting end on, or nearly end on, in such a manner as to involve risk of collision; in other words, to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own, and by night to cases in which each vessel is in such a position as to see both the sidelights of the other.

It does not apply by day to cases in which a vessel sees another ahead

crossing her own course; or by night, to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light, or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

crossing her own course, or by night to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

RULE III. *If, when steam vessels are approaching each other, either vessel fails to understand the course or intention of the other, from any cause, the vessel so in doubt shall immediately signify the same by giving several short and rapid blasts, not less than four, of the steam whistle.*

RULE V. *Whenever a steam vessel is nearing a short bend or curve in the channel, where, from the height of the banks or other cause, a steam vessel approaching from the opposite direction can not be seen for a distance of half a mile, such steam vessel, when she shall have arrived within half a mile of such curve or bend, shall give a signal by one long blast of the steam whistle, which signal shall be answered by a similar blast given by any approaching steam vessel that may be within hearing. Should such signal be so answered by a steam vessel upon the farther side of such bend, then the usual signals for meeting and passing shall immediately be given and answered; but, if the first alarm signal of such vessel be not answered, she is to consider the channel clear and govern herself accordingly.*

When steam vessels are moved from their docks or berths, and other boats are liable to pass from any direction toward them, they shall give the same signal as in the case of vessels meeting at a bend, but immediately after clearing the berths so as to be fully in sight they shall be governed by the steering and sailing rules.

RULE VIII. *When steam vessels are running in the same direction, and the vessel which is astern shall desire to pass on the right or starboard hand of the vessel ahead, she shall give one short blast of the steam whistle, as a signal of such desire, and if the vessel ahead answers with one blast, she*

shall put her helm to port; or if she shall desire to pass on the left or port side of the vessel ahead, she shall give two short blasts of the steam whistle as a signal of such desire, and if the vessel ahead answers with two blasts, shall put her helm to starboard; or if the vessel ahead does not think it safe for the vessel astern to attempt to pass at that point, she shall immediately signify the same by giving several short and rapid blasts of the steam whistle, not less than four, and under no circumstances shall the vessel astern attempt to pass the vessel ahead until such time as they have reached a point where it can be safely done, when said vessel ahead shall signify her willingness by blowing the proper signals. The vessel ahead shall in no case attempt to cross the bow or crowd upon the course of the passing vessel.

RULE IX. The whistle signals provided in the rules under this article, for steam vessels meeting, passing, or overtaking, are never to be used except when steamers are in sight of each other, and the course and position of each can be determined in the daytime by a sight of the vessel itself, or by night by seeing its signal lights. In fog, mist, falling snow or heavy rain storms, when vessels can not see each other, fog signals only must be given.

SUPPLEMENTARY REGULATIONS.

SEC. 2. That the supervising inspectors of steam vessels and the Supervising Inspector-General shall establish such rules to be observed by steam vessels in passing each other and as to the lights to be carried by ferry-boats and by barges and canal boats when in tow of steam vessels, not inconsistent with the provisions of this act, as they from time to time may deem necessary for safety, which rules when approved by the Secretary of Commerce and Labor are hereby declared special rules duly made by local authority, as provided for in article thirty of chapter eight hundred and two of the laws of eighteen hun-

TWO STEAM VESSELS CROSSING.

ART. 19. When two steam vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.

STEAM VESSEL SHALL KEEP OUT OF THE WAY OF SAILING VESSEL.

ART. 20. When a steam vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, the steam vessel shall keep out of the way of the sailing vessel.

COURSE AND SPEED.

ART. 21. Where, by any of these rules, one of two vessels is to keep out of the way the other shall keep her course and speed.

NOTE.—When, in consequence of thick weather or other causes, such vessel finds herself so close that collision can not be avoided by the action of the giving-way vessel alone, she also shall take such action as will best aid to avert collision. [See articles twenty-seven and twenty-nine.]

CROSSING AHEAD.

ART. 22. Every vessel which is directed by these rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.

STEAM VESSEL SHALL SLACKEN SPEED OR STOP.

ART. 23. Every steam vessel which is directed by these rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

dred and ninety. Two printed copies of such rules shall be furnished to such ferryboats and steam vessels, which rules shall be kept posted up in conspicuous places in such vessels.

TWO STEAM VESSELS CROSSING.

ART. 19. *When two steam vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.*

STEAM VESSEL SHALL KEEP OUT OF THE WAY OF SAILING VESSEL.

ART. 20. *When a steam vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, the steam vessel shall keep out of the way of the sailing vessel.*

COURSE AND SPEED.

ART. 21. *Where, by any of these rules, one of the two vessels is to keep out of the way, the other shall keep her course and speed.*

[*See articles twenty-seven and twenty-nine.*]

CROSSING AHEAD.

ART. 22. *Every vessel which is directed by these rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.*

STEAM VESSEL SHALL SLACKEN SPEED OR STOP.

ART. 23. *Every steam vessel which is directed by these rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.*

OVERTAKING VESSELS.

ART. 24. Notwithstanding anything contained in these rules every vessel, overtaking any other, shall keep out of the way of the overtaken vessel.

Every vessel coming up with another vessel from any direction more than two points abaft her beam, that is, in such a position, with reference to the vessel which she is overtaking that at night she would be unable to see either of that vessel's side lights, shall be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel can not always know with certainty whether she is forward of or abaft this direction from the other vessel she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

NARROW CHANNELS.

ART. 25. In narrow channels every steam vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

RIGHT OF WAY OF FISHING VESSELS.

ART. 26. Sailing vessels under way shall keep out of the way of sailing vessels or boats fishing with nets, or lines, or trawls. This rule shall not give to any vessel or boat engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels or boats.

GENERAL PRUDENTIAL RULE.

ART. 27. In obeying and construing these rules due regard shall be had to all dangers of navigation and collision, and to any special circumstances which may render a departure from the above rules necessary in order to avoid immediate danger.

OVERTAKING VESSELS.

ART. 24. *Notwithstanding anything contained in these rules every vessel, overtaking any other, shall keep out of the way of the overtaken vessel.*

Every vessel coming up with another vessel from any direction more than two points abaft her beam, that is, in such a position, with reference to the vessel which she is overtaking that at night she would be unable to see either of that vessel's side lights, shall be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel can not always know with certainty whether she is forward of or abaft this direction from the other vessel she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

NARROW CHANNELS.

ART. 25. *In narrow channels every steam vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.*

RIGHT OF WAY OF FISHING VESSELS.

ART. 26. *Sailing vessels under way shall keep out of the way of sailing vessels or boats fishing with nets, or lines, or trawls. This rule shall not give to any vessel or boat engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels or boats.*

GENERAL PRUDENTIAL RULE.

ART. 27. *In obeying and construing these rules due regard shall be had to all dangers of navigation and collision, and to any special circumstances which may render a departure from the above rules necessary in order to avoid immediate danger.*

SOUND SIGNALS FOR PASSING STEAMERS.

ART. 28. The words "short blast" used in this article shall mean a blast of about one second's duration.

When vessels are in sight of one another, a steam vessel under way, in taking any course authorized or required by these rules, shall indicate that course by the following signals on her whistle or siren, namely:

One short blast to mean, "I am directing my course to starboard."

Two short blasts to mean, "I am directing my course to port."

Three short blasts to mean, "My engines are going at full speed astern."

PRECAUTION.

ART. 29. Nothing in these rules shall exonerate any vessel, or the owner or master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

ART. 30. [See under I.]

DISTRESS SIGNALS.

ART. 31. When a vessel is in distress and requires assistance from other vessels or from the shore the following shall be the signals to be used or displayed by her, either together or separately, namely:

In the daytime—

First. A gun or other explosive signal fired at intervals of about a minute.

SOUND SIGNALS FOR PASSING STEAMERS.

[See article eighteen.]

ART. 28. When vessels are in sight of one another a steam vessel under way whose engines are going at full speed astern shall indicate that fact by three short blasts on the whistle.

PRECAUTION.

ART. 29. Nothing in these rules shall exonerate any vessel, or the owner or master or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

LIGHTS ON UNITED STATES NAVAL VESSELS AND REVENUE CUTTERS.

ART. 30. The exhibition of any light on board of a vessel of war of the United States or a revenue cutter may be suspended whenever, in the opinion of the Secretary of the Navy, the commander-in-chief of a squadron, or the commander of a vessel acting singly, the special character of the service may require it.

DISTRESS SIGNALS.

ART. 31. When a vessel is in distress and requires assistance from other vessels or from the shore the following shall be the signals to be used or displayed by her, either together or separately, namely:

In the daytime—

A continuous sounding with any fog-signal apparatus, or firing a gun.

Second. The international code signal of distress indicated by N C.

Third. The distance signal, consisting of a square flag, having either above or below it a ball or anything resembling a ball.

Fourth. A continuous sounding with any fog-signal apparatus.

At night—

First. A gun or other explosive signal fired at intervals of about a minute.

Second. Flames on the vessel (as from a burning tar barrel, oil barrel, and so forth).

Third. Rockets or shells throwing stars of any color or description, fired one at a time, at short intervals.

Fourth. A continuous sounding with any fog-signal apparatus.

At night—

First. Flames on the vessel as from a burning tar barrel, oil barrel, and so forth.

Second. A continuous sounding with any fog-signal apparatus, or firing a gun.



TABLE OF CHANGES.

Showing Corresponding Numbers of Articles in Editions of 1905 and 1909.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1.....	1.	1.....	1.
2.....	2, amended.	2, amended.....	2.
3.....	3, amended.	3, amended.....	3.
4.....	4, amended.	4, amended.....	4.
5.....	5, amended.	5, amended.....	5.
6.....	6, amended.	6, amended.....	6.
7.....	7, amended.	7, amended.....	7.
8.....	8, amended.	8, amended.....	8.
9.....	9, amended.	9, amended.....	9.
10.....	10, amended.	10, amended.....	10.
11.....	11, amended.	11, amended.....	11.
12.....	12, amended.	12, amended.....	12.
13, new.....		Sec. 2, ch. 1.....	14.
14.....	Sec. 2, duties of general board.	13, omitted.....	14.
15.....	14 (1, 2).	14.....	15, 16.
16.....	14 (3-5).	15.....	17.
17.....	15.	16.....	18.
18.....	16, 17.	17.....	18.
19.....	18.	18.....	19.
20.....	19.	19.....	20.
21.....	20.	20.....	21.
22.....	21.	21.....	22.
23.....	22, amended.	22, amended.....	23.
24.....	23, amended.	23, amended.....	24.
25.....	24, amended.	24, amended.....	25.
26.....	25, amended.	25, amended.....	26.
27.....	26, amended.	26, amended.....	27.
28.....	27, amended.	27, amended.....	28.
29.....	28, 29.	28.....	28.
30, new.....		29.....	29.
31.....	30, amended.	30, amended.....	31.
32.....	31, amended.	31.....	32.
33.....	32.	32.....	33.
34.....	33, amended.	33, amended.....	34.
35.....	34, amended.	34, amended.....	35.
36.....	35, amended.	35, amended.....	36.
37.....	36, amended.	36, amended.....	37.
38.....	37, amended.	37, amended.....	38.
39.....	38, amended.	38, amended.....	39.
40.....	39, amended.	39, amended.....	40.
41.....	40, amended.	40, amended.....	41.
42.....	41.	41.....	42.
43.....	42.	42.....	43.
44.....	43.	43.....	44.
45.....	44.	44.....	45.
46.....	45.	45.....	46.
47.....	46.	46.....	47.
48.....	47.	47.....	48.
49.....	48.	48.....	49.
50.....	49, 50, 51, amended.	49, amended.....	49.
51.....	52.	50, amended.....	50.
52.....	53.	51, amended.....	51.
53.....	54.	52.....	52.
		53.....	52.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
54.....	55.	54.....	53.
55.....	56.	55.....	54.
56.....	57.	56.....	55.
57.....	58.	57.....	56.
58.....	59.	58.....	57.
59.....	60.	59.....	58.
60.....	61.	60.....	59.
61.....	62, amended.	61.....	60.
62.....	63.	62, amended.....	61.
63.....	64.	63.....	62.
64.....	65 to 69, amended.	64.....	63.
65.....	70 to 73, amended.	65, amended.....	
66.....	74 to 76, amended.	66, amended.....	
67.....	77, amended.	67, amended.....	64.
68.....	78, 83, amended.	68, amended.....	
69, new.....		69, amended.....	
70.....	79.	70, amended.....	
71.....	80.	71, amended.....	65.
72.....	81.	72, amended.....	
73.....	82.	73, amended.....	
74.....	84.	74, amended.....	
75.....	85.	75, amended.....	66.
76.....	86.	76, amended.....	
77.....	87.	77, amended.....	67.
78.....	88.	78, 83.....	68.
79.....	89.	79.....	70.
80.....	90.	80.....	71.
81.....	91, amended.	81.....	72.
82.....	92.	82.....	73.
83.....	93.	83, 78.....	68.
84.....	94.	84.....	74.
85.....	95.	85.....	75.
86, new.....		86.....	76.
87, new.....		87.....	77.
88, new.....		88.....	78.
89, new.....		89.....	79.
90, new.....		90.....	80.
91, new.....		91, amended.....	81.
92, new.....		92.....	82.
93, new.....		93.....	83.
94, new.....		94.....	84.
95, new.....		95.....	85.
96, new.....		96.....	101.
97, new.....		97.....	102.
98, new.....		98.....	103.
99, new.....		99, amended.....	104.
100, new.....		100.....	105.
101.....	96.	101.....	106.
102.....	97.	102, amended.....	107.
103.....	98.	103, amended.....	108.
104.....	99, amended.	104, omitted.....	
105.....	100.	105.....	109.
106.....	101.	106.....	110.
107.....	102, amended.	107.....	111.
108.....	103, amended.	108.....	112.
109.....	105.	109.....	113.
110.....	106.	110.....	114.
111.....	107.	111.....	115.
112.....	108.	112.....	116.
113.....	109.	113.....	117.
114.....	110.	114.....	118.
115.....	111.	115.....	172 (2).
116.....	112.	116.....	119.
117.....	113.	117.....	120.
118.....	114.	118.....	121.
119.....	116.	119.....	122.
120.....	117.	120.....	123.
121.....	118.	121.....	124.

TABLE OF CHANGES.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
122	119.	122	125.
123	120.	123	126.
124	121.	124, amended	127.
125	122.	125, amended	128.
126	123.	126, amended	129.
127	124, amended.	127, amended	130.
128	125, amended.	128	131.
129	126, amended.	129	132.
130	127, amended.	130	133.
131	128.	131	134.
132	129.	132	135.
133	130.	133	136.
134	131.	134	137.
135	132.	135	138.
136	133.	136	139.
137	134.	137	140.
138	135.	138, amended	141.
139	136.	139	142.
140	137.	140	143.
141	138, amended.	141	144.
142	139.	142	145.
143	140.	143, amended	146.
144	141.	144, amended	147.
145	142.	145	148.
146	143, amended.	146	149.
147	144, amended.	147	150.
148	145.	148	151.
149	146.	149	152.
150	147.	150	153.
151	148.	151	154.
152	149.	152	155.
153	150.	153	156.
154	151.	154	157.
155	152.	155	158.
156	153.	156	159.
157	154.	157	160.
158	155.	158, amended	161.
159	156.	159	162.
160	157.	160	163.
161	158, amended.	161	164.
162	159.	162, amended	165.
163	160.	163	166.
164	161.	164	167.
165	162, amended.	165	168.
166	163.	166	169.
167	164.	167	170.
168	165.	168	171.
169	166.	169	172 (1).
170	167.	170	173.
171	168.	171	174.
172 (1)	169.	172	175.
172 (2)	115.	173	176.
173	170.	174	177.
174	171.	175	178.
175	172.	176	179.
176	173.	177	181.
177	174.	178	182.
178	175.	179	183.
179	176.	180	184.
180, new		181	185 (1) (2).
181	177.	182	186.
182	178.	183	187.
183	179.	184	188.
184	180.	185	189.
185 (1, 2)	181, amended.	186	190.
185 (3)	197 (1).	187	191.
186	182.	188	192.
187	183.	189	193.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
188.....	184.	190.....	194.
189.....	185.	191.....	195.
190.....	186.	192.....	196.
191.....	187.	193, amended.....	197.
192.....	188.	194.....	198.
193.....	189.	195.....	199.
194.....	190.	196.....	201.
195.....	191.	197 (1).....	185 (3).
196.....	192.	197 (2) (3).....	200.
197.....	193, amended.	198.....	202.
198.....	194.	199.....	203.
199.....	195.	200, omitted.....	
200.....	197 (2, 3).	201, omitted.....	
201.....	196.	202, omitted.....	
202.....	198.	203, omitted.....	
203.....	199.	204, omitted.....	
204, new.....		205, omitted.....	
205.....	213.	206, omitted.....	
206.....	214.	207, omitted.....	
207.....	215.	208, omitted.....	
208.....	216.	209, omitted.....	
209.....	217.	210, omitted.....	
210.....	218.	211, omitted.....	
211.....	219.	212, omitted.....	
212.....	220, amended.	213.....	205.
213.....	221.	214.....	206.
214.....	222.	215.....	207.
215.....	223.	216.....	208.
216.....	224.	217.....	209.
217.....	225.	218.....	210.
218.....	226.	219.....	211.
219.....	227.	220, amended.....	212.
220.....	228.	221.....	213.
221 (1), new.....		222.....	214.
221 (2).....	229, amended.	223.....	215.
222.....	230.	224.....	216.
223.....	231, amended.	225.....	217.
224.....	239, 231, amended.	226.....	218.
225.....	232.	227.....	219.
226.....	233.	228.....	220.
227.....	234.	229, amended.....	221 (2).
228.....	235.	230.....	222.
229.....	251.	231, amended.....	223, 224.
230.....	236.	232.....	225.
231.....	237.	233.....	226.
232.....	238, amended.	234.....	227.
233.....	240, amended.	235.....	228.
234.....	241, amended.	236.....	230.
235.....	242.	237.....	231.
236.....	243.	238, amended.....	232.
237.....	244.	239, amended.....	224.
238.....	245.	240, amended.....	233.
239.....	246.	241, amended.....	234.
240.....	247.	242.....	235.
241.....	248.	243.....	236.
242.....	249.	244.....	237.
243.....	250.	245.....	238.
244.....	252, amended.	246.....	239.
245.....	253.	247.....	240.
246.....	254, amended.	248.....	241.
247.....	255.	249.....	242.
248.....	256, amended.	250.....	243.
249.....	257, amended.	251.....	229.
250.....	258, amended.	252, amended.....	244.
251.....	259.	253.....	245.
252.....	260.	254, amended.....	246.
253.....	261, 1122, amended.	255.....	247.
254.....	262.	256, amended.....	248.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
255.....	1070.	257, amended.....	249.
256.....	1071.	258, amended.....	250.
257.....	1072.	259.....	251.
258.....	1073.	260.....	252.
259.....	1074.	261, amended.....	253.
260.....	1075.	262.....	254.
261.....	1076, amended.	263.....	300.
262.....	1077.	264.....	301.
263.....	1078.	265.....	302.
264.....	1079.	266.....	303.
265.....	1080.	267.....	304.
266.....	1082, amended.	268.....	305.
267.....	1083.	269.....	306.
268.....	1084.	270.....	307.
269.....	1085.	271.....	308.
270.....	1086, 1103, amended.	272.....	309.
271.....	1089.	273.....	310.
272.....	1090, amended.	274.....	311.
273.....	1091.	275.....	312.
274.....	1092.	276.....	313.
275.....	1093.	277.....	314.
276.....	1094, amended.	278.....	315.
277.....	1095.	279, amended.....	316.
278.....	1097.	280, amended.....	317.
279.....	1098.	281.....	318.
280.....	1099.	282, omitted.....	
281.....	1100.	283.....	319.
282.....	1101.	284.....	320.
283.....	1102.	285, amended.....	321.
284.....	1104, 1105, amended.	286.....	322.
285.....	1106, 1107, amended.	287.....	323.
286.....	1110.	288.....	324.
287.....	1108, amended.	289.....	325.
288.....	1109.	290.....	326.
289.....	1111.	291.....	327.
290.....	1112.	292.....	328.
291.....	1113.	293.....	329.
292.....	1114.	294.....	330.
293 (1).....	1115, amended.	295.....	331.
293 (2).....	827.	296.....	332.
294.....	1116.	297.....	333.
295.....	1117.	298.....	334.
296.....	1118.	299.....	335.
297.....	1119.	300.....	336.
298.....	1120.	301.....	337.
299.....	1121.	302.....	338.
300.....	263.	303.....	339.
301.....	264.	304.....	340.
302.....	265.	305.....	341.
303.....	266.	306.....	342.
304.....	267.	307.....	343.
305.....	268.	308.....	344.
306.....	269.	309.....	345.
307.....	270.	310.....	346.
308.....	271.	311.....	347.
309.....	272.	312.....	350.
310.....	273.	313, amended.....	353.
311.....	274.	314.....	348.
312.....	275.	315.....	354.
313.....	276.	316.....	356.
314.....	277.	317.....	349.
315.....	278.	318.....	351.
316.....	279, amended.	319.....	352.
317.....	280, amended.	320.....	355.
318.....	281.	321.....	357.
319.....	283.	322.....	358.
320.....	284.	323.....	359.
321.....	285, amended.	324, amended.....	360.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
322	286.	325	361.
323	287.	326	362.
324	288.	327	363.
325	289.	328, amended.	364.
326	290.	329	365.
327	291.	330	366.
328	292.	331	367.
329	293.	332, amended	368, 369.
330	294, 459, amended.	333, amended	374.
331	295.	334, amended	375.
332	296.	335	376.
333	297.	336	377.
334	298.	337	408.
335	299.	338	409.
336	300.	339	410.
337	301.	340	411.
338	302.	341	412.
339	303.	342	413.
340	304.	343	414.
341	305.	344	415.
342	306.	345	416.
343	307.	346	379.
344	308.	347	380.
345	309.	348	381.
346	310.	349	382.
347	311.	350	383.
348	314.	351	384.
349	317.	352	385.
350	312.	353	386.
351	318.	354	387.
352	319.	355	388.
353	313, amended.	356	389.
354	315.	357	390.
355	320.	358	391.
356	316.	359	392.
357	321.	360	393.
358	322.	361	394.
359	323.	362	395.
360	324, amended.	363	396.
361	325.	364	397.
362	326.	365	398.
363	327.	366	399.
364	328, amended.	367	400.
365	329.	368	401.
366	330.	369	402.
367	331.	370	403.
368	332, amended.	371, omitted	
369		372 (1-3), amended	404 (1-3).
370, new		372 (4-9), amended	405.
371, new		373 (4-10), amended	406.
372, new		373 (11), amended	404 (4).
373, new		374 (2-8), amended	407.
374	333, amended.	375	417.
375	334.	376	418.
376	335.	377	419.
377	336.	378	420.
378, new		379	421.
379	346.	380, amended	422.
380	347.	381	423.
381	348.	382	424.
382	349.	383	425.
383	350.	384	426.
384	351.	385, amended	427.
385	352.	386	428.
386	353.	387	429.
387	354.	388, amended	427.
388	355.	389	430.
389	356.	390	431.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
390.....	357.	391, amended.....	432.
391.....	358.	391 (8), amended.....	1533 (2).
392.....	359.	392, amended.....	433.
393.....	360.	393, omitted.....	
394.....	361.	394.....	434.
395.....	362.	395) amended.....	435.
396.....	363.	396.....	
397.....	364.	397, amended.....	437.
398.....	365.	398.....	438.
399.....	366.	399, amended.....	439.
400.....	367.	400.....	440.
401.....	368.	401, amended.....	441.
402.....	369.	402, amended.....	442.
403.....	370.	403.....	443.
404 (1-3).....	372 (1-3), amended.	404.....	444.
404 (4).....	373 (11), amended.	405.....	445.
405.....	372 (4-9), amended.	406 (1-6).....	446.
406.....	373 (4-10), amended.	406 (7).....	447 (1).
407.....	374 (2-8), amended.	407.....	448.
408.....	337.	408.....	449.
409.....	338.	409.....	450.
410.....	339.	410.....	451.
411.....	340.	411.....	452.
412.....	341.	412.....	453.
413.....	342.	413.....	455.
414.....	343.	414.....	456.
415.....	344.	415.....	457.
416.....	345.	416.....	458.
417.....	375.	417, amended.....	459.
418.....	376.	418.....	460.
419.....	377.	419.....	461.
420.....	378.	420.....	462.
421.....	379.	421.....	463.
422.....	380, amended.	422.....	464.
423.....	381.	423.....	465.
424.....	382.	424.....	466.
425.....	383.	425.....	467.
426.....	384.	426.....	468.
427.....	385, 388, amended.	427.....	470.
428.....	386.	428.....	471.
429.....	387.	429.....	472.
430.....	389.	430.....	473.
431.....	390.	431.....	474.
432.....	391, 502, amended.	432.....	475.
433.....	392, amended.	433.....	476.
434.....	394.	434.....	477.
435.....	395, 396, amended.	435, amended.....	478.
436, new.....		436.....	479.
437.....	397, amended.	437.....	
438.....	398.	438, amended.....	478.
439.....	399, amended.	439.....	
440.....	400.	440.....	480.
441.....	401, amended.	441.....	481.
442.....	402, amended.	442.....	482.
443.....	403.	443.....	483.
444.....	404.	444.....	484.
445.....	405.	445.....	485.
446.....	406 (1-6).	446.....	486.
447 (1).....	406 (7).	447.....	487.
447 (2, 3), new.....		448.....	488.
448.....	407.	449, amended.....	489.
449.....	408.	450.....	490.
450.....	409.	451.....	491.
451.....	410.	452.....	492.
452.....	411.	453.....	493.
453.....	412.	454.....	494.
454, new.....		455.....	495.
455.....	413.	456.....	496.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
456.....	414.	457.....	497.
457.....	415.	458.....	498.
458.....	416.	459, amended.....	330.
459.....	417, amended.	460.....	499.
460.....	418.	461.....	500.
461.....	419.	462.....	501.
462.....	420.	463.....	502.
463.....	421.	464.....	503.
464.....	422.	465.....	504.
465.....	423.	466.....	505.
466.....	424.	467.....	506.
467.....	425.	468.....	507.
468.....	426.	469.....	508.
469, new.....		470.....	509.
470.....	427.	471.....	510.
471.....	428.	472.....	511.
472.....	429.	473.....	512.
473.....	430.	474.....	513.
474.....	431.	475.....	514.
475.....	432.	476.....	515.
476.....	433.	477.....	516.
477.....	434.	478.....	517.
478.....	435, 437, 438, 439, amended.	479.....	518.
479.....	436.	480.....	519.
480.....	440.	481.....	520.
481.....	441.	482, amended.....	521.
482.....	442.	483.....	522.
483.....	443.	484.....	523.
484.....	444.	485.....	524.
485.....	445.	486.....	525.
486.....	446.	487.....	526.
487.....	447.	488, amended.....	527.
488.....	448.	489.....	528.
489.....	449, amended.	489½.....	529.
490.....	450.	490.....	530.
491.....	451.	491.....	531.
492.....	452.	492.....	532.
493.....	453.	493.....	533.
494.....	454.	494.....	534.
495.....	455.	495.....	535.
496.....	456.	496, amended.....	536.
497.....	457.	497.....	537.
498.....	458.	498.....	538.
499.....	460.	499.....	539.
500.....	461.	500.....	540.
501.....	462.	501.....	541.
502.....	463.	502, amended.....	432 (6).
503.....	464.	503.....	542.
504.....	465.	504.....	543.
505.....	466.	505.....	544.
506.....	467.	506.....	545.
507.....	468.	507, amended.....	546.
508.....	469.	508.....	547.
509.....	470.	509.....	548.
510.....	471.	510.....	549.
511.....	472.	511.....	550.
512.....	473.	512.....	551.
513.....	474.	513, amended.....	552.
514.....	475.	514.....	553.
515.....	476.	515.....	554.
516.....	477.	516.....	555.
517.....	478.	517.....	556.
518.....	479.	518.....	557.
519.....	480.	519.....	558.
520.....	481.	520, amended.....	559.
521.....	482, amended.	521.....	560.
522.....	483.	522.....	561.
523.....	484.	523.....	562.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
524.....	485.	524, amended.....	563.
525.....	486.	525.....	564.
526.....	487.	526.....	565.
527.....	488, amended.	527.....	566.
528.....	489.	528.....	567.
529.....	489½.	529.....	568.
530.....	490.	530.....	569.
531.....	491.	531.....	570.
532.....	492.	532.....	571.
533.....	493.	533.....	572.
534.....	494.	534.....	573.
535.....	495.	535.....	574.
536.....	496, amended.	536.....	575.
537.....	497.	537.....	576.
538.....	498.	538.....	577.
539.....	499.	539.....	578.
540.....	500.	540.....	579.
541.....	501.	541.....	580.
542.....	503.	542.....	581.
543.....	504.	543.....	582.
544.....	505.	544.....	583.
545.....	506.	545.....	584.
546.....	507, amended.	546, amended.....	585.
547.....	508.	547.....	586.
548.....	509.	548.....	587.
549.....	510.	549.....	588.
550.....	511.	550.....	589.
551.....	512.	551.....	591.
552.....	513, amended.	552.....	592.
553.....	514.	553, amended.....	593.
554.....	515.	554, amended.....	594.
555.....	516.	555.....	595.
556.....	517.	556.....	596.
557.....	518.	557.....	597.
558.....	519.	558.....	598.
559.....	520, amended.	559.....	599.
560.....	521.	560.....	600.
561.....	522.	561.....	601.
562.....	523.	562, amended.....	602.
563.....	524, amended.	563, amended.....	603.
564.....	525.	564.....	604.
565.....	526.	565.....	605.
566.....	527.	566.....	606.
567.....	528.	567.....	607.
568.....	529.	568.....	608.
569.....	530.	569.....	609.
570.....	531.	570, amended.....	610.
571.....	532.	571.....	611.
572.....	533.	572.....	612.
573.....	534.	573, amended.....	613.
574.....	535.	574, amended.....	603.
575.....	536.	575, amended.....	614.
576.....	537.	576.....	615.
577.....	538.	577.....	616.
578.....	539.	578.....	617.
579.....	540.	579.....	618.
580.....	541.	580.....	619.
581.....	542.	581.....	620.
582.....	543.	582.....	621.
583.....	544.	583.....	622.
584.....	545.	584.....	623.
585.....	546, amended.	585.....	624.
586.....	547.	586.....	625.
587.....	548.	587.....	626.
588.....	549.	588.....	627.
589.....	550.	589, amended.....	628.
590, new.....		590.....	629.
591.....	551.	591, amended.....	631.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
592.....	552.	592.....	633.
593.....	553, amended.	593, amended.....	632.
594.....	554, amended.	594.....	634.
595.....	555.	595.....	635.
596.....	556.	596.....	630.
597.....	557.	597.....	636.
598.....	558.	598.....	637.
599.....	559.	599.....	638.
600.....	560.	600.....	639.
601.....	561.	601.....	640.
602.....	562, amended.	602, amended.....	641.
603.....	563, 574, amended.	603.....	642.
604.....	564.	604.....	643.
605.....	565.	605.....	644.
606.....	566.	606.....	645.
607.....	567.	607.....	646.
608.....	568.	608.....	647.
609.....	569.	609, amended.....	648.
610.....	570, amended.	610, amended.....	649.
611.....	571.	611, amended.....	650.
612.....	572.	612.....	651.
613.....	573, amended.	613.....	652.
614.....	575 (1), amended.	614, amended.....	653.
615.....	576.	615, amended.....	654.
616.....	577.	616, amended.....	655.
617.....	578.	617.....	656.
618.....	579.	618.....	657.
619.....	580.	619.....	658.
620.....	581.	620.....	659.
621.....	582.	621.....	660.
622.....	583.	622.....	661.
623.....	584.	623.....	662.
624.....	585.	624.....	663.
625.....	586.	625.....	664.
626.....	587.	626.....	665.
627.....	588.	627.....	666.
628.....	589, amended.	628, amended.....	667.
629.....	590.	629.....	668.
630.....	596.	630.....	669.
631.....	591, amended.	631.....	670.
632.....	593, amended.	632.....	671.
633.....	592.	633.....	672.
634.....	594.	634.....	673.
635.....	595.	635.....	674.
636.....	597.	636.....	675.
637.....	598.	637.....	676.
638.....	599.	638.....	677.
639.....	600.	639.....	678.
640.....	601.	640.....	679.
641.....	602, amended.	641.....	680.
642.....	603.	642.....	681.
643.....	604.	643.....	682.
644.....	605.	644.....	683.
645.....	606.	645.....	684.
646.....	607.	646.....	685.
647.....	608.	647.....	686.
648.....	609, amended.	648.....	687.
649.....	610, amended.	649, omitted.....	
650.....	611, amended.	650.....	861.
651.....	612.	651.....	862.
652.....	613.	652.....	863.
653.....	614, amended.	653.....	864.
654.....	615, amended.	654, amended.....	865.
655.....	616.	655.....	866.
656.....	617.	656.....	867.
657.....	618.	657.....	868.
658.....	619.	658.....	869.
659.....	620.	659.....	870.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
660.....	621.	660.....	871.
661.....	622.	661.....	872.
662.....	623.	662.....	873.
663.....	624.	663.....	874.
664.....	625.	664.....	875.
665.....	626.	665.....	876.
666.....	627.	666.....	877.
667.....	628, amended.	667.....	878.
668.....	629.	668.....	879.
669.....	630.	669.....	880.
670.....	631.	670.....	881.
671.....	632.	671.....	882.
672.....	633.	672.....	883.
673.....	634.	673.....	884.
674.....	635.	674.....	885.
675.....	636.	675.....	886.
676.....	637.	676.....	887.
677.....	638.	677.....	888.
678.....	639.	678.....	889.
679.....	640.	679.....	890.
680.....	641.	680.....	891.
681.....	642.	681.....	892.
682.....	643.	682.....	898.
683.....	644.	683.....	899.
684.....	645.	684 (1-3, 5), amended	890.
685.....	646.	684 (4).	893.
686.....	647.	685.....	891.
687.....	648.	686.....	892.
688.....	682.	687.....	894.
689.....	683.	688.....	934.
690.....	684 (1-3, 5), amended.	689.....	935.
691.....	685.	690.....	936.
692.....	686.	691.....	937.
693.....	684 (4), amended.	692.....	938.
694.....	687.	693.....	939.
695.....	709.	694.....	940.
696.....	770.	695.....	941.
697.....	771.	696.....	942.
698.....	772, amended.	697.....	943.
699.....	773.	698.....	944.
700.....	774.	699.....	945.
701.....	775.	700.....	946.
702.....	776.	701.....	947.
703.....	777.	702.....	948.
704.....	778.	703.....	949.
705.....	779 (1-4).	704.....	950.
706.....	779 (5).	705.....	951.
707.....	779 (6), amended.	706.....	952.
708.....	782.	707.....	953.
709.....	783.	708, amended.	954.
710.....	784.	709.....	955.
711.....	785.	710, amended.	956.
712.....	786, amended.	711.....	957 (2).
713.....	787.	712.....	958.
714.....	788.	713, amended.	959.
715.....	789.	714.....	960.
716.....	790.	715, amended.	961.
717.....	791.	716.....	962.
718.....	792.	717.....	963.
719.....	793.	718.....	964.
720.....	794.	719.....	965.
721.....	795.	720, amended.	966.
722.....	796.	721.....	967.
723.....	797.	722.....	968.
724.....	798.	723.....	969.
725.....	799.	724.....	970.
726.....	800.	725.....	971.
727.....	801.	726.....	972.

TABLE OF CHANGES.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
728.....	802, amended.	727.....	973.
729.....	803, amended.	728.....	974.
730.....	804.	729, amended.....	975.
731.....	805.	730.....	976.
732.....	806.	731.....	977.
733.....	807.	732.....	978.
734.....	808.	733.....	979.
735.....	809.	734.....	980.
736.....	810.	735.....	981.
737.....	811.	736.....	982.
738.....	812.	737.....	983.
739.....	813.	738.....	984.
740.....	814.	739.....	985.
741.....	815.	740.....	986.
742.....	816.	741, amended.....	987.
743.....	819, amended.	742.....	988.
744.....	817.	743.....	989.
745.....	818.	744.....	990.
746.....	820.	745, amended.....	1034 (1).
747.....	822.	746.....	1035.
748.....	823.	747, omitted.....	
749.....	824, amended.	748.....	1036.
750.....	825.	749, omitted.....	
751.....	826.	750, amended.....	1037.
752.....	828.	751.....	1038.
753.....	829.	752.....	1039.
754.....	830.	753.....	1040.
755.....	831 (1-3).	754.....	1041.
756.....	831 (4); 832, amended.	755.....	1042.
757.....	833.	756.....	1043.
758.....	834.	757.....	1044.
759.....	835.	758.....	1045.
760.....	836.	759, amended.....	1046.
761.....	837, amended.	760.....	1047.
762.....	838, 839, amended.	761.....	1048.
763.....	840.	762.....	1383.
764.....	841.	763.....	1384.
765.....	842, amended.	764.....	1385.
766.....	843.	765, amended.....	1386.
767.....	844.	766, amended.....	1387.
768.....	845.	767, amended.....	1388.
769.....	846.	768.....	1389.
770.....	847.	769.....	695.
771.....	848.	770.....	696.
772.....	849.	771.....	697.
773.....	850.	772, amended.....	698.
774.....	851.	773.....	699.
775.....	852.	774.....	700.
776.....	853.	775.....	701.
777.....	854, amended.	776.....	702.
778.....	855, 856, amended.	777.....	703.
779.....	857.	778.....	704.
780.....	858.	779 (1-4).....	705.
781.....	859.	779 (5).....	706.
782.....	860.	779 (6), amended.....	707.
783.....	861.	780, omitted.....	
784.....	862.	781, omitted.....	
785.....	863.	782.....	708.
786.....	864.	783.....	709.
787.....	865.	784.....	710.
788.....	866.	785.....	711.
789.....	868.	786, amended.....	712.
790.....	869.	787.....	713.
791.....	870.	788.....	714.
792.....	871, amended.	789.....	715.
793.....	872.	790.....	716.
794.....	873.	791.....	717.
795.....	874.	792.....	718.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
796.	875.	793.	719.
797.	876, amended.	794.	720.
798.	876 (8), amended.	795.	721.
799.	877.	796.	722.
800.	878.	797.	723.
801.	880.	798.	724.
802.	881.	799.	725.
803.	882.	800.	726.
804.	883.	801.	727.
805.	884, amended.	802, amended.	728.
806.	885, amended.	803, amended.	729.
807.	886.	804.	730.
808.	887, amended.	805.	731.
809.	888.	806.	732.
810.	890.	807.	733.
811.	891.	808.	734.
812.	892.	809.	735.
813.	893.	810.	736.
814.	894.	811.	737.
815 (1).	895.	812.	738.
815 (2).	896.	813.	739.
815 (3), new.		814.	740.
815 (4).	897.	815.	741.
815 (5).	909.	816.	742.
815 (6).	898.	817.	744.
815 (7).	899 (1).	818.	745.
816.	900.	819, amended.	743.
817.	899 (2).	820.	746.
818.	901.	821, omitted.	
819.	902.	822, omitted.	747.
820.	903.	823.	748.
821.	904.	824, amended.	749.
822.	905.	825.	750.
823.	906.	826.	751.
824.	907.	827.	293 (2).
825.	908.	828.	752.
826.	910.	829.	753.
827.	911.	830.	754.
828.	912.	831 (1-3).	755.
829.	913.	831 (4).	756.
830.	914.	832, amended.	757.
831.	915.	833.	758.
832 (1).	916 (2).	834.	759.
832 (2), new.		835.	760.
833.	917.	836.	761.
834.	918, amended.	837, amended.	762.
835.	919, amended.	838.	763.
836.	920.	839, amended.	764.
837.	921.	840.	765.
838.	922, amended.	841.	766.
839.	923, amended.	842, amended.	767.
840.	924, amended.	843.	768.
841.	925.	844.	769.
842.	926.	845.	770.
843.	927.	846.	771.
844.	928.	847.	772.
845.	929.	848.	773.
846.	930.	849.	774.
847.	931.	850.	775.
848.	932.	851.	776.
849.	933.	852.	777.
850.	934.	853.	778.
851.	935.	854, amended.	779.
852.	936.	855.	780.
853.	937.	856, amended.	781.
854.	938.	857.	
855.	939.	858.	
856.	940.	859.	

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
857	943.	860	782.
858	945 (1).	861	783.
859	946, amended.	862	784.
860	950.	863	785.
861	650.	864	786.
862	651.	865	787.
863	652.	866	788.
864	653.	867, omitted	
865	654, amended.	868	789.
866	655.	869	790.
867	656.	870	791.
868	657.	871, amended	792.
869	658.	872	793.
870	659.	873	794.
871	660.	874	795.
872	661.	875	796.
873	662.	876, amended	797.
874	663.	876 (8), amended	798.
875	664.	877	799.
876	665.	878	800.
877	666.	879, omitted	
878	667.	880	801.
879	668.	881	802.
880	669.	882	803.
881	670.	883	804.
882	671.	884, amended	805.
883	672.	885, amended	806.
884	673.	886	807.
885	674.	887, amended	808.
886	675.	888	809.
887	676.	889, omitted	
888	677.	890	810.
889	678.	891	811.
890	679.	892	812.
891	680.	893	813.
892	681.	894	814.
893	1601.	895	815 (1).
894	1602, 1603, amended.	896	815 (2).
895	1604, amended.	897	815 (4).
896	1605.	898	815 (6).
897	1606.	899 (1)	815 (7).
898	1607.	899 (2)	817.
899	1608.	900	816.
900	1609, amended.	901	818.
901	1610.	902	819.
902	1611, amended.	903	820.
903	1612.	904	821.
904	1613.	905	822.
905	1614.	906	823.
906	1615.	907	824.
907	1616.	908	825.
908	1617.	909	815 (5).
909	1618.	910	826.
910	1619.	911	827.
911	1620, amended.	912	828.
912	1621.	913	829.
913	1622.	914	830.
914	1623.	915	831.
915	1624.	916, amended	832.
916	1625.	917	833.
917	1626.	918, amended	834.
918	1627, amended.	919, amended	835.
919	1628.	920	836.
920	1629, amended.	921	837.
921	1630.	922, amended	838.
922	1631.	923, amended	839.
923	1632.	924, amended	840.
924	1633, amended.	925	841.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
925.	1634.	926.	842.
926.	1635.	927.	843.
927.	1636.	928.	844.
928.	1637, amended.	929.	845.
929.	1638.	930.	846.
930.	1639.	931.	847.
931.	1640, amended.	932.	848.
932.	1641.	933.	849.
933.	1642, amended.	934.	850.
934.	688.	935.	851.
935.	689.	936.	852.
936.	690.	937.	853.
937.	691.	938.	854.
938.	692.	939.	855.
939.	693.	940.	856.
940.	694.	941, omitted.	
941.	695.	942, omitted.	
942.	696.	943.	857.
943.	697.	944, omitted.	
944.	698.	945, amended.	858.
945.	699.	946, amended.	859.
946.	700.	947, omitted.	
947.	701.	948, omitted.	
948.	702.	949, omitted.	
949.	703.	950.	860.
950.	704.	959, amended.	1390.
951.	705.	960.	1391.
952.	706.	961, amended.	1392.
953.	707.	962.	1393.
954.	708, amended.	963, amended.	1394.
955.	709.	964.	1395.
956.	710, amended.	965.	1396.
957 (1), new.		966.	1397.
957 (2).	711.	967.	1398.
958.	712.	968.	1399.
959.	713, amended.	969.	1400.
960.	714.	970, amended.	1401.
961.	715, amended.	971.	1402.
962.	716.	972.	1403.
963.	717.	973.	1404.
964.	718.	974.	1405.
965.	719.	975.	1406.
966.	720, amended.	976, amended.	1407.
967.	721.	977.	1408.
968.	722.	978.	1409.
969.	723.	979, amended.	1410.
970.	724.	980.	1411.
971.	725.	981.	1412.
972.	726.	982.	1413.
973.	727.	983, amended.	1414.
974.	728.	984, amended.	1415.
975.	729, amended.	985.	1416.
976.	730.	986.	1417.
977.	731.	987.	1418.
978.	732.	988, amended.	1419.
979.	733.	989, amended.	1420.
980.	734.	990, amended.	1421.
981.	735.	991, amended.	1422.
982.	736.	992.	1423.
983.	737.	993.	1424.
984.	738.	994.	1425.
985.	739.	995.	1426.
986.	740.	996.	1427.
987.	741, amended.	997.	1428.
988.	742.	998.	1429.
989.	743.	999.	1430.
990.	744.	1000.	1431.
991.	1123.	1001.	1432.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
992.....	1124.	1002.....	1433.
993.....	1125.	1003.....	1434.
994.....	1126.	1004.....	1435.
995.....	1127, amended.	1005.....	1436.
996.....	1128.	1006.....	1437.
997.....	1129.	1007.....	1438.
998.....	1131.	1008.....	1439 (1).
999.....	1132.	1009.....	1440.
1000.....	1133, amended.	1010.....	1441.
1001.....	1134.	1011.....	1442.
1002.....	1135.	1012.....	1443.
1003.....	1136.	1013.....	1444.
1004.....	1137.	1014.....	1445.
1005.....	1138, amended.	1015.....	1446.
1006.....	1139.	1016, amended.....	1447.
1007.....	1140.	1017.....	1448.
1008.....	1141, 1142, amended.	1018, amended.....	1449.
1009.....	1143.	1019.....	1450.
1010.....	1144.	1020.....	1451.
1011.....	1145.	1021, omitted.....	
1012.....	1146.	1022.....	1452.
1013.....	1147.	1023.....	1453.
1014.....	1148.	1024.....	1454.
1015.....	1149, amended.	1025.....	1455.
1016.....	1150.	1026.....	1456.
1017.....	1151.	1027, amended.....	1457.
1018.....	1152.	1028.....	1458.
1019.....	1154.	1029.....	1459.
1020.....	1155.	1030.....	1460.
1021.....	} 1156, amended.	1031.....	1461.
1022.....		1032.....	1462.
1023.....	1157.	1033, omitted.....	
1024.....	1159.	1034.....	1463.
1025.....	1160.	1035.....	1464.
1026.....	1161.	1036, amended.....	1465.
1027.....	1162.	1037.....	1466.
1028.....	1163.	1038.....	1467.
1029.....	1164.	1039.....	1468.
1030.....	1165.	1040, amended.....	1469.
1031.....	1166.	1041.....	
1032.....	1168, amended.	1042, amended.....	1470 (a).
1033.....	1168 (8-f).	1043.....	1471.
1034 (1).....	745, amended.	1044, amended.....	1472.
1034 (2), new.....		1045.....	1473.
1035.....	746.	1046.....	1474.
1036.....	748.	1047.....	1475.
1037.....	750, amended.	1048.....	1476.
1038.....	751.	1049, amended.....	1477.
1039.....	752.	1050, amended.....	1478.
1040.....	753.	1051.....	1479.
1041.....	754.	1052, amended.....	1480.
1042.....	755.	1053.....	1481.
1043.....	756.	1054.....	1482.
1044.....	757.	1055.....	1483.
1045.....	758.	1056.....	1484.
1046.....	759, amended.	1057.....	1485.
1047.....	760.	1058.....	1486.
1048.....	761.	1059.....	1487.
1049.....	1170.	1060.....	1488.
1050.....	1171.	1061.....	1489.
1051.....	1172.	1062.....	1490.
1052.....	1173; 1202, amended.	1063.....	1491.
1053.....	1174.	1064.....	1492.
1054.....	1175, amended.	1065.....	1493.
1055.....	1176, amended.	1066.....	1494.
1056.....	1177.	1067.....	1495.
1057.....	1178, amended.	1068.....	1496.
1058.....	1179, 1180, amended.	1069.....	1497.

TABLE OF CHANGES.

529

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1059.....	1182.	1070.....	255.
1060.....	1183.	1071.....	256.
1061.....	1184, amended.	1072.....	257.
1062.....	1185.	1073.....	258.
1063.....	1186.	1074.....	259.
1064.....	1187.	1075.....	260.
1065.....	1188.	1076, amended.....	261.
1066.....	1189.	1077.....	262.
1067.....	1190.	1078.....	263.
1068.....	1191.	1079.....	264.
1069.....	1192.	1080.....	265.
1070.....	1193.	1081, omitted.....	
1071, new.....		1082, amended.....	266.
1072.....	1195.	1083.....	267.
1073.....	1196.	1084.....	268.
1074.....	1197.	1085.....	269.
1075.....	1198 (1).	1086.....	270.
1076.....	1198 (2).	1087, omitted.....	
1077.....	1199.	1088, omitted.....	
1078.....	1200.	1089.....	271.
1079.....	1201, amended.	1090, amended.....	272.
1080.....	1203, amended.	1091.....	273.
1081 (1).....	1204.	1092.....	274.
1081 (2).....	1205.	1093.....	275.
1082.....	1206.	1094, amended.....	276.
1083, new.....		1095.....	277.
1084.....	1208.	1096, omitted.....	
1085.....	1209.	1097.....	278.
1086.....	1210.	1098.....	279.
1087.....	1211.	1099.....	280.
1088.....	1212 (1-4).	1100.....	281.
1089.....	1212 (5-8).	1101.....	282.
1090.....	1214.	1102.....	283.
1091.....	1215.	1103, amended.....	270.
1092.....	1216, amended.	1104.....	
1093.....	1217.	1105.....	284.
1094.....	1218, amended.	1106.....	
1095.....	1219.	1107.....	285.
1096.....	1220.	1108.....	287.
1097.....	1221.	1109.....	288.
1098.....	1222.	1110.....	286.
1099.....	1223.	1111.....	289.
1100.....	1224.	1112.....	290.
1101.....	1225.	1113.....	291.
1102.....	1226.	1114.....	292.
1103.....	1227.	1115, amended.....	293 (1).
1104.....	1228.	1116.....	294.
1105.....	1229.	1117.....	295.
1106.....	1230.	1118.....	296.
1107.....	1231, amended.	1119.....	297.
1108.....	1232.	1120.....	298.
1109.....	1233.	1121.....	299.
1110.....	1234.	1122, amended.....	253.
1111.....	1235.	1123.....	991.
1112.....	1236.	1124.....	992.
1113.....	1237.	1125.....	993.
1114.....	1238.	1126.....	994.
1115.....	1239, amended.	1127, amended.....	995.
1116.....	1240, amended.	1128.....	996.
1117.....		1129.....	997.
1118.....	1241, amended.	1130, omitted.....	
1119.....	1242, amended.	1131.....	998.
1120.....	1243, amended.	1132.....	999.
1121.....	1244.	1133, amended.....	1000.
1122.....	1245.	1134.....	1001.
1123.....	1246.	1135.....	1002.
1124.....	1247.	1136.....	1003.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1125.....	1248, amended.	1137.....	1004.
1126.....	1249.	1138, amended.....	1005.
1127.....	1250.	1139.....	1006.
1128.....	1251.	1140.....	1007.
1129.....	1252, amended.	1141.....	1008.
1130.....	1253.	1142.....	1009.
1131.....	1254, amended.	1143.....	1010.
1132.....	1255.	1144.....	1011.
1133.....	1256.	1145.....	1012.
1134.....	1257, amended.	1146.....	1013.
1135.....	1258.	1147.....	1014.
1136.....	1259.	1148.....	1015.
1137.....	1260.	1149, amended.....	1016.
1138.....	1261.	1150.....	1017.
1139.....	} Sec. 9 of Chap. XXV, amended.	1151.....	1018.
1140.....		1152.....	1019.
1141.....	1266.	1153, omitted.....	1020.
1142.....	1267.	1154.....	1021, 1022.
1143.....	1268, amended.	1155.....	1023.
1144.....	1269.	1156, amended.....	1024.
1145.....	1270.	1157.....	1025.
1146.....	1271.	1158, omitted.....	1026.
1147.....	1272.	1159.....	1027.
1148.....	1273.	1160.....	1028.
1149.....	1274.	1161.....	1029.
1150.....	1275.	1162.....	1030.
1151.....	1276.	1163.....	1031.
1152.....	1277.	1164.....	1032.
1153.....	1278, amended.	1165.....	1033.
1154.....	1279.	1166.....	1034.
1155.....	1280.	1167, omitted.....	1035.
1156.....	1285, amended.	1168, amended.....	1036.
1157.....	1286, amended.	1168 (a-f).....	1037.
1158.....	1287, amended.	1169, omitted.....	1038.
1159.....	1288, amended.	1170.....	1039.
1160.....	1289, amended.	1171.....	1040.
1161.....	1291.	1172.....	1041.
1162.....	1293.	1173.....	1042.
1163.....	1294.	1174.....	1043.
1164.....	1295 (1).	1175, amended.....	1044.
1165.....	1304.	1176, amended.....	1045.
1166.....	1305, amended.	1177.....	1046.
1167.....	1306.	1178, amended.....	1047.
1168.....	1319.	1179.....	1048.
1169.....	1320.	1179.....	1049.
1170.....	1321 (1,2).	1180.....	1050.
1171.....	1322, amended.	1180.....	1051.
1172.....	1324.	1181, amended.....	1052.
1173.....	1327.	1182.....	1053.
1174.....	1328.	1183.....	1054.
1175.....	1329.	1184, amended.....	1055.
1176.....	1332.	1185.....	1056.
1177.....	1333.	1186.....	1057.
1178.....	1334.	1187.....	1058.
1179.....	1335.	1188.....	1059.
1180.....	1336.	1189.....	1060.
1181.....	1337.	1190.....	1061.
1182.....	1338.	1191.....	1062.
1183.....	1343.	1192.....	1063.
1184.....	1344, amended.	1193.....	1064.
1185.....	1345.	1194, omitted.....	1065.
1186.....	1346.	1195.....	1066.
1187.....	1347 (1).	1196.....	1067.
1188.....	1347 (2-4), amended.	1197.....	1068.
1189.....	1348, amended.	1198 (1).....	1069.
1190.....	1349.	1198 (2).....	1070.
1191.....	1350.	1199.....	1071.
		1200.....	1072.
		1201, amended.....	1073.
		1202, amended.....	1074.

TABLE OF CHANGES.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1192.....	1351, amended.	1203.....	1080.
1193.....	1352.	1204.....	1081 (1).
1194.....	1353, amended.	1205.....	1081 (2).
1195.....	1354.	1206.....	1082.
1196.....	1356, amended.	1207, omitted.....	
1197.....	1358.	1208.....	1084.
1198.....	1359.	1209, amended.....	1085.
1199.....	1360 (1, 2).	1210.....	1086.
1200.....	1360 (3).	1211.....	1087.
1201.....	1363.	1212 (1-4).....	1088.
1202.....	1364.	1212 (5-8).....	1089.
1203.....	1365, amended.	1213, omitted.....	
1204.....	1366.	1214.....	1090.
1205.....	1367.	1215.....	1091.
1206.....	1368.	1216, amended.....	1092.
1207.....	1369.	1217.....	1093.
1208.....	1371, amended	1218, amended.....	1094.
1209.....	1372.	1219.....	1095.
1210.....	1373.	1220.....	1096.
1211.....	1374, amended.	1221.....	1097.
1212.....	1375, amended.	1222.....	1098.
1213.....	1376.	1223.....	1099.
1214, new.....		1224.....	1100.
1215 (1).....	1377.	1225.....	1101.
1215 (2), new.....		1226.....	1102.
1216.....	1382.	1227.....	1103.
1217.....	1386.	1228.....	1104.
1218.....	1387.	1229.....	1105.
1219.....	1388.	1230.....	1106.
1220.....	1390.	1231, amended.....	1107.
1221.....	1391, amended.	1232.....	1108.
1222.....	1392, amended.	1233.....	1109.
1223.....	1393.	1234.....	1110.
1224.....	1394 (1).	1235.....	1111.
1225.....	1394 (2).	1236.....	1112.
	1395.	1237.....	1113.
1226.....	1396.	1238.....	1114.
1227.....	1397, amended.	1239, amended.....	1115.
1228.....	1398.	1240, amended.....	1116.
1229.....	1400, amended.	1241, amended.....	1117, 1118.
1230.....	1401.	1242, amended.....	1119.
1231.....	1402, amended.	1243, amended.....	1120.
1232.....	1403.	1244.....	1121.
1233.....	1404.	1245.....	1122.
1234.....	1405.	1246.....	1123.
1235.....	1406.	1247.....	1124.
1236.....	1408.	1248, amended.....	1125.
1237.....	1410, amended.	1249.....	1126.
1238.....	1411.	1250.....	1127.
1239.....	1413.	1251.....	1128.
1240.....	1414.	1252, amended.....	1129.
1241.....	1415.	1253.....	1130.
1242.....	1416.	1254, amended.....	1131.
1243.....	1417, amended.	1255.....	1132.
1244.....	1418, amended.	1256.....	1133.
1245.....	1419.	1257, amended.....	1134.
1246.....	1420, amended.	1258.....	1135.
1247.....	1421.	1259.....	1136.
1248.....	1422.	1260.....	1137.
1249.....	1423, amended.	1261.....	1138.
1250.....	1424, amended.	1262 (2), amended.....	1139 (2).
1251.....	1425.	1263, omitted.....	
1252.....	1426.	1264, omitted.....	
1253.....	1427.	1265, omitted.....	
1254.....	1428.	1266.....	1142.
1255.....	1429.	1267.....	1143.
1256.....	1430.	1268, amended.....	1144.
1257.....	1431.	1269.....	1145.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1258.....	1432.	1270.....	1146.
1259.....	1433.	1271.....	1147.
1260.....	1435.	1272.....	1148.
1261.....	1442, amended.	1273.....	1149.
1262.....	1436.	1274.....	1150.
1263.....	1434, amended.	1275.....	1151.
1264.....	1437.	1276.....	1152.
1265.....	1438.	1277.....	1153.
1266.....	1439.	1278, amended.....	1154.
1267.....	1440.	1279.....	1155.
1268.....	1441.	1280.....	1156.
1269.....	1443, amended.	1281, omitted.....	
1270.....	1444, amended.	1282, omitted.....	
1271.....	1446.	1283, omitted.....	
1272.....	1447.	1284, omitted.....	
1273.....	1449.	1285, amended.....	1157.
1274.....	1450.	1286, amended.....	1158.
1275.....	1451.	1287, amended.....	1159.
1276.....	1452.	1288, amended.....	1160.
1277.....	1453.	1289, amended.....	1161.
1278.....	1454.	1290, omitted.....	
1279.....	1455.	1291.....	1162.
1280.....	1456.	1292, omitted.....	
1281.....	1457, amended.	1293.....	1163.
1282.....	1458.	1294.....	1164.
1283.....	1459.	1295 (1).....	1165.
1284.....	1460.	1296, omitted.....	
1285.....	1461.	1297, omitted.....	
1286.....	1462.	1298, omitted.....	
1287.....	1463.	1299, omitted.....	
1288.....	1464.	1300, omitted.....	
1289.....	1465.	1301, omitted.....	
1290.....	1466.	1302, omitted.....	
1291.....	1467, amended.	1303, omitted.....	
1292.....	1468.	1304.....	1166.
1293.....	1469.	1305, amended.....	1167.
1294.....	1470.	1306.....	1168.
1295.....	1471.	1307, omitted.....	
1296.....	1472.	1308, omitted.....	
1297.....	1473.	1309, omitted.....	
1298.....	1474.	1310, omitted.....	
1299.....	1475.	1311, omitted.....	
1300.....	1476.	1312, omitted.....	
1301.....	1477.	1313, omitted.....	
1302.....	1478, amended.	1314, omitted.....	
1303.....	1479.	1315, omitted.....	
1304.....	1480.	1316, omitted.....	
1305.....	1481.	1317, omitted.....	
1306.....	1482.	1318, omitted.....	
1307.....	1483.	1319.....	1169.
1308.....	1484.	1320.....	1170.
1309.....	1485.	1321 (1, 2).....	1171.
1310.....	1486.	1322, amended.....	1172.
1311.....	1487.	1323, omitted.....	
1312.....	1488.	1324.....	1173.
1313.....	1489.	1325, omitted.....	
1314.....	1490.	1326, omitted.....	
1315.....	1491.	1327.....	1174.
1316.....	1492.	1328.....	1175.
1317.....	1493.	1329.....	1176.
1318.....	1494.	1330, omitted.....	
1319.....	1495.	1331, omitted.....	
1320.....	1496.	1332.....	1177.
1321.....	1498, amended.	1333.....	1178.
1322.....	1499.	1334.....	1179.
1323.....	1501.	1335.....	1180.
1324.....	1503.	1336.....	1181.
	1505, amended.	1337.....	1182.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1325.....	1506.	1338.....	1183.
1326.....	1507, amended.	1339, omitted.....	
1327.....	1508.	1340, omitted.....	
1328.....	1509.	1341, omitted.....	
1329.....	1510.	1342, omitted.....	
1330.....	1511, amended.	1343.....	1184.
1331.....	1513.	1344, amended.....	1185.
1332.....	1514.	1345.....	1186.
1333.....	1515.	1346.....	1187.
1334.....	1516.	1347 (1).....	1187.
1335.....	1517.	1347 (2-4), amended.....	1188.
1336.....	1518, amended.	1348, amended.....	1189.
1337.....	1519.	1349.....	1190.
1338.....	1520, amended.	1350.....	1191.
1339.....	1521, amended.	1351, amended.....	1192.
1340.....	1553.	1352.....	1193.
1341.....	1551.	1353, amended.....	1194.
1342.....	1552.	1354.....	1195.
1343.....	1554.	1355, omitted.....	
1344.....	1556 (2).	1356, amended.....	1196.
1345.....	1557.	1357, omitted.....	
1346.....	1558.	1358.....	1197.
1347.....	1559.	1359.....	1198.
1348.....	1560.	1360 (1, 2).....	1199.
1349.....	1561.	1360 (3).....	1200.
1350.....	1562.	1361, omitted.....	
1351.....	1563.	1362, omitted.....	
1352.....	1565.	1363.....	1201.
1353.....	1566.	1364.....	1202.
1354.....	1567.	1365, amended.....	1203.
1355.....	1568.	1366.....	1204.
1356.....	1569.	1367.....	1205.
1357.....	1570.	1368.....	1206.
1358.....	1571.	1369.....	1207.
1359.....	1572.	1370, omitted.....	
1360.....	1573.	1371, amended.....	1208.
1361.....	1574, amended.	1372.....	1209.
	1575, amended.	1373.....	1210.
1362, new.....		1374, amended.....	1211.
1363.....	1576, amended.	1375, amended.....	1212.
1364.....	1577.	1376.....	1213.
1365.....	1578.	1377.....	1215 (1).
1366.....	1579, amended.	1378, omitted.....	
1367.....	1580.	1379, omitted.....	
1368.....	1581.	1380, omitted.....	
1369.....	1582.	1381, omitted.....	
1370.....	1587.	1382.....	1216.
1371.....	1588.	1383, omitted.....	
1372.....	1589.	1384, omitted.....	
1373.....	1590.	1385, omitted.....	
1374.....	1591.	1386.....	1217.
1375.....	1592.	1387.....	1218.
1376.....	1593.	1388.....	1219.
1377.....	1594.	1389, omitted.....	
1378.....	1595, amended.	1390.....	1220.
1379.....	1596.	1391, amended.....	1221.
1380.....	1597.	1392, amended.....	1222.
1381.....	1598.	1393.....	1223.
1382.....	1599.	1394 (1).....	1224.
1383.....	702.	1394 (2).....	1225.
1384.....	703.	1395.....	1226.
1385.....	704.	1396.....	1227.
1386.....	705, amended.	1397, amended.....	1228.
1387.....	706.	1398.....	1229.
1388.....	707.	1399, omitted.....	
1389.....	708.	1400, amended.....	1230.
1390.....	959, amended.	1401.....	1231.
1391.....	960.	1402, amended.....	

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1392.....	961, amended.	1403.....	1232.
1393.....	962.	1404.....	1233.
1394.....	963, amended.	1405.....	1234.
1395.....	964.	1406.....	1235.
1396.....	965.	1407, omitted.....	
1397.....	966.	1408.....	1236.
1398.....	967.	1409, omitted.....	
1399.....	968.	1410.....	1237.
1400.....	969.	1411.....	1238.
1401.....	970, amended.	1412, omitted.....	
1402.....	971.	1413.....	1239.
1403.....	972.	1414.....	1240.
1404.....	973.	1415.....	1241.
1405.....	974.	1416.....	1242.
1406.....	975.	1417, amended.....	1243.
1407.....	976, amended.	1418, amended.....	1244.
1408.....	977.	1419.....	1245.
1409.....	978.	1420, amended.....	1246.
1410.....	979, amended.	1421.....	1247.
1411.....	980.	1422.....	1248.
1412.....	981.	1423, amended.....	1249.
1413.....	982.	1424, amended.....	1250.
1414.....	983, amended.	1425.....	1251.
1415.....	984, amended.	1426.....	1252.
1416.....	985.	1427.....	1253.
1417.....	986.	1428.....	1254.
1418.....	987.	1429.....	1255.
1419.....	988, amended.	1430.....	1256.
1420.....	989, amended.	1431.....	1257.
1421.....	990, amended.	1432.....	1258.
1422.....	991, amended.	1433.....	1259.
1423.....	992.	1434, amended.....	1262.
1424.....	993.	1435.....	
1425.....	994.	1442, amended.....	1260.
1426.....	995.	1436.....	1261.
1427.....	996.	1437.....	1263.
1428.....	997.	1438.....	1264.
1429.....	998.	1439.....	1265.
1430.....	999.	1440, amended.....	1266.
1431.....	1000.	1441.....	1267.
1432.....	1001.	1442.....	
1433.....	1002.	1435.....	1260.
1434.....	1003.	1443, amended.....	1268.
1435.....	1004.	1444, amended.....	1269.
1436.....	1005.	1445, omitted.....	
1437.....	1006.	1446.....	1270.
1438.....	1007.	1447.....	1271.
1439 (1).....	1008.	1448, omitted.....	
1439 (2), new.....		1449.....	1272.
1440.....	1009.	1450.....	1273.
1441.....	1010.	1451.....	1274.
1442.....	1011.	1452.....	1275.
1443.....	1012.	1453.....	1276.
1444.....	1013.	1454.....	1277.
1445.....	1014.	1455.....	1278.
1446.....	1015.	1456.....	1279.
1447.....	1016, amended.	1457, amended.....	1280.
1448.....	1017.	1458.....	1281.
1449.....	1018, amended.	1459.....	1282.
1450.....	1019.	1460.....	1283.
1451.....	1020.	1461.....	1284.
1452.....	1022.	1462.....	1285.
1453.....	1023.	1463.....	1286.
1454.....	1024.	1464.....	1287.
1455.....	1025.	1465.....	1288.
1456.....	1026.	1466.....	1289.
1457.....	1027, amended.	1467.....	1290.
1458.....	1028.	1468.....	1291.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1459.....	1029.	1469.....	1292.
1460.....	1030.	1470.....	1293.
1461.....	1031.	1471.....	1294.
1462.....	1032.	1472.....	1295.
1463.....	1034.	1473.....	1296.
1464.....	1035.	1474.....	1297.
1465.....	1036, amended.	1475.....	1298.
1466.....	1037.	1476.....	1299.
1467.....	1038.	1477.....	1300.
1468.....	1039.	1478, amended.	1301.
1469.....	1040, amended.	1479.....	1302.
1470, new		1480.....	1303.
1470 (a).....	1041, 1042, amended.	1481.....	1304.
1471.....	1043.	1482.....	1305.
1472.....	1044, amended.	1483.....	1306.
1473.....	1045, amended.	1484.....	1307.
1474.....	1046.	1485.....	1308.
1475.....	1047.	1486.....	1309.
1476.....	1048.	1487.....	1310.
1477.....	1049, amended.	1488.....	1311.
1478.....	1050, amended.	1489.....	1312.
1479.....	1051.	1490.....	1313.
1480.....	1052, amended.	1491.....	1314.
1481.....	1053.	1492.....	1315.
1482.....	1054.	1493.....	1316.
1483.....	1055.	1494.....	1317.
1484.....	1056.	1495.....	1318.
1485.....	1057.	1496.....	1319.
1486.....	1058.	1497, omitted.	
1487.....	1059.	1498, amended.	1320.
1488.....	1060.	1499.....	1321.
1489.....	1061.	1500, omitted.	
1490.....	1062.	1501.....	1322.
1491.....	1063.	1502, omitted.	
1492.....	1064.	1503.....	1323.
1493.....	1065.	1504, omitted.	
1494.....	1066.	1505, amended.	1324.
1495.....	1067.	1506.....	1325.
1496.....	1068.	1507, amended.	1326.
1497.....	1069.	1508.....	1327.
1498.....	1654.	1509.....	1328.
1499.....	1655, amended.	1510.....	1329.
1500.....	1656, amended.	1511, amended.	1330.
1501.....	1657.	1512, omitted.	
1502.....	1658, amended.	1513.....	1331.
1503.....	1659.	1514.....	1332.
1504.....	1660.	1515.....	1333.
1505.....	1661.	1516.....	1334.
1506.....	1662 (2-6a), amended.	1517.....	1335.
1507.....	1662 (6b-n), amended.	1518, amended.	1336.
1508.....	1662 (9) (11), amended.	1519.....	1337.
1509.....	1662 (7).	1520, amended.	1338.
1510, new		1521, amended.	1339.
1511.....	1662 (8).	1522, omitted.	
1512.....	1662 (10), amended.	1523, omitted.	
1513 (1).....	1662 (1) (14).	1524, omitted.	
1513 (2).....	1662 (11-13), amended.	1525, omitted.	
1513 (3).....	1662 (15).	1526, omitted.	
1513 (4).....	1662 (17).	1527, omitted.	
1514.....	1662 (16).	1528, omitted.	
1515.....	1663.	1529, omitted.	
1516.....	1664.	1530, omitted.	
1517.....	1665.	1531, omitted.	
1518.....	1666.	1532, omitted.	
1519.....	1667.	1533, omitted.	
1520.....	1668.	1534, omitted.	
1521.....	1669, amended.	1535, omitted.	
1522.....	1670.	1536, omitted.	

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1523.....	1671.	1537, omitted.....	
1524.....	1672.	1538, omitted.....	
1525.....	1673, amended.	1539, omitted.....	
1526.....	1674.	1540, omitted.....	
1527.....	1675.	1541, omitted.....	
1528.....	1676 (1 a, b), amended.	1542, omitted.....	
1529.....	1676 (1 c), (2), amended.	1543, omitted.....	
1530.....	1676 (3), amended.	1544, omitted.....	
1531.....	1677.	1545, omitted.....	
1532.....	1678, amended.	1546, omitted.....	
1533 (1).....	1679.	1547, omitted.....	
1533 (2).....	391 (8), amended.	1548, omitted.....	
1534.....	1680, amended.	1549, omitted.....	
1535.....	1643.	1550, omitted.....	
1536.....	1644.	1551.....	1341.
1537.....	1645.	1552.....	1342.
1538.....	1646.	1553.....	1340.
1539.....	1647.	1554.....	1343.
1540.....	1648.	1555, omitted.....	
1541.....	1649, amended.	1556 (1) omitted.....	
1542.....	1650.	1556 (2).....	1344.
1543.....	1651.	1557.....	1345.
1544.....	1652.	1558.....	1346.
1545.....	1653.	1559.....	1347.
1546.....	1653 $\frac{1}{2}$.	1560.....	1348.
1547.....	1681, amended	1561.....	1349.
1548.....	1681 (9).	1562.....	1350.
1549, new.....		1563.....	1351.
1550.....	1682.	1564, omitted.....	
1551.....	1683.	1565.....	1352.
1552.....	1684.	1566.....	1353.
1553.....	1685.	1567.....	1354.
1554.....	1686.	1568.....	1355.
1555.....	1687.	1569.....	1356.
1556.....	1688, amended.	1570.....	1357.
1557.....	1689.	1571.....	1358.
1558.....	1690.	1572.....	1359.
1559.....	1691.	1573.....	1360.
1560.....	1692.	1574.....	
1561.....	1693.	1575) amended.....	1361.
1562.....	1694.	1576, amended.....	1363.
1563.....	1695, amended.	1577.....	1364.
1564.....	1696.	1578.....	1365.
1565.....	1697.	1579, amended.....	1366.
1566.....	1698.	1580.....	1367.
1567.....	1699.	1581.....	1368.
1568.....	1700.	1582.....	1369.
1569.....	1701, amended.	1583, omitted.....	
1570.....	1702.	1584, omitted.....	
1571.....	1704.	1585, omitted.....	
1572.....	1705.	1586, omitted.....	
1573.....	1706.	1587.....	1370.
1574.....	1707.	1588.....	1371.
1575.....	1708.	1589.....	1372.
1576.....	1709.	1590.....	1373.
1577.....	1710.	1591.....	1374.
1578.....	1711, amended.	1592.....	1375.
1579.....	1712 (2).	1593.....	1376.
1580.....	1713, amended.	1594.....	1377.
1581.....	1715.	1595, amended.....	1378.
1582.....	1716.	1596.....	1379.
1583.....	1717.	1597.....	1380.
1584 (1).....	1719.	1598.....	1381.
1584 (2), new.....		1599.....	1382.
1585.....	1720.	1600, omitted.....	
1586.....	1721.	1601.....	893.
1587.....	1723.	1602) amended.....	894.
1588.....	1724.	1603)	

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1589.....	1725, amended.	1604, amended.....	895.
1590.....	1726, amended.	1605.....	896.
1591.....	1727, amended.	1606.....	897.
1592.....	1728.	1607.....	898.
1593.....	1729.	1608.....	899.
1594.....	1730.	1609, amended.....	900.
1595.....	Sec. 12, Chap. XXXVII.	1610.....	901.
1596.....	Sec. 13, Chap. XXXVII.	1611, amended.....	902.
1597, new.....		1612.....	903.
1598, new.....		1613.....	904.
1599, new.....		1614.....	905.
1600.....	1731.	1615.....	906.
1600 (3), new.....		1616.....	907.
1601.....	1732.	1617.....	908.
1602.....	1733.	1618.....	909.
1603.....	1734.	1619.....	910.
1604.....	1735.	1620, amended.....	911.
1605.....	1736.	1621.....	912.
1606.....	1737.	1622.....	913.
1607.....	1738.	1623.....	914.
1608.....	1739.	1624.....	915.
1609.....	1740.	1625.....	916.
1610.....	1741.	1626.....	917.
1611.....	1742.	1627, amended.....	918.
1612.....	1743, amended.	1628.....	919.
1613.....	1744.	1629, amended.....	920.
1614.....	1745.	1630.....	921.
1615.....	1746, amended.	1631.....	922.
1616.....	1747.	1632.....	923.
1617.....	1748.	1633, amended.....	924.
1618.....	1749.	1634.....	925.
1619.....	1751.	1635.....	926.
1620, new.....		1636.....	927.
1621.....	1752.	1637, amended.....	928.
1622.....	1753.	1638.....	929.
1623.....	1754.	1639.....	930.
1624.....	1755.	1640, amended.....	931.
1625.....	1756.	1641.....	932.
1626.....	1757.	1642, amended.....	933.
1627.....	1758.	1643.....	1535.
1628.....	1759.	1644.....	1536.
1629.....	1760.	1645.....	1537.
1630.....	1761.	1646.....	1538.
1631.....	1762.	1647.....	1539.
1632.....	1763.	1648.....	1540.
1633.....	1764.	1649, amended.....	1541.
1634.....	1765.	1650.....	1542.
1635.....	1766.	1651.....	1543.
1636.....	1767.	1652.....	1544.
1637.....	1768.	1653.....	1545.
1638.....	1769.	1653 ³	1546.
1639.....	1770.	1654.....	1498.
1640.....	1771.	1655, amended.....	1499.
1641.....	1772.	1656, amended.....	1500.
1642.....	1773.	1657.....	1501.
1643.....	1774.	1658, amended.....	1502.
1644.....	1775.	1659.....	1503.
1645.....	1776.	1660.....	1504.
1646.....	1777, amended.	1661.....	1505.
1647.....	1778.	1662 (2-6a), amended.....	1506.
1648.....	1779.	1662 (6b-n), amended.....	1507.
1649.....	1780.	1662 (9)(11), amended.....	1508.
1650.....	1781, amended.	1662 (7).....	1509.
1651.....	1782.	1662 (8).....	1511.
1652.....	1784.	1662 (10), amended.....	1512.
1653.....	1785.	1662 (1) (14).....	1513 (1).
1654.....	1786.	1662 (11-13), amended.....	1513 (2).
1655.....	1788.	1662 (15).....	1513 (3).

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1656.....	1789.	1662 (17).....	1513 (4).
1657.....	1790.	1662 (16).....	1514.
1658.....	1791.	1663.....	1515.
1659.....	1792.	1664.....	1516.
1660.....	1793.	1665.....	1517.
1661.....	1794.	1666.....	1518.
1662.....	1795.	1667.....	1519.
1663.....	1796.	1668.....	1520.
1664.....	1797.	1669, amended.....	1521.
1665.....	1798.	1670.....	1522.
1666.....	1799.	1671.....	1523.
1667.....	1800.	1672.....	1524.
1668.....	1801.	1673, amended.....	1525.
1669.....	1802.	1674.....	1526.
1670.....	1803.	1675.....	1527.
1671.....	1804.	1676 (1a, b), amended.....	1528.
1672.....	1805.	1676 (1c, 2), amended.....	1529.
1673.....	1806.	1676 (3), amended.....	1530.
1674.....	1807.	1677.....	1531.
1675.....	1808, amended.	1678, amended.....	1532.
1676 (1).....	1811 (1), amended.	1679.....	1533 (1).
1676 (2).....	1809 (1), amended.	1680, amended.....	1534.
1676 (3).....	1810 (3), amended.	1681, amended.....	1547.
1677.....	1810 (2), amended.	1681 (9).....	1548.
1678 (1, 2).....	1811 (2), amended.	1682.....	1550.
1678 (3-7), new.....		1683.....	1551.
1679.....	1812.	1684.....	1552.
1680 (1).....	1813.	1685.....	1553.
1680 (2-3), new.....		1686.....	1554.
1681 (1).....	1814, amended.	1687.....	1555.
1681 (2-3), new.....		1688, amended.....	1556.
1682 (1-2).....	1815, amended.	1689.....	1557.
1682 (3), new.....		1690.....	1558.
1683 (1, 2), new.....		1691.....	1559.
1683 (3).....	1816, amended.	1692.....	1560.
1683 (4), new.....		1693.....	1561.
1684.....	1817, amended.	1694.....	1562.
1685.....	1818-1821, amended.	1695, amended.....	1563.
1686 (1).....	1822, amended.	1696.....	1564.
1686 (4).....	1823, amended.	1697.....	1565.
1686 (2, 3, 5-7), new.....		1698.....	1566.
1687, new.....		1699.....	1567.
1688.....	1820 (3), amended.	1700.....	1568.
1689, new.....		1701, amended.....	1569.
1690, new.....		1702.....	1570.
1691.....	1825, amended.	1703, omitted.....	
1692.....	1826.	1704.....	1571.
1693.....	1828, amended.	1705.....	1572.
1694 (1-3), new.....		1706.....	1573.
1694 (4).....	1830 (3), amended.	1707.....	1574.
1695.....	1829.	1708.....	1575.
1696.....	1830, amended.	1709.....	1576.
1697.....	1831.	1710.....	1577.
1698.....	1832.	1711, amended.....	1578.
1699.....	1833.	1712 (2).....	1579.
1700.....	1834.	1713, amended.....	1580.
1701.....	1836, amended.	1714, omitted.....	
1702.....	1837, amended.	1715.....	1581.
1703.....	1838.	1716.....	1582.
1704.....	1839, amended.	1717.....	1583.
1705.....	1840.	1718, omitted.....	
1706.....	1841, amended.	1719.....	1584 (1).
1707.....	1842.	1720.....	1585.
1708.....	1843.	1721.....	1586.
1709.....	1844.	1722, omitted.....	
1710.....	1845.	1723.....	1587.
1711.....	1846.	1724.....	1588.
1712.....	1847.	1725, amended.....	1589.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1713.....	1848, amended.	1726, amended.....	1590.
1714.....	1849.	1727, amended.....	1591.
1715.....	1850.	1728.....	1592.
1716.....	1851, amended.	1729.....	1593.
1717.....	1852.	1730.....	1594.
1718.....	1853.	1731, amended.....	1600.
1719.....	1854.	1732.....	1601.
1720.....	1871.	1733.....	1602.
1721.....	1855.	1734.....	1603.
1722.....	1856.	1735.....	1604.
1723.....	1857.	1736.....	1605.
1724.....	1858.	1737.....	1606.
1725.....	1859, amended.	1738.....	1607.
1726.....	1860, amended.	1739.....	1608.
1727.....	1861.	1740.....	1609.
1728.....	1862.	1741.....	1610.
1729.....	1863.	1742.....	1611.
1730.....	1864.	1743, amended.....	1612.
1731 (1).....	1865.	1744.....	1613.
1731 (2, 3), new.....		1745.....	1614.
1732.....	1867.	1746, amended.....	1615.
1733.....	1866, amended.	1747.....	1616.
1734.....	1868.	1748.....	1617.
1735.....	1869.	1749.....	1618.
1736.....	1870.	1750, omitted.....	
1737.....	1872 (1).	1751.....	1619.
1738.....	1878.	1752.....	1621.
1739.....	1872 (2).	1753.....	1622.
1740.....	1873.	1754.....	1623.
1741.....	1876.	1755.....	1624.
1742.....	1874.	1756.....	1625.
1743.....	1875, amended.	1757.....	1626.
1744.....	1879.	1758.....	1627.
1745.....	1880, amended.	1759.....	1628.
1746.....	1877, amended.	1760.....	1629.
1747.....	1883.	1761.....	1630.
1748.....	1881 (1, 5).	1762.....	1631.
1749.....	1881 (2, 3, 4), amended	1763.....	1632.
1750.....	1882.	1764.....	1633.
1751 (1), new.....		1765.....	1634.
1751 (2).....	1890 (2).	1766.....	1635.
1752.....	1884.	1767.....	1636.
1753 (1).....	1886.	1768.....	1637.
1753 (2).....	1892 (2).	1769.....	1638.
1754.....	1885.	1770.....	1639.
1755.....	1887.	1771.....	1640.
1756.....	1888.	1772.....	1641.
1757.....	1893, amended.	1773.....	1642.
1758.....	1889.	1774.....	1643.
1759 (1).....	1890 (1).	1775.....	1644.
1759 (1, 2, 3).....	1891.	1776.....	1645.
1760.....	1892 (1).	1777, amended.....	1646.
1761.....	1894, amended.	1778.....	1647.
1762.....	1895 (1).	1779.....	1648.
1763 (1, 2).....	1895 (2, 3).	1780.....	1649.
1763 (3, 4), new.....		1781, amended.....	1650.
1764.....	1896.	1782.....	1651.
1765.....	1897.	1783, omitted.....	
1766.....	1898, amended.	1784.....	1652.
1767.....	1899.	1785.....	1653.
1768.....	1900, amended.	1786.....	1654.
1769.....	1901.	1787, omitted.....	
1770 (1).....	1902 (1), amended.	1788.....	1655.
1770 (2, 3), new.....		1789.....	1656.
1771.....	1902 (2, 3).	1790.....	1657.
1772.....	1904.	1791.....	1658.
1773.....	1903.	1792.....	1659.
1774.....	1905 (1, 3, 4), amended.	1793.....	1660.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
1775.....	1914, amended.	1794.....	1661.
1776.....	1915.	1795.....	1662.
1777.....	1917.	1796.....	1663.
1778.....	1919.	1797.....	1664.
1779.....	1916.	1798.....	1665.
1780.....	1906.	1799.....	1666.
1781.....	1905 (2), 1907-1910, amended.	1800.....	1667.
1782.....	1911 (1-6), amended.	1801.....	1668.
1783.....	1911 (7-10).	1802.....	1669.
1784.....	1912, amended.	1803.....	1670.
1785.....	1913.	1804.....	1671.
1786.....	1918, amended.	1805.....	1672.
1787, new.....		1806.....	1673.
1788, new.....		1807.....	1674.
1789.....	1920.	1808, amended.....	1675.
1790.....	1921.	1809 (1), amended.....	1676 (2).
1791.....	1922.	1810 (2), amended.....	1677.
1792.....	1923.	1810 (3), amended.....	1676 (3).
1793.....	1924.	1811 (1).....	1676 (1).
1794.....	1925.	1811 (2).....	1678 (1, 2).
1795.....	1926.	1812.....	1679.
1796.....	1927.	1813.....	1680 (1).
1797.....	1928.	1814, amended.....	1681 (1).
1798.....	1929.	1815, amended.....	1682 (1, 2).
1799.....	1930.	1816} amended.....	1683 (3).
		1824}.....	
		1817, amended.....	1684.
		1818}.....	
		1819} amended.....	1685.
		1820}.....	
		1820 (3), amended.....	1688.
		1821, amended.....	1685 (9).
		1822, amended.....	1686 (1).
		1823, amended.....	1686 (4).
		1824} amended.....	1683 (3).
		1816}.....	
		1825, amended.....	1691.
		1826.....	1692.
		1827, omitted.....	
		1828, amended.....	1693.
		1829.....	1695.
		1830, amended.....	{1694 (4).
			{1696.
		1831.....	1697.
		1832.....	1698.
		1833.....	1699.
		1834.....	1700.
		1835, omitted.....	
		1836, amended.....	1701.
		1837, amended.....	1702.
		1838.....	1703.
		1839, amended.....	1704.
		1840.....	1705.
		1841, amended.....	1706.
		1842.....	1707.
		1843.....	1708.
		1844.....	1709.
		1845.....	1710.
		1846.....	1711.
		1847.....	1712.
		1848, amended.....	1713.
		1849.....	1714.
		1850.....	1715.
		1851, amended.....	1716.
		1852.....	1717.
		1853.....	1718.
		1854.....	1719.
		1855.....	1721.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
		1856.....	1722.
		1857.....	1723.
		1858.....	1724.
		1859, amended.....	1725.
		1860.....	1726.
		1861.....	1727.
		1862.....	1728.
		1863.....	1729.
		1864.....	1730.
		1865.....	1731 (1).
		1866, amended.....	1733.
		1867.....	1732.
		1868.....	1734.
		1869.....	1735.
		1870.....	1736.
		1871, omitted.....	
		1872 (1).....	1737.
		1872 (2).....	1739.
		1873.....	1740.
		1874.....	1742.
		1875, amended.....	1743.
		1876.....	1741.
		1877, amended.....	1746.
		1878.....	1738.
		1879.....	1744.
		1880, amended.....	1745.
		1881 (1, 5).....	1748.
		1881 (2-4), amended.....	1749.
		1882.....	1750.
		1883.....	1747.
		1884.....	1752.
		1885.....	1754.
		1886.....	1733 (1).
		1887.....	1755.
		1888.....	1756.
		1889.....	1758.
		1890 (1).....	1759 (1).
		1890 (2).....	1751 (2).
		1891.....	1759 (1, 2, 3)
		1892 (1).....	1760.
		1892 (2).....	1753 (2).
		1893, amended.....	1757.
		1894, amended.....	1761.
		1895 (1).....	1762.
		1895 (2, 3).....	1763 (1, 2).
		1896.....	1764.
		1897.....	1765.
		1898, amended.....	1766.
		1899.....	1767.
		1900, amended.....	1768.
		1901.....	1769.
		1902 (1), amended.....	1770 (1).
		1902 (2, 3).....	1771.
		1903.....	1773.
		1904.....	1772.
		1905 (1, 3, 4), amended.....	1774.
		1905 (2), amended.....	1781.
		1906.....	1780.
		1907, amended.....	1781.
		1908, omitted.....	
		1909, omitted.....	
		1910, amended.....	1781.
		1911 (1-6), amended.....	1782.
		1911 (7-10).....	1783.
		1912, amended.....	1784.
		1913.....	1785.
		1914, amended.....	1775.
		1915.....	1776.

TABLE OF CHANGES.

Number of articles.		Number of articles.	
1909.	1905.	1905.	1909.
		1916.....	1779.
		1917.....	1777.
		1918, amended.....	1786.
		1919.....	1778.
		1920.....	1789.
		1921.....	1790.
		1922.....	1791.
		1923.....	1792.
		1924.....	1793.
		1925.....	1794.
		1926.....	1795.
		1927.....	1796.
		1928.....	1797.
		1929.....	1798.
		1930.....	1799.

INDEX.

ABANDON SHIP:	Art.
commanding officer, duties of.....	465 (2)
executive officer shall see sick and wounded cared for.....	588
ABOARD, close, definition.....	88
ABSENCE:	
Authorized, pay—	
Marine Corps.....	1080
Navy.....	1058
captain of yard, succession to duties.....	1567
chief of bureau, signature to papers. (<i>See</i> Signature.)	
commandant of navy yard or station, succession to command.....	1550
commanding officer, succession to command.....	52 (a, b), 557
consular or diplomatic officials, commander-in-chief to act.....	339 (a)
disconnected periods, pay not checked.....	1449
duty not changed by temporary absence.....	1056
executive officer's, upon whom duties devolve.....	558 (2)
flag officer, succession to command.....	42
from, or exchange of, duty not allowed.....	237
from ship during coaling.....	1533 (2)
from station and duty.....	A. G. N. 8 (19)
general court-martial. (<i>See</i> General court-martial, absence.)	
leave of. (<i>See</i> Leave of absence.)	
master-at-arms, who performs duties during, of.....	742
member of board—	
reinvestigation of matters occurring during.....	1628
reported.....	1627 (2)
temporary.....	1627
vote on matter investigated during.....	1628
navigator—	
from ship, upon whom duties devolve, etc.....	615 (2)
from ship during absence of captain, etc.....	638
officer—	
from command without leave.....	A. G. N. 9
when ship about to sail, reported.....	551
officer-of-the-deck, from gangway, not sufficient reason for omitting to report to.....	661 (2)
ordnance officer, from ship, upon whom duties devolve.....	639 (2)
Secretary, duty performed by Assistant Secretary.....	2 (2)
subsistence of men during.....	1369
temporary—	
not affect quarters.....	1115 (5)
pay not affected.....	1056
without leave—	
desertion regarded as, when intention not to return is manifest.....	815
failure to report reason for, regarded as evidence of desertion.....	815 (3)
master-at-arms to take charge of bag and hammock in cases of.....	739 (2)

ABSENCE—Continued.	Art.
without leave—continued.	
officers to check, and apprehend those guilty of.....	814
pay checked	1449
pay—	
how affected.....	1058
when forfeited.....	1076, 1080 (1)
straggling regarded as, when desertion seems not intended.....	815 (2)
ABSENTEES :	
effects of, master-at-arms to take charge of.....	739 (1)
pay division, reported by senior pay officer.....	1039 (3)
without leave, captain to report before sailing and send descriptive lists.....	825
ABSTRACT of enlistments and rejections, directions concerning.....	1028
ABSTRACT of expenditures, when forwarded and what to contain (<i>see also</i> Ac- counts)	1378
ABUSES, correction of, by executive.....	560 (5)
ABUSING inhabitants	A. G. N. 8 (16)
ACCIDENTS :	
civilian employees, etc., at navy yards.....	1547 (3), 1575 (2), 1584 (2)
division officers shall take necessary precautions to prevent.....	675 (1)
entered in medical journal.....	1144, 1145, 1575 (2)
officer-of-the-deck shall have, entered in deck log book.....	667 (3b)
persons in naval or marine service, in line of duty.....	1144, 1145
precautions to prevent.....	505, 506
Surgeon General shall decide whether, incurred in line of duty.....	1145
testimony of eyewitnesses.....	1144
ACCOUNTABILITY :	
equipment officer's, for all supplies received for.....	611
public money, begins on receipt of funds.....	1301
ACCOUNT books, correction of.....	525 (3, 4)
ACCOUNTING OFFICERS, Treasury, action in case of loss of vessel.....	1044 (2)
ACCOUNTS :	
administration of Navy Department and naval establishment.....	1342
allotments. (<i>See</i> Allotments.)	
allowed when acting under orders of superior.....	1300
application, each to be kept separate.....	1291
checks, lost, stolen, or destroyed.....	1320
clothing. (<i>See</i> Clothing accounts.)	
commutation of quarters. (<i>See</i> Quarters.)	
Comptroller of Treasury to prescribe forms for keeping and rendering.....	1341
deceased persons (<i>see also</i> Effects; Personal property; Sales) .. 544 (8), 1290 (2), 1368	
funeral expenses.....	1140
how taken up and credited.....	1290, 1361
remains, transportation of.....	1139 (5)
deposits, when marines are transferred.....	1414 (9)
deserters.....	546 (2), 806, 1290 (2), 1361, 1368, 1403
allotment stopped.....	1366 (3)
credited with proceeds of sale of effects.....	546 (2)
credits transferred to deserters' roll.....	1366 (3)
deposits of, when credited.....	1366 (3)
left open for limited period.....	1366 (2)
pay accounts kept on deserters' roll.....	806, 1366
reward checked against.....	1353
rendered quarterly to auditor.....	1366 (2)
upon surrender.....	1366 (4)

ACCOUNTS—Continued.

	Art.
deserter or straggler—	
reward checked against his.....	818, 1353
expenses for recovery of, may be checked against his.....	820, 1353, 1366 (4, 5), 1403
disallowance by auditor, procedure.....	1343 (3)
disbursement by pay officer acting under order of superior (<i>see also</i> Disburs- ing officer).....	1300
distinct, under each appropriation.....	1291
effort to save, of ship lost.....	465 (1)
expenditures—	
afloat, monthly abstracts.....	1377
fractional parts of month, monthly abstracts.....	1378 (3)
monthly abstract for Paymaster General.....	1378 (2)
false returns, etc., penalty.....	1304
first enlistment, data required.....	1364
fleet paymaster to keep separate.....	406 (6)
fuel issued or sold, how taken up.....	1357
general account of advances. (<i>See</i> General account of advances.)	
growing out of commissions or inquiries.....	1294
inspection. (<i>See</i> Inspections.)	
kept separate under every bond.....	1345
loss of. (<i>See</i> Loss of accounts.)	
Marine Corps—	
deceased persons.....	1368, 1414 (6)
deserters or stragglers.....	1366, 1368, 1403, 1414 (6), 1421 (2)
transferred when ordered to shore duty (<i>see also</i> Marine Corps: Pay).....	1077, 1368
marines sentenced to discharge.....	1783 (3)
men—	
detained after end of enlistment.....	1073 (2)
received or transferred, to be furnished with.....	A. G. N. 20 (5) (6)
transferred, to accompany.....	1363 (3)
transferred without, commanding officer to obtain them.....	796
mess, officers.....	297 (5)
miscellaneous receipts, sales.....	1288 (2)
monthly statements by pay officers on shore.....	1377
nurse corps, how carried.....	1071 (3)
officers, deduction of ration for hospital fund.....	1124 (1)
opened against ships at yards under repairs, etc.....	1554
outfit, value credited.....	1225
overpayments authorized.....	1087, 1353
Pay, Miscellaneous, charged with expense of expressage of moneys.....	1318 (5)
pay officer. (<i>See</i> Pay officer.)	
Paymaster General supervision over all financial affairs.....	1339
paymaster's. (<i>See</i> Paymasters.)	
payment refused, submitted to auditor.....	1343 (2)
personal, pay officer detached.....	1066
persons leaving station without settling.....	1366 (1)
Provisions, Navy, charged with subsistence during authorized absence from ship.....	1369
purchases and issues for torpedo and other vessels, entries.....	1362 (1)
quarterly, salaries, etc.....	1372
quarterly returns—	
by pay officers.....	1371 (1)
data to be covered.....	1374
from shore stations.....	1373
to Paymaster General.....	1375

ACCOUNTS—Continued.	Art.
quarters of fiscal year, to be rendered.....	1372
reenlistments on foreign stations.....	1073 (2)
refund of outfit on discharge.....	1225 (5)
salaries, etc., rendered quarterly.....	1372 (2)
sales—	
condemned supplies.....	1288, 1289
forwarded to Auditor, Navy.....	1288 (1, 3)
forwarded to Paymaster General, with purchasers and prices.....	1288 (1)
how entered in monthly and quarterly statements.....	1289
ordnance condemned.....	1288 (2)
proceeds of government property.....	1286 (1)
provisions to messes.....	1234 (2)
stores to officers, men, and civil employees.....	1234 (4)
schedules of wages of employees at navy yards.....	1585
secured by paymaster in case of fire or shipwreck.....	1044 (1)
services performed.....	1359
settlement of, in case of loss or capture of ship.....	1044 (2)
settling ship's, assistance allowed to paymaster.....	1037 (3)
ship fitting out, building, etc.....	1554
ships in reserve, names borne on.....	1594 (2)
supplies issued to merchant vessels in distress.....	1241
state of, to be contained in discharge.....	808 (1)
title of. (<i>See Title of accounts.</i>)	
time allowed pay officers for settlement.....	1381
Transfers—	
allotments shall be noted.....	1100, 1363 (2)
deposits of enlisted men.....	1370
entries, correction of.....	1363 (8)
entry for pay and rations.....	1363 (4)
funds, amounts separately stated.....	1301 (3)
how made.....	1363
medical officer informed when accounts of patient have been sent.....	1363 (6)
officer's, made direct.....	1363 (2)
shall conform to Treasury regulations and accompany men.....	1363 (3)
to receiving ship, enlisted man sent to hospital.....	792 (3, 4), 1363 (5)
transmitted in case of transfer.....	795 (1)
ACCOUNT CURRENT:	
duplicate forwarded quarterly to Paymaster General.....	1375
forms prescribed by Comptroller of Treasury.....	1341
forwarded quarterly.....	1375
ACCOUNTS AND RECORDS, books of, to be in custody of various bureaus.....	3 (2)
ACCOUNTS AND RETURNS. (<i>See also titles of officers.</i>)	-
directions for transmitting by pay officer of ship.....	1382
equipment officer to render, as prescribed.....	606 (1)
examined, and regulations as to keeping enforced.....	550
financial affairs of naval establishment under Paymaster General.....	1339 et seq.
fleet returns.....	1510 (6), 1518
ACCOUNTS AND VOUCHERS, forwarded by pay officers within prescribed limits.....	1371 (2)
ACCOUNTERMENTS, bartering forbidden.....	204
ACCUMULATION:	
condemned articles on ship abroad, disposition (<i>see also Sales</i>).....	1287
of charges forbidden without notice.....	265
old material, surveyed and invoiced to general storekeeper.....	1273

ACCUSED. (<i>See also</i> Court of inquiry; <i>also</i> General court-martial; <i>also</i> Summary Art. court-martial.)	
accusation, copy of, furnished.....	263
charges and specifications, copy of, furnished.....	262 (2), A. G. N. 43
suspension or confinement of, awaiting trial.....	261, 262 (2)
ACCUSER, court of inquiry:	
can not demand copy of proceedings.....	1664
present.....	1658 (5, 6)
ACIDS, stowage of.....	438 (9)
ACQUITTAL:	
general court-martial, or conviction, each allegation in specification.....	1772
summary court-martial, record, how submitted in case of.....	1696 (6)
ACTIONING APPOINTMENTS. (<i>See</i> Appointments.)	
ACTION. (<i>See also</i> Battle.)	
concert of, with military force.....	326
fire occurring, duty of powder division officer.....	677 (1)
general court-martial, closed court, accused informed of.....	1758 (3)
summary court-martial, convening authority, scrutiny of record and.....	1694 (3)
ADDITIONAL PAY. (<i>See</i> Pay.)	
ADDRESSED, official and verbal communications, officers, how.....	115
ADDRESSES:	
cable and telegraphic, persons connected with Navy.....	1525 (14)
officers to keep Department advised as to, of wife or next of kin, etc.....	234 (1)
ADDRESS of officers:	
changes in, authorization.....	234 (2)
furnished semiannually to Bureau of Navigation.....	233
marine officers.....	234, 1394
returning from sea.....	235
ADJOURNMENTS:	
boards organized for specific duty.....	1625
general court-martial—	
absence judge-advocate.....	1717
convening authority notified.....	1789
general court-martial or court of inquiry, president to report, when more than two days, or sine die.....	1703 (2)
summary court-martial—	
meets at time specified at.....	1678 (3)
reported.....	1678 (6)
ADJUTANT AND INSPECTOR of Marine Corps, and assistant. (<i>See</i> Marine Corps, the staff.)	
ADMINISTRATION, post council, Marines. (<i>See</i> Marine Corps.)	
ADMIRAL:	
personal staff.....	396 (1)
salute.....	67 (1)
ADMIRAL OF THE NAVY:	
duty that may be assigned to.....	33
member of the general board.....	3 (6)
quarters, monthly commutation of, fixed by law.....	1116 (6)
ADMISSIBILITY, general court-martial, evidence, rules of, to govern.....	1731 (3)
ADMONITION not a reprimand, when.....	279
ADVANCES (<i>see also</i> Money):	
authority for.....	1086
checked.....	1089 (3)
checked when ship sails.....	1088 (4)
loans to officers, unlawful.....	1296
officers ordered to foreign duty.....	1088

	Art.
ADVANCES—Continued.	
officers transferred to other ships.....	1088 (3)
orders endorsed, date and amount.....	1089 (1)
orders for, paid on presentation.....	1088 (2)
pay clerks, when allowed.....	1089 (4)
payment of transportation tickets not regarded as an advance of public money.....	1167 (2)
President's discretion.....	1086
recruits—	
good security required.....	1092 (1)
receive such as may be allowed.....	749 (1)
shall not receive, unless specially ordered.....	748 (5)
transfer to another ship, not made.....	1088 (3)
ADVANCEMENT—RATINGS :	
one class at a time.....	773 (5)
petty officers.....	779
ADVERTISEMENTS :	
authority for.....	1168, 1281, 1350
in newspapers.....	1168
payments for.....	1168, 1288 (4), 1350
sales of condemned supplies, stores, and material.....	1281, 1288 (4)
supplies or services to be procured.....	1166, 1170
ADVICE, GENERAL COURT-MARTIAL :	
judge advocate's, disregarded, procedure in case of.....	1732 (2)
judge advocate to give, on matters of form and law.....	1729 (1)
AFFIDAVIT :	
check, etc., lost, required to procure duplicate.....	1320 (b)
required before the award of life-saving medals.....	833 (2)
AGE :	
apprentice seamen at enlistment.....	847 (1)
applicant's, considered when examined for enlistment.....	997
first enlistment.....	757 (1)
AGENT, COMMERCIAL, reception of.....	66
AID :	
ensign acting as, length of time.....	690 (2)
member of personal staff.....	395 (1, 2)
AID TO commanding officer, or executive. (See Executive officer.)	
AIR-COMPRESSING MACHINERY :	
care of, after use.....	913
distilled water used for lubricating pumps.....	913 (6)
oils used for lubricating internal parts of.....	913 (4)
pumps, great care in adjusting bearings of.....	913 (7)
AIR DUCTS :	
care of.....	438 (14)
chief carpenter responsible for.....	712 (9)
AIR PRESSURE, forced draft trials.....	894 (5)
AIR SPACE examined frequently and accumulations prevented.....	900 (27)
ALCOHOL, stowage of.....	438 (8)
ALIEN admitted to citizenship on honorable discharge.....	790
ALL HANDS, executive take deck at.....	570
ALLIES, convoy and protection to vessels of.....	333
ALLOTMENTS :	
advance not to affect.....	1095
assignment attested.....	1093
auditor notified when about to expire.....	1094 (5)
correspondence relating to, when with auditor.....	1101 (3)

ALLOTMENTS—Continued.

Art.

death of persons, to whom payable-----	1099
deserter—	
recaptured, allotment continues-----	1094 (6)
returned, when allowed-----	1101 (2)
stopped-----	1366 (3)
enlisted men, amount due before making-----	1096
expiration by limitation or otherwise-----	1094 (5)
grantor—	
in debt, to be discharged-----	1098 (2)
captured upon desertion-----	1094 (6)
how made, registered, and paid-----	1094 (3), 1319 (2 d)
Marine Corps on shore, how made out-----	1094 (2, 3)
pay apportioned to man's family-----	1094 (1)
pay officers—	
shall note, on transfer accounts-----	1363 (2)
to make out, after ship is commissioned-----	1094 (2)
renewal of discontinued-----	1101
signatures, how attested-----	1376
stated in transfer accounts-----	1100, 1363 (2)
stopped on death, resignation, or attachment of penalty-----	1094 (4)
transfer—	
to another ship or station, checkage-----	1098 (1)
to hospital, unaffected by-----	1097

ALLOWANCES:

clothing, enlisted men, Marine Corps-----	1082
fresh water-----	519
accrued, forfeiture of, carried into effect, when-----	1783 (1)
candidate undergoing examination for appointment-----	1136
enlisted man summoned as witness-----	1137 (1)
forfeiture of, remitted, when-----	1783 (1)
fuel. (See Fuel.)	
heat and light. (See Heat and light.)	
light. (See Light.)	
outfit on first enlistment (see also Outfit)-----	1134 (16), 1225
quarters. (See Quarters.)	
rations. (See Rations.)	
regular, continued after sentence for desertion, except-----	1782 (6)
ships. (See Outfit and allowances.)	
subsistence. (See Subsistence.)	

ALLOWANCE AND PAY:

marines-----	1078 et seq.
navy-----	1049
additional, must be specifically provided for (see also Pay, additional)-----	1050
ALLOWANCE BOOKS, adhered to in purchase of materials, except in emergency-----	925 (2)
ALLOWANCE LISTS, deficiencies or excesses in articles in, reported-----	528

ALTERATIONS:

buildings at navy yards, authority for-----	1517 (5)
charges and specifications, general court-martial, how made in-----	1708, 1745 (2)
Department must authorize except in emergency-----	920 (1)
desirable but not necessary, made at general overhauling-----	917 (3 d)
estimated cost to be reported-----	924 (1)
improvement of ships, captain shall suggest-----	462 (2)
previously recommended, reported for reconsideration-----	917 (3 e)
revision, not allowed on, court-martial-----	1791 (2)
signal book, forbidden-----	389 (5)

	Art.
AMBASSADOR, reception of.....	65 (a)
AMBULANCE PARTY, instructed at regular intervals in first aid to injured.....	949
AMBULANCE SERVICE, performed by members of the Hospital Corps.....	1032
AMENDMENTS:	
charges and specifications, how made in.....	1745 (3)
revision, not allowed on, court-martial.....	1791 (2)
testimony, general court-martial.....	1759 (2-4)
AMERICAN SEAMEN, destitute, supplies issued to.....	1242, 1378 (2)
AMMUNITION:	
fitting out, ordnance officer inspect ship's.....	645 (1)
fuses, fulminate, stowage of.....	439 (5)
powder—	
for signal purposes.....	481
precautions against accident.....	437 (11), 439 (4), 581 (1)
stowage of.....	707
primers, stowage of.....	439 (5)
private, stowage of.....	438 (7)
requisitions for. (<i>See</i> Requisitions.)	
smokeless powder—	
examination and stowage of.....	439 (10), 707
responsibility of officers charged with care of.....	1039 (6)
stowage of.....	707
target practice—	
expended in accordance with instructions.....	309 (6)
additional.....	1214
AMMUNITION CREW, executive officer shall see that, present at stations at exercise.....	563 (6)
AMMUNITION HOISTS, care of.....	436
ANCHOR-S:	
coming to, stations when.....	95
bower. (<i>See</i> Bower anchor.)	
dragging, precautions against, in strong tideway or wind.....	663
executive officer's duty regarding.....	594
ANCHORAGE:	
lights displayed when approaching.....	166 (2)
soundings taken when approaching.....	511 (2)
ANCHOR BUOYS.....	510 (2)
ANCHORING:	
preparations for.....	510
precautions taken when.....	512
ANCHOR LIGHTS.....	505
ANCHOR WATCH, executive officer shall detail a suitable.....	577
ANNIVERSARIES, FOREIGN:	
display of ensigns during salutes.....	144 (c)
vessels to participate in celebration of.....	183
ANNIVERSARIES, NATIONAL, observance of.....	181, 184
ANNUAL WAGE SCHEDULE, navy yard employees, limited.....	1585 (7)
ANSWERING:	
the dip.....	165
the hall.....	111
APARTMENTS:	
assignment of, officers' mess.....	293 (1)
officers', aboard ship.....	284 et seq.
spare rooms assigned by captain.....	287 (3, 5)
storerooms and offices not used as.....	292

Art.

APPEALS :

from acts of executive, made to commanding officer.....	53 (9)
to President from orders and decisions.....	1501 (4)

APPEARANCE, ship's, to be neat and trim; executive to observe.....	560 (3)
--	---------

APPLICANTS FOR PENSIONS, examinations by medical officers.....	1575 (5)
--	----------

APPLICATION-S :

change of orders, will not justify delay.....	224
Comptroler of Treasury, for his decision; forwarded, how.....	1042 (2)
details, orders, revocation, leaves, furloughs, Marine Corps.....	1392
duty, modification or revocation of orders, how addressed.....	1501 (3)
leave. (See Leave of absence.)	
orders, how made.....	232
redress.....	282

APPOINTMENTS. (See also Promotions.)

acceptance, oath of office.....	1618
acting warrant officers, etc.....	1600, 1610
allowances while undergoing examination.....	1136
applications, to whom made.....	1615 (2)
authority of acting.....	47
boards to conduct examinations (see also Examination).....	1632 et seq.
boatswains, acting, etc., as ensigns, qualifications.....	1601 (1), 1608, 1609, 1610
candidate must be citizen of the United States.....	1600 (1), 1615 (2)
candidate's expenses, not allowed.....	1136
carpenters.....	1608, 1609, 1612
chaplains, qualifications.....	1606
chief clerks to general storekeepers.....	1619
citizenship.....	1600 (1), 1615 (2)
details, transfers, etc., how made (see also Appointments, acting).....	232 (3)
diplomatic and consular, officers can not hold.....	243
employment of labor at navy yards.....	1581 et seq.
enlisted men—	

dates of issue, renewal, revocation noted on enlistment record (see also

Ratings).....	771 (2)
officers' stewards, cooks, mess attendants do not receive.....	773 (4)
property of men to whom they have been issued.....	782
signing of, by petty officer.....	743 (4)
ensigns, from warrant officers.....	1601
examination for, held at station nearest candidate's home.....	1615 (13)
false certificate as to age, etc., disqualifies.....	1617
gunners.....	1601 (1), 1608, 1609, 1611
Marine Corps.....	1602, 1603 (2)
noncommissioned officers.....	1445
medical examinations for.....	1575 (4)
midshipmen, to Navy and Marine Corps.....	1603
naval constructors, assistant—	
from civil life, qualifications.....	1607
from midshipmen.....	1603 (3)
Navy and Marine Corps.....	1600 et seq.
Navy, hue.....	1601 (1)
nurse corps (female).....	11 (1, 2), 1620
paymasters, assistant, qualifications.....	1605
paymaster's clerk—	
chief clerks to general storekeepers.....	1619
service under, debars from benefits of service.....	783 (3)
pay officers, acting, when made.....	1048

APPOINTMENTS—Continued.		Art.
personnel of summary court-martial to be notified of	-----	1678 (2)
pharmacists	-----	1609, 1614
preference given candidates having previous naval service	-----	1608, 1615 (1)
preference given honorably discharged men	-----	1583, 1608
sailmakers	-----	1608, 1609, 1613
surgeons, assistant, qualifications	-----	1604
warrant machinists	-----	1601 (1, 2), 1608, 1609, 1610
APPOINTMENTS, ACTING :		
advanced in rating to receive	-----	779
issued, when	-----	774
landsman enlisted for special position to receive	-----	773 (2)
petty officers discharged while holding, renewed on reenlisting	-----	765 (2)
probationary period, holding for	-----	775 (1)
probationary service when holding	-----	777 (1, 3)
records submitted by captain of ship	-----	773 (1)
renewal of, conditions for	-----	776
renewal or revocation of	-----	778
reenlisted men, to be renewed for	-----	765 (2)
transferred in rating	-----	780
APPOINTMENTS, PERMANENT :		
chief petty officers	-----	775 (2, 3)
hospital stewards, when eligible to	-----	775 (4)
petty officers	-----	773 (3, 5), 775, 779, 780 (2), 781
APPOINTMENTS AND PROMOTIONS	-----	1600 et seq.
APPRENTICE SEAMEN :		
additional pay	-----	1134 (10)
ages of, when first enlistment shall be made	-----	757 (1)
agreement to serve until 21 years of age	-----	847 (3)
behavior and punishments of; regulations posted	-----	857
board of officers to examine, and designate those qualified	-----	855
commandant of training station to command	-----	851
complement at each naval station	-----	1134 (11)
discharge of, parents or guardian notified	-----	860
duty as instructors, additional pay	-----	1134 (10)
enlistment and training of, conducted by Bureau of Navigation	-----	843
enlistment of, requirements for	-----	847
establishments	-----	6 (1)
examination of, for the Bailey medal	-----	858
leave granted, ten days'	-----	859
pay, two months', required to be kept	-----	839 (3)
pension law, naval, entitled to benefit of	-----	849
special reports on, for aptitude	-----	554
training conducted by Bureau of Navigation	-----	843
transfer from training station, not qualified for	-----	854
transfer of, to cruising ships	-----	853, 854
APPROPRIATIONS :		
additional pay, etc., shall be specifically authorized	-----	1050
articles required, limited to one	-----	1172 (2 a)
balances at end of fiscal year	-----	1184, 1316
Coal, Equipment, specific	-----	1154 (3)
Clothing and Small Stores, specific and continuous	-----	1154 (2)
commissions and inquiries, expenses	-----	1294
credits from sales condemned supplies	-----	1288 (3)
distinct accounts, expenditures under	-----	1291
Increase of the Navy	-----	1154 (2), 1155 (1)

APPROPRIATIONS—Continued.	Art.
Pay, Miscellaneous, issues of clothing and small stores to marines under sen- tence.....	1783 (4)
provisions, coal, and equipment.....	1154 (3)
repairs to ships, condition must justify.....	1258
specific purposes, not diverted from.....	1154 (3)
transfer of funds between appropriations forbidden.....	1292
APPROPRIATION ACTS, binding from date of approval.....	1346
APPROVAL, SUMMARY COURT-MARTIAL:	
execution of sentence after.....	1696 (4)
revising authority and senior officer present, of proceedings.....	1697 (1)
senior officer present.....	1694 (4)
sentence, before carried into execution.....	1696 (1), A. G. N. 32
vessels at navy yards, by whom necessary.....	1696 (3)
APPURTENANCES, executive to make himself familiar with.....	561 (2)
ARGUMENTS:	
general court-martial—	
court to examine.....	1767
oral, allowed; not recorded.....	1788
summary court-martial, oral, may be allowed.....	1690 (1)
ARMAMENT:	
chief gunner or gunner, duties of, concerning.....	705 (1-3)
ordnance officer responsible for efficiency of.....	643
repairs needed, reported to ordnance officer.....	705 (1)
training in use, service, and supply of, subject to ordnance officer.....	672
ARMED FORCE, landing of, in foreign territory, consent to be obtained. 192, 340 (2), 343	
ARMS, ETC.:	
cleanliness and order of, insured by division officers.....	675 (2)
marine detachment.....	1477, 1478
return of, marine guard, made annually by ordnance officer.....	641 (2)
ARMY:	
death of general officer of, funeral ceremonies.....	200
officers—	
relative rank.....	25, 26
status of, cooperating with Navy.....	49
taking passage in naval vessels, apartments.....	1539
visiting ships, ceremonies.....	80, 85
visits of ceremony between officers of the Navy and.....	177
ARMY AND NAVY HOSPITALS. (See Hospitals.)	
ARMY AND NAVY JOINT BOARD, rules made by, for naval convoy of military expeditions.....	1546 et seq.
ARMY COURT-MARTIAL, not held on naval transports.....	1543
ARMY LAWS AND REGULATIONS, retirement of marine officers governed by. 1429	
ARMY POSTS:	
commander of, notified of death of flag officer.....	188
salutes, when to be returned by.....	143
ARMY TRANSPORT, men of Navy and Marine Corps on. (See also Transports) 1541 (4)	
ARMY TRANSPORTS, transportation of naval supplies on.....	363 (4)
ARMY TROOPS on board naval vessel.....	332, 1539 et seq.
ARRAIGNMENT:	
general court-martial, by judge advocate, and answers recorded.....	1748
summary court-martial.....	1685 (9)
ARREARS. (See Pay, arrears.)	
ARRESTS:	
disorderly men on shore.....	743 (3)
entire discharge from, final bar to further proceedings.....	280

ARREST-S—Continued.	Art.
executive officer placed under, upon whom duties devolve.....	558 (2)
general court-martial, accused placed under, when furnished with charges and specifications.....	1704 (2)
master-at-arms to make.....	730 (5)
officer under—	
duty of.....	A. G. N. 44
may be assigned to duty temporarily.....	264
not to leave resident State or visit Department.....	236
penalty for breaking.....	267 (2)
suspension and—	
of an officer.....	267 et seq.
of pay officer.....	269
unnecessary confinement during.....	268
ARRIVALS AND DEPARTURES. (See Ships, movements.)	
ARTICLES :	
lost in shipments, survey held.....	1163
lost or missing, investigations of.....	1260 (2), 1262 (2)
manufactured at navy yards.....	1152, 1179
required but not received, duty of commandant regarding.....	922 (2)
stowed carefully, sent from ship in boats.....	655 (3)
ARTICLES, MANUFACTURED. (See Manufactured articles.)	
ARTICLES MISSING. (See Missing articles; also Losses.)	
ARTICLES, PROHIBITED. (See Prohibited articles.)	
ARTICLES, SPARE. (See Spare articles.)	
ARTICLES FOR THE GOVERNMENT OF THE NAVY :	
absence—	
members general court-martial.....	A. G. N. 46
officer from his command without leave.....	A. G. N. 9
station and duty, from.....	A. G. N. 8 (19)
accounts of men transferred or received.....	A. G. N. 20 (5, 6)
authentication—	
judgment of court.....	A. G. N. 52
proceedings court of inquiry, use as evidence, etc.....	A. G. N. 60
authority of officers after loss of vessel.....	A. G. N. 21
buying, receiving in pledge, etc., of naval property.....	A. G. N. 14
charges and specifications, copy of, furnished accused, etc.....	A. G. N. 43
claims—	
agreement concerning false.....	A. G. N. 14
false oath concerning.....	A. G. N. 14
presenting false.....	A. G. N. 14
combination, joining in.....	A. G. N. 8 (7)
commanders of fleets, squadrons, etc., to set examples.....	A. G. N. 1
commanding officer—	
articles for government of navy, to have posted.....	A. G. N. 20 (10)
deaths and desertions entered on ship's books.....	A. G. N. 20 (3)
deceased, property of; to be secured.....	A. G. N. 20 (4)
entry in ship's books of men received.....	A. G. N. 20 (1)
health of crew.....	A. G. N. 20 (8)
list of officers, men, and passengers; transmit before sailing.....	A. G. N. 20 (2)
men received, to have accounts.....	A. G. N. 20 (5)
men transferred, to have accounts.....	A. G. N. 20 (6)
payment, final, of crew.....	A. G. N. 20 (9)
provisions, inspection of.....	A. G. N. 20 (7)
confirmation of sentence extending to loss of life, etc.....	A. G. N. 53
conspicuously displayed.....	A. G. N. 20 (10)

ARTICLES FOR THE GOVERNMENT OF THE NAVY—Continued.

	Art.
contempt of court.....	A. G. N. 42
contempt or disrespect toward superior officer.....	A. G. N. 8 (6)
convoy duty, failing to perform.....	A. G. N. 8 (12)
court of inquiry—	
constitution of.....	A. G. N. 56
defendant may cross-examine witnesses.....	A. G. N. 59
ordered by whom.....	A. G. N. 55
power of.....	A. G. N. 57
cowardice, negligence, or disaffection; in battle.....	A. G. N. 4 (13)
cruelty, oppression, or maltreatment.....	A. G. N. 8 (2)
deaths and desertions to be entered on ship's books.....	A. G. N. 20 (3)
deceased, property, of secured.....	A. G. N. 20 (4)
delivery of less money or property than received for.....	A. G. N. 14
deserter, receiving or entertaining.....	A. G. N. 8 (22)
deserting duty or station, in battle.....	A. G. N. 4 (14)
desertion—	
officer, who has tendered resignation.....	A. G. N. 10
peace, in time of.....	A. G. N. 8 (21), 62
war, in time of.....	A. G. N. 4 (6)
desertion or betrayal of trust, etc.....	A. G. N. 4 (7)
destroying public property by fire, etc.....	A. G. N. 4 (11)
destruction of public property, not preventing.....	A. G. N. 8 (10)
dismissal of officer.....	A. G. N. 36
dismissed officer may demand trial.....	A. G. N. 37
disobeying lawful orders.....	A. G. N. 4 (2)
disrating for incompetency.....	A. G. N. 31
divine service—	
irreverent or unbecoming behavior during.....	A. G. N. 3
performance of.....	A. G. N. 2
dueling or acting as second.....	A. G. N. 8 (5)
duty of court-martial to adjudge adequate punishment.....	A. G. N. 51
enlistment of deserters, minors, etc.....	A. G. N. 19
failure to encourage officers and men.....	A. G. N. 4 (18)
false muster.....	A. G. N. 8 (14)
flogging, etc., forbidden.....	A. G. N. 49
fomenting quarrels.....	A. G. N. 8(4)
forgery.....	A. G. N. 14
frauds against United States.....	A. G. N. 14
fugitives from service or labor, returning.....	A. G. N. 18
general court-martial—	
authority to convene.....	A. G. N. 38
constitution of.....	A. G. N. 39
general order or regulation, violates or refuses obedience to.....	A. G. N. 8 (20)
goods or merchandise for freight, etc., receiving.....	A. G. N. 8 (13)
health of crew, sick and disabled men, etc.....	A. G. N. 20 (8)
importation of dutiable goods in public vessel.....	A. G. N. 12
imprisonment in penitentiary.....	A. G. N. 7
incompetency, disrating for.....	A. G. N. 31
inspection of provisions.....	A. G. N. 20 (7)
intelligence, giving, to enemy or rebels.....	A. G. N. 4 (4)
leaving station before relieved.....	A. G. N. 4 (9)
limitation of period of amenability to punishment for offenses except deser- tion.....	A. G. N. 61
limitation of punishments, prescribed by President.....	A. G. N. 63
list of officers, men, and passengers transmitted before sailing.....	A. G. N. 20 (2)

ARTICLES FOR THE GOVERNMENT OF THE NAVY—Continued.

	Art.
maltreatment of persons on board prize.....	A. G. N. 17
master-at-arms, refusing to receive prisoners, or permitting escape.....	A. G. N. 8 (18)
men received, commanding officers to cause entry in ship's books.....	A. G. N. 20 (1)
message or letter, receiving, from enemy or rebel.....	A. G. N. 4 (5)
murder.....	A. G. N. 6
mutiny, uniting with, etc.....	A. G. N. 4 (1)
neglect to clear for action.....	A. G. N. 4 (16)
neglect of orders for battle.....	A. G. N. 4 (15)
neglect to join in battle.....	A. G. N. 4 (17)
negligent or careless in obeying orders, etc.....	A. G. N. 8 (9)
oaths—	
court of inquiry.....	A. G. N. 58
general court-martial.....	A. G. N. 40
summary court-martial.....	A. G. N. 28
witness before any court-martial.....	A. G. N. 41
offenders, refusing or failing to apprehend.....	A. G. N. 8 (17)
offenses—	
committed on shore.....	A. G. N. 23
not specified, how punished.....	A. G. N. 22
other than desertion in time of peace, limitation of amenability.....	A. G. N. 61
officer arrested, duty of.....	A. G. N. 44
overtake, capture, or destroy vessel, not endeavoring to.....	A. G. N. 4 (19)
payment, final, of crew; captain or proper officer to attend.....	A. G. N. 20 (9)
perjury.....	A. G. N. 14
plunder, abuse, or maltreatment of inhabitants.....	A. G. N. 8 (16)
prize, maltreating persons on board of.....	A. G. N. 17
proceedings—	
general court-martial, suspension of.....	A. G. N. 45
summary court-martial, conducted how.....	A. G. N. 34
profanity, falsehood, etc.....	A. G. N. 8 (1)
property, removing, from prize.....	A. G. N. 16
provisions, inspection of.....	A. G. N. 20 (7)
punishment—	
commissioned or warrant officer.....	A. G. N. 24
general court-martial may inflict any, authorized in case of summary court-martial.....	A. G. N. 55
petty officers and others.....	A. G. N. 24
summary court-martial, what may be adjudged by.....	A. G. N. 30
temporary commanding officer, what may adjudge.....	A. G. N. 25
quarreling, striking, or assaulting.....	A. G. N. 8 (3)
receipts, giving, without knowing truth concerning.....	A. G. N. 14
relief and assistance to vessels of United States and allies.....	A. G. N. 4 (20)
seditions or mutinous words, uttering.....	A. G. N. 8 (8)
sentence—	
death, how concurred in.....	A. G. N. 50
general court-martial, remission of.....	A. G. N. 54
summary court-martial—	
executed, when may be.....	A. G. N. 32
mitigation or remission of.....	A. G. N. 33
sleeping on watch.....	A. G. N. 4 (8)
spies, etc.....	A. G. N. 5
spirits, distilled, when admitted on board vessels of war.....	A. G. N. 13
stealing, embezzling, arms, stores, etc.....	A. G. N. 14
stranding vessel through inattention or negligence.....	A. G. N. 8 (11)
striking flag to enemy or rebel, etc.....	A. G. N. 4 (12)

ARTICLES FOR THE GOVERNMENT OF THE NAVY—Continued.		Art.
striking or assaulting, etc., superior officer.....	A. G. N. 4	(3)
suffering vessel to be stranded, hazarded, or injured.....	A. G. N. 4	(10)
summary court-martial—		
constituted how.....	A. G. N. 27	
ordered by whom and upon whom.....	A. G. N. 26	
supplies, procuring and disposing of.....	A. G. N. 11	
suspension of pay.....	A. G. N. 48	
testimony—		
general court-martial; read to member who has been absent.....	A. G. N. 47	
summary court-martial, before, how given.....	A. G. N. 29	
wasting public property.....	A. G. N. 8	(15)
ARTIFICER CLASS, special care in enlistment of.....		757 (5)
ARTIFICERS:		
trade represented in the rating required by.....	784	
professional qualifications to be noted on enlistment record.....	771	(8 b, c)
ASHES stowed in firerooms, not against boilers or bulkheads.....		900 (29)
ASHORE:		
authority and precedence of navy and army officers serving together.....	49	
processions and military formations, rank and precedence.....	52	(b)
use of boats, entertainments.....	442	(2)
ASSAULT.....	A. G. N. 8	(3)
ASSAULTING SUPERIOR OFFICER.....	A. G. N. 4	(3)
ASSEMBLY:		
judicial character, not to be held under foreign jurisdiction.....	1736	
time and place, courts-martial, where and how changed.....	1735	
ASSIGNMENTS, duty, officers on leave or furlough.....		216
ASSISTANT NAVAL CONSTRUCTORS. (See Naval constructors.)		
ASSISTANT NAVIGATOR, midshipmen detailed as.....		447 (3)
ASSISTANT SECRETARY OF THE NAVY:		
arrival of, for visit, instructions to be asked.....	168	
authority and duties.....	2	
death of, ceremonies.....	185	(2)
meeting, ceremonies.....	63	(2)
orders issued by, considered as emanating from Secretary.....	2	(1)
reception of, ceremonies.....	63	(1)
repairs to ships, ordered by.....	918	
salutes, return, prescribed.....	141	(1)
ASSUMING COMMAND. (See Command, assuming.)		
ASYLUM, granting of.....		344
ATHLETIC EXERCISES to be encouraged.....		433 (2)
ATTENDANTS for the sick, additional service required to be reported to commanding officer.....		948
ATTENTION, SOUNDING OF:		
followed by national air.....	99	
how regulated.....	96	
officer of deck charged with giving command for.....	98	
previous to rendering honors, when.....	86, 90	
ATTORNEY.		
acting as—		
against United States, forbidden.....	229	
for contractor, forbidden.....	228	
power to draw money attested.....	1093	
ATTORNEY GENERAL.....		13 (1)
AUCTION:		
effects of deceased persons sold at, when (<i>see also</i> Effects).....	544	(4, 7)
sale of old material (<i>see also</i> Sales).....	1281	

	Art.
AUDITING officers' mess accounts-----	297 (5)
AUDITOR FOR NAVY DEPARTMENT:	
duties of, by law-----	1342
notified of credits for differences of pay, etc-----	1343
AUTHENTICATION:	
judgment of court-----	A. G. N. 52
summary court-martial—	
proceedings-----	1694 (2)
sentence-----	1694 (1), A. G. N. 52
AUTHORITY:	
commander in chief, general court-martial, to order, restricted-----	1700 (2)
exercise of-----	255 et seq.
foreign territorial, to be respected-----	340 (1)
officers', after loss of vessel-----	A. G. N. 21
to issue orders-----	52 (d)
AUXILIARY SERVICE, NAVAL. (See Naval auxiliary service.)	
BAD CONDUCT DISCHARGE. (See Discharge, bad conduct.)	
BADGES of markmanship-----	1425
BAGGAGE, travel abroad, allowances-----	1105 (3, 4)
BAILEY MEDAL, examinations shall be held for-----	858
BAKERS:	
ages of, when first enlistment shall be made-----	757 (1)
excused from drills-----	432 (12, 13)
marines ashore—	
additional pay-----	1467 (3)
duties, etc-----	1467 (6)
pay division, belong to-----	1039 (1)
pay officer may have charge of-----	1040 (4)
BAKERY, POST:	
fund-----	1464 (3, 8, 9), 1468, 1469
in charge of treasurer-----	1467 (1)
marines ashore-----	1467
BALANCES:	
appropriations, unexpended. (See Appropriations.)	
deposited—	
when relieved from duty-----	1315
where-----	1035 (3)
due accounts of deceased persons (see also Accounts)-----	1361 (2)
funds in possession, stated in making requisitions-----	1328
BALE MARKS-----	1229 (2)
BAND (see also Marine Band):	
members of, part of ship's crew-----	398 (6)
when to be paraded-----	67 (4)
BANDMASTERS and first musicians, petty officers-----	757 (12)
"BANK FIRES," interpretation of order to-----	902 (2)
BARBERS, charges of, executive shall regulate-----	597
BARGE and bargemen-----	398 (7)
BARS, added to good-conduct medal-----	834 (2)
BATALION EXERCISE, marine detachments on shore-----	1437
BATTENING down hatches, care of apparatus for-----	712 (4)
BATTERY:	
ordnance officer—	
inspection of, by-----	645 (1)
training in use of, etc., responsible for-----	640 (1)
security at sea-----	705 (2)
ships in reserve, care of-----	1594 (11, 12)

BATTERY AND BOATS, watch and division officers shall exercise supervision over—	Art. 687
BATTLE:	
commander in chief—	
communicate secret orders, private signals, and plan, etc.....	325, 327
prepared for, in face of enemy.....	328
report of, made by.....	331
commanding officer—	
begin, not to, in presence of senior, without order.....	491
communicate plan of.....	490
dropping out of.....	496
prepared for, in presence of enemy, etc.....	489
repair damages after, and prepare for further service, etc.....	497
report of, made by.....	498
retire from, not to, without order.....	492
communications kept open until last moment during.....	435 (3)
display of flag in.....	329
executive officer, report in detail made by, after.....	586
fleet surgeon, report of killed and wounded made by.....	405 (5)
reports after, forwarded.....	1517
station in—	
chief of staff.....	391
commanding officer.....	487
executive officer.....	585
pay division.....	1039 (4)
personal staff.....	398 (2)
senior medical officer, designated by commanding officer.....	981
striking flag in.....	493
BATTLESHIP:	
color of paint for.....	933 (1)
who may command.....	35, 36
BEACON LISTS:	
commanding officer to compare, with those of other ships, note differences..	515 (2)
navigator to keep, corrected to date.....	623
BEARINGS, water used on.....	808
BEARINGS, COMPASS, navigator to have entered in log book.....	619 (4)
BEDDING:	
inspection and care of.....	307 (10), 433 (5)
loss of.....	465 (7)
BELL, striking, movements of flagship followed.....	654 (2)
BEQUESTS, medical department may not receive from patients, contractors, etc..	1031
BERTHING NUMBERS, executive to have, put up.....	563 (1)
BERTHING PLAN, executive officer shall prepare.....	563 (1)
BIDS:	
condemned public property to be sold.....	1283, 1284 (d), 1285 (2)
publication of (<i>see also</i> Advertisement).....	1168, 1281
tie, supplies to be sold, how decided.....	1284 (d)
BILGES:	
fireroom to be kept dry and well painted.....	900 (16)
height of water in, shall be measured.....	899 (3)
BILL BOOK, hospital.....	1029
BILLETING CREW.....	429 (1), 563 (2)
BILL OF HEALTH, senior medical officer to procure.....	450
BILLS:	
advertisements—(<i>see also</i> Advertisements).....	1168, 1288 (4), 1350
exceeding authorized expenditure.....	1349 (2)

	Art.
BILLS—Continued.	
expenditures not in excess, not sent to Secretary for approval.....	1349 (2)
transportation of public property.....	1109 (5), 1113 (3, 12)
BILLS, WATCH, QUARTER, STATION, ETC.:	
commanding officer to have, made out and hung up.....	429 (2)
corrected as changes occur during cruise.....	563 (4)
engineer department.....	868
executive officer prepare and post.....	563 (3)
junior line officers to keep.....	563 (7)
transmitted to Department.....	448
watch and division officers' duties concerning.....	676, 685
BILLS OF EXCHANGE:	
instructions, etc.....	1329, 1330
negotiation.....	523, 1331
BILLS OF LADING:	
accomplished, returned to general storekeeper.....	1162
must accompany freight bill.....	1222 (3)
separate, prepared for each ship in fleet.....	1159 (5)
shipments compared with.....	1163
shipments of stores.....	1159 (1)
supplies turned in from ships.....	1189 (2)
BILLS OF MATERIAL, repairs.....	917 (3 c, f)
BINNACLE LIST:	
examined and approved daily.....	480
prepared by senior medical officer.....	941
BLACKSMITHS, ages on first enlistment.....	757 (1)
BLOCKADE, lawful, to be respected.....	334
BLOWERS, limit of air pressure in.....	900 (25)
BLUE FLAG, senior to fly, when two or more flag officers meet.....	149
BOARDS:	
appointed by bureaus, not without authority of Department.....	3 (2 b)
appointed by commandant to inspect ship before commissioned.....	1556 (2)
appointed to investigate collisions or accidents.....	358, 413, 464
junior member acts as recorder.....	1631
line and staff officers take precedence according to rank.....	52 (b)
examination—	
apprentice seamen at training stations.....	855
iron and steel ships—	
appointed by commanding officer.....	927 (1)
data for docking, report of.....	930
reports of, for Bureau of Construction and Repair.....	927 (2)
what included in reports of.....	927 (3)
petty officers.....	371 (2)
(examining. (See also Examinations.)	
appointments and promotions of officers.....	1632 et seq.
failure of candidate to appear for examination.....	1069, 1616, 1635 (9)
form of recommendation prescribed by law.....	1636
investigating professional fitness, onus upon candidate.....	1635 (10)
professional examinations of officers.....	1632 et seq.
questions of law.....	1635 (11)
record and finding in each case, submitted to President.....	1637
record of proceedings—	
authentication and transmission.....	1635 (12)
matters to be entered in.....	1635 (8)
rejection of officer not made until publicly examined.....	1635 (9)
(reports on fitness, etc., of officers, where filed.....	1635 (3)

BOARDS—Continued.

Art.

examining—continued.

restrictions in re-investigating matters once inquired into.....	1635 (2)
right of candidate to be present.....	1635 (7)
sworn statements of candidates.....	1635 (7, 8)
testimony, files, and records as to mental, moral, and professional fitness.....	1635 (2, 8), 1637
witnesses.....	1635 (5, 6)
examining and retiring—oaths.....	1647
general. (See General Board of Navy.)	
general surveys of ships, made continuous.....	1250
hull, permanent, duties.....	1594 (24)
Inquest—	
form used for recording proceedings.....	1646
members, etc., not sworn.....	1644 (3)
ordered by senior officer present; composition.....	1644 (1)
procedure: duties.....	1645
Inspection and survey—	
composition.....	1642
continuing members.....	1250
documents, reports, and data, how forwarded.....	1642 (8)
flag officer president of, ceremonies at reception of.....	73
general duties.....	1250, 1642 (2)
Inspections of all vessels every three years (see also Inspections).....	1250
plans and specifications new vessels, furnished to.....	1642 (3)
precepts and orders, how forwarded.....	1642 (7)
president ex officio of.....	1642 (6)
reports.....	1250, 1642 (4, 8)
ships newly commissioned.....	1642 (2)
ships returning from foreign stations.....	1250 (1), 1642 (2)
ship under inspection, considered as detached.....	1642 (5)
surveys made of ships every three years.....	1250 (1)
trial after ship is commissioned witnessed by.....	894 (6)
Investigation—	
authority limited.....	1643 (3)
by whom ordered.....	1643 (1)
report and finding.....	1643 (2)
oaths.....	1643 (3, 4)
medical examiners, list of persons examined embracing particulars, kept by....	1027
medical officers, physical condition of midshipmen on board ship to be reported.....	967 (1)
medical survey (see also Surveys, Medical)—	
copy of report of, appended to case paper of patient.....	1018
discharge before expiration of enlistment on recommendation of.....	803 (3)
discharge of men—	
enlisted outside United States on recommendation of.....	800 (3)
in hospital only on recommendation of.....	1017 (1)
enlisted men condemned by, not transferred.....	1249
findings unfit for service.....	1247, 1248, 1249
instructions for.....	1247
members of crew found disqualified, going into commission.....	935
officers and men, for disabilities.....	1248
officers in hospital.....	1002 (1, 2)
persons condemned by, sent to United States.....	532 (1b)
recommendations effective without delays.....	1248
recommended by senior medical officer when necessary.....	960

BOARDS—Continued.	Art.
medical survey—continued.	
report of—	
forwarded	371 (1)
must contain name of ship from which patient was received.....	1017 (2)
sick leave granted upon recommendation of.....	1531
sick sent to hospital on recommendation of.....	792 (1)
transportation and subsistence or cash furnished men discharged by....	802 (6)
on construction, composition, duties.....	1641
ordnance, survey ordnance outfit of vessel going out of commission....	485, 648 (1)
organization and procedure—	
final report.....	1630
member absent—	
reinvestigation may be ordered.....	1628
reported	1627 (2)
temporary	1627
voting	1628
member, junior, to act as recorder, when.....	1631
member, senior, duties.....	1625 (1)
members—	
not to leave vicinity, unless.....	1629
precedence	1624
quorum	1626
recess or adjournment, when voted on.....	1625 (2)
recorder	1630 et seq.
permanent—	
appointed by whom.....	927 (1)
report to contain what.....	927 (3)
retiring—	
Marine Corps.....	1640 (2)
oaths.....	1647
officers, serving on, authority, powers, etc.....	1638
record of proceedings and findings.....	1638 (5), 1639 (6, 7)
reports and findings.....	1638 (4)
statutory provisions	1638
sale—	
navy yard.....	1271, 1283, 1285 (2)
ship abroad.....	1287
selection for retirement—	
oath taken by members.....	1648
personnel, duties, findings, etc.....	1639
statutory, survey of ships every three years, etc.....	1250 (1), 1642 (2)
survey—	
instructions concerning	1262
junior member act as recorder, when.....	1631
wages, commandant navy yard appoint.....	1585
BOARDING BOOK:	
information to be entered in.....	180 (3)
verbal orders from senior officer entered in.....	657 (1)
BOARDING DUTY from flagship performed by personal staff.....	398 (3)
BOARDING OFFICER, report.....	180 (5)
BOARDING VESSEL, quarantine, caution.....	1537
BOATS:	
alongside, duty of officer-of-the-deck.....	655 (2), 656 (5)
come alongside or leave, officer of the deck informed.....	656 (1)
competent person in charge, and make national character evident, when....	475 (1)
crew shall be exercised in.....	309 (9), 432 (8)

BOATS—Continued.	Art.
inspected when manned.....	656 (3)
landings and gangways, haul clear of.....	113 (2)
line officers assigned to.....	589 (1)
marines exercised at pulling in.....	1437
marks on bow indicating rank.....	157, 158
part of ship, regarded as.....	475 (2)
movements of, contemplated, officer-of-the-deck to inform executive.....	656 (2)
official visits, senior officer shall furnish, for purposes of.....	174 (d)
outfit provided when sent away at sea.....	589 (3)
sails of, kept in readiness, etc.....	589 (5)
salute, during firing of, lie on oars (or stop engine) when.....	133
salutes.....	112
senior line officer in, responsible.....	240
ships in reserve, kept under cover.....	1594 (8)
smoking in, forbidden, when.....	440 (5)
under sail, officer-of-the-deck to keep lookout on.....	658 (1)
use of, commanding officer to regulate.....	442
BOAT BILLS. (See Bills, watch, quarter, station, etc.)	
BOAT ENSIGNS, when displayed.....	148
BOAT EXPEDITION, beyond signal distance, captain to give written orders.....	466
BOAT KEEPERS, attention to their duties.....	656 (4)
BOAT RACES, whistles or siren not permitted to be used during.....	433 (2a)
BOATSWAINS. (See also Chief boatswains.)	
appointments, acting, qualifications.....	1601 (1), 1608, 1609, 1610
precedence.....	28 (1)
BODY BEARERS.....	193
BOILERMAKERS, ages of, at first enlistment.....	757 (1)
BOILERS:	
acid condition of water in, remedy for.....	901 (2)
air space between uptake and casings of, kept clean.....	900 (27)
ashes must not be stowed against.....	900 (29)
care of, when empty.....	900 (7)
coil, pipe, or water tube, never used as tanks or reservoirs.....	900 (22)
condition of, and means employed for preservation reported.....	900 (1)
connection doors not to be used as dampers.....	900 (18)
cylindrical fire tube—	
forced draft only used in emergencies on.....	900 (23)
how to increase speed of vessel having.....	900 (24)
empty, furnaces shall not to be primed.....	900 (10)
emptying of, by pumping out.....	900 (21)
examinations, record of.....	904 (1)
exteriors of, to be kept dry.....	900 (16)
feed pumps, care of.....	899 (7)
fires not to be hauled except in emergency.....	900 (21)
forced-draft system, care of bulkheads or air ducts of.....	900 (31)
hydraulic tests for.....	903
injury to, reported by senior engineer officer.....	875 (1)
not in use, water kept in.....	900 (8)
number of hours with fire under, reported.....	900 (20)
oil of animal or vegetable origin shall not be allowed in.....	900 (5)
officers to become familiar with, etc.....	552 (5)
precautions—	
examined, cleaned, or painted, when.....	931 (10)
fire in vicinity of.....	438 (13)
men at work in.....	900 (11)

BOILERS—Continued.	Art.
regulations for care of-----	897-915
repairs on arrival in port--	
necessary, reported in writing-----	880 (1)
not required, fact to be reported-----	880 (2)
routine duties by warrant machinists-----	727 (2)
safety valves--	
load on, necessity for reduction of, reported to captain-----	875 (2)
tests of and reports regarding-----	900 (12)
senior engineer notified of anything wrong with-----	889 (5)
steam drums, dry pipes and drains of, to be examined-----	900 (6)
steam launches--	
examined frequently-----	911 (6)
safety valves of, when examined-----	911 (2)
scaled after use of salt water-----	911 (3)
sudden changes of temperature in, to be avoided-----	900 (17)
tallow shall not be allowed to enter the-----	900 (5)
temperature of feed water at the feed pumps-----	900 (26)
tested by drilling when worn or corroded-----	906
testing of water in, how frequently-----	901 (1)
tests of, data regarding, entered in steam log and remark book-----	904
tubulous, interpretation of "bank fires" for-----	902 (2)
uptakes to be kept free from dirt and well painted-----	900 (19)
uses not permitted for-----	900 (15)
vedette torpedo boats, change of water in-----	912 (2)
vessels in ordinary, care during cold weather-----	1591 (2)
water--	
fresh, shall be used for, when possible-----	900 (13)
highest steaming level in, when trial begins-----	894 (8)
retained in, as long as possible without change-----	900 (14)
salt, not used in during trials-----	894 (8)
used from-----	900(9)
wet or combustible articles not to be stowed over or around-----	900 (16)
work shall be distributed equally among the different-----	900 (28)
zincs used in, regulations regarding-----	900 (2-4)
BOILERS AND ENGINES, changes made in, entered in log-----	667 (3 f)
BOND:	
accounts kept separate under every-----	1345
duplicate check, required for-----	1320 (c)
mail clerk shall give-----	441 (2)
new, required, when-----	1065
open purchase, not required, when-----	1166 (2)
pay officers required to give-----	1035
BOOKS:	
account, correction of-----	525 (3, 4)
computation and chronometer, kept by navigator-----	620 (1) 627
examined, and regulations as to keeping, enforced-----	478 (1) 550
pay officer's, in case of arrest or suspension-----	269 (5)
record and account, to be in custody of the various bureaux-----	3 (2)
submitted by junior line officers to executive officer-----	690 (3)
BOTTOMS, DOUBLE. (See Double bottoms.)	
BOTTOMS, SHIPS. (See also Ships' bottoms.)	
cleaning and painting of-----	929 (1, 2)
openings in, responsibility for, etc., while in dock-----	1562 (4-6)
BOUNTY, Marine Corps, reenlistment-----	1078

	Art.
BOWER ANCHORS, executive shall have club links of, relinked.....	594 (4)
use	594 (4)
BOWER CHAINS, executive shall have examined monthly.....	594 (1)
BRAND NAME, use of, in making open purchases.....	1172 (2 d)
BREAD AND WATER:	
general court-martial, sentence including, regulations followed.....	1784 (3)
summary court-martial—	
certificate of medical officer necessary when.....	1695 (1), A. G. N. 33
exercise care and discretion in resorting to.....	1693 (4)
sentence of—	
mitigated how.....	1695 (2)
worded how.....	1693 (1)
BREAKABLE and fragile articles, care in packing.....	1189 (4)
BRIEFS, oral arguments, how recorded.....	1788
BUGLE CALLS, sounding, movements of flagship followed.....	654 (2)
BUILDINGS AT NAVY YARDS:	
authority for alterations.....	1547 (5)
commandant responsible.....	1547 (1)
new erections and unauthorized occupancy.....	1549
BUILDINGS erected for medical purposes.....	11 (3, 4)
BULKHEADS:	
ashes must not be stowed against.....	900 (29)
executive responsible for cleanliness of.....	580
BUMBOATS:	
executive officer to regulate and be watchful of.....	596
master-at-arms to examine.....	736
BUNKERS:	
care of.....	438 (1, 3)
examination of, by senior engineer officer, etc.....	873
BUOYS, ANCHOR.....	510 (2)
BUREAUS. (<i>See</i> Respective bureaus.)	
chief of—	
commandant of navy yard responsible for execution of orders of.....	3 (9)
name of office affixed to signature.....	24 (3)
rank and titles.....	24 (1, 2, 6)
saluted with cannon.....	81
coordination of work of.....	15
drawings of every ship in the Navy filed in the.....	920 (2)
duties of, performed under authority of Secretary, etc.....	3 (2)
records and accounts, retain charge and custody of.....	3 (2)
repairs approved by, in advance of Department, when (<i>see also</i> Repairs to ships).....	919 (3)
repairs under, commandant may authorize additional work.....	919 (2)
BURIAL:	
at night.....	191
at sea.....	189
BUSINESS, general court-martial completed, report of.....	1789
CABINET OFFICER, reception of.....	64 (1)
CABIN MESS.....	294
CABLE ADDRESSES.....	1525 (14)
CABLEGRAMS. (<i>See</i> Telegrams.)	
CABLES:	
examination and care of.....	525 (1, 2)
overhauled, when necessary.....	594 (1)
slipped or lost, recovery of.....	482
CANDIDATES for appointment and promotion. (<i>See</i> Appointments; Boards, exam- ining; Examinations.)	

	Art.
CANVAS, oiled or painted, stowage of.....	438 (6), 718 (2)
CAPSTANS, chief carpenter responsible for.....	712 (9)
CAPTAIN. (<i>See also</i> Commanding officer):	
appointed to command a squadron, entitled to honors of his temporary rank.....	67 (3)
duty that may be assigned to.....	35, 36 (2)
rank marks on boat and flagstuffs.....	158
CAPTAIN OF THE HOLD, pay, additional.....	1134 (13)
CAPTAIN OF THE YARD.....	1566 et seq.
CAPTURE:	
destruction of orders to prevent.....	330
loss of accounts by, duty of pay officer.....	1044 (2)
CAPTURED PERSONS, effects of, care of.....	547
CAPTURED SHIPS:	
possession of, not taken during battle without permission.....	492
taking possession of.....	494
CARE AND PRESERVATION OF SHIPS:	
instructions for.....	927 et seq.
iron and steel.....	434
materials for, kept on hand.....	529
CARELESS IN OBEYING ORDERS.....	A. G. N., 8(9)
CARGO:	
naval supply steamers, supervision.....	1160
storeship kept separate from supplies.....	1186
CARIBBEAN, naval bases.....	1598
CARPENTERS. (<i>See also</i> Chief carpenter.)	
appointments.....	1608, 1609, 1612
precedence.....	28 (1)
acting, first assignment after appointment.....	1612 (3)
CARPENTER'S MATES, well in each compartment may be sounded by, when.....	668 (d)
CASES, general court-martial. (<i>See</i> General court-martial, cases.)	
CASH BOOK, GENERAL, pay officers to keep.....	1344
CASUALTY, investigated by board.....	1643 (1)
CATALOGUES, reference to, in requisitions, forbidden.....	1171 (2 c)
CAUTION not a reprimand.....	279
CELLS:	
dimensions of, etc.....	275
inspection of, by senior medical officer.....	958
CENSURE OR PRAISE, votes, resolutions, and publications in, forbidden.....	227 (1)
CEREMONIES (<i>see also</i> Articles 55-206) ship going into commission.....	628 (2)
CEREMONIES AND HONORS, table of.....	page 39
CERTIFICATES:	
continuous service. (<i>See</i> Continuous service certificate.)	
dates of admission to, and discharge from hospital furnished.....	792 (5) ¹
death, prepared and forwarded.....	964
deposit, forwarded to Auditor for Navy Department.....	1035 (3)
descriptive lists on death, signed by captain.....	545
graduation, petty officers, seamen gunners, etc.....	786, 1134 (1) ¹
inventors, etc., shall not receive.....	230
medical, ill health or inability to perform duty not given unofficially.....	952
medical officer's summary court-martial, when necessary.....	1695 (1)
qualification, cooks, stewards, etc.....	777 (2), 1134 (12)
CERTIFICATES OF DEPOSITS. (<i>See</i> Money.)	
CHAIN CABLES. (<i>See</i> Cables.)	
CHAIN LINKS, examined when getting under way.....	594 (3)
CHALLENGE. (<i>See also</i> General court-martial; Summary court-martial.)	
court of inquiry, member of.....	1658 (7)

	Art.
CHANGES :	
charges and specifications, how made in.....	1745 (2)
column headings on enlistment records.....	771 (10)
designs of new vessels.....	15, 16
CHAPLAINS :	
duties, reports, etc.....	1383, 1384, 1385
precedence, order of.....	23 (1)
qualifications for appointment.....	1606
rank and title.....	21 (1 c)
CHARGÉ D'AFFAIRES :	
reception of.....	65 (d)
visits to.....	174 (a, b)
CHARGES :	
accumulation of, forbidden without notice.....	265
general court-martial. (<i>See</i> General court-martial, charges.)	
how made.....	259
CHARGES, SCALE OF, executive officer to regulate, of barber, shoemaker, and tailor.....	597
CHARGES AND SPECIFICATIONS :	
(<i>See</i> General court-martial, charges and specifications.)	
accused furnished with copy of.....	262 (2), A. G. N. 43
CHARTERING A VESSEL.....	357, 530
CHARTS :	
hydrographic surveys, navigator shall construct, for, etc.....	624
latitude and longitude in error, means for correcting.....	625
navigator to make corrections in.....	623
CHECKAGE REWARDS paid, not a punishment.....	822
CHECKS FOR MONEYS. (<i>See</i> Moneys, Deposits, and Checks.)	
CHECKS LOST (<i>see also</i> Accounts).....	1320
CHEERS, compliment to officer, not to be given as.....	114
CHEMICAL TESTS, supplies inspected.....	1180 (2)
CHEMISTS, paid on rolls of general storekeeper.....	1180 (1)
CHIEF BOATSWAIN, rank and precedence.....	28 (2)
CHIEF BOATSWAIN OR BOATSWAIN :	
absence of, duties performed by chief boatswain's mate.....	702
assistant to executive.....	695
care of stores.....	696
daily reports.....	697
deck duty.....	698 (5)
general duties.....	695
repairs needed, to be reported by.....	699
report twice daily to executive.....	571
rigging examined during morning watch by.....	668 (a)
special duties.....	698
station at quarters.....	701
stowage of hold.....	700
supervision of work.....	698 (4)
CHIEF CARPENTER, rank and precedence.....	28 (2)
CHIEF CARPENTER OR CARPENTER :	
absence of, duties performed by chief carpenter's mate.....	715
assistant to the executive.....	710
daily reports.....	711
general duties.....	710
spars examined during morning watch by.....	668 (b)
special duties.....	712, 714

CHIEF CARPENTER OR CARPENTER—Continued.	Art.
station at quarters.....	714, 720
well in each compartment sounded by, twice each watch.....	668 (d)
CHIEF CARPENTER OR CARPENTER'S MATE, report twice daily to executive.....	571
CHIEF CLERKS to general storekeepers at navy yards.....	1619
CHIEF ELECTRICIAN, detachment at end of cruise, when delivered.....	632
CHIEF GUNNER, rank and precedence.....	28 (2)
CHIEF GUNNER OR GUNNER :	
absence of, duties performed by chief gunner's mate.....	709
armament, care of, at sea.....	705 (2)
assistant to ordnance officer.....	703
daily reports.....	704
detachment at end of cruise, when delivered.....	632
general duties.....	703
guns examined, reported during watch by.....	668 (c)
life buoys, responsible for condition of.....	706
ordnance officer shall have the assistance of.....	647
powder, regulations regarding care of.....	707
report twice daily to executive.....	571
special duties.....	705
station at quarters.....	708
CHIEF INTELLIGENCE OFFICER to be member of general board.....	3 (6)
CHIEF JUSTICE, SUPREME COURT, reception of.....	64 (1)
CHIEF MACHINIST'S MATE :	
engine-room watch in charge of.....	745 (1)
inspection by senior engineer officer reported by.....	869 (4)
CHIEF OF BUREAU :	
cause name of office to be affixed to official signature.....	24 (3)
rank and title.....	24 (1, 2)
saluted with cannon.....	81
CHIEF OF STAFF :	
apartment of.....	285
authority.....	380
council of war, keep record.....	387
death of flag officer, status.....	392
detail of.....	379
duties same, whether superior is in chief command or commands a division.....	394
events, journal of, kept by.....	385
general duty.....	380
may succeed to command.....	393
member of personal staff.....	395 (1)
mess with flag officer.....	395 (3)
not in command, shall carry pennant in boat, when.....	159
orders and signals, record of, kept.....	386
orders of the day and countersign, issue.....	388
papers transmitted to.....	382
plan of battle furnished to.....	325
reports to flag officer.....	390
roster of officers and record of crew kept by.....	383
signals, duty regarding.....	389
station and duty in battle.....	391
supplies, account of, kept by.....	384
visits, to return for flag officer.....	169 (c)
CHIEF PETTY OFFICERS. (<i>See also</i> Petty officers.)	
detachment, when delivered at end of cruise.....	613, 632, 648 (1), 865 (2)
instructors, additional pay, qualifications.....	1134 (8, 9)

CHIEF PETTY OFFICERS—Continued.	Art.
permanent appointment issued, after fitness is shown	775 (2)
precedence	31
rate of pay	775 (2-4)
CHIEF QUARTERMASTER, detachment of, when delivered, end of cruise	632
CHIEF SAILMAKER, rank and precedence	28 (2)
CHIEF SAILMAKER OR SAILMAKER:	
absence of, duties performed by sailmaker's mate	721
general duties	716
report twice daily to executive	571
sails examined during morning watch by	668 (c)
special duties	718
station at quarters	720
supervision of work	718 (3)
CHOCKS AND TIES, examined and condition noted in steam log	910 (1)
CHRONOMETER COMPARISON BOOK, navigator shall forward, at end of cruise	620 (1)
CHRONOMETERS, navigator to care for, etc., and wind daily	620 (1)
CITIES OF UNITED STATES not saluted	131
CITIZENSHIP:	
forfeited by desertion	829
for appointment in Navy	1600 (1), 1615 (2)
CITIZENS OF UNITED STATES, protection of	334, 341, 343, 345
CIVIL EMPLOYEES:	
bread sold to, when	1468
injuries received in line of duty	1547 (3), 1575 (2), 1584 (2)
pay stores sold to, where	1234 (4)
CIVIL ENGINEERS. (See Engineers, Civil.)	
CIVILIANS, witnesses, summary court-martial, summons for, how transmitted	1680 (3)
CIVIL OFFICIAL, death of, funeral ceremonies	185 (3)
CIVIL-SERVICE RULES, examinations, chief clerks to general storekeepers	1619
CIVIL WAR, service in, computed as double time on retirement	842 (1)
CLAIMS:	
excess travel expenses	1112 (3)
expenses incurred for medical attendance, etc., other than naval	1131 (3)
forgery, concerning	A. G. N. 14
honorable discharge decided by captain	803 (2)
loss of time in apprehending deserter or straggler, not entertained	820
oath, false, concerning	A. G. N. 14
pensons	1021, 1143
settled by Treasury Department	1340
submitted to auditor on refusal of payment	1343 (2)
transportation, waived	771 (5 c), 797 (4), 800 (2, 5), 808 (2), 1420 (5)
CLAIMS, FALSE, agreement concerning, or presenting	A. G. N. 14
CLASPS:	
added to good-conduct medal	834 (2)
supplied by Bureau of Navigation	834 (4)
CLASSIFICATION:	
disrating by summary court-martial, table for	1693 (7)
marksmen	1083 (3)
CLASSIFICATION, GOOD CONDUCT. (See Good conduct, classification.)	
CLEANING BILLS, engineer department	868 (1)
CLEANLINESS:	
aboard ship	433 (3), 560 (3)
insect powder may be purchased to preserve	574 (2)
CLEARING LOWER DECKS under direction of master-at-arms	741
CLEMENCY. (See General court-martial, Clemency.)	

	Art.
CLERICAL ERRORS, correction of, on revision-----	1792 (2)
CLERICAL FORCE, navy yards. (<i>See</i> Employees.)	
CLERK, REPORTER, OR INTERPRETER. (<i>See</i> General court-martial, Clerk, etc.)	
CLERKS. (<i>See also</i> Paymaster's clerks.)	
testimonials and presents forbidden-----	227
chief, to general storekeepers at navy yard-----	1619
mail. (<i>See</i> Mail clerks.)	
CLOCK, DECK, navigator to have the care of-----	620 (2)
CLOSE ABOARD, definition-----	88
CLOSED COURT, general court-martial, deliberations upon question conducted in-----	1758 (3)
CLOTHING:	
Accounts—	
marines, allowances-----	1082, 1428 (2), 1783 (2, 4)
marines serving afloat, allowance reckoned as pay-----	1428 (2)
marines upon discharge-----	1082, 1420 (6), 1783
allowance not drawn, value paid upon discharge-----	1082
division officers' duties regarding-----	678, 679, 681
garment tickets to accompany report of survey-----	1229 (2)
infected, surveyed and destroyed-----	548, 1279
inspection of-----	307 (10), 433 (4)
loss of-----	465 (7)
Marine Corps—	
issues witnessed-----	1457 (3)
payment for, in case of prisoners-----	1783 (4)
quartermaster, supervision over-----	1410 (2)
Medical department to advise regarding-----	1033 (1)
preservation from weevils and moths-----	1195 (2, 3)
CLOTHING ALLOWANCE, marine dishonorably discharged, when settled-----	1783 (2)
CLOTHING, ARMS, ETC., shall not be bartered-----	204
CLOTHING AND SMALL STORES:	
accounts-----	1288 (2)
advances to recruits-----	1092
appropriation for, is specific and continuous-----	1154 (2)
care and protection on board ship-----	1195
damaged, surveyed and issued at revaluation-----	1229, 1266
Issues—	
daily on shipboard, except-----	1224
forbidden to persons in debt-----	678 (2)
marine prisoners, how charged-----	1783
supernumeraries and vessels without paymasters-----	1227
torpedo and other boats, without paymasters-----	1227 (2), 1362 (1)
witnessed by division officers-----	679
men under sentence, not deprived of-----	1135
outfit on first enlistment-----	1134 (16), 1225
placed on board before pay officer assumes duty-----	1192
prices fixed yearly-----	1228
requirements when purchased abroad (<i>see also</i> Open purchases)-----	1219
requisitions (<i>see also</i> Requisitions)-----	1226
sales of condemned (<i>see also</i> Sales, condemned material and supplies)-----	1286 (2)
CLOTHING LIST, transfer, transmitted in case of-----	795 (1 b)
CLUB LINKS, bower anchors relinked, when-----	594 (4)
COAL:	
allowed for target practice and trials-----	348
amount of, consumed, etc., reported daily to commanding officer-----	874

	Art.
COAL—Continued.	
appropriation for, is specific.....	1154 (3)
endurance trials.....	895
executive officer's duties regarding, before weighing, etc.....	608
for steamers' and ships' use exempt from general use.....	1154 (3)
galley use, executive keep account of, for.....	608 (4)
invoice furnished to senior engineer by executive.....	608 (3)
particulars regarding, entered in steam log.....	907
precautions against fire.....	438 (1, 2)
purchase of.....	522 (2)
quantity of, senior engineer officer to inform himself concerning.....	873 (1)
received, entered in equipment books.....	608 (1)
steam trials—	
assistance in handling reported.....	896 (5)
care in weighing or measuring.....	896 (3)
used how.....	896 (5)
stowed in fire room, quantity to be restricted.....	900 (30)
waste of, to be prevented by engineer officer of the watch.....	889 (10)
weighing or measuring, manner of; agreement concerning, etc.....	608 (2)
COAL ACCOUNT, senior engineer officer, kept by.....	866
COAL AND COAL BUNKERS, ships in reserve.....	1594 (19, 20)
COAL BAGS:	
examination of.....	438 (4)
repair and care of.....	432 (11)
COAL BARGES, yard or station, officer detailed for inspection of.....	927 (5)
COAL BUNKERS:	
care of.....	438 (1-3)
communication with, kept open during battle.....	435 (3)
condition of, ascertained before coaling.....	873 (2)
daily examination of.....	872 (2)
cleaning and painting of.....	931 (3)
filled, senior engineer officer to report.....	873 (3)
temperature of, taken and recorded in steam log.....	871 (3)
COAL-EFFICIENCY REPORTS.....	1510 (6)
COALING:	
absence from ship during.....	1533 (2)
arrangements preliminary to, made by executive with contractor.....	608 (2)
proficiency of crew in, and report of.....	307 (13), 432 (10)
COALING BILLS (see also Bills, watch, quarter, etc).....	429 (2)
COAL NOTICES.....	1522 (5)
COAL PASSERS, ages on first enlistment.....	757 (1)
COAL REPORT, executive, forward when.....	606 (5)
COAST AND GEODETIC SURVEY:	
hospital and ambulance service in vessels of.....	1032
pay of officers attached to.....	1053 (1), 1055 (5)
status of officers on duty with.....	50
COAST PILOT, employed by special authority.....	1538 (4)
CODES FOR TELEGRAMS, Navy secret, and Western Union cipher.....	1525 (5, 6)
COLLIERS, color of paint for.....	933 (5)
COLLISION:	
chocks and ties fitted to prevent shifting of machinery from, examined and condition noted.....	910 (1)
danger of, duties of officer of the deck.....	653 (13)
investigation of, how made.....	413 (2)
measures for freeing the ship of water in case of leakage from.....	910 (6)

COLLISION—Continued.	Art.
precautions to prevent	505, 506, 910 (2)
regulations for preventing, at sea, etc., international and inland.....	491
violations of rules for preventing, reported to Navy Department.....	491
with merchant vessel.....	464
COLLISION BILLS. (See Bills, watch, quarter, station, etc.)	
COLLISION DRILL, exercise at	435 (5)
COLOR OF VESSELS.....	933
COLORS:	
half-masting (<i>see also</i> Funeral ceremonies).....	163
size of, prescribed by signal.....	146 (2)
COMBINATION, joining in.....	223, A. G. N. 8 (7)
COMBUSTIBLES:	
precautions when handling or passing.....	437 (11)
stowage of	438 (7-9)
COMFORT OF THE CREW.....	307 (12)
COMING TO ANCHOR, stations when.....	95
COMMAND:	
announcement of assumption of, by commander-in-chief.....	301
assignment of, to various grades.....	32 (1), 33-41
assuming	300 et seq., 417 et seq.
authority and precedence of, army and navy officers serving together.....	49
chief, exercise of, by senior officer present.....	19 (3-5)
commander-in-chief to familiarize himself with.....	302, 303
duty of officers when visiting.....	220
economy in administration of.....	347
exercised only by or over officers on duty.....	19 (2)
insignia of, display.....	145, 153, 160, 167
law and decisions on rank and.....	51-54
line officers exercise military.....	19 (1)
military, restricted by law.....	52 (c)
mixed detachments on shore.....	1494
officers', after loss of vessel.....	A. G. N. 21
officer in temporary, authority of.....	42, 557
officer transferred to line for engineer duty only, restricted as to command.....	18 (2)
relieving of.....	320, 424
relinquishing.....	319
succession to, of chief, afloat.....	42, 43, 321, 393
succession to, of ships.....	44, 52, 557
temporary, titles.....	1512
COMMANDANT, MARINE CORPS. (<i>See</i> Marine Corps, commandant.)	
COMMANDANT, NAVAL STATION, WEST INDIES:	
orders issued by fleet commanders, executed by.....	1599
relations to fleet commanders and reports to Department.....	1597
resources of, at disposal of commander-in-chief.....	1598
COMMANDANT, NAVY YARD:	
absence from command limited; succession.....	1505, 1527
aid, executive and subordinates.....	1566 (1), 1568
authorized to grant limited leave.....	1528 (3)
board to determine wage schedule, appointed annually.....	1585
board to inspect ship before commission, appointed by.....	1556 (2)
buildings, alterations prohibited unless authorized.....	1547 (5)
captain of ship at yard not to interfere with persons under control of.....	526
clerical force, responsible for.....	1587 (8)
correspondence—	
ship at yard.....	1505
with bureaus	1506 (5)

COMMANDANT, NAVY YARD—Continued.		Art.
deaths, accidents, injuries, reported.....	1547	(3)
defects in ship, pointed out by commanding officer.....		1560
duties, defined.....	1547	et seq.
enlistments at recruiting station, reports of sent to.....		748 (6)
fire alarm, how given.....	1551	(5, 6)
fire department, established by.....	1551	(4)
fire regulations, established.....	1551	(1)
general and special orders to be posted.....	1547	(7)
material and labor, directions prohibited.....	1547	(4)
officers cruising ships, serving on courts or boards upon request of.....	1557	(3)
officers' fitness reported.....	1547	(9)
orders relating to labor, furnished officers.....	1584	(1)
pay rolls, approved.....	1547	(6)
provost marshal, guard, and orderlies, general court-martial, to detail.....	1720	
purchases or sales, prohibited unless authorized.....	1547	(5)
receiving, at yard, command when attached to.....	1557	(1)
recruits drilled, etc., under supervision of.....	751	(1)
repairs to ships. (<i>See</i> Repairs.)		
requisitions expedited.....	1257	(2)
returns and reports, and other duties required to be performed.....	1547	(2)
responsible for execution of orders of chief of bureau.....	3	(9)
ship at yard—		
accounts opened for labor and material in refitting, etc.....	1554	
authority to move.....	1561	
being built or refitted, precautions.....	1556	(1)
cruising, under command of.....	1557	(2, 3)
departure and arrival wired to Department.....	1547	(8)
equipment.....	1553	
under repairs; alterations, authority for making.....	1555	
ships in adjacent waters, command.....	1557	(4)
ships in ordinary, at yard, deterioration, precautions.....	1588	
signature, when required by law.....	1568	
smoking allowed, where.....	1551	(3)
summary court-martial—		
approval of, when not required.....	1696	(3)
orderly for, detailed by.....	1679	
surveys—		
old material, disapproval of.....	1274	
repairs of property.....	1269	(2)
responsible for delays.....	1255	(5)
watchword and countersign issued to persons designated by him.....	1552	(2)
COMMANDANT, TRAINING STATION:		
borne on books of stationary training ship.....	852	
duties of.....	851	
permanent examining board appointed by.....	855	
COMMANDER:		
appointed to command a squadron, entitled to honors of his temporary rank.....	67	(3)
duty that, may be assigned to.....	36	
rank marks on boat and flagstaffs.....	158	
COMMANDER-IN-CHIEF:		
absence from command, limited.....	1527	
administration, duty regarding.....	366	
announcement of staff.....	301	
armed force, landing of, when.....	343	
armed force not landed.....	340	(2)

COMMANDER-IN-CHIEF—Continued.

	Art.
army transports, transportation by-----	363 (4)
assuming command-----	300-305
asylum, granting of-----	344
battle—	
commanding officers to have plan of-----	327
prepared for, in presence of enemy-----	328
capture, destroy papers to prevent-----	350
chartering vessels-----	357
commerce, protect-----	345
communication with foreign officials, how made-----	338
condemned articles, sending home of-----	356
condition and equipment of ships, report-----	304
copies of orders and instructions issued by, sent to Department-----	1516
correspondence—	
annual reports-----	317 (3)
condition and requirements of ships-----	317 (2 c)
general reports-----	317 (2 b)
infectious or contagious diseases-----	317 (2 e)
instructions-----	1499 et seq., 1505 (2), 1508, 1510
monthly reports-----	317 (2 b, f, g)
movements of ships (<i>see also</i> Movements of ships)-----	317 (2 g)
supplies, suggestions in relation to-----	317 (2 d)
with Navy Department-----	317 (2 a)
course steered by-----	313
courtesies, interchange of, with foreign officials-----	336
court of inquiry, when convened by-----	1651
damages, serious, cause investigation of by court of inquiry-----	358
deserters, delivery or surrender of, notified-----	826 (2)
diplomatic and consular officers—	
authority in absence of-----	339
relations with-----	337
division commanders and ships, designate-----	324
duties of, discharged by senior officer present-----	416
economy of fleet and use of fuel, exact-----	347, 348
emulation, encourage spirit of-----	309 (11)
enforce laws and regulations-----	307 (8)
familiarity with command and station-----	302, 303
flag—	
display of, in battle-----	320
shifted before sending ship to yard-----	312 (2), 1557 (5)
flagships, selection of-----	312 (1)
fleet exercises—	
ashore, crew exercises-----	309 (8)
ashore, drill and target practice-----	309 (7)
at sea-----	309 (2)
boat-----	309 (9)
drill, extent of-----	309 (12)
in port-----	309 (3)
general-----	309 (4)
routine suspended for target practice-----	309 (5)
signals-----	309 (10)
target practice-----	309 (6, 7)
force, use of, when forbidden-----	342
foreign station, investigate charges against officers and men-----	359
foreign port, enforce respect for laws and customs by men ashore-----	346

COMMANDER-IN-CHIEF—Continued.	Art.
general court-martial—	
finding and sentence, to promulgate in general order.....	1796
may convene.....	1700 (1), A. G. N. 38
power to convene, restricted.....	1700 (2)
general duties.....	306-321
high seas, exercise authority of consul on, in relation to mariners.....	365
improvements, forward suggestions for.....	318
incapacitated.....	321
inspection—	
hospitals.....	308
ships.....	307
when and how made.....	306
instructions, furnish captains with.....	323
intercourse with foreigners.....	336-346
international law and treaty obligations—	
principles observed.....	335
violation of.....	341
leave of absence, vessels with fleet, regulate.....	316
mail—	
forwarding of.....	317 (1)
prescribe regulations for dispatch of.....	441 (1)
matter requiring action by, how submitted.....	1504 (3)
merchant vessels, convoy and protect.....	333
military forces, maintain concert of action with.....	326
money, requisition for supplies of, limited.....	353
neutrality, observe laws of.....	334
officers to or from hospitals, report transfer.....	364
passengers permitted on board, when.....	315
period of duty.....	300 (2)
personnel, duties regarding.....	359-366
plans, commanding officers of fleet to be furnished, before going into action.....	325
ports—	
long delays in, forbidden.....	311
ships to visit.....	310
provisions and stores, supplying ship on foreign station.....	350
public money and stores, accountable for disbursement and disposal.....	355
regulations for, to be examined by other officers.....	207 (2)
relation of, to flagship.....	366
relieved of command, when.....	320
relinquishing command.....	319
repairs—	
beyond capacity ship's force; approval of, required.....	917 (3 b)
emergency or limited in cost, authorized to make and report.....	919
foreign port, how made.....	352
reports—	
after battle or important service.....	331
made to.....	1508-1510
resources of naval stations in West Indies, at disposal of.....	1598
reward for apprehension of officer authorized by.....	824
routine, regulated by.....	305
self-preservation, right to act, when justified.....	342
ships at navy yard in charge of commandant.....	317 (4)
ship sailing for home, who sent in.....	363
sick, how sent home, precautions.....	361
signature, when required by law.....	1508

COMMANDER-IN-CHIEF—Continued.		Art.
staffs of, composition and rank.....	395, 396, 400	
stores required and on hand, require captains to report.....	349	
stores, supplies, or munitions, disposition of.....	354	
summary court-martial—		
approval, proceedings and sentence.....	1696 (1), A. G. N. 32	
mitigation, may exercise powers of.....	1696 (2)	
supplies and repairs, duty regarding.....	347-358	
supplies, repairs, and labor—		
cost of, how ascertained.....	351 (2)	
requisitions for.....	351 (1)	
target practice in foreign waters forbidden without permission.....	340 (3)	
territorial authority of foreign nations to be respected.....	340 (1)	
time signal made at 7 a. m.....	314	
title.....	300 (1)	
troops, protect health of, when embarked.....	332	
unhealthy stations, precautions.....	360	
war, duties in time of.....	322-335	
wrongs, duty when reporting.....	283	
COMMANDERS OF DIVISIONS AND SQUADRONS:		
battle or important service reported.....	331, 377	
designation of, and their flagships.....	324	
dispositions for battle not changed by, unless.....	327	
duties of. (<i>See</i> Flag officers.)		
general court-martial may convene, when.....	1700 (1), A. G. N. 38	
instructions furnished, in war.....	323	
not display divisional marks, when.....	154	
plan of battle furnished.....	325, 327	
prescribe regulations for dispatch of mail.....	441 (1)	
surveys, authority.....	1262 (1)	
COMMANDERS OF FLEETS, ETC., example set by.....		A. G. N. 1
COMMANDING OFFICER—S:		
abandoned ship, last to leave.....	465 (2)	
accidents, securing evidence of witnesses.....	1144	
accounts of men transferred or received.....	A. G. N. 20 (5, 6)	
acting appointment of petty officers indorsed by, when reenlisted.....	765 (2)	
acting singly—		
duty when.....	467, 468	
report.....	463	
act upon reports not necessary to refer to higher authority.....	260	
administration, etc., report.....	459 (1)	
allowance lists, report regarding.....	528	
alterations not made by, without approval of Department.....	917 (3 d)	
anchor buoys.....	510 (2)	
anchoring.....	510 (1), 512	
apartments of.....	284 (2), 285	
armament, test at first opportunity.....	430 (2)	
arrival of ships, report.....	173	
Articles for Government of Navy, to have posted.....	420 (3), A. G. N. 20 (10)	
assuming command of ship—		
fitting out.....	417	
in commission.....	423	
relieving another of command.....	424	
status of officer relieved.....	424 (4)	
when commissioned, responsibilities upon.....	419	
attention to be sounded previous to rendering honors, except.....	86	
authority and precedence.....	51, 52 (a)	

COMMANDING OFFICER—S—Continued.	Art.
battle—	
not retire from.....	492
plan of, furnished.....	325, 327
prepare for further service after.....	497
report after.....	331, 498
unable to continue, repair and return.....	496
billets for crew, issue.....	429 (1)
bill of health, procure.....	450
binnacle list, examine.....	480
board to audit accounts of ships' stores, etc., appoint.....	429 (4)
boats—	
competent person in charge, and national character evident.....	475
regulate use of.....	442
books, records, and returns concerning the crew, examine.....	550
cable slipped or lost.....	482
captured person, disposition of effects of, duty.....	547
captured vessel, taking possession of.....	494
certificates of death, disability, and pension, sign.....	545
chain cables, care of.....	525 (2)
chartering vessels.....	530
coal, weighing or measuring.....	522 (2)
coaling, bring vessel to highest efficiency for, and report, etc.....	432 (10)
collision—	
precautions to prevent.....	506
with merchant vessel.....	464
collision drill, exercise at.....	435 (5)
coming aboard—	
no pennant flying, ceremonies.....	97 (h)
pennant flying, ceremonies.....	97 (g)
commandant of navy yard or station, duty of, not interfered with.....	526
commissary, appoint officer to act as.....	429 (5)
commissary brunch, excuse from duty.....	432 (12, 13)
compasses, keep informed of error of.....	513
complaints and appeals from acts of executive, made to.....	53 (9, 10)
complement of ship, not exceed.....	540
conduct classes, rules for, established by.....	838 (8)
consul, when to exercise power of.....	556
course steered by.....	507
correspondence.....	1504, 1513
crew—	
care of.....	433
health of, etc.....	A. G. N. 20 (8)
inferior, report.....	420
instruct and exercise.....	432 (4)
receive and consider requests of.....	536
cruel or unusual treatment of prisoners not allowed by.....	272 (1)
customs examinations—	
by United States officer facilitated.....	473 (1)
by foreign official not permitted.....	473 (2)
damages, investigate and report.....	460, 531
death, disability, or absence of, succession.....	44, 52 (a, b)
death certificates, sign.....	545
death of, funeral ceremonies.....	186 (b), 194
deaths, report.....	544 (2)

COMMANDING OFFICER—S—Continued.

	Art.
deaths and desertions to be entered on ship's books.....	544 (1), A. G. N. 20 (3)
death or disability, to require reports of.....	1143
deceased persons—	
effects of, duty regarding.....	544 (3-8)
property of, to be secured.....	A. G. N. 20 (4)
deck, absent from, executive to direct officer-of-the-deck when.....	566
defects, report.....	422, 459 (2), 1560
delegate power, not authorized to, except.....	53 (6)
descriptions, verify.....	421
deserter, disposition of effects of, duty.....	546
deserters and stragglers reported by, before sailing.....	825
discharges, make, in accordance with instructions, and prevent delay.....	543
disease, destroy personal effects of officers and crew to prevent spread of.....	548
disposal of refuse.....	469
distressed seamen, receive on board.....	539
division officers assigned to stations by.....	671 (1)
divisions, organize.....	432 (2)
docking and undocking, duties.....	1562
draft of ship, require, to be taken.....	503
drills and exercises, comply with instructions concerning.....	432 (7, 8)
economy in expenditure, require.....	518
enemy striking flag, duty.....	493
engagement possible, ready for battle.....	489
engineering department, assign officers to watch duty in.....	447
engineering duty, dates of detail and relief; reported by.....	861 (2)
engineer officers' duties arranged by.....	886 (1)
enlistment record approved by.....	768
equipment and supplies, inventory taken annually.....	525 (3-6)
equipment, defects in, report.....	422
evolutions and exercise, superintend.....	431
expedition sent from ship.....	466
fire, precautions against.....	438
fires for cooking, extinguish at tattoo, unless.....	437 (1)
fires lighted or hauled only by permission of.....	877
fitness of officers, report on.....	553
fleet or squadron—	
explain cause of separation from.....	458 (1)
give notice of danger when in.....	457
make signal to immediate superior only, when in.....	455
not engage without orders when in.....	491
perform no independent movement when in.....	456
foreigners, general duties in relation to.....	500
foreign official, refused assistance by, report.....	502
foreign vessels, assist.....	501
full honors, not desired, how wishes made known.....	91
funeral ceremonies.....	186 (b), 194
general court-martial—	
inform convening authority, when officer is placed on other duty.....	1703 (1)
provost marshal, guard, and orderlies, to detail.....	1720
general duties.....	449-485
general orders, cause to be read.....	427
general quarters, exercise at.....	432 (3)
going out of commission, duties.....	485
heads of departments (<i>see also</i> Heads of departments)—	
detail officers as.....	525 (7)
right to communicate with.....	54

COMMANDING OFFICER—S—Continued.

Art.

heads of departments and officers senior to executive to report direct to, except-----	53 (4)
helmsmen, require seamen to become expert-----	432 (6)
high explosives removed on arrival at navy yard-----	483
hydrographic information, report-----	514
important information, communicate-----	490
inspection, acting singly-----	468
inspection of provisions, to require-----	1220, A. G. N. 20 (7)
instruction—	
midshipmen-----	552 (7-10)
officers-----	552 (1. 6)
Instructions in Regard to Intelligence Duty, observe-----	249
instructions to be furnished, in time of war-----	323
intelligence reports, observe instructions in regard to-----	470
iron and steel ships, enforce regulations for care of-----	434
leave of absence, authorized to grant temporary-----	53 (4)
leaving or returning to ship, ceremonies-----	83
letters forwarded through, when-----	1513 (1)
liberty and monthly money lists, cause to be prepared-----	535
lights, rules governing use of-----	437 (2-12), 438 (10, 11)
list of officers, men, and passengers before sailing-----	549, A. G. N. 20 (2)
log book, changes in, duty regarding-----	478 (2)
log books, electrical journal, expenditure book, duty regarding-----	478
lookouts, station-----	504
loss of the ship-----	465
machinery, boats, battery, etc., condition of, examine into-----	422 (2)
magazines, care of, and precautionary measures observed-----	439
mail clerks, prescribe rules regulating duties of-----	441 (1)
marriage on board, duty regarding-----	477
materials for preservation of ships, require to be kept on hand-----	529
medical journal, inspect-----	479
medical officers, may require, to render aid to persons not in Navy-----	476
men received, entry in ship's books-----	1364, A. G. N. 20 (1)
merchant seamen—	
complaints of, duty regarding-----	538
not receive on board as prisoners-----	537
midshipman—	
detail, as assistant navigator-----	447 (3)
not detailed as aid-----	41
misconduct, investigate reports of-----	258, 273
money, supplies of-----	523
motions of flagship, follow-----	454
movements of ship, telegraph-----	449
mixed detachments-----	1494
navigation, duties regarding-----	503-517
night-order book—	
entries in-----	508
keep-----	453
offenses, investigate-----	534 (1)
officer absent when ship about to sail, report-----	551
officer-of-the-deck—	
consult-----	653 (8)
make reports, etc., to-----	653 (9)
officers' quarters, preserve quiet in, after 10 o'clock-----	437 (7)
officers' watches, regulate-----	446

COMMANDING OFFICER—S—Continued.

	Art.
official acts, responsible for.....	337 (3)
official information, seek.....	471
ordered to ship—	
going into commission.....	418
not in commission.....	417
orders affecting movements of ship sent through commandant.....	1557 (5 b)
orders and communications, deliver.....	555
order for illegal or unauthorized payments to be in writing.....	1299
orders, instructions, and private signals furnished, by commander-in-chief....	486
orders issued through executive officer.....	428, 560 (2)
pacific relations doubtful, ready for battle.....	488
pass books and seals.....	1564 (1, 2)
passenger, subject to orders of flag officer when embarked as.....	45
passengers on board, when permit.....	451
passing close aboard with pennant flying, ceremonies.....	97 (f)
passing in boat, ceremonies.....	90
paying off, duty regarding.....	542
paymaster, not required to act as.....	484
payment, final, of crew; to attend or, etc.....	A. G. N. 20 (9)
pay officer under arrest or suspension, duty.....	269
personal reports.....	461
personnel, duties regarding.....	532
persons who may be sent to United States.....	532
petty officers—	
encourage and instruct, in duty.....	432 (5)
may be appointed by.....	773 (1)
special reports on.....	554
plot ship under ordinary circumstances.....	509
plans furnished to, before commission of ship.....	1556 (4)
port not designated, report cause for entering.....	458 (2)
prepare ship and crew for service.....	432 (1)
prisoners of war, treatment of.....	495
prisoners to be released by, at expiration of sentence.....	272 (2)
protection of commerce by.....	345
public moneys and stores disbursed under orders of, responsibility.....	1300 (1)
punishments—	
army troops on board for passage, authority.....	1543
keep record of.....	534 (2)
punishments authorized, commissioned, warrant, or petty officer.....	A. G. N. 24
purchases, supervision.....	1216
quarantine flag hoisted, contagious disease on board.....	1536 (1)
quarters for inspection, when.....	444
rank marks on boat and flag staff.....	157, 158
receiving ship, not succeed to command of shore station.....	1550 (2)
recruits, inspect.....	541
regulations for, to be examined by other officers.....	207 (2)
relation of executive to.....	53 (6)
relieving another of command.....	424
repairs—	
cause to be made by ship's mechanics.....	527
required to be ready at all times to report.....	917 (5)
special.....	1254, 1255 (2)
weekly report of; sent to, by commandant.....	922 (3)
repairs or alterations, reports to department when unable to make.....	917 (1)
report of inspecting board, furnished to.....	1556 (3)

COMMANDING OFFICER—S—Continued.

Art.

requisitions—	
approved by.....	522 (1)
submitted by, in anticipation of needed repairs.....	917 (5)
requisitions and other papers submitted by, to senior officer.....	521
rescue persons overboard.....	443
responsible for acts, and must report.....	452
right of officers to communicate with.....	53 (10)
rockets and powder for signal purposes, designate number and amount.....	481
rules and routine, orders of, governed by law, etc.....	426
running and anchor lights, keep in order.....	505
safe and keys of storerooms when taken possession of by.....	1047
sailing directions, duty regarding.....	515
salutes, return.....	141 (1)
search of ships never permitted.....	474
separated from commander-in-chief, report to senior officer.....	374
ship—	
qualities of, report.....	462
lost or grounded, court of inquiry to call for official report.....	1674
signal and tactical books.....	472
smoking, designate parts of ship where allowed.....	440
smooth signal record book signed by, daily.....	389 (5)
soundings, when taken.....	511
spare articles not landed.....	524
station and exercise crew before sailing.....	430 (1)
station in battle.....	487
status of captain relieved.....	424 (4)
steam log, duty regarding.....	478 (3)
stores and spare articles, examined.....	525 (1)
stores required and on hand reported.....	349
succession to command in case of absence or disability.....	557
summary court-martial—	
authenticate transcript with signature.....	1698(2)
notified of meeting and adjournment.....	1678(6)
orderly for.....	1679
supplies—	
disposing of.....	520
sealed and invoiced to storekeeper, responsibility.....	1164 (2)
supplies and repairs, duties regarding.....	518
surveying officer for pay department, appointed by.....	1265
surveys—	
necessity reported.....	1251
shall make.....	516
suspected dangers, report.....	517
suspension, may release officer from, temporarily, in emergency.....	264
temporary, authority.....	557 (2, 3), A. G. N. 25
transferred to another command, may take servants.....	425
travel, orders involving, must be in writing.....	238
trial, duty in cases requiring.....	261
turrets and guns, care of.....	436
unhealthy stations, precautions.....	533
useful information to be made known to the crew.....	429(3)
valves, work once a week.....	435(6)
visiting another ship, ceremonies.....	84
visiting vessels officially, ceremonies.....	91(2)
visits of ceremony.....	168 et seq.

COMMANDING OFFICER—S—Continued.	Art.
war, duties in time of	486-499
watch, quarter, bills, etc., instructions concerning	429 (2), 448, 868 (1)
water, allowance of, shall not limit	519
water-tight doors, instructions concerning	435
women, not allow, to reside on or take passage in ships	250
COMMANDING OFFICER, MARINES:	
afoat—	
absentees at quarters reported	1480
arms, accouterments, and clothing, care of	1477, 1478, 1490
authority, not independent	1474
cleanliness, efficiency, etc., responsibility	1476
clothing and small stores, to certify to needs	1471 (2)
conduct and liberty, reported	1489
correspondence enlisted men forwarded through	1496, 1500 (7)
deceased marines, or absentees, property of, collected and preserved (<i>see also</i> Personal property; Effects)	1477 (1)
men landed for drills, command	1493
mixed detachments, command	1494
muster roll, clothing, and other accounts, kept by	1490
offenses investigated, to be present	1488
ordnance in possession reported	1477 (2, 3)
pay, deposits by enlisted men	1414 (9 f, g)
pay roll vouchers and credits	1083 (6)
punishment or restriction, not assigned by	1474
reports and inspections, daily	1479
reports forwarded through commanding officer	1476
reports to adjutant and inspector, quarterly	1476
sentinels, supervision over	1483
vacancies in detachment, how filled	1487
on shore—	
arrival to command, reported	1456
clothing issued, witnessed	1457 (3)
complement of ships when supplied	1455
councils of administration, convened by; duties	1464
countersign issued by	1435
credits authorized at post exchange to enlisted men	1465 (5)
detachment on shore	1430 et seq.
details to other duties, periods	1444
drills for noncommissioned officers	1436 (2)
duties—	
assisted by officers serving with detachment	1458
regarding applications for discharge	1420
when acting as post quartermaster	1457 (2)
exercises, pulling boats, target practice, etc.	1437
inspections, sanitary	1440
inspections and parades, weekly	1438
instruction given command, to consist of	1436
liberty granted by	1448
muster roll, monthly	1452 (1)
officer-of-the-day—	
detailed by	1459
duties	1460
orders and circulars published and filed	1442
pay, enlisted men, under direction of	1414 (5)
pay and deposits of enlisted men	1414 (9)

COMMANDING OFFICER, MARINES—Continued. on shore—continued.	Art.
pay roll vouchers and credits.....	1083 (6)
police and government in barracks.....	1432
post treasurer and librarian appointed by; duties.....	1465
promotions recommended to commandant of station.....	1445 (3)
property, reported quarterly.....	1395, 1452 (2)
punishments—	
register kept.....	1451
within his authority to inflict.....	1450
recruiting officer of his command.....	1417
regulations A. G. N., police, etc., read monthly to detachment.....	1443
reports made to adjutant and inspector via commandant of station....	1437 (3)
reports regarding force, punishments, deserters, etc., daily.....	1433
responsible for discipline and efficiency.....	1431
selection of men for sea service.....	1453, 1454, 1470 (a)
sentinels posted.....	1434
shall assign in barracks an "orderly room".....	1441
shall send to place of embarkation detachment for ship.....	1470 (a)
uniform of the day, designated by.....	1461 (2)
COMMANDING OFFICER, SHORE STATION :	
not empowered to order court of inquiry.....	1643 (1)
other than working yards, regulations governing.....	1565
COMMERCE AND LABOR, DEPARTMENT OF :	
regulations governing compensation for injuries sustained in line of duty issued by.....	1584 (2)
officers to report to head of, when.....	50
COMMERCIAL AGENT, reception of.....	66
COMMISSARY OFFICER :	
acting.....	1457
persons in service of general mess shall not receive extra money from.....	1040 (7)
senior pay officer, when to act as.....	1040 (4)
supervise and control ship's store, and make monthly report.....	433 (14)
COMMISSARY STEWARD :	
duties of.....	1040 (5)
excused from drill.....	432 (12)
marketing, daily; done by.....	1040 (5)
pay division, belongs to.....	1039 (1)
senior pay officer may have charge of.....	1040 (4)
COMMISSION. (See also Fitting out; Going into commission; Going out of com- mission, etc.)	
enlistment terminates on acceptance of.....	783 (3)
officer's title shown in.....	17 (2)
order of rank shown in, or in absence of.....	18 (6)
relative rank and precedence of officers of Army, Navy, and Marine Corps according to dates of.....	25 (3)
COMMISSION, SHIP GOING INTO. (See Going into commission, etc.)	
COMMISSION, SHIP IN, distinctive marks of.....	145 (1)
COMMISSIONED OFFICER :	
appointment of petty officer to be signed by, as witness.....	743 (4)
definition of, as used in A. G. N.....	page 482
funeral ceremonies.....	186 (c)
punishment of, by captain.....	A. G. N. 24
visiting ship, officer-of-the-deck to attend, at gangway.....	101, 660 (3)
COMMISSIONED WARRANT OFFICERS. (See Warrant officers, commissioned.)	
COMMISSIONS on purchases not allowed for.....	1171 (2)
COMMISSIONS OR INQUIRIES, expenses.....	1294

	Art.
COMMODORE, salute.....	67 (1 d)
COMMUNICATIONS. (<i>See also</i> Correspondence.)	
foreign officials, to be through diplomatic or consular representative.....	338
personal, to Secretary, concerning duty, forbidden.....	232 (2)
petitions, memorials, etc., to Congress, must pass through Department.....	225
right of, at proper times and places, not to be denied or restricted.....	53 (9, 10)
right of officer in charge of department.....	54
withheld only for good and sufficient reasons.....	555
COMMUTATION. (<i>See</i> Quarters, living; Rations.)	
COMMUTATION TICKETS, Secretary of Navy may purchase.....	1167 (2)
COMPANY FUND	1469
COMPARTMENTS :	
care and inspection of.....	712 (10), 928 (2, 4, 5)
executive to have supervision over.....	580
fuel, oil, care and inspection of.....	928 (4, 5)
COMPASS ERRORS :	
captain shall keep informed of, and report.....	513
watch officers and midshipmen required to determine.....	552 (4, 7)
COMPASSES, navigator's duties concerning.....	619
COMPASS OFFICE and Nautical Almanac.....	6 (1)
COMPASS RECORD AND REPORTS :	
navigator to prepare, etc.....	619 (1)
not to be delayed in forwarding.....	1510 (6)
COMPENSATION, injuries sustained by employees in line of duty.....	1584 (2)
COMPETENCY, witness, general court-martial, exception, recorded, etc.....	1752
COMPETITIVE DRILLS, results of, published.....	429 (3)
COMPLAINTS :	
combinations for purpose of making, forbidden.....	223
commanding officer shall make inquiry into.....	258
merchant seamen.....	538
misconduct, confined to facts.....	250
COMPLAINTS AND APPEALS, made to commanding officer from acts of executive.....	53 (9)
COMPLEMENT, ships in reserve.....	1594 (1)
COMPOSITION, GENERAL COURT-MARTIAL. (<i>See</i> General court-martial.)	
COMPTROLLER OF TREASURY :	
accounts, rules governing, prescribed by.....	1341
applications to, for decisions, how forwarded.....	1042 (2)
COMPUTATION BOOK, official record of navigation duties.....	627
CONCEALED DISEASES, senior medical officer; duty of, regarding.....	947
CONCERT OF ACTION with military force.....	326
CONDEMNED ARTICLES, sending home of, from foreign station.....	356
CONDEMNED BY MEDICAL SURVEY, transfer for discharge not recommended (<i>see also</i> Medical Surveys).....	1249
CONDEMNED SUPPLIES. (<i>See</i> Stores and supplies, condemned; Sales.)	
CONDENSERS :	
engineer officers of ship and yard to examine.....	893 (5)
examination, semiannual; reasons for omission of stated.....	899 (1)
soda used in, when water shows acid conditions.....	901 (2)
tubes leaking, steps to be taken.....	899 (2)
tubes of, examined once in six months and kept clean.....	899
CONDITION OF THE SHIP :	
executive shall report to commanding officer.....	576
warrant officers report to executive.....	571

	Art.
CONDUCT, IMPROPER :	
master-at-arms to prevent-----	735 (6)
on shore, men may be deprived of liberty for-----	840 (1)
CONDUCT BOOK, entries in, by whom kept and where forwarded-----	841
CONDUCT CLASSES :	
crew assigned to, by the captain-----	838 (2)
first-class men, indulgence and privileges for-----	838 (9)
information concerning, published-----	429 (3)
list of, published each month by captain-----	838 (4)
privileges and restrictions, rules defining, established by captain-----	838 (8)
qualifications for first class-----	838 (6)
qualifications for second, third, and fourth classes-----	838 (7)
special first class, offenses debarring from-----	838 (10)
CONDUCT RECORD :	
continuous-service certificate, noted on-----	763 (2)
discharge shall contain-----	808 (1)
summary court-martial—	
accused, may be received-----	1690 (3), 1691 (1)
convening authority in case of bad-conduct discharge to spread on record-----	1696 (5)
CONDUCT REPORT :	
division officers shall make quarterly-----	680 (1)
hospital ticket, to accompany-----	795 (2)
posted-----	429 (3)
CONDUITS :	
branch pipes from, to magazines and shell rooms kept disconnected when latter not in use-----	435 (4)
care of-----	438 (14)
kept open during battle-----	435 (3)
CONFINEMENT :	
accused in, awaiting trial-----	261, 262 (2)
entire discharge from, final bar to further proceedings-----	280
general court-martial. (See General court-martial, confinement.)	
intoxicated men not to be placed in, when-----	276 (2)
places of-----	275, 276 (1)
prisoners awaiting trial, not protracted-----	271
release from-----	272 (2)
sentences involving, to include hard labor-----	1782 (4)
solitary—	
regulations observed in sentence of-----	1784 (3)
remission or mitigation-----	1695 (2)
sentence summary court-martial, how worded-----	1693 (1)
term of, when takes effect-----	1784 (2)
punishment of, by summary court-martial on bread and water-----	1693 (4)
unnecessary, during arrest or suspension-----	268
CONFINEMENT IN IRONS on board naval transports-----	1543
CONFIRMATIONS BY LETTER, messages telephoned or telegraphed. 1507 (3), 1525 (8)	
CONFLICTING INSTRUCTIONS-----	221 (2)
CONGRESS, communications to, from officers, must pass through Department-----	225
CONNING TOWER, navigator responsible for care and good order of-----	616
CONSTITUTION, general court-martial-----	1760 et seq.
CONSTRUCTION, BOARD ON-----	1641
CONSTRUCTION AND REPAIR, BUREAU OF :	
duties of-----	7 (2, 3), 8, 15, 16
establishment of-----	3 (1)
title of chief-----	24 (2)

CONSTRUCTION OFFICER. (<i>See</i> Equipment and construction officer.)	Art.
CONSTRUCTORS. (<i>See</i> Naval constructors.)	
CONSULS:	
captain to exercise power of, when-----	556
commander-in-chief has authority of, when on high seas-----	365
crews of naval auxiliary vessels to be shipped and discharged before, and papers deposited with, except-----	32 (3)
deserters—	
captain to furnish report of, before sailing-----	825
descriptive lists of, sent to-----	821
reception of-----	66
CONSUL, VICE, reception of-----	66
CONSULAR AND DIPLOMATIC SERVICE, officers can not hold appointment in-----	243
CONSULAR COURT, conviction by, terminates service in Navy-----	800 (4)
CONSULAR OFFICIALS. (<i>See</i> Diplomatic and consular officials.)	
CONSUL-GENERAL:	
reception of-----	66
visits to-----	174 (b)
CONTAGIOUS DISEASE. (<i>See</i> Disease.)	
CONTEMPT OF COURT, general court-martial, power to punish for--	1713, A. G. N. 42
CONTEMPT toward superior officer-----	A. G. N. 8 (6)
CONTINUOUS-SERVICE CERTIFICATE:	
change of rating to be noted on-----	763 (2)
character of discharge indicated on-----	807 (3), 810 (1)
date of reenlistment indorsed on-----	748 (7)
delivered to owner on discharge-----	764
deposited with captain on shipboard-----	764
discharge exchanged for, on reenlistment-----	762 (1)
enlisted person serving under, may receive good-conduct medal-----	834 (1)
entries to be made on-----	763, 810 (3)
gunnery record of enlisted man entries on, at discharge-----	808 (3)
issued by Bureau of Navigation-----	763 (1)
preference given to men holding-----	754 (d)
professional and conduct records to be noted on-----	763 (2)
recommendation for reenlistment indorsed on-----	760 (1)
reenlistment may be refused to holder of-----	756 (5)
residence—	
not changed on, without authority-----	763 (5)
to be noted on-----	810 (3)
travel allowance or transportation noted on-----	810 (4)
unworthiness for reenlistment endorsed on-----	807 (4)
CONTINUOUS-SERVICE MEN:	
petty officers shall be selected if possible from-----	773 (7)
physically disqualified for reenlistment-----	761
reenlistment of—	
may be refused when-----	756 (5)
not recommended, noted on enlistment record-----	771 (5 e)
CONTINUOUS-SERVICE PAY:	
begins upon reenlistment-----	763 (1)
detention beyond expiration of enlistment (<i>see also</i> Pay, additional)-----	1073
enlisted men—	
Marine Corps-----	1083 (1, 2)
Navy-----	1134 (7)
Navy, reenlistment within four months-----	1072
reenlistments under Executive Order of November 27, 1906-----	1134 (7)
CONTRACT-BUILT SHIPS, allowances and outfits-----	1157

CONTRACTORS :	Art.
gratuities from, forbidden.....	228, 1031
supplies rejected, removed by.....	1176 (2, 3)
CONTRACTS. (<i>See also</i> Open purchases.)	
fulfilment within fiscal year.....	1184
payment shall not exceed value of performance.....	1167
proposals, rates regulated by commercial usage.....	1350 (3)
supplies, payments for.....	1167
supplies for Marine Corps.....	1410 (5)
supplies or services for Executive Departments.....	1166 et seq.
telephone service.....	1349
CONTRIBUTIONS, political purposes or for gifts, forbidden.....	227, 1582
CONVENING AUTHORITY. (<i>See</i> General court-martial; <i>also</i> summary court-martial.)	
CONVENING ORDER, recorder not named.....	1631
CONVEYANCE, important letters.....	1509
CONVICTIONS (<i>see also</i> General court-martial) consular court, service in Navy terminated by.....	800 (4)
CONVICTIONS, PREVIOUS. (<i>See</i> General court-martial; <i>also</i> Summary court-martial.)	
CONVOY AND PROTECTION (<i>see also</i> Transports; Convoy, Naval) merchant vessels.....	333
CONVOY DUTY, failing to perform.....	A. G. N. 8 (12)
CONVOY, NAVAL, of military expeditions.....	1546
CONVERSION of public moneys, defined.....	1307, 1311
COOKING, fires for, when extinguished.....	437 (1)
COOKING UTENSILS :	
commanding officer to inspect.....	433 (6)
executive shall make frequent inspections of.....	574 (1)
replaced when.....	1208 (9)
COOKS :	
age, first enlistment.....	757 (1)
certificates of qualification for.....	777 (2)
excused from drill.....	432 (12, 13)
marines ashore, duties.....	1469 (2 b)
marines, pay.....	1439 (3) 1469 (2 b)
officers', rated men, not petty officers.....	773 (4)
pay division, belong to.....	1039 (1)
senior pay officer may have charge of.....	1040 (4)
COOPERAGE, care of, vessels in reserve.....	1594 (10)
COPPERSMITHS, age, first enlistment.....	757 (1)
COPY, EXEMPLIFIED, court-martial record, who is entitled.....	1799
COPY OF SPECIFICATION, summary court-martial, accused to be furnished with.....	1681 (1), A. G. N. 43
CORPORALS, additional pay.....	1083 (b)
CORPS, members general court-martial, discretionary.....	1702 (2)
CORRECTION :	
clerical errors, on revision.....	1792 (2)
errors in specification, summary court-martial.....	1685 (1)
CORRESPONDENCE :	
acknowledgments.....	1499 (9), 1519 (1), 1525 (1)
addressed—	
to bureaus having authority over subjects.....	1500 (4), 1501
to President, when.....	1501 (4)

CORRESPONDENCE—Continued.	Art.
addresses—	
official title.....	1499 (14)
where placed.....	1499 (13)
affecting permanent establishments of regular naval stations.....	1500 (8)
allotments granted, with Auditor.....	1101 (3)
applications for leave. (<i>See</i> Leave of absence.)	
battle, reports, made to commanding officer.....	1517
between—	
commandants and bureaus.....	1506 (5)
Navy Department and other Executive Departments.....	1506 (2)
officers and men, commandant or staff, how forwarded.....	1496
subordinates of ships, yards, or stations.....	1513 (3)
cablegrams, telegrams, and wireless (<i>see also</i> Telegrams).....	1500 (3), 1525
change of duty, revocation or modification of orders.....	1501 (3)
commander-in-chief.....	317 (2)
commanding officer—	
communicate directly with Department, when.....	1504 (2)
copies, may retain.....	1515 (2)
compass, coal efficiency, etc., reports expedited.....	1510 (6)
courteous and free of personality.....	1506 (3)
data to be printed on face of envelopes.....	1523 (4)
different subjects covered by separate letters.....	1499 (12)
duplicates or triplicates by different conveyance.....	1509
duplicate reports, how endorsed.....	1510 (9)
efficiency or requirements of ship's departments.....	1513 (2)
enclosures—	
lettered and numbered.....	1499 (10)
tagged and marked.....	1499 (11)
endorsement, papers requiring no action.....	1514
endorsement slips.....	1502 (2), 1515 (1)
envelope, penalty.....	1523
erasures or interlineations.....	1499 (6)
fleet.....	1499 et seq.
folding and endorsements.....	1502
formula "By direction of the Secretary," when used.....	3 (9), 1506 (1)
forwarded irregularly—	
not treated as official.....	1503 (4)
when submitted to commanding officer.....	1507 (4)
forwarded to Secretary at end of cruise.....	485
"forwarded," when affixed.....	1514
forwarding stamp and endorsement.....	1503 (3)
general instructions.....	1498 et seq.
important messages, confirmation of.....	1507 (3), 1525 (8)
informal communications.....	1503 (2)
inspection reports by division commanders.....	1510 (8)
international, political, military, etc., information affecting forces of the Navy.....	1500 (3)
island possessions.....	1500 (5)
latitude and longitude at sea, stated.....	1499 (5)
letter heads, ships'.....	1499
letters of advice, when unnecessary.....	1504 (1)
letters numbered serially.....	1499 (15)
Marine Corps—	
headquarters.....	1500 (7, 8)
shore stations, how forwarded.....	1393, 1462
marine detachments on board ship.....	1496

CORRESPONDENCE—Continued.

Art.

navy yards—	
bureau letters when returned direct.....	1507 (6)
bureau may communicate direct.....	1507 (7)
forwarded irregularly, when submitted to commandant.....	1507 (4)
instructions.....	1507
new work, head of department communicate direct.....	1507 (3)
papers containing conflicting opinions referred to commandant.....	1507 (13)
papers "noted," or "copied and compiled with," etc.....	1507 (8)
papers should show channels through which forwarded.....	1507 (5)
papers which may not be forwarded through commandant.....	1507 (10, 11)
papers which must pass through commandant's office.....	1507 (9)
recorded and indexed in office of commandant.....	1507 (1)
repairs or work.....	1507 (11)
requiring no action by commandant.....	1507 (2)
officers serving abroad—	
express not used.....	1518 (2)
returns or packages, how forwarded.....	1518 (2)
officials addressed by title.....	1499 (14)
opened by officer in command.....	1510 (4)
operations, repairs, movements, force, etc., sent to Bureau Navigation.....	1500
orders and circulars; series, prescribed.....	1520, 1521, 1522
orders and instructions of commander-in-chief sent to Department.....	1516 (1)
orders involving travel, or transfer to other ships.....	1516 (2)
paged, and paragraphs numbered.....	1499 (7)
paper—	
one side only written on; margins, etc.....	1499 (1)
sheets, how fastened together.....	1499 (2)
typewriter cap.....	1498 (2)
papers which should be transmitted to division commander.....	1510 (5)
pay officers with Treasury Department.....	1042
postage and penalty envelopes.....	1523
postage, foreign.....	1524
preparation and filing.....	1515
preservation.....	1512
press, forbidden, except by Department's permission.....	244
questions involving jurisdiction or conflict of authority.....	1506 (3), 1507 (13)
receiving ships, marine barracks, and naval hospitals.....	1507 (12)
referred for information of other bureaus.....	1519 (2)
relating to ship's duty and subordinate officers, how conducted.....	1513 (1)
reports when ship attached to fleet is at navy yard.....	1505 (2)
requests for repairs and alterations, copies sent commander-in-chief.....	1510 (10)
requiring action of commander-in-chief, forwarded to chief of staff.....	1504 (3)
requiring no action, noted.....	1510 (2)
restricted to particular ship or crew.....	1510 (1)
returns and reports.....	1518
returns, how forwarded from fleet.....	1510 (6), 1518
routine reports, fleet.....	1510 (7)
Samoa and Guam, transmitted through Secretary of the Interior.....	1500 (6)
senior engineer officer forward, through captain.....	883
sent through official channels unsealed.....	1503
separated from commander-in-chief.....	1504 (4, 5)
series, new, each calendar year.....	1499 (15)
ships at navy yards.....	1505 (1)
ships' movements, personnel, etc.....	1500 (3)

CORRESPONDENCE—Continued.	Art.
signature—	
absence of chief of bureau.....	1508 (4)
absence of Commandant, Marine Corps.....	1407
absence of commandant of station.....	1512
absence of commander-in-chief.....	1512
commanding officer, when actually required.....	1508
legible, with rank or rating.....	1490 (8)
summary court-martial records.....	1510 (3)
titles, when in temporary command.....	1512
transfer of, on change of command.....	424 (2)
translations when in foreign language.....	1511
within departmental bureaus, offices, boards, etc.....	1500 (8)
CORROSION, precaution against.....	931(1-3)
COTTON WASTE:	
oily from wiping, disposition of.....	909
stowage of.....	438 (5)
COUNCIL OF ADMINISTRATION, MARINES. (<i>See</i> Marine Corps.)	
COUNCIL OF WAR, chief of staff to record proceedings.....	387
COUNSEL, court of inquiry allowed (<i>see also</i> General court-martial; Summary court-martial).....	1658 (6)
COUNTERSIGN:	
at navy yard.....	1435, 1552 (2)
chief of staff to issue.....	388
COURSE:	
directed by—	
commander-in-chief.....	313
commanding officer.....	507, 508
officer-of-the-deck's duties in regard to changing.....	653 (10)
COURSES AND BEARINGS, standard compass, entered in log book.....	619 (4)
COURT. (<i>See</i> General court-martial; Summary court-martial.)	
COURT CLEARED, recorded how.....	1689
COURTESIES, interchange of, with foreigners.....	336
COURTESY, VISIT OF:	
officer joining ship, to make.....	172 (2)
with diplomatic and consular officers, etc.....	175
COURT-MARTIAL. (<i>See also</i> General court-martial; Summary court-martial.)	
discharge by sentence of.....	799 (b)
disrating restricted unless by sentence of.....	788
foreign jurisdiction, not to be held at place under.....	1736
line and staff officers take precedence according to rank.....	52 (b)
pardoning power, etc., not vested in, by law.....	1774 (3)
place of assembly, and sessions public.....	1734
prisoners under sentence of, disposition of accounts.....	793
required for bad-conduct discharge.....	805 (2)
sentence of—	
deprives enlisted man of good-conduct medal.....	834 (1)
required for disrating.....	781 (1)
time and place of assembly; where and how changed.....	1735
COURT-MARTIAL ORDERS, read and conspicuously posted.....	427
COURT OF INQUIRY:	
accuser present.....	1658 (5, 6)
authentication of proceedings.....	1668, A. G. N. 60
authority to convene, composition, power, etc.....	1650
challenge of member.....	1658(7)
complainant allowed to be present.....	1658 (5)

COURT OF INQUIRY—Continued.

Art.

composition	1652, A. G. N. 56
convened by whom	1651, 1700 (1), A. G. N. 55
copy proceedings not furnished parties	1664
defendant—	
appear in person, shall obey order to	1660 (2)
address court	1665
counsel, allowed	1658 (6)
criminate himself, need not	1663 (1)
cross-examine witnesses	1663 (2), A. G. N. 59
detention, not held in	1660 (1)
privileges	1663 (2)
relieved from other duty	1660 (1)
rights	1660 (2)
testify in his own behalf	1663 (1)
dissolution	1671
duty on, exempts from other duty except	1703 (1)
evidence—	
conclusions from, to be reported	1655
order in taking	1662
proceedings, use of as, before court-martial	A. G. N. 60
recording	1661 (3)
facts reported, defined	1655
findings	1655, 1667
foreign jurisdiction, not to be held at place under	1736
interpreter, employment of, and oath	1659
judge-advocate—	
duties	1657
recorder and prosecutor	1658 (5)
line and staff officers take precedence according to rank	52 (b)
loss or grounding of ship	1673, 1674
member—	
challenged	1658 (7)
number reduced, procedure	1653
rank and corps	1652
oaths—	
administered—	
by judge-advocate	1657 (b), 1659 (2)
by president	1656, 1661, A. G. N. 58
forms of	1659 (2), A. G. N. 58
judge advocate to administer to whom	1657, 1659, A. G. N. 58
objects and constitution	1649 et seq.
officers not empowered to order	1643 (1)
open or closed court, how decided	1658 (4)
opinion—	
not disclosed	1670
not expressed unless directed	1667
orderly detailed	1654
parties—	
address court, when	1665
introduced	1658 (3)
place and time to assemble	1658 (1)
power of	A. G. N. 57
precept and instructions read	1658 (2)
president—	
adjournment reported by	1703 (2)
duties	1656

COURT OF INQUIRY—Continued.	Art.
proceedings—	
authentication-----	1668
copies not furnished parties-----	1664
judge advocate, general court-martial, to examine-----	1725 (4), A. G. N. 60
read over, etc-----	1666
records, where forwarded-----	1672
reporter, employment of, and oath-----	1659
revision-----	1669
senior officer present, president to notify, in cases of adjournment-----	1703 (2)
serious accidents investigated by-----	358
testimony—	
conclusions from, noted-----	1655
order of taking-----	1662
recorded, how-----	1661 (3)
report and conclusions based upon-----	1655
witnesses—	
order of examination of-----	1661 (4)
sworn and cautioned-----	1661 (1, 2)
COURT ROOM, judge advocate, general court-martial, to provide, etc-----	1728
COWARDICE, NEGLIGENCE, OR DISAFFECTION, display of, in battle. A. G. N. 4 (13)	
CONSWAIN :	
discharge of man while serving as, of steam launch, etc-----	807 (5)
midshipmen detailed as, during tactical evolutions with steam launches-----	552 (9)
CREDIT FOR PROBATIONARY SERVICE-----	777 (3)
CREW :	
assist when ship is at yard for equipment-----	1560
billeting-----	429 (1)
books, records, and returns concerning, examined, etc., by captain-----	550
capacity for duty determined by executive-----	562
captain to receive and consider requests of-----	536
care of-----	433
clothing and effects of, destroyed to prevent spread of disease-----	548
condition of, details in connection with, carried out by executive-----	560 (3)
effects of absent or dead members held by master-at-arms-----	739 (1)
examined by senior medical officer after ship is in commission-----	935
exercise of—	
at fire stations, weekly-----	438 (17)
on shore-----	309 (8)
general duties of-----	746
gun, turret, etc., duties of executive, regarding-----	563 (6)
health of, etc., captain to take measures to preserve-----	307 (12), A. G. N. 20 (8)
inferior, captain to report-----	420
instruction—	
captain to cause, to be given-----	432 (4)
officer-of-the-deck to give-----	669
list of new members of, transmitted before sailing-----	549, A. G. N. 20 (2)
loss of clothing and bedding by-----	465 (7)
master-at-arms to prevent, leaving without authority-----	735 (1)
meal hours, shall not be disturbed during-----	433 (10)
moor and prepare equipment of ship turned in for repairs-----	1560
ordnance officer supervise training of, at battery, etc-----	639 (1)
paying off, captain to supervise-----	542, A. G. N. 20 (9)
preparation of, for service-----	432
receiving ship, separate books to be kept for-----	750 (2)
records concerning, executive shall have charge of-----	599 (1)

CREW—Continued.	Art.
repairs of ship, aid in-----	1563 (1)
salute by-----	93
saved from lost ships-----	465 (3, 4)
services for, executive to regulate charges for-----	597
ships' mechanics in shops of navy yard-----	1563 (2-5)
smoking aboard ship-----	440
stationed and exercised before sailing-----	430
summary of returns of, kept by chief of staff-----	383
taught use of small arms and be exercised in boats-----	432 (8)
transferred—	
to other vessels when ship goes to navy yard-----	1557 (5 a)
during extensive repairs-----	1558 (2)
wear regulation uniform only-----	433 (4)
CREWS, naval auxiliary, to be shipped and discharged before consuls and papers deposited, except-----	32 (3)
CRIME, persons charged with, sent to United States-----	532 (1 c)
CRUELTY-----	A. G. N. 8 (2)
CRUISERS:	
armored—	
color of paint for-----	933 (1)
who may command-----	35
auxiliary—	
color of paint for-----	933 (1)
who may command-----	35-40
protected—	
color of paint for-----	933 (1)
who may command-----	36
CRUISING SHIP:	
at navy yard, subject to commandant-----	1557 (2)
junior officers of the line, duties of, when attached to-----	689
officers of, serving on courts or boards at request of commandant-----	1557 (3)
CULPABLY INEFFICIENT in performance of duty-----	A. G. N. 8 (9)
CURRENT ENLISTMENT. (See Enlistment, current.)	
CUSTODIAN OF PUBLIC MONEY, failing to safeguard, guilty of embezzlement. 1302, 1303	
CUSTODY, prisoner, general court-martial, to whom belongs-----	1719
CUSTOMS AND RELIGION, foreign, respected-----	252
CUSTOMS EXAMINATION-----	473
CYLINDERS:	
care of-----	897
passage of water to, from leaking tubes must be prevented-----	899 (2)
warming of, by means of pass-over valves-----	899 (4)
DAILY ROUTINE AND ORDERS to be conspicuously posted-----	429 (3), 563 (8)
DAMAGED SUPPLIES AFLOAT. (See Stores and supplies.)	
DAMAGES:	
investigation of-----	531
serious—	
investigated by court of inquiry or board-----	358, 413
reported to commander-in-chief-----	460
DANGER:	
executive officer's duties in time of-----	506, 588
located-----	516, 517
navigator notify officer-of-the-deck if ship is running into-----	622 (3)
notice of, when in fleet or squadron-----	457
reported-----	461 (1 b)
signals-----	455

	Art.
DAY'S DUTY, manner of performing-----	446, 649 (2), 886, 888, 890 (1)
DEAD RECKONING for position of ship-----	552 (7)
DEATH:	
care and disposition of effects in case of-----	544 (3-7)
circumstances unnatural or suspicious; investigated-----	1644
commander-in-chief, succession to command-----	321
commanding officer, succession to command-----	44, 52 (a, b)
enlistment record—	
forwarded to Bureau of Navigation in case of-----	771 (11)
signed by captain-----	770
entries—	
conduct book, to be made in-----	841 (1)
enlistment record, to be made on-----	771 (7)
log book, to be made in-----	544 (1)
ship's books, commanding officer to have made in-----	A. G. N. 20 (3)
inquests-----	1644 et seq.
marine, after signing roll-----	1414 (6)
officer in charge of supplies, survey-----	1206 (3)
report of-----	544 (2), 1143, 1547 (3)
sentence of—	
concurrent in, how-----	A. G. N. 50
confirmation of-----	A. G. N. 53
ship sunk or destroyed, arrears in pay due enlisted man in case of-----	1341 (2)
DEATH CERTIFICATE, descriptive list on, signed by captain-----	545
DEATH GRATUITY, widow, etc., entitled to-----	1139 (1)
DEATH OR DETACHMENT of flag officer, personal staff cease duties unless-----	392
DEATH, RESIGNATION, OR REMOVAL of disbursing officer-----	1317 (f), 1318 (6)
DEATH OR DISABILITY, OFFICIAL REPORTS:	
evidence in claims for pension-----	1143
required-----	1143
DEATH PENALTY-----	1781
DEBTS. (See Indebtedness.)	
DECEASED MARINES, accounts on board ship. (See Accounts.)	
DECEASED MARINES OR ABSENTEES, property collected and preserved----	1477 (1)
DECEASED OFFICERS:	
beneficiaries entitled to six months' pay-----	1139 (1)
funeral expenses-----	1139 (2-5)
DECEASED PERSONS:	
accounts (see also Accounts)-----	544 (8) 1361 (2)
effects (see also Personal property; Sales)-----	544 (3-7), 739, 1290, 1361 (1), 1477 (1), A. G. N. 20 (4)
will transmitted to Auditor-----	1361 (2)
DECISIONS:	
board of investigation, absent member not voting unless-----	1628
general court-martial, recorded upon all charges and specifications-----	1769 (2)
on rank and command-----	52-54
summary court-martial, admissibility of evidence-----	1683 (2)
DECK-S:	
clearing lower, under direction of master-at-arms-----	741
executive officer take the, when-----	566, 570
junior officer in charge of-----	649 (3)
navigator to take charge of, when-----	635 (1)
officer-of-the-deck's general duties before taking, and while in charge of----	653
preservation of, of vessel in reserve-----	1594 (9)
washing, crew to go barefoot, when weather permits-----	666
DECK CLOCKS, navigator to care for-----	620 (2)

	Art.
DECK DUTY, chief boatswain or boatswain.....	698 (5)
DEFECTS OR DEFICIENCIES:	
commanding officer to report.....	422, 459 (2), 1560
executive officer to report.....	561 (3)
navigator to report.....	617
DEFENDANT:	
court of inquiry. (<i>See</i> Court of Inquiry.)	
cross-examine witnesses before court of inquiry.....	A. G. N. 59
DEFENSE.	
(<i>See</i> General court-martial; <i>also</i> Summary court-martial.)	
summary court-martial, accused allowed time to prepare.....	1681 (2)
“DELAY, WITHOUT,” signifies within forty-eight hours.....	218
DELIBERATIONS, GENERAL COURT-MARTIAL, conducted in closed court....	1758 (3)
DELIVERY:	
coal, executive officer's duties concerning.....	608 (2)
purchases abroad, accompanied by list of articles.....	1220 (4)
stores to a ship.....	1157 (10)
supplies, checking invoices on.....	1189
DEMURRAGE.....	1159 (2)
DEPARTMENT. (<i>See</i> Navy Department and Secretary of the Navy.)	
DEPARTMENT OF THE INTERIOR, correspondence conducted through, relating to Samoa and Guam.....	1500 (6)
DEPARTMENTS, HEADS OF. (<i>See</i> Heads of departments, ships; <i>also</i> Heads of departments, navy yards.)	
DEPOSIT FOR PRIVATE WORK, sum sufficient to cover expenses.....	926 (4)
DEPOSITS:	
deserters.....	1332, 1306 (3)
enlisted men, accounts.....	1370
marines. (<i>See</i> Moneys, Marine Corps.)	
public sales (<i>see also</i> Sales)—	
bids accompanied with.....	1284 (a), 1288 (2, 4)
cash and certified checks.....	1284 (b, c)
proceeds.....	1285 (3), 1288 (2, 4), 1289
refundment.....	1285 (3)
verified by board.....	1285 (2)
when forfeited.....	1284 (a)
DEPOSITS AND CHECKS. (<i>See</i> Moneys.)	
DEPRIVATION OF LIBERTY, summary court-martial, sentence illegal unless....	1693 (2)
DESCRIPTIONS, captain to verify.....	421
DESCRIPTIVE LIST:	
copies of, to be kept by executive officers of receiving ships.....	750 (1)
deserter—	
civil authorities furnished with, when searching for.....	821
sent to receiving ships and naval stations.....	806, 825
discharge shall contain.....	808 (1)
forwarded to Bureau of Navigation on retirement.....	842 (2)
men for reenlistment must answer to.....	760 (1)
prepared by medical officer making examination of recruit.....	998 (1)
retired enlisted men to forward monthly with pay vouchers.....	842 (5)
verified by senior medical officer.....	935
DESERTER-S:	
accounts (<i>see also</i> Accounts, deserters).....	806, 818, 820, 1290 (2), 1366
apprehension—	
expenses.....	818, 820, 1353, 1366 (4, 5), 1403, 1421 (2)
money paid, an authorized overpayment, shown on public bill.....	1353
rewards.....	818, 1353

DESERTER—S—Continued.	Art.
captain to forward information regarding, before sailing-----	825
charged with crime, extradition of-----	827 (1)
deposits not credited, when-----	1366 (3)
deposit record book forwarded with account-----	1366 (3)
descriptive list of, forwarded where-----	806, 825
effects, sale of-----	546 (2), 739 (4), 1290, 1361 (1), 1366 (3)
enlistment of, forbidden-----	756 (2), A. G. N. (19)
force not to be used for recovery of, where-----	827 (2)
Marine Corps—	
reported by commanding officer on shore-----	1433
staff returns-----	1421
money security for return, forfeited-----	1332
notification of delivery or surrender of-----	826 (2)
papers of, where forwarded-----	806
pay—	
allotment—	
recapture, continues-----	1094 (6)
stopped-----	1094 (4)
when renewed-----	1101 (1)
forfeiture by sentence of court-martial (<i>see also</i> Forfeiture)-----	1782 (6)
surrender or return to ship-----	1366 (4)
penalties for enticing, aiding, harboring, or concealing-----	830
receiving or entertaining-----	A. G. N. 8 (22)
subsistence, surrender or return to ship-----	1366 (4)
taking refuge on foreign ships of war-----	828
transferred to receiving ship from other than the vessel to which they be- long-----	826 (1)
wages due, forfeited-----	1361 (1)
“DESERTERS’ ROLL”-----	806, 1353, 1366
DESERTION:	
between signing roll and receipt of money-----	1414 (6)
charged unless person unavoidably separated from ship joins nearest com- mand-----	815 (4)
checkage of rewards paid not part of punishment for-----	822
citizenship, forfeits rights of-----	829
civil authorities aiding in case of, to be furnished with descriptive list-----	821
commanding officer of receiving ship to guard against-----	749 (2)
commanding officer to have entered on ship’s books-----	A. G. N. 20 (3)
dates from what time-----	815 (6)
descriptive list—	
nearest naval station, sent to; in case of-----	825
receiving ships, sent to; in case of-----	806
duty or station in battle-----	A. G. N. 4 (14)
enlistment record—	
forwarded to Bureau of Navigation upon, with proper entries-----	771 (11), 806
signed by captain upon-----	770
entries—	
conduct book, to be made in-----	841 (1)
enlistment record, to be made on-----	771 (6)
failure to report reason for absence without leave regarded as-----	815 (3)
general court-martial sentence for, includes what-----	1782 (6)
mark to indicate, on ship’s books-----	823
notice of, to be sent to next of kin and mayor of town-----	817
offer of reward for, statements to be made in-----	819
officer who has tendered resignation-----	A. G. N. 10

DESERTION—Continued.	Art.
officers shall check and apprehend those guilty of	814
overstaying leave, ship about to sail, regarded as	815 (4)
peace, in time of	A. G. N. 8 (21), A. G. N. 62
proof necessary to establish	1726
reward authorized in case of	818
straggling regarded as, after ten days	815 (2)
war, in time of, etc	A. G. N. 4 (6)
DESERTION OF TRUST in time of war, etc	A. G. N. 4 (7)
DESIGNS OF NEW VESSELS	15, 16
DESTITUTE AMERICAN SEAMEN, supplies issued to	1378 (2)
DESTRUCTION OF ORDERS to prevent capture	330
DESTRUCTION OF PUBLIC PROPERTY, not preventing	A. G. N. 8 (10)
DETACHED DUTY, boat service is not	239
DETACHED SERVICE, duties and title of officer on, commanding squadron or division	369 (4)
DETACHMENT:	
end of cruise, duties before	613, 632, 648 (1), 865 (2)
marines on shore. (<i>See</i> Marine Corps, Marine detachment on shore.)	
marines afloat. (<i>See</i> Marine Corps, Marine detachment afloat.)	
general court-martial, does not relieve from duty on	1716 (3)
officer in charge of supplies and equipage	1206
ordnance officer to make inspection before	648 (2)
DETACHMENT, MIXED, seamen and marines, command	1494
DETACHMENT OR DEATH of flag officer, personal staff cease duties unless	392
DETAIL:	
closing doors in case of fire	435 (4)
executive officer, by Department	558 (1)
general court-martial, trial medical, pay, or marine officer	1701 (2)
heads of departments	525 (7)
how made	232 (3)
hospital corps, how made	1033 (4)
line officers for duty as engineer officers	447 (1,2), 861 (1)
midshipman as assistant navigator	447 (3)
navigator by Department	615 (1)
Nurse Corps	1033 (6)
DETENTION beyond expiration of enlistment	1073 (1)
DEVIATIONS:	
commanding officer to report	513
navigator shall prepare table of	619 (3)
DIET TABLES, prepared by Bureau of Medicine and Surgery for hospitals	1013
DIPLOMATIC AND CONSULAR OFFICIALS:	
absent, commander in chief authorized to act	339
consulted in case of violation of international law and treaty rights	341
death of, funeral ceremonies	201
distinctive marks in boat	161 (1,3)
notified of arrival of ship in port	174 (c)
officers can not hold appointment as	243
relations with	337
visits between naval officers and	174
DIPPING ENSIGNS	125, 105
DIRECTIONS, SAILING	515
DISABILITY:	
commanding officer, succession to command	44, 52 (a, b), 557
executive officer, upon whom duties devolve	558 (2)
flag officer, succession to command	42

DISABILITY—Continued.	Art.
line of duty, incurred in, discharge on account of-----	803 (3)
navigator, upon whom duties devolve-----	615 (2)
official reports of-----	1143
ordnance officer, upon whom duties devolve-----	639 (2)
DISABILITY CERTIFICATE, descriptive list on, signed by captain-----	545
DISABLED SHIPS, assistance not rendered during battle without permission-----	492
DISAPPROVAL, general court-martial, grounds for, to be made known-----	1797
DISBURSING OFFICERS. (<i>See also</i> Pay officers.)	
accountability begins on receipt of funds-----	1301
accounts—	
inspections-----	1379 (6)
kept separate under every bond-----	1345
approval of superior before expending money-----	1297
balance funds in hand to be explained-----	1328
check—	
object for which drawn shown by-----	1317 (g), 1318
outstanding three years-----	1317 (d)
payment by, receipt not required-----	1293, 1337 (2)
commissions or inquiries, payment of expenses prohibited, until-----	1294
death, resignation, or removal, payment of outstanding checks--- 1317 (f), 1318 (6)	
distinct accounts rendered of application of public money-----	1291
drafts outstanding three or more years-----	1317
failure to deposit public moneys, penalties-----	1309, 1310, 1311
funds—	
exchange in grade or denomination-----	1305
requisitions upon Treasury to state amount of balances-----	1328
transfer between appropriations prohibited-----	1292
Marine Corps, accounts inspected-----	1408 (3)
public money deposited and checked against-----	1308
requisition for funds for payment of salaries or labor-----	1328
Secretary of Treasury advised when not acting-----	1317 e)
signatures, verified, furnished depository-----	1318 (7)
unlawfully depositing, converting, loaning, or transferring public money-----	1311
DISBURSEMENTS :	
public moneys—	
authority-----	1297
drafts-----	1317
exchange in grade or denomination-----	1305
extra compensation, when authorized-----	1050
indebtedness presupposed by-----	1300 (2)
public moneys or stores, pursuant to order of commanding officer-----	1300
DISCHARGE. (<i>See also</i> Dismissal.)	
application for, transmitted to chief of staff-----	382
appointments must be delivered to their owners on-----	782
apprentice seamen, for cause other than expiration of enlistment-----	860
bad conduct—	
carried into effect, when-----	1697 (2)
continuous-service certificate; cause for, indorsed on-----	807 (3)
convening authority, in case of, to spread conduct record on proceed- ings-----	1696 (5)
court-martial, sentence of, required for-----	805 (2)
form used and endorsements required-----	805 (3)
sentence of—	
men under, may be transferred-----	1697 (2)
when inappropriate-----	1693 (9)

DISCHARGE—Continued.	Art.
bar to further proceedings, in case of arrest or punishment.....	280
before expiration of term of enlistment, character, etc.....	797 (2), 804 (b)
captain to avoid unnecessary delay.....	543 (2)
care in making out.....	543 (1)
causes for, prior to close of enlistment.....	797 (2)
character of, indicated on continuous-service certificate.....	807 (3), 810 (1, 2)
continuous-service certificate, exchanged for.....	762, 763 (1)
continuous-service men—	
“not recommended for reenlistment” endorsed on.....	771 (5 e)
physical disqualification for reenlistment, endorsed on.....	761
detail carrying increased pay, fact noted on.....	807 (5)
disability—	
line of duty, incurred in.....	803 (3)
medical survey, recommendation of, required for.....	1017 (1)
dishonorable—	
desertion, sentence in case of, should include.....	1782 (6)
form used and endorsements required.....	805 (3)
marines—	
clothing allowance, settlement of, in case of.....	1783 (2, 3)
issues of clothing, etc., to, under sentence of.....	1783 (4)
sentence of, etc., instructions concerning.....	1783 (1)
sentence of, expressed how.....	1782 (4)
sentence of general court-martial required for.....	805 (1)
enlistment—	
before expiration of, character of, etc.....	797 (2), 804 (b)
during first six months of first.....	797 (3)
expiration of, in hospital, to receive.....	792 (7)
enlistment record—	
captain to sign, upon.....	770
forwarded to Bureau of Navigation upon.....	771 (11);
gunnery record shown on, at.....	771 (5 f)
reenlistment, recommendation regarding, shown on.....	771 (5 e)
special service or experience noted on.....	771 (5 b)
entitled to, when.....	797 (1)
entries—	
conduct book, to be made in.....	841 (1)
continuous-service certificate, to be made in.....	810 (2, 3)
enlistment record, to be made on.....	771 (5 a, g)
gunnery record, to be made on.....	808 (3)
log, to be made in, at.....	813
made on.....	808 (1)
expiration of enlistment, before, character of, etc.....	797 (2), 804 (b)
expiration of enlistment in hospital, to receive.....	792 (7)
first enlistment, during first six months of.....	797 (3)
form of, not holding continuous-service certificate.....	807 (1)
given prior to close of term of enlistment only by special order in certain cases.....	797 (2)
honorable—	
date of reenlistment endorsed on.....	748 (7)
endorsed with recommendation for reenlistment.....	760 (1)
entitles person to home on receiving ship for four months.....	837 (1)
exchanged for continuous-service certificate.....	762
gratuity and continuous-service pay.....	1072
ordinary discharge form may be used for.....	800
persons entitled to.....	803

DISCHARGE—Continued.	Art.
honorable—continued.	
preference given—	
appointment to civil office.....	1583
appointment of warrant officers.....	1608
employment of labor.....	1583
receiving ships, men on, entitled to one ration, not commutable.....	1238
recommendation for, noted on enlistment record.....	771 (3)
reenlistment, benefits on.....	1072, 1134 (7)
forfeiture of pay and allowance. (<i>See Pay; also Forfeiture.</i>)	
hospital corps.....	1033 (4)
loss of, shall be reported to the Navy Department.....	759
marines. (<i>See Marine Corps, discharges.</i>)	
medical survey—	
enlisted man not transferred to another station.....	1249
transportation furnished.....	802 (6)
ordinary—	
endorsements to be made on face of.....	807 (2)
persons entitled to.....	804
used when.....	807 (1)
outside of the United States.....	800
physical disability noted on.....	803 (3)
physical disqualification continuous-service men for reenlistment endorsed on.....	761
place of, shall be noted on continuous-service certificate.....	763 (4), 810 (3)
previous naval or military service, shown before enlistment.....	756 (3)
purchase of—	
Marine Corps.....	1420 (5 b, et seq.)
Navy.....	797 (4, 8)
rating for, of person holding permanent or acting appointment.....	811
reasons for, within United States.....	799
recommendation for, must be made by whom.....	797 (2)
recommendation for reenlistment endorsed on, entitles to continuous-service certificate.....	762 (1)
retirement, not given at.....	842 (2)
sentence of summary court-martial for, how approved.....	805 (2)
special details noted on.....	807 (5)
stamped with official seal of the ship.....	808 (4)
surrendered for exchange, endorsement on.....	762 (2)
transportation waived, fact noted on.....	808 (2), 1420 (5)
travel allowance on. (<i>See Travel allowance.</i>)	
unworthy person, endorsement on.....	807 (4)
verbal order of captain to executive officer sufficient to order.....	812 (1)
yeomen, when to receive.....	801
DISCIPLINE:	
engine room or fire room, infraction of, to be reported.....	879, 889 (8)
executive—	
carry out details of.....	560 (3)
prevent infractions of.....	560 (5)
master-at-arms to prevent infractions of.....	730 (4)
petty officers to aid in maintaining.....	743 (2)
training stations.....	856
DISEASE, INFECTIOUS AND CONTAGIOUS:	
clothing and personal effects destroyed to prevent spread of.....	548
commander-in-chief to report.....	317 (2 e)
concealed.....	946, 947
debar men from transfer, except in emergency.....	791 (5)

DISEASE, INFECTIOUS AND CONTAGIOUS—Continued.	Art.
disposition of men suffering from.....	961 (3)
fleet surgeon to make suggestion regarding prevention of.....	405 (3)
foreign stations, information regarding, sent to Bureau of Medicine and Surgery.....	979
liberty shall not be granted to men having.....	840 (2)
on board ship, duty of captain.....	1536
precautions observed.....	433 (7, 12)
senior medical officer's duties concerning.....	942, 947
ship quarantined (<i>see also</i> Quarantine).....	1536
transferred, men having, not to be, except in emergency.....	791 (5)
DISHONORABLE DISCHARGE. (<i>See</i> Discharge, dishonorable.)	
DISMISSED:	
from service, pay stops.....	1070
officer—	
authorized, when.....	A. G. N. 36
pay officer informed.....	1348
trial, may demand.....	A. G. N. 37
refusal to perform duty in yard fire department.....	1586
sentence, confirmation of.....	A. G. N. 53
DISOBEDIENCE, chief of staff to report.....	390
DISORDER, suppression of, by executive.....	560 (5)
DISPATCH AGENT, custodian of packages, etc.....	1518 (2)
DISPENSARY:	
examined by senior medical officer when fitting out.....	934
supervision over.....	11 (2)
DISPENSARY FURNITURE, how expended.....	1278 (2)
DISQUALIFICATION, PHYSICAL. (<i>See</i> Examination, physical.)	
DISRATING:	
noted on enlistment record with cause.....	771 (2)
restrictions as to.....	788
sentence of court-martial required for.....	781
summary court-martial—	
classification for.....	1693(7)
sentence of, in case of incompetency.....	1693(6)
DISRESPECT toward superior officer.....	A. G. N. 8(6)
DISSOLUTION:	
general court-martial, proceedings recorded and authenticated to.....	1779
summary court-martial.....	1699
DISTILLED SPIRITS. (<i>See</i> Spirits, distilled.)	
DISTRESSED SEAMEN, may be entered as supernumeraries for passage to United States (<i>see also</i> Supernumeraries).....	539
DIVERS:	
additional pay for.....	1133
bottoms of ships not cleaned by, except urgent military necessity.....	929 (1)
DIVINE SERVICE:	
irreverent or unbecoming behavior during.....	A. G. N. 3
performance of, etc.....	A. G. N. 2
smoking during, forbidden.....	440(4)
DIVISION COMMANDERS. (<i>See</i> Commanders of divisions, etc.)	
DIVISION OFFICERS:	
accidents, shall take necessary precautions to prevent.....	675(1)
armament—	
keep fully informed concerning.....	671(3)
training with, subject to ordnance officer.....	672(2)
assignments, how made.....	671(1)

DIVISION OFFICERS—Continued.

	Art.
arms, etc., require men of their divisions to keep, clean, etc.....	675 (2)
battery, inspect condition of, at quarters.....	444 (3)
cleanliness aboard ship, enforce rules governing.....	433 (3)
clothing, shall see, kept in order and none sold.....	681 (2)
clothing and small stores, duties regarding issue of.....	678, 679
clothing, inspections and duties concerning.....	433 (4), 681 (2)
conduct report, shall make quarterly.....	680 (1)
drills, instruct their divisions in all prescribed.....	672 (1)
duties of.....	671 et seq.
executive to have supervision over.....	567
fighting efficiency, bring divisions to highest state of.....	674
fire bill, shall carefully carry out its requirements.....	676
inspections, shall take special care laid down for.....	681 (1)
inspections and drills, shall be observed by.....	673
requisitions for clothing, etc., for the men, shall be signed by.....	678 (1)
ordnance material, etc., responsible for care and preservation of.....	671 (2)
powder division, station during quarters.....	677 (1)
rating, etc., encourage those desiring advancement in.....	680 (2)
report information necessary to go into ship's records.....	550 (2)
safety, observe every precaution for.....	671 (3)
DOCKING, private vessels at navy yards, rates charged.....	926 (6)
DOCKING AND UNDOCKING. (See also Ships.)	
duties of commanding officer, naval constructor, and captain of the yard.....	1562
journal kept relating to.....	1566 (7)
DOCK TRIALS, instructions for.....	893
DOCUMENTS:	
evidence used as, how offered and recorded.....	1751 (2)
official, not to be published.....	244, 245
oaths on, to be administered by officers.....	248 (2)
DONATIONS, employees forbidden to accept from patients, etc.....	1031
DOORS, WATER-TIGHT. (See Water-tight doors.)	
DOUBLE BOTTOMS:	
electric lamp used for examining condition of.....	931 (9)
executive to have supervision over.....	580
fresh water for steaming may be carried in compartments of.....	932 (1)
inspection of.....	712 (10)
precautionary measures when examined, cleaned, or painted.....	931 (10)
salt water admitted to, reported to Department.....	932 (2)
ships in reserve.....	1594 (24 c)
valves of sounding pipes to, closed when not in use.....	899 (3)
DRAFT FOR MONEY. (See Money; also Payments.)	
DRAFT MARKS, deck log, reading of entered in, when.....	667 (3 g)
DRAFT OF SHIP:	
commanding officer to require navigator to ascertain.....	503
chief carpenter, etc., to take, and report.....	712 (8)
log, entered in, when.....	634
DRAFT OR WARRANT ON TREASURY. (See Moneys, Deposits and checks.)	
DRAGGING, drift lead over side when danger of.....	663
DRAINAGE AND DISPOSAL OF WASTES, medical department's duty re- garding.....	1033 (1)
DRAWINGS OF SHIPS, filed in bureaus and at yards.....	920 (2)
DRESS BOARD, executive officer shall prepare.....	592
DRESSING SHIP.....	116, 117
DRIERS, LIQUID, stowage of.....	438 (8)
DRILLS AND EXERCISES:	
ashore.....	309 (7, 8)

DRILLS AND EXERCISES—Continued.

	Art.
ashore and afloat.....	370
at sea.....	309 (2)
at fire stations, weekly.....	438 (17)
athletics to be encouraged.....	433 (2)
battery, assignments to, not made that may interfere with.....	563 (5)
boat.....	309 (9)
captain shall superintend.....	431
collision.....	435 (5)
closing water-tight doors.....	307 (5)
coal allowed for.....	348
commissary branch excused from.....	432 (12, 13)
competitive, results of, published.....	429 (3)
division officers personally instruct their divisions in.....	672 (1)
divisional, daily.....	432 (3)
executive officer—	
arrange those at armament.....	560 (3)
officers and crew, to see, present at.....	563 (6)
extent of.....	309 (12)
general.....	309 (4)
in port.....	309 (3)
manual of instruction for, how issued.....	1522 (4)
marines—	
battalion, gunnery, target practice, etc.....	1439 (1), 1491
distribution for battle.....	1473
formation at funerals, parades, reviews, etc., same as prescribed for	
Navy.....	1439 (1)
guard mounting.....	1439 (1), 1482
landed for.....	407 (6), 432 (3), 1493, 1495
noncommissioned officers.....	1436 (2)
on shore.....	1437, 1439 (1)
pulling in boats.....	1481
officers and crew, executive shall see present at stations for.....	563 (6)
ordnance officer to supervise those with armament.....	569 (3)
routine, regulated by commander-in-chief.....	305 (1)
ships in reserve, force exempt.....	1594 (7)
signal.....	309 (10)
suspension of, for target practice.....	309 (5)
DRILL AND DISTRIBUTION for battle, marine detachment afloat.....	1473
DRILLS AND INSPECTIONS, division officers shall observe regulations regarding.....	673
DROPPING OUT OF BATTLE.....	496
DRUMMERS, additional pay.....	1083 (c)
DRUNKENNESS.....	A. G. N. S (1)
DRY DOCK, precautions against fire when ship is in.....	438 (16)
DUELING.....	A. G. N. S (5)
DUPLICATES, important papers from foreign stations.....	1509
DUTIABLE GOODS, importation of, in public vessel.....	A. G. N. 12
DUTY-IES:	
absence from, without authority, not permitted.....	237
application for, how made.....	232
assignment of, to officers.....	32 (1), 33-50
combinations for complaining of details to, forbidden.....	223
court of inquiry exempts from other duty, except.....	1703 (1)
day's. (See Day's duty.)	
detached, boat service is not.....	239
exchange of, forbidden, except.....	237
executive always on, aboard ship.....	560 (1)

DUTY-IES—Continued.	Art.
extra, as punishment, discontinued on Sunday	274
general court-martial, exempts from other duty, except	1703 (1)
instructions in regard to intelligence, commanding officers shall fully observe	249
junior officers of the line shall perform such, as may be assigned them	690 (1)
manner of performing, by watch and division officers	684
Marine Corps (<i>see also</i> Marine Corps)	1390 et seq.
neglect of, reported	307 (3), 390
officer—	
diverting another from, must report	222
ordered to, only by Secretary, except	216
under arrest or suspension may be assigned to, temporarily	264
summary court-martial, in addition to other duties	1678 (4)
suspension from—	
pay during	1057 (3), A. G. N. 48
pay officer, instructions concerning	269
sentences including, officers	1782 (1)
temporary leave of absence does not change	1056
watch officer when on day's	649 (2)
DUTIES AND PRIVILEGES, general court-martial	1710 et seq.
DYNAMO ROOM, navigator shall have charge of	630 (1)
ECONOMY:	
administration of command and use of fuel	347, 348
expenditure, responsibility for	212 (1), 518
purchase of materials, observed in	925 (2)
supplies, procuring and expending	1215
EDUCATION OF OFFICERS	6 (1), 11 (2), 1033 (3)
EFFECTS:	
captured persons, care of	547
deceased persons	544 (3-7), 739 (1, 4), 1290, 1361 (1), 1477 (1), A. G. N. 20 (4)
deserters	546 (2), 739 (4), 1290, 1361 (1), 1366 (3), 1477 (1)
destruction of—	
prevent spread of disease	548
surveyed to determine value	1279
prisoners of war	495
EFFICIENCY, executive officer shall see that, not impaired by exercising short-handed	563 (6)
ELECTRICAL CIRCUITS, temporary outlets in, not permitted unless, etc	630 (2)
ELECTRICAL JOURNAL, examined daily	478 (1)
ELECTRICAL WORKSHOPS AND APPLIANCES, navigator have charge of	630 (1)
ELECTRICIANS:	
ages of, for first enlistment	757 (1)
enlistment, qualifications for	757 (11)
ELECTRICITY, instruction of midshipmen in	552 (7)
ELECTRIC LIGHTING PLANT:	
care of	438 (15)
ships with single, keep lamps or lanterns	437 (9)
ELECTRIC LIGHTS, portable, may be used in magazines if necessary	439 (9)
EMBEZZLEMENT:	
arms, stores, etc	A. G. N. 14
public funds	1302, 1303, 1304, 1307, 1309, 1311
EMERGENCY:	
executive officer's duty in time of	566
lamps and lanterns kept on certain ships in case of	437 (9)
open purchases (<i>see</i> Open purchases).	
repairs. (<i>See</i> Repairs to ships.)	
EMOLUMENTS, EXTRA, specifically provided for in appropriation act	1050

EMPLOYEES, NAVY YARDS:	Art.
clerical force—	
attendance and absence.....	1587 (3, 4)
delinquent or inefficient.....	1587 (5)
equitable apportionment of work.....	1587, (7)
office hours.....	1587 (1-3)
salaries and compensation.....	1351
time not fully occupied.....	1587 (6)
under ultimate supervision of commandant.....	1587 (8)
contributions for political purposes forbidden.....	1582
injuries sustained in line of duty—	
compensation.....	1584 (2)
reports, etc.....	1547 (3), 1575 (2)
labor—	
annual wage schedules.....	1585
pay per diem.....	1351, 1585 (3)
refusal to perform duty in fire company.....	1586
EMPLOYMENT OF LABOR AT NAVY YARDS.....	1581 et sep.
ENDORSEMENT SLIPS. (See Correspondence.)	
ENDURANCE TRIALS, nature of, and how run.....	895
ENEMY:	
concealing ship from, in time of war.....	437 (12)
information useful to, in time of war, not disclosed.....	245
papers of use to, destroyed before capture.....	330
ship in presence of, to be ready for battle.....	328, 489
vigilant in watching movements of possible.....	488
ENGINEER, FLEET. (See Fleet engineer.)	
ENGINEER DEPARTMENT:	
collision, measures against injury from.....	910 (2)
injuries to any of force entered in steam log.....	881 (3)
machinery or men, orders regarding, how given.....	891
midshipmen assigned to, reported to captain when competent.....	870 (2)
painting done in.....	908
stores, requisitions for, passed upon by fleet engineer.....	399 (2)
subordinates, duties of.....	870 (1)
telegraphs, signal; care of.....	897 (14)
warrant machinists—	
duties, routine; performed by.....	727 (2)
duties; supervision over work.....	728 (3)
ENGINEER DIVISION:	
composition of, where mustered, and command of.....	867
warrant machinist's responsibilities when assigned to.....	728 (5)
ENGINEERING DUTY:	
line officers assigned to.....	447 (1, 2)
midshipmen detailed for, shall be required to take supervisory watches, etc.....	693 (3)
officers transferred to line for, restricted as to command.....	18 (2)
performed by seamen, etc., extra pay for.....	1074
ENGINEERING INSTRUCTIONS. (See also Boilers; Engines; Machinery.)	
care of engines and boilers.....	897 et seq.
trials of machinery.....	893 et seq.
ENGINEER OFFICER-S:	
at navy yard—	
notified of undocking of ship in ordinary.....	1562 (6)
title and duties.....	1571-1574
boilers, precautions carried out by, before men enter.....	900 (11)
day's duty for.....	870 (1), 886 (1, 3), 887 (2), 888, 890 (2)

ENGINEER OFFICER—S—Continued.	Art.
duties of -----	861 et seq.
engineer division includes all, attached to a ship-----	867 (2)
inspection by, of compartments responsible for-----	928 (2)
leave ship, permission to-----	892
length of detail of officers of the line as-----	861 (2)
line officers detailed for such duty, known as-----	861 (1)
machinery, each has direct charge of some part of-----	870 (1)
petty officers and men instructed-----	870 (3)
training of firemen to receive particular attention from-----	870 (3)
warrant machinists, duties, etc., under supervision of-----	728
watch duty—	
notified of expected ramming-----	910 (3)
number of reliefs-----	887 (1)
officer not to absent himself unless relieved-----	889 (11)
regulations for-----	889
when performed-----	886 (1)
ENGINEER OFFICER-S, JUNIOR :	
duties assigned by senior-----	870 (1)
duties of senior performed by, during absence or disability-----	885
ENGINEER OFFICER-S, SENIOR :	
assigns duties to junior engineer officers-----	870 (1)
boilers tested by water pressure by direction of-----	903 (1)
coal account kept by-----	866
coal bunkers, supervision of-----	873
commands engineer division at quarters-----	867 (1)
conduct of engineer force reported-----	884
correct steam log, when-----	478 (3)
detachment, when delivered at end of cruise-----	865 (2)
detailed as such by the Department-----	862 (1)
docking of ship, duties of-----	929 (1)
dock trials to be made and reported by-----	893
drill tests of boilers to be ordered by-----	906
examinations of boilers may be made as considered necessary by-----	905 (1)
examination of zincs in boilers by, and condition noted in log-----	900 (2)
fallure in duty or breach of discipline to be reported by-----	879
fire, precautions to be taken against-----	871
fires not to be lighted or hauled without orders-----	877
fleet engineer has supervision over-----	399 (3)
injures to boilers or engines reported by-----	875 (1)
machinery, not to be disabled without permission-----	876
midshipmen assigned to engineer force, reported when competent by-----	870 (2)
navy yard, notified of undocking ship in ordinary-----	1562 (6)
official reports of, to be transmitted through the captain-----	883
order and cleanliness, responsible for-----	872 (1)
outfit and supplies; duties similar to executive officer-----	865 (1)
remark book to be kept by-----	882
responsibilities of-----	863, 869 (3)
ship fitting out, duties of-----	862 (2)
station of-----	869 (1)
station bills made out by-----	868 (1)
steam log in charge of-----	881
suggestions or reports made by-----	875 (3, 4)
temporary absence or disability of, duties performed by next in rank-----	885
turning of main engines not permitted by, without orders-----	878
watch duty not required of, unless necessary-----	869 (5)
work necessary on arrival in port to be reported in writing by-----	880 (1)

	Art.
ENGINEERS, CIVIL :	
captain of yard may perform duties.....	1566 (2)
precedence, order of.....	23 (1)
rank and title.....	21 (f)
Yards and Docks, representative of Bureau of, duties.....	1580
ENGINE ROOMS :	
communication with, kept open during battle.....	435 (3)
daily examination of.....	872 (2)
gratings over hatches not to be removed except of necessity.....	897 (13)
order to be preserved in, by engineer officer of the watch.....	889 (8)
station bills to be hung in.....	868 (1)
visited frequently by senior engineer officer.....	869 (2)
watch officers, chief machinist's mates as.....	729 (1)
ENGINE-ROOM WATCH :	
chief machinist's mate or machinist's mate may have charge of.....	745
warrant machinists on duty as.....	728
ENGINES :	
full-power trials of.....	894
hydraulic, measures to insure efficiency of.....	914 (2)
injuries to, reported by senior engineer officer.....	875 (1)
instructions for care of.....	897, 915
main—	
bolts, etc., examined.....	897 (12)
cocks and valves moved at least once a week.....	897 (9)
cylinders—	
cleaned and oiled after each run.....	897 (16)
frequently examined and condition noted.....	897 (8)
grade of expansion in, for different powers to be ascertained.....	897 (3)
powers developed in each, should be equal.....	897 (3)
warming of, by means of pass-over valves.....	899 (4)
indicators, care of.....	897 (4)
mineral oil only shall be used for cylinders and valves of.....	897 (5)
moved every day when not under steam.....	897 (10)
oil for rods not drawn into cylinders.....	897 (7)
permission for turning of, by officer of the deck.....	878
steam machinery jacked at frequent intervals.....	897 (10)
water not allowed to accumulate in jackets or receivers.....	897 (2)
"water rams," how guarded against.....	897 (1)
zinc plates suspended in hot wells and condensers.....	897 (11)
precautions against fire in vicinity of.....	438 (13)
senior engineer officer—	
personal supervision of.....	869 (1)
responsibilities of, regarding.....	863 (1)
turning over the, when not under way, permission required.....	662
working of, when under steam trial.....	894 (3)
ENLISTED MEN. (See also Marine Corps.)	
additional pay. (See Pay, additional.)	
army transports, duties, etc., on board.....	1541 (4)
attached to engineer division.....	867 (2)
claims of, for honorable discharge.....	803 (2)
condemned by medical survey.....	1249
conduct classes for, regulations regarding.....	838
death of—	
disposal of effects. (See Effects, deceased persons.)	
funeral ceremonies.....	187
detail carrying increased pay noted on enlistment record.....	771 (5 b)
discharge. (See Discharge.)	

ENLISTED MEN—Continued.	Art.
duties of, at navy yards restricted.....	751 (2)
eligible for transfer to hospital corps.....	773 (9)
entries required on discharge of, having gunnery record.....	808 (3)
form of discharge to be used for.....	807 (1)
holding detail carrying increased pay, fact noted on discharge.....	807 (5)
intoxicants not allowed, except for medical purposes.....	253, 974
key of medical storeroom in custody of, only with special permission.....	973
list of, sent to department on leaving port.....	549, A. G. N. 20 (2)
mail clerks and assistants, appointment of, as, duties, etc.....	441
marks for target and small arm practice, noted on enlistment record.....	771 (9)
officers shall not borrow money from, etc.....	231
pay. (See Pay and allowances).....	842 (4)
pay, one month's, to keep to their credit.....	839 (2)
pay division when forming part of powder division.....	1039 (5)
payment of money to, in hospital must be approved by medical officer.....	839 (5)
physical examinations of, medical department to provide for.....	1033 (1)
precedence.....	31
presentation of medals of honor to, manner of.....	831 (4)
punishments, lesser offenses.....	258 (3)
purchase price of discharge for, may be in part remitted.....	797 (6)
rating and pay of, shall not be changed by transfer.....	794 (1)
rating of, as mate, shall not discharge from enlistment.....	783 (1)
rations commuted, authority for.....	1120 (8), 1237 (2)
reduction in class through misconduct.....	838 (3)
restraint of, awaiting trial.....	271
retired, to report post-office address monthly.....	842 (3)
rewards for, on account of heroism.....	831 (2)
sale of pay department stores to.....	1234 (4)
sent from a ship to U. S. naval hospital.....	792 (3)
special reports on.....	554
summoned as witnesses, actual expenses.....	1137 (1)
surgeon's division, when forming part of powder division.....	983 (2)
swimming, instructed in.....	307 (14), 433 (2)
technical schools for.....	6 (1)
term of enlistment.....	753 (1)
transfer of, from one ship or station to another.....	791
transportation, entitled to, on discharge.....	763 (6)
trial of, without delay when decided on.....	1676 (1)
trial ordered, judge advocate to be furnished information.....	262 (3)
ENLISTMENT—S:	
abstract of, compiled from list of persons examined.....	1028
ages for, on first.....	757 (1)
applicant for, thoroughly inspected and questioned.....	995
apprentice seamen—	
accompanied by parent or guardian, when under 18 years.....	845
conducted by Bureau of Navigation.....	843
holds rating of, while training.....	847 (4)
parents or guardians unable to appear.....	846
persons of bad character not eligible for.....	848
requirements for.....	847
term of four years or during minority.....	847 (3)
where made.....	844
artificer class.....	757 (5)
authorized places for.....	754

ENLISTMENT—S—Continued.

	Art.
candidates for, medical examination at navy yard.....	1575 (4)
citizenship required for.....	756 (1)
daily reports of, to be made by recruiting officer.....	748 (6)
data furnished pay officer.....	1364
date of expiration of.....	798
deserters, minors, etc.....	A. G. N. 19
detention beyond expiration of term.....	1073 (1)
discharge—	
before expiration of, for disability.....	803 (3)
during the first six months of a first.....	797 (3)
on expiration of term of.....	799 (a)
electricians.....	757 (11)
expiration of—	
entitles one to discharge.....	543 (2), 797 (1)
on foreign station—	
marine's waiver of consular aid, etc.....	1420 (5 c)
men to be sent home.....	363 (1), 532 (1 a)
when in hospital.....	792 (7), 1112, 1129 (2)
firemen.....	757 (4)
fraudulent, punishable by court-martial.....	767
good-conduct medals may be received on reenlistment of.....	834 (1)
honorable discharge at close of, who entitled to.....	803 (1)
hospital apprentices.....	757 (10)
hospital corps—	
examination report approved and recorded where.....	1033 (5)
first, how made.....	1033 (4)
hospital stewards.....	757 (10)
improper persons to be guarded against.....	747 (3)
insular force.....	757 (1)
landsmen.....	757 (2, 3)
machinist's mates.....	757 (6)
medical officer making examination accountable for improper.....	994
ordinary seamen.....	757 (4)
persons debarred from.....	756 (2)
physical examination for, prescribed in medical instructions.....	755 (1)
place of, noted on continuous-service certificate.....	810 (3)
promotion to mate shall not discharge from.....	783 (1)
seamen.....	757 (4)
special authority for, in each case of disability.....	755 (1)
special service not allowed.....	753 (1)
summary court-martial, men serving during first, sentenced to bad-conduct discharge.....	1697 (2)
table of rates and ages for.....	757 (1)
term of.....	753 (1)
termination of, on appointment.....	783 (3)

ENLISTMENTS AND REENLISTMENTS. (See also Marine Corps, recruiting.)

ENLISTMENT RECORD:

accompanies the man in case of transfer.....	771 (11)
approved by captain of ship.....	768
Bureau of Navigation to receive first sheet of.....	749 (1)
Bureau of Navigation to receive, upon discharge, desertion, or death.....	771 (11)
changes of column headings to provide for required entries.....	771 (10)
commanding officer of receiving ship to receipt for.....	749 (1)
descriptive list entered upon, by medical examiner.....	998 (1)
deserter's, forwarded to Bureau of Navigation.....	806

ENLISTMENT RECORD—Continued.	Art.
detail carrying increased pay noted on-----	771 (5 b)
discharge—	
contained in-----	808 (1)
duplicate request for, outside United States entered on-----	800 (2)
written requests regarding, while absent from United States entered on-----	800 (5)
disposition of, when man rated as mate-----	783 (2)
entries made on—	
copied into conduct book-----	841 (1)
quarterly, etc-----	769, 771
travel allowance, place to which furnished-----	802 (5)
written requests regarding discharge while absent from the United States-----	800 (5)
error or discrepancy in, authority for correction-----	772 (1)
forwarded to Bureau of Navigation on retirement-----	842 (2)
forwarded to commanding officer-----	748 (3)
health record to be entered on, before transfer-----	791 (5)
honorable discharge, right to, determined by entries on-----	803 (2)
hospital corps, members of, where referred-----	1033 (5)
loss of-----	465 (6), 772 (2)
man left in hospital not naval furnished copy of-----	792 (4)
marks for professional qualifications noted on-----	771 (8)
medical history while attached to ship or station entered on-----	961 (3)
medical officer to make necessary entries upon, at transfer-----	998 (2)
physical condition fully described in-----	755 (2)
prepared where enlistment is made-----	768
preserved-----	748 (4)
probationary service noted on-----	777 (1)
promotion to mate, disposition of, on-----	783 (2)
rejections, abstract of-----	1028
request for transfer of men in insular force to be attached to-----	791 (4)
residence shall not be changed on, without authority-----	763 (5)
rules for ratings printed on back of, complied with-----	773 (8)
signed by captain, quarterly, etc-----	770
signed by medical and recruiting officers-----	768
special position, statement of, on-----	757 (3)
transcript, summary court-martial, entered on-----	1698 (2)
transfer—	
health record entered on, before-----	791 (5)
men in insular force, request to be attached to-----	791 (4)
transferred with man from one ship to another-----	795 (1 a)
ENSIGN, FOREIGN, display of, during salutes-----	144 (b) et seq.
ENSIGNS:	
aid, performance of duties as, restricted-----	690 (2)
duty that may be assigned to-----	40
wardroom officers when assigned to duty as watch and division officers-----	286, 692
warrant officers, appointment of, as-----	1601
ENTERING OR LEAVING PORT. (See Leaving or entering port.)	
ENTERTAINMENTS ON SHORE, use of boats-----	442 (2)
ENVELOPES, official, for correspondence-----	1523
ENVOY EXTRAORDINARY AND MINISTER PLENIPOTENTIARY, reception of-----	65 (b)
EQUIPAGE:	
renewed or repaired without survey-----	1263 (2 a)
ship going out of commission-----	1157 (14). 1206 (1)

EQUIPAGE—Continued.	Art.
ship not in commission, under commanding officer.....	1164
supplies transferred to another ship when fit.....	1200
"EQUIPAGE, TITLE B".....	1208 (2 h)
EQUIPAGE AND STORES, ships in reserve.....	1594 (15)
EQUIPAGE AND SUPPLIES:	
authority to order surveys.....	1262
equipment officer see to proper care of.....	610 (1)
inventory of, taken yearly.....	525 (3, 4)
navigator in charge of.....	1157 (2)
EQUIPMENT:	
appropriation for, is specific.....	1154 (3)
chief boatswain to act as assistant in duties of.....	695
ordnance on ship, survey.....	1559 (2)
ship fitting out, captain to report defects.....	422
ships—	
papers relating to, transmitted to chief of staff.....	382
reported by commander-in-chief.....	304, 306 et seq.
when in charge of commandant.....	1553
wireless telegraphy.....	1525 (3)
EQUIPMENT, BUREAU OF:	
authorization.....	3 (1)
coal notices, to issue.....	1522 (5)
duties of.....	5
EQUIPMENT AND CONSTRUCTION OFFICER. (See Executive officer.)	
ERASURES of recorded testimony, not allowed.....	1759 (3)
ERRORS, COMPASS. (See Compass errors.)	
ERRORS, CLERICAL. (See Clerical errors.)	
ERRORS, summary court-martial, correction of, in specification.....	1685 (1)
ESCORTS, FUNERAL.....	190
ESTIMATES (see also Repairs to ships):	
funds for yard departments, when to be made.....	1326 (2)
improvements, etc., at navy yard.....	1580 (3)
repairs or renewals exceeding limits.....	1269 (2)
repairs, time and cost of.....	917 (2), 919 (2, 3), 924 (2, 3), 926 (4)
ESTIMATES AND EXPENDITURES, MARINE CORPS.....	1401
EVAPORATORS:	
care of.....	899 (8)
shell and coils of, shall be drained and kept dry till needed.....	899 (10)
trial of machinery, use of, during.....	894 (8)
zinc plates fitted for protectors to tubes or coils in.....	899 (9)
EVIDENCE (see also Court of inquiry; General court-martial; Summary court-martial):	
claims for pension.....	1143
EVIDENCE, FALSE. (See False evidence.)	
EVOLUTIONS AND MANEUVERS:	
captain shall superintend.....	431
duty of flag officer during.....	373
honors between ships during.....	94
independent, when in fleet or squadron, forbidden.....	456
junior must obtain permission to perform.....	411
midshipmen detailed to steam launches during.....	552 (9)
officers to be exercised in.....	552 (3)
EXAMINATIONS (see also Appointments):	
allowances while undergoing.....	1136
boards to conduct (see also Boards, examining).	

EXAMINATIONS—Continued.	Art.
candidate—	
expenses.....	1136
falling to appear.....	1616, 1635 (9), 1069
false certificate as to eligibility.....	1617
letters and recommendations.....	1615 (13)
sworn statement.....	1635 (7, 8)
chief clerks to general storekeepers at navy yards.....	1619
foreign languages, officer added to board to conduct, in.....	1634
general court-martial. (<i>See</i> General court-martial, examination.)	
held at station nearest candidate's home.....	1615 (13)
hospital apprentices.....	757 (10)
hospital corps, for promotion.....	773 (9)
machinist's mates, where made.....	757 (9)
medical, list of persons examined embracing particulars, kept by whom.....	1027
nurse corps (female).....	1036 (6), 1626 (2)
paymasters' clerks, appointment as.....	1619
pension applicants.....	1575 (5)
pharmacists.....	1614 (2)
physical—	
before enlistment.....	755 (1)
officers and enlisted men, medical department to provide for.....	1033 (1)
recruits—	
completed though disqualifying defect is recognized.....	993
disqualification waived.....	999
records of, how and where kept.....	991
physical and professional, for promotion in hospital corps.....	773 (9)
promotion—	
failure to appear.....	1069, 1616, 1635 (9)
Marine Corps—	
comissioned officers.....	1622
noncommlsioned officers.....	1445 (3), 1446, 1487
mental, moral, and professional fitness of officers.....	1635
Navy—	
officers of.....	1621
professional.....	1632-1637
on foreign station.....	1623
pay, when begins.....	1069
paymasters to pay inspector.....	1034 (2)
professional fitness.....	1635 (2, 10)
right of candidate to appear before board, etc.....	1635 (7)
required before enlistment. (<i>See</i> Enlistments.)	
summary court-martial witness, order of.....	1686 (5)
warrant officers, for appointment as ensigns.....	1601 (2)
EXAMINING BOARDS. (<i>See</i> Boards, examination.)	
EXCHANGE, BILLS OF, negotiation.....	523
EXCHANGE OF DUTY not allowed.....	237
EXECUTIVE DEPARTMENTS:	
advertisements for supplies.....	1168
supplies or services, how procured.....	1166 et seq.
EXECUTIVE OFFICER:	
abandoning ship, care for sick and wounded.....	588
absence of warrant officers, require mates to report twice daily.....	571
absent, shall not be, from ship, except.....	602
absent or disabled, duties taken by navigator.....	636

EXECUTIVE OFFICER—Continued.

	Art.
abuses, to correct-----	560 (5)
aids captain when fitting out-----	561 (1)
air and gun ports, duties concerning-----	598
anchor watch, detail a suitable-----	577
Articles for Government of the Navy, keep posted-----	563 (8)
attendance on board before and after commissioning-----	561 (2)
audit account of ship's stores and chief petty officer's mess-----	297 (5), 429 (4)
authority—	
complaints and appeals arising from exercise of, made to commanding officer-----	53 (9)
delegation of-----	53 (6)
exercise of-----	53 (5)
none independent of the captain-----	559 (1)
orders, not required to announce, for-----	53 (8)
other than as executive, how exercised-----	53 (7)
barber, shall regulate charges of-----	597
battle, report of; when made-----	331, 586
berthing plan, shall be prepared by, etc-----	563 (1)
billets, shall prepare, etc-----	563 (2)
bills—watch, quarter, station, etc.	
corrected as changes occur by-----	563 (4)
junior line officer required to keep-----	563 (7)
prepare-----	563 (3)
boats—	
line officers, assign to-----	589 (1)
sails of, duties concerning-----	589 (5)
sent away at sea, outfit provided-----	589 (3)
life, ready for lowering-----	589 (4)
books submitted to, for inspection-----	690 (3)
bumboats and traffic, regulate and be watchful of-----	596
chief boatswain to act as assistant to-----	695
clearing ship for action, inspect and report-----	584
coal report, information for, received from senior engineer-----	866
commanding officer not on deck, direct officer-of-the-deck-----	566
compartments, double bottoms, etc., have supervision over-----	580
condition of ship—	
report at 8 p. m.-----	576
warrant officers to report twice daily-----	571
conduct book to be kept by-----	841 (1)
crew—	
assignment of, to stations, how made-----	563 (5)
capacity of, keep informed of-----	562
charges for services for, to regulate-----	597
records and returns required, concerning, charge of-----	599 (1)
stations, to be present at, during drills-----	563 (6)
danger, duties of, in time of-----	588
deck, when to assume charge of-----	566, 570
defects, report any-----	561 (3)
descriptions, member of board to verify-----	421
detachment, when delivered at end of cruise-----	613
detail of, by Department, and rank of-----	558 (1)
discipline, infractions of, to prevent-----	560 (5)
disobedience, disorder, etc., to report or suppress-----	560 (5)
division officers, have supervision over-----	567
docking of ship, duties of-----	929 (1)

EXECUTIVE OFFICER—Continued.	Art.
dress board, shall prepare a.....	592
duties devolve when absent, disabled, etc.....	558 (2)
duties regarding execution of details of duty, drills, exercises, etc.....	560 (3)
duties of.....	561 et seq.
duty, on; always when on board.....	560 (1)
engineering duty not performed by.....	447 (1)
entering port, duties of.....	593
equipment and construction officer—	
accountability of, for all supplies; receipted for.....	611
chief sailmaker, assistant to.....	716
coal—	
delivered on board, shall enter it and transfer to engineer's department.....	608 (1)
for galley use, shall keep account of.....	608 (4)
furnish invoice to senior engineer when transferring.....	608 (3)
weighing, etc., before purchase.....	608 (2)
coal and water reports, forward monthly.....	606 (5)
duties as.....	603 et seq.
equipment and supplies, see properly cared for.....	610 (1)
going into commission, examine stores, etc., and report.....	604, 605 (1)
going out of commission—	
books and stores turned in.....	606 (6), 613
forward coal and water reports.....	606 (5)
invoices, report errors in.....	605 (2)
invoices and receipts, duties concerning.....	605 (1)
keys, shall take charge of duplicates and spare.....	614
manufactured articles, stores issued for, expended, etc.....	606 (2)
mess outfits, regulations regarding.....	609
missing articles, etc.....	610 (4)
requisitions—	
make out, for supplies.....	607
prepare, for articles of equipment, etc.....	612
returns, keep the accounts and render the.....	606 (1)
yeoman allowed to assist.....	603
familiarity with ship and appurtenances.....	561 (2)
evening inspection in engineer department reported to.....	869 (4)
fitting out, assist captain and report.....	561 (1), 604
food, proper service of, responsible for.....	564 (4)
funeral preparations, to superintend.....	587
ground tackle, duties concerning.....	594
gun cotton, etc., shall be vigilant in care of.....	581 (3)
hawser and towlines, shall see that they are pointed.....	590
insect powder, may purchase if necessary.....	574 (2)
inspections.....	53 (3), 573, 575, 928 (2)
keys, custodian of.....	579 (1)
leave and liberty.....	53 (4), 535, 601
life buoys, duties concerning.....	591
master-at-arms to report—	
inspection of holds and storerooms to.....	734
violations of regulations to.....	730 (5)
messes arranged by.....	564
mess gear and furniture—	
inspections of.....	574 (1)
responsible for.....	564 (4)
messmen, duties concerning.....	564

EXECUTIVE OFFICER—Continued.	Art.
midshipmen, exercise supervision over instruction of.....	568
money requisitions prepared by.....	1336 (1)
morning order book, shall keep.....	563 (10)
munitions of war, keep informed of.....	582
navigator's duties when acting as.....	636
noise, unnecessary, require avoidance of.....	572
offenses, list of persons reported for, furnished by.....	273
officer-of-the-deck—	
direct, concerning general duties.....	560
refer reports requiring immediate attention to.....	595 (2)
officers at stations during exercise, to see.....	563 (6)
orders of captain, receive and transmit.....	428, 560 (2)
ordnance officer's duties when acting as.....	644 (1)
organization, carry out details of.....	53 (4), 560 (3), 563
performance of duty, supervise manner of officers'.....	565
police of ship, in charge of.....	53 (2)
police regulations, shall cause to be posted.....	563 (8)
policy of captain, to keep himself informed of.....	560 (4)
ports opened by permission of.....	712 (5)
powder and explosives, guard against accidents from.....	581
precedence when executing orders.....	559 (2)
prisoners, detailed daily report of, to be made to.....	733
provisions, assign to boats sent on expeditions.....	589 (2)
quarters—	
disposition of officers and crew at inspection.....	583 (2)
not displaced in, by flag officer shifting flag.....	397 (2)
receive reports from division officers at.....	583 (1)
receiving ships, records to be kept by.....	750 (1)
records, preparation of.....	599 (1)
recruiting officer, duties as.....	600
repairs needed, reported to.....	699, 713, 719
report book, shall keep.....	595 (1)
routine, cause to be posted.....	563 (8)
routine book for officer-of-the-deck, shall prepare.....	563 (9)
routine orders, to be posted.....	563 (8)
sentries—	
posted when handling explosives.....	581 (2)
properly placed.....	569
ship cleared for action, duties of.....	584
ship's police, give necessary orders to.....	569
shoemaker, shall regulate charges of ship's.....	597
station at exercise, shall see that officers and men are present at.....	563 (6)
station for inspection; shall dispose officers and crew for.....	583 (2)
station in battle.....	585
submesses, changes in, notify commissary officer of.....	564 (5)
tailor, executive shall regulate charges of ship's.....	597
take charge of deck.....	566, 570
warrant officers, require reports from, or from mates.....	571
watch, not required to keep, but may relieve deck.....	578
yeoman allowed.....	599 (2)
EXERCISES. (See Drills and exercises.)	
EXPEDITIONS:	
beyond signal distance, captain to give written orders.....	466
boats sent on, provisions assigned by executive officer.....	589 (2)
senior line officer present to assume command.....	19 (3-5)
EXPEDITIONS, MILITARY, naval convoy of. (See Transport service.)	

	Art.
EXPENDITURE BOOKS, examination of.....	478 (1)
EXPENDITURES OF PUBLIC MONEYS, authority for (<i>see also</i> Disbursing officer; Pay officer).....	1297
EXPENDITURES:	
abstracts of—	
disbursements shown under each appropriation.....	1378 (1)
for Paymaster-General.....	1378 (2)
rendered monthly.....	1378
economy in, responsibility for.....	212 (1), 518
EXPENSES:	
funerals.....	1139, 1140, 1141
general court-martial, clerk, reporter, or interpreter, when authorized.....	1743 (2)
medical aid, civil hospital.....	1129 (1), 1131 (6)
medical attendance, etc., other than naval.....	1131
oath, incurred in making.....	1132
travel, not incurred by bad-conduct discharge (<i>see also</i> Travel).....	1697 (2)
EXPERT RIFLEMEN, pay and qualifications.....	1083 (3-5)
EXPERTS, surveying officer may request services of.....	1276
EXPIRATION OF SERVICE. (<i>See</i> Enlistments.)	
EXPLOSIVES:	
executive to post sentries to guard against danger from.....	581 (2)
precautions against accident.....	437 (11), 439 (3), 581 (1)
EXPLOSIVES, HIGH, removal of, when ship arrives at navy yard for repairs.....	483
EX-PRESIDENT OF THE UNITED STATES, reception of, ceremonies.....	57
EXPRESS, official documents, etc., from abroad.....	1518 (2)
EXPRESS CHARGES, money, transporting; how charged.....	1318 (5)
EXTENUATION, matters in, may be urged by accused after plea of guilty.....	1749 (2)
EXTINGUISHMENT OF FIRES AND LIGHTS.....	437
EXTRA COMPENSATION, general mess, persons in service of, not to receive.....	1040 (7)
EXTRA GUARD DUTY, not permitted as punishment.....	1450 (1)
EXTRA PAY. (<i>See</i> Pay, additional.)	
EXTRA POLICE DUTIES. (<i>See</i> Police duties.)	
EXTRADITION, persons in the Navy charged with crime.....	827 (1)
EYEWITNESSES TO ACCIDENTS, report of.....	1144
FAILURE:	
appear before examining board.....	1616, 1635 (9)
deposit public moneys. (<i>See</i> Embezzlement.)	
encourage officers and men.....	A. G. N. 4 (18)
pass examination.....	1069
FALSE CERTIFICATE, examination, used on, penalty.....	1617
FALSE CLAIMS. (<i>See</i> Claims, false.)	
FALSE EVIDENCE, court-martial, punished how.....	1714
FALSE MUSTER.....	A. G. N. 8 (14)
FALSEHOOD.....	A. G. N. 8 (1)
FAMILIES, remittances to, by pay officers.....	1312
FEEES, witness, certified.....	1137 (2)
FIELD OFFICERS in command, visiting ships, ceremonies.....	85
FIGHTING EFFICIENCY, division officers bring divisions to highest possible state of.....	674
FILTERS OR GREASE EXTRACTORS used when fitted.....	899 (5)
FINAL ACTION, general court-martial.....	1793 et seq.
FINAL CONSIDERATION OF CASE, court closed for deliberation upon.....	1758 (3)
FINANCIAL DEALINGS, patients in hospital, forbidden with.....	1031
FINDING:	
summary court-martial.....	1692

	Art.
FINDING—Continued.	
court of inquiry.....	1655, 1667
general court-martial. (<i>See</i> General court-martial finding and sentence.)	
FIRE (<i>see also</i> Fires):	
details for closing water-tight doors, etc., in case of.....	435 (4)
inspection for prevention of.....	869 (4)
pay officer's duty in case of.....	1044 (11)
powder division officer's duties when, occurs during action.....	677 (1)
precautions against—	
at navy yard.....	1566 (4)
care of electric lighting plant.....	438 (15, 16)
care of ventilators and air ducts.....	438 (14)
embarking or disembarking explosives.....	439 (3)
exercise at fire stations weekly.....	438 (17)
general, and ship in dry dock.....	438 (16)
magazines open, etc.....	437 (11)
spontaneous combustion and coal gas.....	438, 871 (3)
vicinity of boilers and engines.....	438 (13)
prisoners to be released in case of.....	731 (2)
senior engineer officer to take.....	871 (1)
FIRE ALARM at navy yard.....	1551 (5, 6)
FIRE BILL. (<i>See</i> Bills, watch, quarter, station, etc.)	
FIRE DEPARTMENT AT NAVY YARDS:	
instructions for.....	1551 (5, 6), 1566 (5)
refusal or failure to perform duty in.....	1586
FIRE-EXTINGUISHING APPARATUS:	
chief carpenter keep in good order.....	712 (3)
examination of, by engineer officers.....	893 (6)
ready for use, senior engineer responsible for.....	871 (2)
FIREMEN:	
ages on first enlistment.....	757 (1)
enlistment, instructions for.....	757 (4)
training of, engineer officers to give attention to.....	870 (3)
FIRE REGULATIONS at navy yards, commandant to establish.....	1551 (1)
FIREROOMS:	
bilges in, kept dry and well painted.....	900 (16)
coal stowed in, quantity to be restricted.....	900 (30)
communication with, kept open during battle.....	435 (3)
examination of, daily.....	872 (2)
order to be preserved in.....	889 (8)
FIRES:	
allowed to burn down and die out in furnaces.....	900 (21)
banked, heavy, never kept except in emergencies.....	902 (1)
galley—	
not to be used by smokers.....	737
when extinguished.....	437
lighted or hauled only by permission of commanding officer.....	877
master-at-arms to see extinguished.....	735 (2)
steam trials, care of.....	896 (3)
FIRES AND LIGHTS (<i>see also</i> Fires; <i>also</i> Lights):	
in workshops, precautions.....	1566 (4)
ships at navy yards.....	1551 (2)
FIRST AID, medical officer shall instruct in.....	949, 950
FIRST MUSICIAN, petty officer.....	757 (12)

FISCAL YEAR:	Art.
balances of appropriations at end of, payments from-----	1184
quarters of, how numbered-----	1372
FISHERIES, BUREAU OF:	
enlistment authorized on vessels of-----	754 (c)
hospital and ambulance service in vessels of-----	1032
pay of officers attached to-----	1053 (1), 1055 (5)
status of officers on duty with-----	50
FITNESS OF OFFICERS, REPORTS ON:	
examining board, use of, by-----	1635 (2, 3)
made how-----	246, 247
FITTING OUT (<i>see also</i> Going into commission; Outfits and allowances; Outfits and stores; Stores and supplies, etc.):	
commanding officer, duties, when-----	417 et seq.
dock trials, when-----	893
executive officer, duties, when-----	561 (1), 604
medical stores and supplies-----	970 (1)
military expeditions-----	1546 (1)
navigator's duties-----	617
ordnance officer's duties-----	645
pay officer's duty-----	1038
senior engineer officer, duties of-----	862 (2) et seq.
supervision-----	1553
FLAG:	
condemned, disposal of-----	1264 (3)
dipping-----	125, 165
display of—	
aboard ship-----	146 (1)
at daylight when arriving at night-----	166
during salutes-----	130 (1), 144
in battle-----	329
in boat, when-----	148
ships of less than three masts, where-----	167
half-masting-----	163
honors to, at colors and sunrise-----	162
salute, officers and men shall, on reaching quarter-deck-----	107 (1)
salutes to, take precedence over all others-----	87
striking-----	493
FLAG, BLUE, senior to fly, where two or more flag officers meet-----	149
FLAGS, PERSONAL:	
carried in bow of boat-----	153
deceased flag officer, display of-----	186 (a), 194
diplomatic and consular, in boat-----	161
displayed where-----	145
flag officer's, killed in battle, kept hoisted till battle decided-----	43
hauled down temporarily-----	152
naval station, where displayed-----	151
not flown by officer in boat, present unofficially-----	156
not half-masted except on death of officer-----	160
rank marks on staffs-----	157, 158
shifting—	
before sending flagship to yard-----	1557 (5)
commander of division, when-----	375
temporarily, etc-----	312, 375
FLAG, QUARANTINE-----	1536 (1)
FLAG, RED, hoisted when explosives embarked or disembarked-----	439 (3)

FLAG, UNION JACK. (See Jack, Union.)	Art.
FLAG LIEUTENANT:	
member of personal staff.....	395 (1)
record signals made and received.....	386
signal books to be frequently inspected by.....	389 (1)
signal record book signed by.....	389 (5)
FLAG OFFICER (see also Commander-in-chief; also Commanders of divisions):	
absent—	
at night, lights to be displayed.....	76 (1)
temporarily—	
flag hauled down.....	152
represented by whom.....	42
action or important service, report forwarded to.....	377
afloat or at naval station, to carry insignia of command in bow of boat.....	153
aid commander-in-chief.....	376
apartments of.....	284 (1)
assuming command, ceremonies.....	68, 69
assuming or relinquishing command of naval station, ceremonies.....	77
attention to be sounded previous to rendering honors, except.....	86
authority of, when passenger.....	45
coming aboard—	
in uniform, with no flag flying, ceremonies.....	97 (d)
with flag flying, ceremonies.....	97 (b)
commander of division, duties.....	368
death of—	
army post notified.....	188
funeral ceremonies.....	186 (a), 194
death or detachment of, personal staff cease duties, unless.....	392
definition.....	82
detached service, duty when on.....	369 (4)
drills ashore and afloat.....	370
efficiency, discipline, and condition of ships, report.....	369 (3)
forwarding duplicates of important letters.....	1509
inspections.....	369 (1, 2)
inspecting ship, reception of.....	71, 73
full honors not desired, how wishes made known.....	91
killed in battle, reported to senior officer as soon as practicable.....	43
leaving or returning to his flagship, ceremonies.....	74, 97 (b, d)
maneuvers, make signals, etc., for.....	373
mess of.....	294
midshipman not to be detailed on personal staff of.....	41
navigation, precautions.....	372
obey commander-in-chief.....	367, 368 (2)
orders and regulations, enforce.....	378
passing—	
ceremonies.....	75
in boat, ceremonies.....	90
passing close aboard—	
with flag flying, ceremonies.....	97 (c)
without flag flying, whether in uniform or not, ceremonies.....	97 (c)
present unofficially, when in boat without flag.....	156
President may appoint.....	82 (2)
rank marks on boats and flagstaves.....	157
relinquishing command, ceremonies.....	70
salute to national ensign supersedes honors due.....	87

FLAG OFFICER—Continued.	Art.
salutes—	
personal, when not to be returned.....	140 (2b), 142
returned by.....	141 (1)
ships falling in with.....	79
senior member of board of inspection, reception of.....	73
separation, in case of, assume command.....	374
shifting flag—	
before sending flagship to navy yard.....	1557 (5)
temporarily, etc.....	312, 375
side honors rendered.....	100
surveys, boards, and summary courts-martial, duties.....	371
transfer part of crew attached to ship at navy yard.....	1557 (5 a)
visiting—	
ship not under his command, ceremonies.....	72
stations in West Indies, authority to issue orders to commandants.....	1599
vessels officially, ceremonies.....	91 (2)
visits of ceremony.....	168, 169, 174-176
FLAG OFFICER, FOREIGN. (See Foreign flag officer.)	
FLAG OFFICER not in chief command, duties of.....	367-378
FLAG SECRETARY, member of personal staff.....	395 (1), 396 (2, 3)
FLAGSHIP:	
boarding duty from, performed by personal staff.....	398 (3)
designated by whom.....	324
fleet staff embarked in.....	401
lights at mizzen masthead, when.....	76 (2)
motions to be followed.....	454
relation of commander-in-chief to.....	366
routine calls, bell or bugle, followed when within hearing.....	654 (2)
selection of.....	312
sent to navy yard, flag shifted.....	1557 (5)
signal force on, directed by fleet signal officer.....	398 (8)
signal record book signed by flag lieutenant.....	389 (5)
FLAGSTAFFS, BOAT, rank marks on.....	157, 158
FLEET ENGINEER, duties of.....	399
FLEET EXERCISES.....	309
FLEET MARINE OFFICER, duties of.....	404, 407
FLEET ORDNANCE OFFICER, member of personal staff.....	395 (1)
FLEET OR SQUADRON:	
anchoring in, anchor buoys should be used.....	510 (2)
course directed by commander-in-chief.....	313
independent movements when in, forbidden.....	455
notice of danger when in.....	457
relations of officers of, to commandants of naval stations in West Indies.....	1598
ship separated from, captain must explain.....	458
signals made only to flagship when in.....	455
FLEET PAYMASTER:	
clerk allowed.....	1037 (1)
duties of.....	404, 406
paymasters examined regarding the duties of.....	1034 (2)
purchases made by.....	1217
transferring funds between pay officers.....	1321 (2), 1324 (2)
FLEET SIGNAL OFFICER has charge of signal force of flag officer.....	398 (8)
FLEET STAFF:	
composition and rank.....	400
duties additional to those assigned by captain of ship in which embarked.....	402

	Art.
FLEET STAFF—Continued.	
duties the same, whether superior is in chief command or commands a division	394
embarked in flagship	401
general duties	404
inspect ship only when ordered	403
FLEET SURGEON:	
duties of	404, 405
property in medical department, responsible for	1025 (4)
FLOGGING forbidden as punishment	A. G. N. 49
FLOOD COCKS , inspected and tested weekly	439 (7)
FLOOD-COCK WRENCHES , captain is custodian of keys to	439 (1)
FOOD:	
executive responsible for proper service of, at general mess	564 (4)
medical department to advise regarding	1033 (1)
precautions observed	433 (6-8)
FORAGE drawn from Quartermaster's Department for Marine Corps	1138
FORCE:	
armed, landing of, in foreign territory, consent obtained when	192, 340 (2), 343
deserters within foreign territory, force not used for recovery of	827 (2)
use of—	
in foreign friendly territory, illegal	342
self-preservation	342, 343
FORCED DRAFT:	
cylindrical fire-tube boilers, only used in emergencies	900 (23)
trials under, for benefit of engineer force	894 (4, 5)
FORCED-DRAFT SYSTEM , bulkheads or air ducts of, care of	900 (31)
FOREIGN ANNIVERSARIES. (See Anniversaries, foreign.)	
FOREIGN CIVIL AUTHORITIES , remonstrating with	339 (b)
FOREIGN COUNTRIES , religious institutions and customs of, must be respected	252
FOREIGN ENSIGN , display of, during salutes	144
FOREIGNERS , intercourse with	336-346, 500-502
FOREIGN FLAG OFFICER:	
ensign, display of, during salute to	144 (d)
salutes to	121, 140, 142
FOREIGN GOVERNMENTS , representatives visiting ships under construction, authority	1596 (2)
FOREIGN LANGUAGES , examination by board	1634
FOREIGN MAN-OF-WAR:	
deserter taking refuge on, delivery requested	828
passing, ceremonies	97 (a)
saluting United States ports, how returned	143
supplies issued to, receipts taken	1243
FOREIGN NATIONS , dressing ship in honor of	116 (3)
FOREIGN OFFICERS , salutes to	121
FOREIGN OFFICIALS:	
communication with	338
death of, funeral ceremonies	202
display of ensign during personal salutes to	144 (e)
refusal of assistance by, reported	502
salutes to	122, 124
visits, interchange of	169, 175, 176, 336
FOREIGN PORT:	
display of ensign during salutes to United States officials other than naval	144 (f)
funeral ceremonies in	192
regulations regarding deserters in	821, 825, 827, 828
salute to national flag upon arrival in	120, 140 (1 a)

FOREIGN PORT—Continued.	Art.
ship's arrival, registered at cable office, with name of commanding officer	1525 (4)
ship's or fleet's arrival and departure telegraphed and confirmed by letter	1525 (7, 8)
supplies, repairs, and labor for ships in	350 et seq.
visits to diplomatic and consular officers in	174
FOREIGN PRESIDENT OR SOVEREIGN:	
reception of, ceremonies	58
meeting, ceremonies	60
salute not to be returned	140 (2 a)
FOREIGN REFUGEES, supplies issued to	1378 (2)
FOREIGN RELATIONS, when doubtful, guard against surprise	488
FOREIGN STATES:	
national airs played in compliment to	126
relations with	208, 336, 346
FOREIGN STATION:	
assignment of pay when serving on	1094 (1)
detention after enlistment expires	1073 (1)
duty of officer passing through cruising limits of senior on	410
officers on, accused of offenses	359
sending home condemned articles from	356
ships returned from, inspections and surveys (<i>see also</i> Ships; Surveys; Inspections)	1250 (1), 1642 (2)
FOREIGN TERRITORY:	
authority of, respected	340 (1)
landing armed force in, consent obtained	192, 340 (2), 343
relations with diplomatic and consular officials in	337
force shall not be used in, for recovery of deserters	827 (2)
force, use of, in, when illegal	342
FOREIGN VESSELS, assistance afforded	501
FOREIGN WATERS, target practice in, permission obtained	340 (3)
FORFEITURE:	
candidate's right by failure to appear before examining board	1616, 1635 (9)
deposits—	
bidders at public sales	1284 (a)
deserters, etc	1332
pay. (<i>See Pay, forfeiture.</i>)	
FORGERY	A. G. N. 14
FORMATIONS AND PARADES, executive has authority to take charge of	53 (4)
FORMATIONS, MILITARY:	
senior line officer to command	52 (b)
what regarded as	23 (2)
FORM OF RECOMMENDATION prescribed by law for promotion of officers	1636
FORM OF SENTENCE, general courts-martial	1782 (4)
FORMS:	
fitness of officers	246 (4)
oaths. (<i>See Oaths.</i>)	
orders to the service	1520 et seq.
record of inquests	1646
FORTS OF UNITED STATES not saluted	131
FRAUDS (<i>see also</i> Embezzlement):	
authority to administer oath on inquiry into	1643 (4)
penalty for	A. G. N. 8 (1), 14
reported	209
FRAUDULENT ENLISTMENT, punishable, how	767
FREIGHT (<i>see also</i> Shipments):	
bills for, must be accompanied by bill of lading	1222 (3)

FREIGHT—Continued.	Art.
by naval-supply steamers.....	1160
gold, silver, or jewels taken.....	215
shipments.....	1159
FUEL:	
allowance, officers—	
Marine Corps.....	1118 (6)
Navy.....	1118
allowance table.....	1118 (7)
economy in use of.....	348
issued to families, when.....	1118 (1)
quarters not heated by government plant, restricted to kitchen uses.....	1119 (7)
requisitions.....	1119 (2)
retired officers.....	1118 (1 a)
unused to be returned.....	1118 (2)
vouchers for issues to officers, how taken up.....	1357
FUEL OIL COMPARTMENTS, care and inspection of.....	928 (4, 5)
FUGITIVES, returning, from service or labor.....	A. G. N. 18
FULL-DRESSING SHIPS.....	116 (3, 4), 117
FULMINATE FUSES:	
executive to be vigilant in care of.....	581 (3)
stowage of.....	439 (5)
FUNDS. (See also Money.)	
company, how derived and disbursed.....	1469
estimate of requirements of each yard department, made monthly.....	1326 (2)
in possession, when making requisitions.....	1328
FUND, HOSPITAL. (See Hospital fund.)	
FUNERAL CEREMONIES:	
Army or Marine Corps, general officer of.....	200
army posts, minute guns fired by.....	188
Assistant Secretary of the Navy.....	185 (2)
body bearers.....	193
burial at night.....	191
burial at sea.....	189
civil official.....	185 (3)
clerk.....	186 (d)
commanding officer.....	186 (b), 194
commissioned officer.....	186 (c)
details of.....	197, 198
diplomatic or consular officer.....	201
enlisted man.....	187
escorts.....	190
flag officer.....	186 (a), 194
foreign official.....	202
foreign port, in a.....	192-194
formation for.....	190 (5)
mate.....	186 (d)
midshipman.....	186 (d)
officer not on sea duty.....	199
palbearers.....	193
preparations for, executive to superintend.....	587
President.....	185 (1)
procession—	
ashore.....	196
boats.....	195
moving of.....	198

FUNERAL CEREMONIES—Continued.	Art.
Secretary of the Navy-----	185 (2)
Vice-President-----	185 (2)
volleys-----	200 (2)
warrant officer-----	186 (d)
FUNERAL EXPENSES:	
interment-----	1139 (3, 5)
mileage not allowed for attendance-----	1107 (4), 1139 (2)
officers—	
who die abroad while on duty-----	1139 (2)
who die in the United States-----	1139 (2)
pay officer to report sums-----	1140, 1141
payment noted on transfer of accounts-----	1140
FURLOUGHS:	
applications for-----	1392
officers on, not assigned to duty, except-----	216
FURLOUGH PAY-----	1060, 1067
FURNITURE, DISPENSARY, how expended-----	1278 (2)
GALLANTRY reported to the Secretary of the Navy-----	831 (3)
GALLEY:	
commissary steward to exercise supervision over-----	1040 (5)
executive shall make frequent inspections of-----	574 (1)
pay officer, responsibility-----	1040 (4)
GAMBLING:	
master-at-arms to check-----	735 (6)
trial by court-martial for-----	A. G. N. 8 (1)
GANGWAY:	
juniors give way at-----	113 (1)
lights at-----	110
officer-of-deck to attend-----	101
use of-----	106
GARBAGE OR REFUSE, ship in dry dock-----	1562 (8)
GARMENT TICKETS accompany report of survey-----	1229 (2)
GASKETS, requisitions for-----	1172 (2 d)
GASKETS AND FITTINGS, care of; not painted, etc-----	931 (4)
GATES AT NAVY YARDS closed at sunset-----	1552 (1)
GAUGES used during application of water pressure in boilers-----	903 (3)
GENERAL ACCOUNT OF ADVANCES:	
bills of exchange drawn under-----	1330 (i)
deposits on accepted bids-----	1285 (3)
deposits reverting to United States-----	1332
funds, transfer of-----	1292
money drawn by pay officers-----	1322
GENERAL BOARD OF THE NAVY:	
authority for establishment-----	3 (5)
composition of-----	3 (6)
duties of-----	14
secretary of, how appointed, and duties-----	3 (7)
GENERAL COURT-MARTIAL:	
absence—	
judge advocate, effect of-----	1717
member—	
compulsory temporary, procedure-----	1716 (5)
penalty for-----	A. G. N. 46
testimony taken during, must be read over to-----	A. G. N. 47
valid reasons for-----	1716 (1, 2), A. G. N. 46

GENERAL COURT-MARTIAL—Continued.

Art.

accused—

acquitted or convicted of each allegation in specification.....	1772
advised of right to counsel, etc.....	1738 (2)
allowed to testify in his own behalf, when.....	1762
arraignment of.....	1748
asked if ready for trial.....	1746 (1)
case laid before the court.....	1766

challenge—

right to, procedure.....	1740 (1)
when to exercise right of.....	1740 (3)

charges and specifications—

furnished with, when placed under arrest.....	1704 (2)
to be asked when received.....	1745 (1)

counsel—

advised of right to.....	1738 (2)
court may select officer as.....	1738 (2)
has a right to.....	1738 (1)

current enlistment record of, evidence of previous convictions must re-

late to.....	1770 (2)
--------------	----------

defense, how made.....

1763 (2)

discharged previously through sentence of court-martial.....

1770 (2)

extenuation of conduct, may urge matters, after pleading guilty.....

1749 (2)

found guilty.....

1770 (1)

guilty in less degree than charged.....

1770 (1)

informed of action taken in closed court.....

1758 (3)

introduced before court.....

1737

judge advocate—

not to suggest that he plead guilty.....	1725 (3)
relation to, and to preserve rights of.....	1733
to assist, when without counsel.....	1725 (3)
to inform of changes in charges and specifications.....	1745 (3)
to see, has received copy charges and specifications.....	1722

members vote on measure of punishment for.....

1771 (1)

opinion of judge advocate, has right to.....

1730

persists in plea of "guilty," procedure.....

1749 (2)

placed on probation.....

1770 (2)

plea, may change.....

1749 (5)

plea of guilty, finding in case of.....

1768 (5)

plea of guilty, etc., procedure.....

1749 (1)

plea of not guilty, trial proceeds, etc.....

1749 (4)

recommended to clemency of revising power.....

1777

record to show how far found guilty of each charge.....

1770 (1)

responsible for disrespectful matter.....

1763 (2)

revision, presence of, during.....

1792 (2)

stands mute, procedure.....

1749 (4)

statement of—

has threefold function.....	1763 (3)
province of court in relation to facts of.....	1763 (4)

statement to be made by, in reply to charges.....

258 (2)

suspension or confinement preliminary to trial.....

1794 (2)

warning regarding conversation pending trial, not given to.....

1760

witness—

further examined by.....	1757
to identify.....	1755 (2)

GENERAL COURT-MARTIAL—Continued.	Art.
acquittal, each allegation in specification-----	1772
adjournment—	
absence, judge advocate-----	1717
upon completion of business-----	1789
admissibility—	
evidence, determined by court-----	1731 (2)
evidence, rules of, to govern-----	1731 (3)
arguments—	
court to examine-----	1767
oral allowed, how recorded-----	1788
arraignment, accused, by judge advocate, answers recorded-----	1748
arrest, accused placed under, when furnished with charges and specifications-----	1704 (2)
assembled, where, sessions public-----	1734
assembly, time and place of, where and how changed-----	1735
assistant to judge advocate-----	1731 (1)
briefs, oral arguments, how recorded-----	1788
case—	
accused previously discharged, sentence court-martial-----	1770 (2)
action withheld, accused on probation-----	1770 (2)
court closed for final consideration of-----	1758 (3)
each, tried by same court, proceedings how signed-----	1776
separately made up-----	1789
taking up new, recorded-----	1778
trial finished when before the court-----	1766
challenge—	
guarded against in composition of court-----	1701 (2)
judge advocate not subject to-----	1740 (2)
procedure in case of-----	1740
right to, accused and judge advocate, procedure in case of-----	1740 (1)
time for exercising right of-----	1740 (3)
charge—	
accused pleading "guilty," what finding-----	1768 (5)
convening authority may determine parts of complaint embodied in-----	1704 (1)
court must exhaust the whole of the-----	1772
question put upon each specification of each-----	1768 (1)
questions put upon the-----	1769 (1)
record to specify guilt of accused on each-----	1770 (1)
votes taken upon all-----	1769 (2)
witness may have, read to him-----	1756
charges and specifications—	
accused—	
asked when he received-----	1745 (1)
furnished with, and placed under arrest-----	1704 (2)
alterations in, how made-----	1708
amendments in, how made-----	1745 (3)
changes or alterations in, authority for-----	1745 (2)
consideration and discussion of, by court-----	1745 (1)
copies of, placed on table by judge advocate-----	1744
court cleared to consider-----	1745 (1)
court finds correct, record to show-----	1745 (4)
drawn up, how-----	1705, 1706
judge advocate—	
to examine critically-----	1723
to see that accused has received copy-----	1722
letter transmitting, part of record-----	1709
objections to, by court or parties, procedure in case of-----	1745 (2)
witness, when, may be read to-----	1756

GENERAL COURT-MARTIAL—Continued.

Art.

clemency—	
accused recommended to, after sentence-----	1777
recommendation to—	
account of mitigating circumstances-----	1774 (2)
signed and forwarded-----	1778
where recorded-----	1777
unwarranted by conduct of marines-----	1783 (1)
clerical errors, correction of, on revision-----	1792 (2)
clerk, senior officer present may detail-----	1743 (3)
clerk, reporter, or interpreter—	
expense for employment of, when authorized-----	1743 (2)
introduced before court-----	1737
clerk or reporter—	
letter authorizing, to be part of record-----	1743 (1)
senior officer present may detail-----	1743 (3)
sworn-----	1743 (1)
commander-in-chief—	
finding and sentence, to promulgate in general order-----	1796
power to convene, restricted-----	1700 (2)
commanding officer, inform convening authority when officer is placed on other duty-----	1703 (1)
competency, witness's, exception to, recorded, etc-----	1752
composition of court—	
discretionary with appointing power-----	1702 (2)
prescribed-----	1700 et seq., A. G. N. 39
trial of medical, pay, or marine officer-----	1701 (2)
confinement—	
accused, preliminary to trial-----	1704 (2)
conditioned, full time of, fulfilled-----	1784 (2)
forfeiture pay and allowances becoming due during-----	1783 (1)
sentences involving, form of-----	1782 (4)
term of, to take effect from what date-----	1784 (2)
contempts, power to punish for-----	1713, A. G. N. 42
convened by whom-----	1700 (1), A. G. N. 38
convening authority—	
approval of proceedings, etc., before transmission-----	1795
business completed, informed of, by president-----	1789
charge, parts of complaint to be embodied in, may determine-----	1704 (1)
commanding officer to inform, when officer placed on other duty-----	1703 (1)
expense of clerk, etc., to be authorized by-----	1743 (2)
plea in bar valid, to be informed-----	1750 (2)
sentence may be approved or annulled by-----	1795
suspension of proceedings, when referred to, and when permitted-----	1746
conviction—	
each allegation in specification-----	1772
punishment adjudged adequate to offense-----	1774 (1)
convictions, previous—	
evidence of, duty of court-----	1770 (1)
evidence of, must refer to actual convictions-----	1770 (2)
copy, exemplified, persons entitled to-----	1799
counsel—	
accused—	
advised of right to-----	1738 (2)
has a right to-----	1738 (1)
without; judge advocate's duties-----	1733

GENERAL COURT-MARTIAL—Continued.	Art.
counsel—continued.	
court may select, for accused.....	1738 (2)
detailed by convening authority to assist judge advocate.....	1764
judge advocate to assist accused, etc.....	1725 (3)
custody, prisoner, to whom belongs.....	1719
decisions recorded upon all charges and specifications.....	1769 (2)
decree, forfeiture of pay.....	1782 (5)
defense—	
disrespectful matter in, court may prevent reading.....	1763 (2)
evidence admitted only by permission after closing of.....	1763 (1)
evidence for, introduced out of regular order.....	1751 (1)
manner of making.....	1763 (2)
reply of judge advocate as prosecutor to.....	1764
testimony and defense read over in closed court.....	1767
written or oral, in person or by counsel.....	1763 (2)
deliberations upon questions in closed court.....	1758 (3)
desertion—	
proof necessary to establish.....	1726
sentence includes what.....	1782 (6)
detachment does not relieve from duty on.....	1716 (3)
disapproval, grounds for, to be made known.....	1797
dissolution, proceedings recorded and authenticated to.....	1779
duties and privileges.....	1710 et seq.
duty of, to adjudge adequate punishment.....	1774 (1)
duty on, exempts from other duty, except.....	1703 (1)
entry, member or judge advocate completes testimony, how recorded.....	1753 (2)
evidence—	
admissibility—	
court to determine.....	1731 (2)
rules of, to govern.....	1731 (3)
admitted only by permission after closing of defense.....	1763 (1)
admitted only by permission after closing of prosecution.....	1761
court to examine.....	1767
documentary, how offered and recorded.....	1751 (2)
false, punished how.....	1714
improper, judge advocate to object.....	1732 (1)
introduced out of regular order.....	1751 (1)
judge advocate may introduce, in rebuttal of extenuation.....	1749 (2)
judge advocate to offer.....	1731 (2)
order for introduction of.....	1751 (1)
plea of guilty, none to be taken by prosecution, unless, etc.....	1749 (3)
previous convictions—	
must relate to what.....	1770 (2)
received by court.....	1770 (1)
recorded, how.....	1759 (1)
rules of, members and judge advocate to acquaint themselves with; de-	
parted from only, when.....	1731 (3)
examination—	
further, allowed upon new matter.....	1757
testimony read to witness at close of.....	1759 (2)
witness, proper order for.....	1757
exercise of power to pardon, remit, mitigate, illegal.....	1774 (3)
final action.....	1793 et seq.
final consideration of case, court closed for deliberation upon.....	1758 (3)
finding—	
accused pleading "guilty".....	1768 (5)

GENERAL COURT-MARTIAL—Continued.

Art.

finding—continued.	
court deliberates till agreement upon.....	1768 (4)
judge advocate to record.....	1770 (1)
recorded under court's direction.....	1770 (1)
recorded when majority agrees upon.....	1768 (4), 1769 (1)
witness may be reexamined before.....	1765
finding and sentence. (See also Sentence.)	
commander-in-chief to promulgate, in general order.....	1796 (1)
judge advocate excluded during revision of.....	1791 (3)
members, how voting, not recorded.....	1773
procedure concerning.....	1767 et seq.
foreign jurisdiction, not to be held at place under.....	1736
general order—	
finding and sentence, issued by commander-in-chief.....	1796 (1)
irregularity causing disapproval to be published in.....	1797
guard, detail of.....	1720
hard labor, sentence to include, when.....	1782 (4)
identification, witness, to be recorded.....	1755 (1)
illness, member, procedure in case of.....	1716 (4)
imprisonment, sentence, term of, to be defined.....	1784 (1)
introduction, accused, and others.....	1737
irons, punishment in, may be imposed.....	1693 (3)
irregularity, disapproval, cause of, to be made known.....	1797
judge advocate—	
absence of, effect.....	1717
accused—	
assisted by, when without counsel.....	1725 (3)
informed of changes in charges and specifications.....	1745 (3)
not to suggest to, that he plead guilty.....	1725 (3)
receive copy charges and specifications, to see that.....	1722
accuser, relation to.....	1731 (1)
advice of, disregarded; procedure in case.....	1732 (2)
amendments in charges and specifications, responsibility for.....	1745 (3)
appointed by whom, and qualifications.....	1721 (1, 2)
arraignment of accused.....	1748
called to record sentence when determined.....	1775
case of, laid before the court.....	1766
challenge—	
not subject to.....	1740 (2)
right to; procedure.....	1740 (1)
when to exercise right of.....	1740 (3)
charges and specifications—	
copies of, upon the table.....	1744
to examine.....	1723
clerk or reporter sworn by.....	1743 (1)
counsel detailed by convening authority to assist.....	1764
court of inquiry, to examine proceedings of.....	1725 (4), A. G. N. 60
cross-examination, etc., of witnesses in extenuation.....	1749 (2)
duties—	
before court assembles.....	1722 et seq.
during trial; record, oaths, advice.....	1729 (1)
evidence—	
improper, to object to.....	1732 (1)
previous convictions stated by.....	1766
what to offer.....	1731 (2)

GENERAL COURT-MARTIAL—Continued.	Art.
judge advocate—continued.	
exception or protest of, not to be recorded.....	1732 (2)
findings recorded by.....	1770 (1)
letter transmitting charges, etc., to include in record.....	1709
oaths administered, record to show.....	1742 (2)
opinion of, accused and counsel have right to.....	1730
opinion, to give when called upon.....	1729 (2)
place provided for sessions of court, etc.....	1728
preparation of case, thoroughly to instruct himself.....	1727
prosecutor for United States.....	1731 (1)
prosecutor has right to reply to defense, how.....	1764
relation to and preservation of rights of accused.....	1733
reply of, as prosecutor, how made.....	1764
responsibility of.....	1721 (3)
revision of finding and sentence during.....	1791 (3)
sworn.....	1742 (1)
testimony of, how recorded.....	1753 (1)
testimony, irrelevant, to point out.....	1732 (1)
withdraws when court is closed.....	1758 (3), 1767
witnesses—	
call on accused for list of, etc.....	1724
further examined by.....	1757
summon, restrictions.....	1725 (1)
swearing and identification of, to record.....	1755 (1)
waiting orders or leave, to notify Bureau of Navigation or Comman- dant of Marine Corps, etc.....	1725 (2)
when to testify.....	1753 (1)
Judge Advocate General, record forwarded to, when.....	1778
judgment—	
court dissolved before.....	1779
exercise of, not to be restricted.....	1793
judicial acts, incompetent to perform, until sworn.....	1742 (2)
jurisdiction, discussion with regard to.....	1745 (1)
marines, sentenced to discharge.....	1783
members—	
absence—	
compulsory temporary, procedure in case of.....	1716 (5)
how affects suspension or delays of proceedings.....	1715
absent, shall not be, except.....	1716 (1, 2), A. G. N. 46
concurrence of two-thirds, record to show when.....	1773
detachment does not relieve from duty on.....	1716 (3)
equality of, etc.....	1710 (2)
evidence indicated by, to be examined by court.....	1767
exception or protest of, not recorded.....	1732 (2)
illness of, procedure.....	1716 (4)
method of voting on punishment.....	1771 (1)
number required by law in particular case.....	1770 (1)
oath provides for concealment of vote or opinion of.....	1773
proceedings signed by.....	1776
punishment of, for disorderly conduct.....	1712 (1)
questions put upon the charge to each.....	1769 (1)
recommendation to clemency.....	1777
responsible in civil courts.....	1711
sworn.....	1741, 1742 (1)

GENERAL COURT-MARTIAL.—Continued.

Art.

members—continued.	
vote of, upon—	
charges.....	1769 (1)
punishment.....	1771 (2)
specifications.....	1768 (2)
vote or opinion of, oath provides for concealment of.....	1773
warning regarding conversation pending trial, not given to.....	1760
witness—	
may be questioned by.....	1757
when to testify.....	1753 (1)
minute of votes not preserved.....	1768 (3)
nominal punishments not legally adjudged by.....	1774 (3)
oaths—	
administered to members at beginning of each trial.....	1741
administration of, to witness, to be recorded.....	1755 (1)
judge advocate and members.....	1742 (1), A. G. N. 40
judge advocate to administer.....	1729 (1)
president called as witness, by whom, administered.....	1753 (1)
witness to have, administered by president; and form of.....	1754
objection—	
court closed for deliberation upon.....	1758 (3)
question or testimony, court to determine and record.....	1758 (2)
questions subject to.....	1757
offense—	
penalty designated by statute for particular.....	1780
punishment adjudged adequate to degree of.....	1774 (1)
punishment inadequate by summary court; may be tried by.....	1676 (2)
opinion, majority is that of the court, except.....	1773
orderlies, detail of.....	1720
orders—	
distributed upon receipt.....	1522 (2)
embody action of revising authority.....	1521 (2)
issued in series and numbered.....	1520
record and delivery.....	1522 (2)
read and conspicuously posted.....	427
sent unaccompanied by other orders.....	1522 (3)
specific, necessary to detach from duty on.....	1716 (3)
pardoning power, not vested by law with.....	1774 (3)
penalty—	
sentences not provided for by special.....	1781
statutory, designated, none other imposed.....	1780
perjury and subornation of, punished how.....	1714
place of assembly.....	1734 et seq.
plea—	
accused—	
"guilty," or stands mute, procedure.....	1749 (4)
"guilty," procedure in case of.....	1749 (1)
may change.....	1749 (5)
persists in, "guilty," procedure.....	1749 (2)
guilty, no evidence to be taken by prosecution, unless, etc.....	1749 (3)
in bar of trial, accused may submit.....	1750 (1)
judge advocate not to suggest that accused plead guilty.....	1725 (3)
record must show.....	1750 (1)
valid or invalid, procedure.....	1750 (2)
power, contempts, to punish for.....	1713, A. G. N. 42

GENERAL COURT-MARTIAL—Continued.

Art.

precept—		
read by judge-advocate, copy, etc., appended, disposition of, when court dissolved	-----	1739
statement of limitation as to number and rank essential part	-----	1702 (1)
		A. G. N. 39
president of court—		
adjournment over two days or sine die reported by	-----	1703 (2)
clerk to court, may request detail of	-----	1743 (3)
communications relating to questions of law, etc., forwarded by	-----	1798
decision regarding punishment, how obtained by	-----	1771 (2)
oath administered to, by whom, if called as witness	-----	1753 (1)
question put upon each specification of each charge by	-----	1768 (1)
rank, duties, and privileges	-----	1710
record to be forwarded by	-----	1798
records decision by majority	-----	1769 (1)
report of, when all business completed	-----	1789
responsible for treatment of person before the court	-----	1712 (2)
votes of members regarding punishment received by	-----	1771 (1)
votes upon specifications handed to	-----	1768 (2)
witnesses to be sworn by, and form of oath	-----	1754
witnesses warned to withdraw by	-----	1747
President of United States, action on proceedings when necessary	-----	1794
prisoner—		
clemency, grounds for recommending	-----	1774 (2)
custody of, to whom belongs	-----	1719
proceedings—		
amendments, alterations, etc., not permitted in, on revision	-----	1791 (2)
cases tried by same court, to be signed by members present	-----	1776
convening authority to approve, before transmission	-----	1795
court dissolved before judgment	-----	1779
court ordered to revise, no new testimony	-----	1791 (1)
disapproved, informality or irregularity to be made known	-----	1797
record to show complete	-----	1787
recorded and authenticated, court dissolved before judgment	-----	1779
reviewing authority to act on, before execution of sentence	-----	1794
revision, all to be recorded	-----	1792 (3)
signed—		
action recorded, forwarded	-----	1778
by judge advocate and members	-----	1776
suspension of—		
on a case, procedure	-----	1746 (2)
or delays	-----	1715
when referred to convening authority, and when permitted	-----	1746
writing, to be conducted in, unless	-----	1738 (1)
written defense recorded as part of	-----	1763 (2)
prosecution—		
evidence for, introduced out of regular order	-----	1751 (1)
evidence not admitted after closing of, except	-----	1761
evidence not to be introduced by, upon plea of guilty, unless, etc.	-----	1749 (3)
provost marshal—		
duties and responsibilities	-----	1718 (3, 4)
guard and orderlies	-----	1718 et seq
introduced before court	-----	1737
punishment—		
adequate to offense to be adjudged	-----	1774 (1), A. G. N. 51

GENERAL COURT-MARTIAL—Continued.

	Art.
punishment—continued.	
ballot not decisive, procedure.....	1771 (2)
contempts, power to adjudge, for.....	1713, A. G. N. 42
decision of court regarding, how obtained.....	1771 (2)
inflicted by, may be same as summary court martial.....	A. G. N. 35
measure of, voted by members.....	1771 (1)
members of, disorderly conduct.....	1712 (1)
members vote upon.....	1770 (3)
method of voting on.....	1771 (1)
nature and degree entered in record by judge advocate.....	1775
nominal, equivalent to pardon.....	1774 (3)
sentence, how decided.....	1771 (2)
specified by judge advocate.....	1775
time counted as part of.....	1784 (2)
time of peace, limitations prescribed for.....	1781
questions—	
deliberations upon, in closed court.....	1758 (3)
objection to, determined and recorded.....	1758 (2)
president of the court, put by, upon each specification.....	1768 (1)
put upon the charge to each member.....	1769 (1)
witness may be asked, by whom.....	1757
writing, to be in, except.....	1758 (1)
questions of law, president to forward communications concerning.....	1798
record—	
arraignment to be fully shown in.....	1748
charges and specifications correct, to be shown.....	1745 (4)
competency of witness, decision in regard to, shown.....	1752
completion of.....	1778
concurrence of two-thirds on sentence, when matter of.....	1773
contents of—	
how kept, etc.....	1786 et seq.
on revision.....	1791 (3)
what to be shown.....	1787
continous, to be.....	1789
copy of, who is entitled.....	1799
entry in, when member or judge advocate completes testimony.....	1753 (2)
exceptions or protests, not to be entered.....	1732 (2)
finding recorded by judge advocate in.....	1770 (1)
forwarded by president, where.....	1778
Judge Advocate General, to be forwarded to.....	1798
keeping and making up, manner of.....	1786
letter transmitting charges, etc., part of.....	1709
oaths administered, to show.....	1742 (2)
objections to be entered in.....	1758 (2)
pleas must be shown in.....	1750 (1)
proceedings and decision regarding charges and specifications, to be shown.....	1745 (2)
punishment adjudged entered upon.....	1775
reviewing authority to scrutinize.....	1790
revision—	
to be entirely separate in case of, etc.....	1791 (3)
transmitted to reviewing authority.....	1792 (3)
what to contain.....	1792 (1)
unanimous vote not to appear on except.....	1773

GENERAL COURT-MARTIAL—Continued.	Art.
record—continued.	
withdrawal of judge advocate noted in.....	1758 (3)
withdrawal of witness, entered on.....	1760
witness, swearing and identification of, to be shown in.....	1755 (1)
responsibility, members of.....	1711
reviewing authority—	
action necessary before execution of sentence.....	1794
record to be—	
forwarded by.....	1798
scrutinized by, etc.....	1790
judgment of court not to be restricted by.....	1793
revision—	
clerical errors, correction of.....	1792 (2)
finding and sentence, judge advocate excluded.....	1791 (3)
instructions for.....	1790 et seq.
new testimony not to be introduced.....	1791 (1)
proceedings, all to be recorded.....	1792 (3)
reconsideration of matter already recorded.....	1791 (2)
record of—	
to be entirely separate, etc.....	1791 (3)
what to contain.....	1792 (1)
senior member, rank, duties, and privileges.....	1710
senior officer present—	
clerk may be detailed by.....	1743 (3)
president to notify, in cases of adjournment.....	1703 (2)
sentence—	
Articles for Government of Navy followed.....	1781
authentication of.....	A. G. N. 52
conduct not warranting clemency, marines.....	1783 (1)
confinement, when to include reduction in rating.....	1782 (3)
convening authority may approve or annul.....	1795
death.....	1781, A. G. N. 50
decision, how secured.....	1771 (2)
desertion, what included in.....	1782 (6)
determined, duty of judge advocate.....	1775
determined, how.....	1773
dishonorable discharge, marines, should also include forfeitures.....	1783 (1)
drawn up by judge advocate.....	1775
execution of, when.....	1794
forfeiture of pay—	
by officers.....	1782 (1)
may be decreed.....	1782 (5)
form of, in specified cases.....	1782 (4)
imprisonment—	
for life.....	1781
term of, to be defined.....	1784 (1)
involving death, imprisonment for life, etc.....	1781
loss of numbers on Navy list.....	1782 (2)
Marine Corps, noncommissioned officer of.....	1782 (3)
marines, instructions for.....	1783
members, how voting, not recorded.....	1773
petty officers, involving confinement includes reduction.....	1782 (3)
record must show concurrence of two-thirds, when.....	1773
recorded, proceedings signed by members present.....	1776
reduction in rating.....	1782 (3)

GENERAL COURT-MARTIAL—Continued.

Art.

sentence—continued.	
remission or mitigation of.....	1795, A. G. N. 54
required by law, must be pronounced.....	1780
required for dishonorable discharge.....	805 (1)
signatures of court and judge advocate on.....	1777
signed and forwarded.....	1778
solitary confinement.....	1784 (2, 3)
suspension from rank, duty, or pay.....	1782 (1)
time before promulgation of, considered part of.....	1784 (2)
signatures—	
court and judge advocate, to sentence.....	1777
judgment authenticated by.....	1776
members concurring in recommendation to clemency.....	1777
president and judge advocate, to action of court.....	1778
sessions public.....	1734
specification—	
accused pleading "guilty," what finding.....	1768 (5)
court must acquit or convict of each allegation of.....	1772
question put upon each.....	1768 (1)
vote on, by each member over his signature.....	1768 (2)
votes on, minute of, not preserved unless ordered.....	1768 (3)
votes taken upon all.....	1769 (2)
witness not to have, read to him.....	1756
written instruments, how set out.....	1707
statement of accused—	
averments or facts of, proved by testimony.....	1763 (4)
three-fold function of.....	1763 (3)
stenographer—	
introduced before court.....	1737
judge advocate and accused only may address court, unless.....	1738 (1)
suspension—	
proceedings, or delays due to absence of members.....	1715
proceedings; when referred to convening authority, and when permitted.....	1746,
	A. G. N. 45
testimony—	
averments or facts in statement of accused must be proved by.....	1763 (4)
corrections to, how entered on proceedings.....	1759 (3)
judge advocate's, how recorded.....	1753 (1)
judge advocate to point out irrelevant.....	1732 (1)
member or judge advocate, entry in record when completed.....	1753 (2)
new, not to be introduced on revision.....	1791 (1)
objection to, determined and recorded.....	1758 (2)
readmitted after approval by witness.....	1759 (4)
read over at close of court.....	1767
read to member who has been absent.....	A. G. N. 47
statement of accused, facts in judicial cognizance when proved by.....	1763 (4)
verified how, by witness.....	1759 (3)
trial—	
accused, procedure under various pleas.....	1749
court dissolved before judgment, records same as completed.....	1779
evidence of previous convictions must refer to actual.....	1770 (2)
evidence of previous convictions received by all parties to the.....	1770 (1)
finished when, and how recorded.....	1766
medical, pay, or marine officer, composition of court.....	1701 (2)
members sworn at beginning of each.....	1741

GENERAL COURT-MARTIAL—Continued	Art.
trial—continued.	
postponement of, application for, etc.	1746 (1)
procedure during	1737 et seq.
witness warned not to converse on matters pertaining to	1760
votes—	
individual, not disclosed	1768 (2)
members upon punishment to be inflicted	1770 (3)
oath provides for concealment of	1773
president to receive and read aloud	1769 (1), 1771
punishment, measure of, by	1771 (1)
taken upon all charges and specifications	1769 (2)
written minute, not preserved unless ordered	1768 (3)
voting—	
decision not obtained, procedure	1771 (2)
method of, on measure of punishment	1771
punishment, manner of obtaining final decision on	1771 (2)
warning, accused pleads "guilty," etc.	1749 (1)
witnesses—	
accused as, at his own request	1762
accused to be identified by	1755 (2)
attendance of, neither party precluded from calling	1724
charges, but not specifications, may be read to	1756
competency of, exception to, recorded, etc.	1752
corrections, etc., to testimony, how recorded	1759 (3)
evidence, how recorded	1759 (1)
examination of, proper order	1757
judge advocate—	
call on accused for list of, etc.	1724
summon; restrictions	1725 (1)
member or judge advocate as—	
record to show when seat resumed	1753 (2)
when to be called	1753 (1)
oath and identification, to be recorded	1755 (1)
questions to, in writing, except	1758 (1)
readmission of, for correction of testimony	1759 (4)
recall and reexamination of, by court	1765
sworn by president, and oath to be taken	1754
testimony of, read to, at close of examination	1759 (2)
waiting orders or on leave, duty of judge advocate	1725 (2)
warned not to converse on matters pertaining to trial	1760
warning of president, directing withdrawal of	1747
withdrawal of, to be recorded	1760
written instruments, how inserted in specifications	1707
GENERAL MESS. (<i>See</i> Mess, General.)	
GENERAL MUSTER. (<i>See</i> Muster, General.)	
GENERAL ORDER—S:	
affecting Marine Corps published and filed	1442
defined	1521
exceptions in application	1522 (5)
finding and sentence, general court-martial, issued by commander-in-chief	1796
guidance of Marine Corps, issued by Commandant	1399
irregularity of general court-martial to be published in	1797
issue and distribution	1522
issued in series and numbered	1520
Naval Regulations, corrections, separate series	1521 (1)

	Art.
GENERAL ORDER-S—Continued.	
not delivered in same mail with general court-martial orders.....	1522 (3)
officer in temporary command not to change.....	557 (3)
posted at navy yards for three months.....	1547 (7)
published on board ships at first general muster.....	427
to sentinels, approval of commanding officers.....	1483 (1)
when business requires, issue.....	1522 (4)
GENERAL ORDER OR REGULATION, violates or refuses obedience to..	A. G. N. 8 (20)
GENERAL QUARTERS, exercise at, weekly.....	432 (3)
GENERAL STOREHOUSES, paymasters examined in regard to business of.....	1034 (2)
GENERAL STOREKEEPERS:	
articles manufactured at navy yard, issue.....	1152
articles required but not received, statement by.....	922 (2)
clerk allowed.....	1037 (1)
condemned real estate, chattels, etc., invoiced to.....	1272 (2)
duties, general.....	1147 et seq., 1577 (3)
facilities to heads of departments, extended by.....	1156
invoices receipted by, when ship goes out of commission.....	865 (2)
models of ships invoiced to.....	1153
old material invoiced to.....	1273
open purchases, duty.....	1172 (5)
property condemned for sale.....	1271-1273, 1278, 1280-1285
public freight supplied at naval supply steamers.....	1160
representative of, at inspections.....	1175 (3)
shipments of stores, responsible for (<i>see also</i> Shipments).....	1159 (1)
supplies—	
condemned for sale, stored and arranged by (<i>see also</i> Sales).....	1271 (1)
inspections of (<i>see also</i> Inspections).....	1175
sealed or not in storeroom.....	1164 (2)
ship going out of commission, invoiced to.....	1157 (14)
survey, unfit for issue.....	1268
unserviceable, disposition of, how marked, etc.....	1264, 1268 (2)
vouchers, responsible for accuracy.....	1178
GETTING UNDER WAY, stations when.....	95
GIFTS:	
medical department employees prohibited receiving from patients.....	1031
ships, custody and care.....	1188, 1262 (2 a)
to superiors, forbidden.....	227
GOING INTO COMMISSION. (<i>See also</i> Fitting out.)	
ammunition, ordnance officer to inspect, when.....	645 (1)
ceremony.....	418, 628 (2)
defects—	
executive report.....	561 (3)
navigator report.....	617
ordnance officer report.....	645 (4)
senior engineer report.....	862 (4)
equipment and construction officer examine stores and report.....	604
invoices and receipts, stores and supplies.....	605 (1)
medical stores and supplies, invoices, and receipts.....	968
navigator shall begin log book.....	628 (2)
steam log begun on that day.....	881 (1)
GOING OUT OF COMMISSION:	
captain's duties.....	485
captain of yard shall inspect and receipt (<i>see also</i> Inspections).....	1566 (9)
care of machinery.....	915
chief boatswain's duties.....	696 (5)

GOING OUT OF COMMISSION—Continued.		Art.
detachments, when delivered	613, 632, 648 (1), 865 (2), 1559 (2, 3)	
equipment, inventoried	1206 (1)	
equipment and construction officer shall turn over books	606 (6)	
executive forward coal and water reports	606 (5)	
list of officers forwarded to Department	1045	
log books, disposition of	628 (7)	
marine detachment, when relieved	1497	
medical outfit, disposition of	968 (7), 976	
ordnance board survey battery, etc., of vessel	648 (1), 1559 (2)	
outfit stored separately	1157 (14)	
paying off crew	542	
station bills to be transmitted to Department	448	
statutory board for survey of vessels	1250 (1), 1642 (2)	
supplies—		
inventoried	1206 (1)	
surveyed	1559 (1)	
transferred	1157 (14), 1205 (2, 3), 1559 (1)	
GOOD-CONDUCT CLASSIFICATION:		
enlisted men, Navy	838	
marines on shore	1426	
marines serving afloat	1428	
GOOD-CONDUCT MEDALS AND BARS:		
additional pay	1134 (2, 15)	
enlisted persons may receive	834 (1)	
marines may receive	1423	
recommendations for, noted on enlistment record	771 (3)	
GOODS OR MERCHANDISE, receipt of, for freight, sale, or traffic	A. G. N. 8 (13)	
GOVERNMENT CONVEYANCE:		
(See also Naval supply vessels.)		
milege not allowed when travel by	1107 (1)	
shall be used when available for transportation of stores	212 (2)	
shipments by	1159 (6), 1160	
GOVERNOR of State, Territory, or Island, etc., reception of	64 (1), 178	
GRADES, officers take rank in, how (see also Precedence)	18 (6)	
GRADUATES' CERTIFICATES of petty officers' school	1134 (1)	
GRATUITY—IES:		
acceptance of, forbidden	227 (2), 228, 1031	
death, widow, etc., entitled to	1139 (1)	
enlisted marines	1422	
honorable discharge, endorsed on discharge surrendered for exchange	762 (2)	
seamen and others to receive, when recommended for heroism	831	
GREASE EXTRACTORS, used when fitted	899 (5)	
GROUNDING OF SHIP, inquiry into	1673, 1674	
GROUND TACKLE:		
boatswain's duty regarding	698 (3)	
commanding officer's duty regarding	525 (2)	
executive officer responsible for	594	
GUAM:		
correspondence	1500 (6)	
rates and ages for enlistment for service in	757 (1)	
GUAM, NAVAL GOVERNOR OF, distinctive marks in boat	161 (2)	
GUARD:		
general court-martial, detail of	1720	
marines	1482	
GUARD DUTY:		
assigned as punishment, prohibited	1450 (1)	
troops embarked on naval vessel	1541 (3)	

GUARD MOUNTING, MARINE DETACHMENT:	Art.
on board ship-----	1482
on shore-----	1439 (1)
GUARD SHIP:	
boarding duty performed by-----	180
detailed by chief of staff-----	388
GUN CAPTAINS, additional pay-----	1134 (4)
GUN COTTON, executive officer to be vigilant in care of-----	581 (3)
GUN CREW:	
executive officer, change in, not to make-----	563 (5)
stations for exercise, executive to see, present at-----	563 (6)
GUN DIVISION, officer commanding-----	671 (1)
GUNNERS:	
(See also Chief gunner; also Seaman gunners.)	
appointments—	
as ensign-----	1601 (1)
acting, qualifications, etc-----	1608, 1609, 1611
magazine inspected daily by-----	439 (6)
precedence-----	28
GUNNER'S MATES, guns may be examined by, during watch-----	668 (c)
GUNNERY PRIZES, how credited and paid-----	1360
GUNNERY RECORD:	
enlisted man having, entries required on discharge-----	808 (3)
noted on enlistment record-----	771 (5 f)
transmitted in case of transfer-----	795 (1 d)
GUN POINTERS:	
additional pay-----	1134 (3, 15)
executive officer not assign, to duty that interferes with drills, etc-----	563 (5)
GUNS, care of-----	436
HAIL, answering the-----	111
HALF-MASTING COLORS (see also Funeral ceremonies)-----	163
HAMMOCKS, when down, crew smoke only on upper decks-----	440 (6)
HARBOR, surveyed and charted when inaccurately located-----	516
HARBOR WATER, use of, in unhealthy ports, forbidden-----	433 (7)
HARD LABOR, sentences to include-----	1782 (4)
HATCHES:	
care of apparatus for battening down-----	712 (4)
executive responsible for cleanliness of-----	580
HAWSE, executive shall keep informed of condition of-----	594 (2)
HAWSERS, examination of-----	525 (1)
HAWSERS AND TOWLINES, executive shall see that, are pointed-----	590
HAZARDING VESSEL, ETC-----	A. G. N. 8 (11)
HEADS OF DEPARTMENTS:	
navy yards—	
articles manufactured, approval-----	1152, 1179
chemical tests a part of inspection-----	1180 (2)
correspondence (see also Correspondence)-----	1507, 1513
duties-----	1569 et seq.
duties respecting clerical force-----	1587
estimates for funds made monthly-----	1326 (2), 1593
furnished copies orders relating to labor, etc-----	1584 (1)
general storekeeper. (See General storekeeper.)	
inspections. (See Inspections.)	
labor and material-----	1569 (3, 7)
open-purchase requisition-----	1172 (5)
pass books and seals-----	1564 (1, 2)

HEADS OF DEPARTMENTS—Continued.	Art.
navy-yards—continued,	
reports and accounts, prepared and signed by-----	1569 (4, 7)
requesting survey of old material-----	1273
shall safeguard property of ships in ordinary-----	1590
ships fitting out, duties concerning-----	1570
suggestions to commandant-----	1569 (9)
supplies and material, requisitions-----	1172, 1569 (5, 6)
surveys on buildings damaged by fire requested by, Yards and Docks--	1272 (3)
work and employees, supervision-----	1569 (1)
ships—	
articles turned in, care in packing-----	1189 (4)
correspondence-----	1513
detail of officers as-----	525 (7)
inspections. (<i>See</i> Inspections.)	
inventories—	
articles subject to, receipt for-----	1190
completed before detachment during cruise-----	1206 (2)
equipment, ordnance, supplies, taken yearly-----	525 (3, 4)
invoices—	
expenditures-----	1199, 1378 (2)
furnished public bills in lieu of-----	1222 (7)
keys, custody of-----	579
repairs or alterations, reports of, referred to-----	924 (2)
requisitions. (<i>See</i> Requisitions.)	
right to communicate directly with commanding officer-----	54
supplies. (<i>See also</i> Stores and supplies.)	
custody of-----	1187
responsibility until delivered-----	1204
transfer between-----	1207, 1208 (10)
to successor-----	1206 (2)
HEADQUARTERS OF MARINE CORPS-----	1396
HEALTH, measures for preserving-----	307 (12), 360, 433, 574 (2), A. G. N. 20 (8)
HEALTH, BILL OF—	
exhibited to health officer, arrival in port-----	978
senior medical officer to procure-----	450
HEAT AND LIGHT ALLOWANCES. (<i>See</i> Fuel.)	
light, amount and authority for-----	1117
heat furnished by Government or separate plant-----	1119 (6, 7)
method of payment-----	1119
HELMSMEN, SEAMEN, ETC., required to become expert-----	432 (6)
HIGH EXPLOSIVES, removal of, when ship arrives at navy yard for repairs----	483
HIGH SEAS, powers of consul exercised by captain on, when-----	556
HOLD-OVER CLASSIFICATIONS OF MARKSMEN-----	1083 (5)
HOLDS:	
executive and senior medical officers to inspect weekly-----	959
master-at-arms to inspect-----	734
matches shall not be used in-----	438 (12)
HOLIDAY, HALF, Saturday regarded as, aboard ship-----	251 (1)
HOLIDAYS, NATIONAL, observance of-----	181-184
HONORABLE DISCHARGE. (<i>See</i> Discharge, honorable.)	
HONORS. (<i>See also</i> Salutes; <i>also</i> title of officer or official.)	
not desired, how indicated-----	91
HONORS AND CEREMONIES, table of-----	page 39
HONORS OF THE SIDE. (<i>See</i> Side honors.)	

HOSPITAL APPRENTICES:		Art.
age of, on first enlistment.....	757	(1)
enlistment, regulations for.....	757	(10)
HOSPITAL CORPS:		
detail for duty made by Bureau of Navigation.....	1033	(4)
discharges, with exceptions, made by Bureau of Navigation.....	1033	(4)
examination, physical and professional, before advancement.....	773	(9)
examination report approved and recorded where.....	1033	(5)
first enlistments in, how made.....	1033	(4)
inspection of, under medical department.....	11, 1033	(1)
members of, neutral, not permitted to bear arms or perform military duty, except.....	254	
professional qualifications noted on enlistment record.....	771	(8 d)
service and duty of.....	1032	
technical school for.....	11 (2), 1033	(3)
under supervision of Bureau of Medicine and Surgery.....	11	(1)
HOSPITAL FUND:		
deduction for, from pay.....	842 (4), 1052, 1071	(2)
deduction of ration from accounts of officers.....	1124	(1)
expenses of persons in civil hospitals paid from.....	1129	
pension while in hospital, reverts to.....	1130	
HOSPITAL SHIPS:		
how painted.....	933	(4)
internal organization and administration of, under medical department.....	11 (1), 1033	(1)
medical officer, not below grade of surgeon, to command.....	37	(2)
nurse corps eligible for duty on.....	1032	
HOSPITALS, ARMY OR NAVY, admission, authority.....	1128	
HOSPITALS, CIVIL, when admitted to.....	1129 (1), 1131	(6)
HOSPITALS, NAVAL. (See also Medical Instructions.)		
bill books to be kept at.....	1029	
changes not to be made in, except in emergency.....	1005	
commander-in-chief to inspect.....	308	
conduct report accompany hospital ticket and one shall be returned from.....	795	(2)
dates for making requisitions for medical stores (see also Requisitions).....	969	(1 a)
fleet surgeon to inspect.....	405	(4)
hospital and ambulance service at, performed by hospital corps.....	1032	
management and control of, under medical department.....	1033	(1)
medical instructions regarding.....	1002-1020	
medical journal not kept where case papers are used.....	1021	
nurse corps eligible for duty at.....	1032	
officer in command, responsibilities of.....	1004	
officers previously under treatment may be readmitted to.....	1003	
Philadelphia, persons transferred to.....	792	(8)
regulations for, shall be submitted to Secretary of Navy.....	1020	
removal of sick to, or other.....	792	(1)
sanitary report submitted annually by senior medical officer.....	1030	
supplies furnished by medical department.....	1033	(1)
transfer of—		
marines to, and discharge therefrom.....	1419	(3)
men to other than.....	792	(4-6)
men to, recommended by senior medical officer.....	960	
officers to or from, reported.....	364	
petty officer or enlisted man to.....	792	(2)

HOSPITAL STEWARDS:	Art.
duties of-----	744
enlisted as hospital apprentices-----	757 (10)
permanent appointment—	
eligible for, when-----	775 (4)
issued when-----	775 (2)
promotion to pharmacists-----	1614
HOSPITAL TICKETS:	
instructions concerning-----	961 (2)
forwarded with patient when transferred to hospital-----	963
patient should be accompanied by, on admission to hospital-----	1010
showing disability prior to enlistment-----	994
HOURS:	
messing-----	433 (10)
office, clerical force, navy yards, etc-----	1587
sessions of summary courts-martial-----	1678 (5)
HULL BOARD, PERMANENT, ships in reserve, duties-----	1594 (24)
HULL BOOK, commanding officer shall require the keeping of a-----	927 (4)
HYDRAULIC MACHINERY, measures for protection of-----	914
HYDROGRAPHIC INFORMATION reported-----	514
HYDROGRAPHIC OFFICE:	
Bureau of Equipment to control-----	5
shall issue notices to mariners, pilot charts, or sailing directions-----	1522 (5)
HYDROGRAPHIC REPORTS, navigator shall carefully prepare-----	629
HYDROGRAPHIC SURVEYS, charts for, navigator shall construct, etc-----	624
HYGIENE. (<i>See</i> Health, measures for preserving; Sanitary, etc.)	
IDENTIFICATION OF WITNESS before general court-martial to be recorded--	1755 (1)
IDENTIFICATION RECORD:	
recruiting officer to forward-----	748 (3)
commanding officer, receiving ships, to forward-----	749 (1)
ILLNESS MEMBER GENERAL COURT-MARTIAL, procedure-----	1716 (4)
"IMMEDIATELY," IN ORDERS, signifies within twelve hours-----	218
IMPORTATION, dutiable goods in public vessel-----	A. G. N. 12
IMPRISONMENT. (<i>See also</i> Confinement; <i>also</i> Punishments.)	
life sentence-----	1781
penitentiary-----	A. G. N. 7
term of sentence to be defined-----	1784 (1)
IMPROVEMENTS, captain to suggest-----	462 (2)
INCOMPETENCY:	
sentence for, when guilty of-----	1693 (6)
specification for, to set forth acts of-----	1682 (2)
INDEBTEDNESS:	
deposited before grant of leave-----	1534 (2)
disbursement of public money presupposes-----	1300 (2)
officers must pay-----	213
rations commuted, do not liquidate-----	1090, 1295 (2)
to post exchange—	
noted on discharge or transfer accounts, etc-----	1465 (6-9)
involves no lien-----	1466 (3)
INDICATORS, CARE OF, before stowing away-----	897 (4)
INFECTED SHIP. (<i>See</i> Quarantine.)	
INFECTIOUS OR CONTAGIOUS DISEASE. (<i>See</i> Disease; <i>also</i> Quarantine.)	
INFLAMMABLES, STOWAGE OF-----	438 (7-9)
INFORMATION:	
navigation, preserved-----	515

INFORMATION—Continued.	Art.
official—	
latest obtained from other vessels.....	471
not to be given out or published.....	244, 245
INFRACTIONS OF DISCIPLINE, executive to report.....	560 (5)
INJURIES :	
civillians at navy yard.....	1547 (3), 1575 (2)
civillan employees, compensation.....	1584 (2)
deck log book, particulars of, entered in.....	667 (3 c)
persons in Navy or Marine Corps, report of.....	1144, 1145
INLAND RULES :	
preventing collisions, etc.....	page 491
violations of, to be reported.....	page 491
INQUESTS, BOARDS OF. (<i>See</i> Boards of Inquest.)	
INQUIRY, commanding officer shall make careful, into complaints of misconduct..	258
INQUIRY, COURTS OF. (<i>See</i> Courts of Inquiry.)	
INQUIRY, SPECIAL, expenses.....	1294
INSANE PERSONS, enlistment of, forbidden.....	A. G. N. 19
INSECT POWDER :	
executive officer may purchase, for health of the ship.....	574 (2)
purchased from company fund for cleansing kitchen and mess utensils..	1469 (2 c)
INSIGNIA OF DUTY, officer-of-the-deck, in port.....	650
INSPECTIONS :	
accounts—	
disbursing officers in District of Columbia.....	1379 (6)
facilities accorded for.....	241
pay officers; by whom made.....	1379
reports of.....	1379 (5)
articles—	
delivered for yard departments.....	1569 (8)
manufactured at navy yards.....	1152, 1179
under naval supply fund.....	1175 (1)
calls for, when supplies are received.....	1174, 1175 (1)
captain shall superintend.....	431, 575
chemical tests, a part of.....	1180 (2)
delegation of, by flag officer, permitted when.....	307 (16)
division officers take special care in carrying out details of.....	681 (1)
executive officer—	
all parts of ship open to.....	575
details of, to carry out.....	560 (3)
mess gear, stores, etc.....	574 (1)
officers and crew, disposition of, at quarters, to make.....	583 (2)
preparations for safety, etc., made by 7.30 p. m.....	573
fire department of yard.....	1566 (5)
fitting out, by navigator.....	617
fleet paymaster to make, of pay department.....	406 (1, 2)
fleet staff to make, only when ordered in writing.....	403
fleet surgeon to make, ships and naval hospitals.....	405 (2-4)
heads of yard departments.....	1152, 1175, 1176, 1179, 1180, 1569 (8), 1590
holds and storerooms by master-at-arms.....	734
iron and steel ships.....	928
hospitals.....	308, 405 (4)
log books by commanding officer.....	478 (1), 881 (4)
magazines, shell rooms, etc.....	439 (6, 7), 707

INSPECTIONS—Continued.	Art.
marines—	
fleet marine officer to make	407 (1, 2)
full dress	1438
quarters, accouterments, prisons, grounds, etc., by commanding officer	1440
Marine Corps—	
quarters, etc., by quartermaster	1410 (6)
stations, by commandant	1404
medical journal	479
medical supplies	1181
officer-of-the-deck shall see, made during the night	653 (16)
pay department prepared for	1040 (1)
prisoners and cells, by senior medical officer	958
provisions, captain to require	1220, A. G. N. 2C (7)
quarters, twice daily	444 (1, 2)
recruits	541
senior engineer officer	864 (1), 869 (4), 872 (2)
ships. (<i>See also</i> Board of inspection and survey.)	
arriving in port, sanitary	1536, 1537
by board appointed by commandant of yard	1556 (2, 3)
by commander-in-chief	306 et seq
every three years	1250 (1)
going out of commission, by captain of yard	1566 (9)
in ordinary	1590
in reserve	1594 (14, 24)
returning from foreign stations	1250, 1642 (2)
when made	306, 369 (1, 2)
supplies—	
delivered directly on board ship	1177
on shore	1174 et seq.
purchased abroad	1220
reports, forwarded before sailing	1177 (2)
transports requiring naval convoy	1546 (6)
INSPECTOR OF EQUIPMENT, to locate electric wires on shipboard	15 (3)
INSTRUCTION—S:	
ambulance party, first aid to injured, at regular intervals	949
arrival of President, Secretary of the Navy, or Assistant Secretary of the Navy, for visit, senior officer present to ask for	168
commandant of training station, to establish course of	851 (2, 3)
commanding officers furnished with, in time of war	323, 325
conflicting	6 (10), 221 (2)
crew—	
apprentice seamen	432 (4), 554, 851, Chap. XVII, sec. 10
athletics	433 (2)
boats'	432 (4, 8), 589 (1)
boxing	432 (4), 433 (2)
captain to cause course to be given	432 (4, 5)
chaplain to teach elementary branches	1383 (6)
compass	432 (4)
division officers to give	567
duties at other than regular stations	432 (8)
engineer duties	870 (3)
officer-of-the-deck to give	669
oral, in bad weather	432 (3)
palm and needle, use of	432 (4)

INSTRUCTION—S—Continued.	Art.
crew—continued.	
range-finding.....	307 (4)
religious.....	1383 (4)
seamanship.....	434 (4)
small arms.....	432 (8)
special, for marked aptitude.....	432 (4)
station and efficiency, on board ship.....	307 (4)
steering.....	432 (4)
swimming.....	307 (14), 433 (2)
tourniquets and first-aid dressings.....	949, 950
weather instruments, use of and observations.....	432 (4), 667 (2)
destruction of, to prevent capture.....	330
engineering.....	893 et seq.
gun, torpedo, and powder divisions.....	671 (3), 672
intelligence duty, in regard to.....	249, 470
issued by commander-in-chief—	
sent to department.....	305 (2), 1516 (1)
to accord with naval usages.....	305
junior officers—	
duties, officer-of-the-deck to give.....	669
exercises, division officers to give to.....	567
supervised by executive officer.....	567
machinists' class, eligibility for.....	785 (2)
marines—	
commanding officer responsible for.....	1436
infantry and field artillery, prescribed.....	1436 (2)
theoretical, what to embrace.....	1436 (1)
medical.....	1021 et seq., 1247
midshipmen—	
compass and dead reckoning.....	552 (7)
electricity.....	552 (7)
engineering.....	552 (9), 870 (2)
executive officer to supervise.....	568
naval construction, special course of.....	1603 (3)
wireless apparatus.....	552 (10)
nurse corps.....	11 (2), 1033 (3)
officers—	
in line of profession.....	309 (11), 552, 950
tourniquets and first-aid dressings.....	949, 950
petty officers—	
by engineer officers.....	870 (3)
eligibility as instructors.....	432 (5)
to receive.....	785 (3)
school of.....	1134 (1)
special aptitude.....	554
recruits on receiving ships.....	751
seamen gunners, eligibility.....	785 (3)
special for marked aptitude.....	432 (4), 554, 1603 (3)
technical schools of.....	6 (1), 11 (2), 1033 (3)
INSTRUCTORS, training station, subject to commandant.....	851 (3)
INSTRUMENTS, SURGICAL. (See Surgical Instruments and Appliances.)	
INSTRUMENTS OF PRECISION, by whom selected.....	1218
INSULAR FORCE:	
ages and rates for service in.....	757 (1)

INSULAR FORCE—Continued.	Art.
men of, may be discharged, when sentenced to bad-conduct discharge.....	1697 (2)
transfer of men in the.....	791 (4)
INSURRECTION, EXISTING OR THREATENED, boats to be in charge of competent person and make evident their national character.....	475 (1)
INTELLIGENCE DUTY, instructions in regard to, commanding officers shall fully observe.....	249
INTELLIGENCE OFFICER, CHIEF, to be member of general board.....	3 (6)
INTELLIGENCE OR INTERCOURSE, giving or entertaining, with enemy or rebel.....	A. G. N. 4 (4)
INTELLIGENCE OUTFIT forwarded to Bureau of Navigation at end of cruise.....	485
INTELLIGENCE REPORTS:	
duty of commanding officer.....	470
marine officers afloat to make.....	1492
INTENT to be proved in case of desertion.....	1726
INTERCOURSE WITH FOREIGNERS.....	208, 336-346
INTEREST ON DEPOSITS OF PAY.....	1414 (9 i, m.)
INTERNATIONAL LAW:	
observance of.....	208, 334, 335, 345
violation of, steps taken in case of.....	341, 343.
INTERNATIONAL RULES:	
preventing collisions at sea, etc.....	page 491
violations of, to be reported.....	page 491
INTERPRETATION OF REGULATIONS, inquiries as to.....	207 (3)
INTERPRETER. (<i>See also</i> Translator.)	
court of inquiry.....	1659 (2 b)
introduced before general court-martial.....	1737
member of board of examination or investigation.....	1634
INTOXICANTS:	
custody of senior medical officer.....	974
enlisted men not allowed to have, except for medical purposes.....	253
- law regarding introduction of, aboard ships enforced.....	299 (3), A. G. N. 13
smuggling on board of, to be prevented.....	735 (1)
specification to allege unlawful possession.....	1682 (3)
use of, medical officer to report.....	246 (6)
INTOXICATED MEN:	
confinement of.....	276 (2)
enlistment of, forbidden.....	747 (3), 756 (2), A. G. N. 19
officers not to assist in arrest of.....	277
INVENTORY—IES:	
cash balances, kinds and values, of pay officers.....	1379 (7)
death or incapacity of pay officer.....	1047 (1, 3)
effects of persons deceased, captured, and deserters. (<i>See</i> Effects.)	
medical supplies condemned.....	1278 (5)
mess outfits, quarterly, by executive officer.....	609 (3)
money, stores, etc., when pay officer under arrest or suspension.....	269
officer-of-the-deck have entered in log book, dates of.....	667 (3 h)
silver services, etc., aboard ships.....	1188
supplies received by heads of departments unopened.....	1190
when officers are detached.....	1206
yearly, of equipage and supplies.....	525 (3, 4)
INVENTORS, certificates shall not be given to.....	230
INVESTIGATIONS. (<i>See also</i> Boards of investigations.)	
damage to ships, how made.....	413, 531
delay of, deferred in case of reports.....	273 (2)
frauds, irregularities, misconduct, etc.....	1643

INVESTIGATIONS—Continued.	Art.
loss or grounding of ship.....	1673, 1674
offenses.....	258, 273, 534 (1)
INVOICES:	
alterations forbidden, corrections indicated.....	1163 (2)
articles—	
manufactured in yard.....	1157 (7), 1179 (1)
sold, itemized.....	1284 (c)
turned into store.....	1263 (6)
contract-built ships.....	1157
damaged articles turned into store.....	1202
damaged clothing and small stores.....	1266
expenditures on board ship.....	1199, 1378 (2)
fresh water, taken up on equipment books.....	1213 (3)
furnished before deliveries are receipted.....	1151 (3)
going into commission, executive report errors in, etc.....	605
issues clothing, etc., to supernumeraries.....	1227
medical outfit, regulations regarding.....	968
medical supplies to be sold, values stated.....	1278 (6)
old material, to general storekeepers.....	1273
provisions, issues.....	1234 (3)
real estate; chattels, machinery, etc., condemned, to general storekeeper.....	1272 (2)
shipments by government conveyance.....	1160 (1)
shortage in shipments.....	1260 (4)
stores delivered to ship.....	1157 (7), 1189 (1)
supplies—	
completed before detachment of officers having charge.....	1206 (1)
descriptive lists.....	1151 (3)
ships without pay officer.....	1193
transfers between ship's departments.....	1207
transfers to another ship, or ashore.....	1205
turned in from ship.....	1157 (14), 1189 (2)
IRONS:	
confinement in, troops on board naval transport.....	1543
use of, for punishment or safe custody.....	1693 (3)
IRREGULARITY, general court-martial, cause of disapproval, to be made known.....	1797
ISLAND POSSESSIONS, correspondence.....	1500 (5)
ISSUE SCRAP HEAP, articles condemned for, how marked.....	1268 (2 d)
JACK, UNION:	
condemned as unserviceable, appraised, and burned.....	1264 (3)
diplomatic officer, mark of in boat.....	161 (1)
naval governors of Guam and Tutuila in boat.....	161 (2)
when displayed.....	147
JACK-OF-THE-DUST:	
belongs to pay division of ship.....	1039 (1)
pay.....	1134 (13)
person discharged as, entry on enlistment record.....	807 (5)
JEWELS for freight.....	215
JIB not to be hoisted in saluting flag officer, except.....	137
JOURNAL:	
captured, to be preserved.....	494
chief of staff to keep.....	385
midshipmen shall keep, and navigation note book.....	552 (8), 693 (2)
JOURNAL, ELECTRICAL, examination of.....	478 (1)
JOURNAL MEDICAL. (See Medical Journal.)	
JOURNAL, YARD, data entered by captain of yard.....	1566 (7)

JUDGE ADVOCATE. (<i>See also</i> Court of inquiry; General court-martial.)	Art.
naval courts, certifying witness fees-----	1137 (2)
JUDGE ADVOCATE GENERAL:	
authority for appointment-----	3 (3)
duties of-----	12
questions of law submitted to-----	1635 (11)
rank and title-----	24 (4, 5)
record general court-martial, when forwarded to-----	1778
shall be officer of Navy or Marine Corps-----	24 (4)
title, where shown-----	17 (2)
JUDGMENT:	
authentication of, court-martial-----	A. G. N. 52
general court-martial, court dissolved before, procedure-----	1779
exercise of, by general court-martial, not restricted-----	1793
JUNIOR OFFICER-S:	
apartments of-----	289
duty of, when passing through cruising limits of superior-----	410
obtain permission to perform evolutions-----	411
pay division, assistance afforded for learning duties of powder division-----	1039 (6)
show orders-----	409
JUNIOR OFFICERS OF THE LINE:	
books, to be provided with, on cruising ship-----	689
captain's aid, duty of, by whom performed-----	690 (4)
definition of-----	688 (1)
duties of-----	688 et seq.
in charge of deck-----	649 (3)
inspection of books of, by executive officer-----	690 (3)
instruction of, by officer-of-the-deck-----	669
navigation duties-----	691
sea duty, not to be ordered to other than, until-----	688 (2)
watch bills, etc., to keep correct-----	563 (7)
JURISDICTION, general court-martial, discussion with regard to-----	1745. (1)
KEYS:	
duplicate and spare, executive, as construction officer, to have charge of-----	614
executive officer custodian of-----	579 (1)
heads of departments have charge of-----	579 (2)
magazine, etc.—	
kept by captain-----	439 (1)
transfer of, on change of command-----	424 (2)
mail lockbox, kept in office of executive officer-----	441 (5 b)
senior pay officer take charge of-----	1040 (1)
storehouses, custody of-----	1151 (2)
storeroom, taken possession of by commanding officer when-----	1047
KILLED AND WOUNDED:	
captain to report-----	497
fleet surgeon to report-----	405 (5)
senior medical officer to report in duplicate-----	951
KIN, NEXT OF. (<i>See</i> Next of Kin.)	
KNIVES, division officers see men provided with regulation-----	681 (2)
LABOR:	
annual wage schedule for, at yards-----	1585
cost of, ship on foreign station-----	351 (2)
employment at yards, qualifications-----	1581
orders relating to, furnished officers by commandant-----	1584 (1)

LABOR—Continued.	Art.
preference given honorably discharged men-----	1583
requisition for, ship on foreign station-----	351 (1)
LABOR, HARD, sentences to include-----	1782 (4)
LABOR AND MATERIAL, expenditures at navy yards-----	1569
LAMPLIGHTER—	
pay-----	1134 (13)
person discharged as, entry on enlistment record-----	807 (5)
LAMPS:	
emergency use-----	437 (9)
lighting ships in reserve-----	1594 (6)
tested monthly-----	438 (10)
LAND, purchase, sale, or transfer of-----	11 (4), 13 (3)
LAND, APPROACHING, officer-of-the-deck keep informed of position of ship, etc-----	653 (4)
LANDING AND GANGWAY, juniors give way at-----	113 (1)
LANDING ARMED FORCE in foreign territory, consent obtained-----	192, 340 (2), 343
LANDSMEN:	
ages on first enlistment-----	757 (1)
enlisted for special position to have acting appointment-----	773 (2)
mechanical trade extends age limit of-----	757 (2)
special position stated on enlistment record-----	757 (3)
LANGUAGE:	
reflecting upon a superior shall not be used-----	226
reports or complains must be couched in temperate-----	259
LANTERNS, emergency use-----	437 (9)
LANYARDS, division officers shall see that men are provided with-----	681 (2)
LATITUDE AND LONGITUDE:	
navigator note observation spot at places not well surveyed-----	625
official letters, stated in-----	1499 (5)
LAUNCH, STEAM. (See Steam launch.)	
LAUNDRY CHARGES, post, marines ashore-----	1464 (6)
LAUNDRY WORK for hospitals-----	971
LAW:	
courts-martial proceedings signed by members, etc., required by-----	1776
courts-martial, restrictions on powers of, by-----	1774 (1, 3)
infraction of, watch and division officers shall report-----	683
questions of—	
arising before examining board-----	1635 (11)
general court-martial-----	1798
rank and command-----	51
LEAD KEPT GOING, when-----	511, 653 (6)
LEAD LINES, navigator frequently to examine-----	621
LEAVE OF ABSENCE. (See also Liberty.)	
applications for—	
addressed to whom-----	1501 (2)
transmitted to chief of staff-----	382
commander-in-chief shall issue orders regulating-----	316
credited-----	1057 (1), 1058
cumulative-----	1057 (1), 1080 (2)
desertion to date from expiration of-----	815 (6)
duty and pay, not affected by-----	1056
granted apprentice seamen after periods of training-----	859
granted by executive-----	53 (4), 535, 601

LEAVE OF ABSENCE—Continued.	Art.
marines—	
application-----	1392, 1528 (3)
entered on monthly muster roll-----	1452 (1)
pay during-----	1080
pay on waiting orders-----	1080 (1)
midshipmen, not granted to, until duties are satisfactorily performed-----	694
officers—	
in chief command, limited to one week, except-----	1527
on duty abroad, to visit United States-----	1530 (2)
on sick leave to report every fifteen days to Department-----	1531 (3)
to keep account of leave taken-----	1530 (4)
who may grant, afloat and ashore-----	1528, 1529
pay during-----	1056, 1057, 1080
periods allowed commissioned officers-----	1057 (1)
periods of absence and times, reported to Department-----	1530
permission to leave United States-----	1526
restrictions—	
during coaling-----	1533 (2)
ship having certain staff officers, one of each branch must be present--	1532 (2)
ship having ordnance, executive and navigator, one must be present--	1532
ship having two line officers, one must be present-----	1532 (3)
ship under sailing orders-----	1529 (2)
return from—	
officers, executive, senior, and junior, report to whom-----	601 (2), 1533 (1)
officers to report promptly-----	1529 (3)
sick leave granted upon medical survey recommendation-----	1531
time required for travel-----	1528, 1530
LEAVING OR ENTERING PORT. (See Ports.)	
LEAVING STATION before regularly relieved-----	A. G. N. 4 (9)
LEGISLATION, combinations for influencing, forbidden-----	223
LETTERS, address for posted. (See also Addresses; Correspondence.)	
LETTERS, PERSONAL, to Secretary, concerning duty forbidden-----	232 (2)
LETTERS OF ADVICE:	
furnished pay officer of seagoing ship-----	1329 (2)
not necessary with returns, requisitions, vouchers, and reports-----	1504 (1)
LIBEL PROCEEDINGS-----	464 (6)
LIBERTY:	
bad conduct on shore may deprive of-----	840 (1)
conduct-class rules defining privileges-----	838 (8)
contagious diseases shall debar men from-----	840 (2)
customary, granted by commanding officer-----	1448
deprivation of, for more than three months not permitted, etc-----	840 (1)
effects of men on, in charge of master-at-arms-----	739 (3)
enlisted men in sanitary ports-----	1534 (1)
noncommissioned officers, musicians, and privates-----	1448
restrictions—	
half of ship's force-----	1532 (4)
indebtedness to Government-----	1534 (2)
return funds for, arranged before leave-----	1534 (3)
LIBERTY LISTS:	
commanding officer shall cause, to be prepared-----	535
executive officer to prepare, of men granted-----	601 (3)
LIBRARIAN, POST, marines ashore-----	1465
LIBRARY, hospital, returns concerning-----	1026
LIBRARY, ship's-----	633
LICENSE, trading in violation of-----	1304

LIEUTENANT :	Art.
officer of, or above grade of, to be detailed as secretary of General Board.....	3 (7)
duty that may be assigned to.....	38
LIEUTENANT (JUNIOR GRADE), duty that may be assigned to.....	39
LIEUTENANT, FLAG. (<i>See</i> Flag lieutenant.)	
LIEUTENANT-COMMANDER, duty that may be assigned to.....	37
LIFEBOATS :	
executive's duties concerning.....	589 (4)
officer-of-the-deck shall require coxswains of, to report daily at sunset, etc..	653 (15)
LIFE BUOYS :	
responsibility for condition of.....	706
tested, executive shall have, and kept in order.....	591
LIFE-SAVING MEDALS :	
gold, to whom awarded.....	833 (1 a)
how awarded.....	833
silver, to whom awarded.....	833 (1 b)
LIGHT AND BEACON LIST :	
compared with those of other ships and differences noted.....	515 (2)
navigator to keep corrected to date.....	623
LIGHT-HOUSE BOARD :	
shore pay, when serving with.....	1055 (5)
status of officers on duty with.....	50
LIGHTING PLANT, ELECTRIC, care of.....	438 (15)
LIGHTNING CONDUCTORS, chief carpenter or carpenter to care for.....	712 (6)
LIGHTS :	
anchor.....	505
dangerous, extinguished when magazine open, etc.....	437 (11)
extension of.....	437 (6)
extinguished—	
at tattoo.....	437 (2)
at 10 p. m.....	437 (5)
before tattoo.....	437 (3)
flagships carry, at mizzen masthead, when.....	76 (2)
gangway.....	110
in time of war.....	437 (12)
man-of-war.....	166 (2)
master-at-arms to see extinguished.....	735 (2)
naked, not used in magazines.....	439 (9)
navy yard and other shore mechanics extinguish, when work ceases.....	438 (11)
oil lamps tested monthly.....	438 (10)
paint room, used with caution in.....	438 (6)
reading, writing, and recreation, sufficient, allowed for.....	437 (8)
running.....	505
ships—	
attached to navy yards.....	1551 (2)
in reserve.....	1594 (6)
with single electric lighting plants, keep lamps or lanterns.....	437 (9)
smokers restricted from using.....	737
standing.....	437 (4)
storeroom—	
regulation of, by pharmacist.....	724
yeoman and hospital steward, to observe regulations.....	744 (3)
unauthorized, extinguished when explosives embarked or disembarked.....	439 (3)
uncovered, precautions when using.....	437 (10)
LIMITATION :	
period of liability to punishment for offenses except desertion in time of	
peace.....	A. G. N. 61

	Art.
LIMITATION—Continued.	
punishments—	
instructions concerning.....	page 490
prescribed by President.....	A. G. N. 63
time of peace.....	page 483
LINE OFFICERS:	
appointments.....	1601 (1)
assignment of, to engineering duty.....	447 (1, 2), 861 (1)
attached to navy yard or station.....	1566, 1567, 1568
authority of.....	19
boats, executive assign, to.....	589 (1)
captain of yard.....	1566 (1)
engineering duties, detailed for.....	861 (1)
junior, to be instructed in duties of officer-of-the-deck.....	552 (2)
precedence, order of.....	23 (1)
rank and title.....	18 (1, 6)
rank and title, when chief of Bureau.....	24 (1)
titles, by whom not to be used.....	24 (6)
warrant officers so classed.....	28 (3)
LINE OFFICERS, JUNIOR. (<i>See</i> Junior officers of the line.)	
LINE OFFICERS, SENIOR. (<i>See</i> Senior line officer.)	
LINKS, CHAIN, executive to have examined.....	594 (3)
LIQUOR. (<i>See</i> Intoxicants.)	
LIST OF OFFICERS, going out of commission, pay officer to forward.....	1045
LIST OF officers, men, and passengers transmitted before sailing.....	549, A. G. N. 20 (2)
LIST OF PATIENTS, certain forms prepared from.....	1024
LIST OF PERSONS EXAMINED, kept by whom.....	1027
LITMUS PAPER, tests of water in boilers made with.....	901
LOANS:	
public money by disbursing officer, penalty.....	1311
public or private, to officers by pay officer, unlawful.....	1296
LOCK BOX, MAIL, keys of, kept in office of executive officer.....	441 (5 b)
LOCKERS, executive to make frequent inspection of crews'.....	574 (1)
LOG BOOK, SHIP'S:	
anchorage, position of.....	512
changes.....	478 (2)
compartments used for fresh water for steaming.....	932 (1)
confinement and release of prisoners.....	732
deaths.....	544 (1)
desertion.....	815 (7)
discharges.....	813
docking reports.....	929 (1), 930
draft of ship.....	503, 667 (3 g)
effort to save, of ship lost.....	465 (1)
examined daily.....	478 (1)
general orders.....	427
inspection of magazines, shell rooms, and flood cocks.....	707, 439 (6, 7)
inventories, dates of beginning and completion.....	525 (5)
investigation of casualty.....	1643
navigator's duties concerning.....	628
officer-of-the-deck.....	667
passengers, names of, and dates of arrival and departure.....	451 (3)
prize, to be preserved.....	494
produced in court investigating grounding or loss of ship.....	1673
provisions, alterations in allowance of.....	667 (3 d)
punishments.....	278

LOG BOOK, SHIP'S—Continued.	Art.
senior engineer to furnish daily data for.....	881 (5)
ship's position.....	628 (4)
steam log entries copied from.....	881 (6)
temperature of magazine.....	707
tests of safety valves.....	900 (12)
LOG BOOK, STEAM:	
boilers—	
condition upon examination.....	905 (1)
examination of, omitted.....	905 (2)
tests; data regarding.....	904
changes.....	478 (3)
chocks and ties examined.....	910 (1)
coal, full information regarding.....	907
commenced when ship is placed in commission.....	881 (1)
condensers, condition of.....	897 (15)
copy of, transmitted to Navy Department quarterly.....	881 (7)
cylinders, etc., condition of.....	897 (8)
date and nature of report made on arrival in port.....	880 (3)
distribution of work among boilers prevented.....	900 (28)
docking report by senior engineer officer.....	929 (1)
drill tests, details of.....	906
entries in, pertaining to matters outside engine and fire rooms.....	881 (6)
injuries to engineer force.....	881 (3)
inspected by captain daily.....	478 (1), 881 (4)
instructions for keeping.....	881 (2)
jacking of steam machinery.....	897 (10)
kept by engineer officer of the watch.....	889 (9)
movement of engines when not under steam.....	897 (10)
safety valves, boiler, changes to reduce load on.....	875 (2)
senior engineer officer to have charge of.....	881 (1)
temperature of coal bunkers.....	871 (3)
tests of air-compressing machinery.....	913 (3)
tests of safety valves.....	900 (12)
valves, rubber, condition of.....	897 (15)
zinc plates, condition of, examined.....	897 (11), 900 (2)
zincs in boilers, condition of.....	900 (2)
LONGEVITY PAY:	
marine.....	1079
officers, credited when due.....	1064
LOOKOUTS	504, 653 (6)
LOSSES:	
investigations and surveys.....	1262 (2)
accounts—	
commanding officer's duties.....	465 (5)
pay officer's duties.....	1044 (2), 1380
articles afloat, requests for survey.....	1163 (1), 1260 (2), 1262 (2)
checks stolen, lost, or destroyed.....	1320
cooking and baking utensils, etc., replacing.....	1208 (9)
enlistment records, application for copies.....	772 (2)
equipage or supplies, survey.....	1202, 1262 (2)
foreign values of money, etc.....	1379 (7)
mess outfits.....	1208 (7)
numbers.....	1782 (2)
pay. (<i>See Pay, loss of.</i>)	
provisions, clothing, and small stores, percentage allowed.....	1201
public property, reported by pay officer.....	1041

LOSSES—Continued.	Art.
ship—	
authority of officers after.....	A. G. N. 21
captain's duties.....	465
inquiry.....	1673, 1674
ship's property, by wreck.....	1262 (2 b)
supplies unfit, responsibility.....	1202
tableware, requisitions to replace.....	1208 (7)
LOWERING SAIL in making salutes.....	125
LOW DIET, confinement on, term of.....	1784 (2)
MACHINERY. (<i>See also</i> Boilers; also Engines.)	
air-compressing, care of, after use.....	913
alterations in, when repairing, how authorized.....	1555
derangement of, reported to officer-of-the-deck.....	889 (4)
disabled—	
for repairs, allowed only when.....	876
in battle.....	496
dock trials, reports on.....	893
engineer officer of the watch, duties regarding.....	889 (2-6)
fleet engineer has supervision over.....	399 (3-6)
hydraulic, measures to insure efficiency of.....	914 (2)
officers to become familiar with, etc.....	552 (5)
orders regarding management of, how passed.....	891
repairs to—	
necessary on arrival in port, reported in writing.....	880 (1)
permission of commanding officer required for.....	876
unnecessary on arrival in port, fact reported.....	880 (2)
senior engineer officer notified of anything wrong with.....	889 (5)
ship in ordinary, care during cold weather.....	1591 (2)
ship ordered out of commission, preparation of.....	915
steam launches, instructions regarding.....	911
torpedo boats, care of machinery of.....	912
trials of, instructions for.....	893-896
warrant machinists, routine duties assigned to.....	727 (2)
MACHINIST'S MATES :	
ages of, on first enlistment.....	757 (1)
duties of.....	745 (2, 3)
enlistment, regulations for.....	757 (6-9)
watch duty in engine room.....	729
water tenders and oilers eligible for rating of.....	773 (5)
MAGAZINES AND SHELL ROOMS :	
air conduits kept open when not in use.....	435 (4)
captain is custodian of keys to.....	439 (1)
communication with, kept open during battle.....	435 (3)
executive to guard against accidents when, are opened.....	581 (1)
inspection of, daily.....	439 (6, 7)
instructions concerning.....	707
matches not allowed in.....	438 (12)
naked lights not used in.....	439 (9)
opened only with captain's consent, and officer must be present.....	439 (2)
ordnance officer—	
condition of, responsible for.....	643
fitting out, inspection and duties.....	645
inspect weekly.....	646
precautions when opened.....	437 (11), 581 (1)

MAGAZINES AND SHELL ROOMS—Continued.	Art.
temperature of, officer-of-the-deck shall have, entered in deck log book.....	667 (3 4)
ventilation of	439 (8), 707
MAGNETS, COMPENSATING, navigator shall not move, unless.....	619 (5)
MAIL. (<i>See also</i> Correspondence.)	
forwarding.....	317 (1), 441 (5 d, g)
handling of, on board ships not allowed mail clerks.....	441 (5)
Information concerning, to be posted.....	429 (3)
MAIL CLERKS AND ASSISTANTS:	
appointment of enlisted men as, duties, etc.....	441
pay of	1134 (17)
MAIL ORDERLY:	
appointment and duties.....	441 (5 a, b, c)
hospital, appointed by officer in command.....	1004 (2)
MAIL STEAMERS, movements of, reported.....	461 (1 a)
MAJOR-GENERAL, COMMANDANT, examination not required.....	1622
MALINGERING, medical officer to report.....	946
MALT LIQUORS. (<i>See</i> Intoxicants.)	
MAL-TREATMENT:	
Inhabitants.....	A. G. N. 8 (16)
persons on board prize.....	A. G. N. 17
subordinates.....	A. G. N. 8 (2)
MANEUVERS. (<i>See</i> Evolutions and maneuvers.)	
MANNING THE RAIL.....	118 (3)
MANNING YARDS.....	118
MAN-OF-WAR, FOREIGN. (<i>See</i> Foreign man-of-war.)	
MAN-OF-WAR LIGHTS.....	166 (2)
MANUFACTURED ARTICLES:	
at navy yard—	
inspection.....	1179
Invoices.....	1157 (7), 1179 (1)
turned in for issue.....	1152
stores issued for, how accounted for.....	606 (2)
MANUFACTURERS' PRODUCTS, open purchase of.....	1172 (2 d)
MARE ISLAND NAVY YARD considered as port of San Francisco, when.....	1208 (12)
MARINE BAND:	
Commandant, authority over.....	1402 (2)
pay.....	1084
MARINE BARRACKS, hospital and ambulance service performed by hospital corps.....	1032
MARINE CORPS. (<i>See also</i> Fleet marine officer.)	
accounts—	
administrative examination of.....	1415 (3)
clothing, upon discharge.....	1082, 1420 (6), 1783 (2)
deceased persons. (<i>See</i> Accounts.)	
deserters or stragglers, pay. (<i>See</i> Accounts; Pay.)	
deserters' staff returns forwarded to Commandant.....	1421
indebtedness noted on discharge or transfer.....	1465 (6-9)
transferred, pay officer to furnish statement to Paymaster (<i>see also</i> Accounts).....	1368
transferred, when ordered to shore duty.....	1077
allotments. (<i>See</i> Allotments.)	
applications for changes in details, leaves of absence, furloughs, etc.....	1392
appointments. (<i>See</i> Appointments.)	
army regulations, when to govern.....	1390 (5), 1429
bakeries, accommodations for.....	1467
bakery fund.....	1464 (8, 9), 1468

MARINE CORPS—Continued.

	Art.
bounty on reenlistment-----	1078
clothing allowance, sentenced to forfeiture and dishonorable discharge-----	1783
Commandant—	
absence of, business conducted by-----	1407
annual reports to Secretary of the Navy-----	1406
appointment-----	1622 (3)
authority necessary to relieve detachment on shore-----	1430
bad-conduct discharge carried out by order of-----	1697 (2)
communications between staff officers forwarded through-----	1393
correspondence, official, forwarded through-----	1392, 1393
deserters or stragglers, apprehension, orders relating to-----	1403
detachments for vessels of Navy, furnished by-----	1402 (1)
detachments not relieved except by order of-----	1430
duties-----	1396 et seq.
efficiency and discipline, responsible for-----	1397
estimates and supplies, expenditures, supervision-----	1401, 1406
examinations regarding fitness of officers, record-----	1635 (2-4)
headquarters at Washington-----	1396
inspections of stations-----	1404
Marine Band under control of-----	1402 (2)
monthly returns, strength and disposition of Corps-----	1405
officers and men, distribution for duty-----	1402 (1)
orders and instructions issued by-----	1399
recruiting service, supervision-----	1400
report annually conditions-----	1406
salute for-----	67 (2)
staff, under command of-----	1398, 1408 et seq.
commissary-----	1457
company fund-----	1469
corporals not detailed as sergeants when-----	1444
correspondence and communications, how forwarded (<i>see also</i> Correspondence)-----	1392, 1393, 1462, 1500 (7, 8)
council of administration-----	1464
death of general officer of, funeral ceremonies-----	200
deposits. (<i>See</i> Deposits.)	
discharges—	
abroad-----	1420 (2, 5, 6)
afloat-----	1420 (3)
applications for, how addressed, etc-----	1420 (12)
bad conduct, dishonorable, transferred to United States for-----	1419 (4)
disability, mental or physical, etc., recommendations made by immediate superior-----	1420 (1)
instructions-----	1420
indebtedness noted-----	1465 (7, 8)
on shore-----	1420 (2)
purchase, instructions concerning-----	1420, (7, 11)
sentence of court-martial-----	1419 (4), 1420 (4, 5 a)
waiver of claims to consular aid, etc-----	1420 (5 c)
duties—	
at post, amount considered in assigning additional work-----	1485
in forts and garrisons-----	1390, 1439 (1)
efficiency and discipline, authority for-----	1397, 1431
enlistments and reenlistments—	
bounty-----	1078
instructions-----	1418

MARINE CORPS—Continued.

Art.

enlistments and reenlistments—continued.

physical examination.....	1416 (2, 3)
warranted in former noncommissioned rank.....	1445 (2)
examinations for appointments and promotions. (See Examinations.)	
exercises. (See Drills and exercises.)	
forage drawn from quartermaster's department.....	1138
foreign stations, discharges from. (See Marine Corps, discharges.)	
fuel allowances.....	1118 (6)
headquarters at Washington.....	1396
limitations to command.....	1390 (6)
marine detachments afloat—	
arms, accouterments, clothing, etc.....	1477, 1478
assignment to other than regular duties.....	1485
classification and monthly money.....	1428
clothing and small stores.....	1471 (2)
clothing allowance reckoned as pay.....	1428 (2)
complement—	
by whom selected.....	1402 (1), 1453, 1455
vacancies.....	1455, 1487
conduct and liberty reports.....	1489
correspondence, how forwarded.....	1496, 1500 (7)
daily reports to commanding officer.....	1479 (1)
deceased or absent marines, property collected and preserved.....	1477 (1)
detailed as orderlies to commanding officer.....	1484
detailed in divisions or gun's crews.....	1473
discipline and privileges.....	1472
distinct part of ship's complement.....	1473
distribution for battle.....	1473
drills. (See Drills and exercises.)	
efficiency and discipline.....	1472, 1476
embarkation.....	1470 (a)
entered separately on ship's books.....	1471 (1)
formation of men under their own officers.....	1480
general orders for sentinels.....	1483
good-conduct classification.....	1428
guard, captain's and lieutenant's.....	1482 (3)
guard and guard mounting.....	1439 (1), 1482
health and efficiency of men; reports.....	1476
inspections, daily.....	1479 (2)
instructions concerning.....	1390 (4), 1470 et seq.
muster rolls, clothing, etc.....	1490
noncommissioned officers not detailed as messmen.....	1485 (1)
offenses, investigated.....	1488
officers may make intelligence reports.....	1492
one officer shall always be present for duty.....	1475
pay accounts and deposits. (See Accounts; Deposits; Pay.)	
pay accounts when ordered to shore duty.....	1077
punishments, authority.....	1474
quarters, formed under own officers, absentees.....	1480
remain on board until ship is turned over.....	1497
senior officer, without independent authority.....	1474
status—	
as to orders, privileges, and discipline.....	1472
as to rations and clothing.....	1471
target practice.....	1439 (1), 1491

MARINE CORPS—Continued.	Art.
marine detachments on shore—	
commanding officer, authority-----	1430 et seq.
commanding officer is the recruiting officer-----	1417
clothing issue witnessed-----	1457 (3)
countersign-----	1435
daily reports made to Commandant-----	1433
detail of, by Commandant-----	1402 (1)
discipline and efficiency, responsibility-----	1431
dress parade, daily-----	1438
exercises. (<i>See</i> Drills and exercises.)	
government and police when in barracks-----	1432
inspections—	
full dress-----	1438
sanitary-----	1440
instructions, responsibility of commanding officer-----	1436 (1)
liberty granted-----	1448
muster rolls, monthly-----	1452 (1)
not relieved without order of Commandant-----	1430
not transferred for sea service without complete outfit of uniform-----	1454 (3)
officer of the day-----	1459, 1460
officer relieving another, to report in person to Commandant-----	1456
officer to assist commanding officer in all matters and detail-----	1458
officers, noncommissioned, instructed in drills, etc-----	1436 (2)
orderly room provided in barracks-----	1441
orders and circulars relating to, published-----	1442
ordnance property reported quarterly-----	1452 (2)
pay accounts. (<i>See</i> Accounts; <i>also</i> Pay; <i>also</i> Paymaster.)	
pay, deposits. (<i>See</i> Deposits.)	
periods of service on receiving ships-----	1454 (2)
police of, when in barracks-----	1432
post bakery-----	1467, 1468, 1469
post council, duties-----	1464
post exchange—	
credit to enlisted men-----	1465 (5)
indebtedness to, when transferred or discharged-----	1465 (6-8)
post traders allowed each command-----	1466
post treasurer, charge of bakery fund-----	1467 (1), 1468, 1469
post treasurer and librarian, duties-----	1465 (1)
punishments-----	1433, 1450, 1451 (1), 1452 (2)
quartermaster and commissary allowed-----	1457
quartermaster to provide accommodations, etc., for bakeries-----	1467
reading regulations, etc., monthly-----	1443
sentinel and garrison duties, same as prescribed for Army-----	1439 (1)
sentinels posted-----	1434
service at navy yards and barracks-----	1430 et seq.
serving with seamen, formations and command-----	19 (4) : 52 (1 b) ; 1494
uniform worn in garrison-----	1461
marines—	
absence, without leave, pay checked-----	1449
bakers—	
additional pay-----	1467 (3)
excused from other duties-----	1467 (6)
clothing allowance, amount of-----	1082
cooks, additional pay-----	1439 (3), 1469 (2 b)
death or desertion between signing pay roll and receipt of money-----	1414 (6)

MARINE CORPS—Continued.

Art.

marines—continued.

deserters or stragglers reported by commanding officer.....	1433
details as master-at-arms, yeoman, or hospital steward.....	1485 (2)
employment as servants prohibited.....	1463
fleet marine officer to inspect and report.....	407 (1, 2)
foreign stations, when not to be detailed to.....	1453
forfeiture of pay and allowances.....	1783 (1)
good-conduct classification.....	1426
guard.....	1482
indebtedness to postal exchange, when transferred or discharged.....	1465 (6-9)
landing of, for drill and instruction.....	407 (6), 432 (3), 1495
messmen, extra pay.....	1134 (15), 1439 (2)
on board army transports, duties.....	1541 (4)
post exchange, credits.....	1465 (5)
precedence of, with petty officers and men of Navy.....	31
privates not detailed as corporals.....	1444
sea service, fair proportion during enlistment.....	1454
strength, distribution, and battalion organization reported.....	407 (4, 5)
midshipmen, appointed to.....	1602 (1), 1603 (2)
moneys. (See Moneys.)	
navy regulations to govern, except.....	1390 (5)
noncommissioned officers—	
appointment and promotion.....	1445, 1446
examination.....	1445 (2), 1487
instructed in drills.....	1436 (2)
liberty granted, when.....	1448
mates take precedence of.....	29 (2)
not detailed as messmen.....	1485 (1)
pay. (See Pay, marines.)	
reduction in rank.....	1447, 1486, 1693 (6, 7), 1782 (3)
reenlistment.....	1418 (3)
room in barracks for use of.....	1441
warranted in same rank upon reenlistment.....	1445 (2)
officers—	
command over any navy yard or ship, prohibited.....	1390 (6)
fleet marine. (See Fleet marine officer.)	
general court-martial for trial of, composition of.....	1701 (2)
on leave or retired, report changes in residence, etc.....	233, 234, 1394
relative rank of.....	25, 26
reports of, forwarded through fleet marine officer.....	407 (7)
summary court-martial trial of marine, to be members of.....	1676 (3)
visiting ships, ceremonies.....	80, 85
officers and men—	
distribution of.....	1402
uniform, shall wear in garrison.....	1461
orders acknowledged and report made to Commandant.....	1391
orders and instructions issued by Commandant.....	1390
pay. (See Pay, Marines.)	
personnel, records relating to.....	1408 (4)
privates not detailed as corporals except.....	1444
promotions. (See Promotions.)	
public property, quarterly returns.....	1395
quarters, commutation of.....	1114 (2), 1116 (9)
rations, entitled to one a day, when.....	1120 (6)

MARINE CORPS—Continued.	Art.
recruiting—	
army regulations applicable.....	1416 (1)
enlistment papers and descriptive list.....	1417
recruiting, transfers, discharges, and desertions.....	1416 et seq.
recruiting officer of detachment.....	1417
recruiting service under Commandant.....	1400
recruits not detailed for service afloat.....	1453
rewards and privileges.....	1422 et seq.
report of operations when cooperating with Army.....	1390 (7)
retirement—	
commissioned officers.....	1640
enlisted men, benefits of previous service.....	1085 (1)
laws and regulations of Army, governed by.....	1429
riflemen, expert, pay.....	1083 (3, 4)
sea service during first enlistment.....	1454
sergeants—	
additional pay. (See Pay, marines.)	
corporals acting as.....	1444
first, appointment of.....	1445
mess, extra pay.....	1134 (15 a)
service afloat.....	1470 et seq.
sharpshooters, classification and pay.....	1083 (4)
staff—	
Adjutant and Inspector, duties.....	1408
assistant adjutants and inspectors.....	1409
assistant paymasters.....	1415 (1, 2)
assistant quartermasters.....	1411, 1412, 1413
Paymaster, duties, etc.....	1414, 1415 (3-5)
Quartermaster, duties, etc.....	1410
under immediate command of Commandant.....	1398
vacancies in, how filled.....	1602 (2, 3)
transfers—	
from one station to another, papers to be forwarded.....	1419
from station outside United States to Mare Island, for bad conduct or dishonorable discharge.....	1419 (4)
to hospitals.....	1419 (3)
vacancies, how filled.....	1602
MARINERS, powers of consul exercised by captain regarding, when.....	556
MARINERS, NOTICES TO:	
issue of, rules for.....	1522 (5)
compared with those of other ships and differences noted.....	515 (2)
MARK-S:	
desertion, indicating on ship's books.....	823
enlistment record, professional qualifications, etc.....	771 (3-9)
witness of, as signature.....	842 (5)
MARKETING, commissary steward to do, under pay officer.....	1040 (5)
MARKSMANSHIP BADGES bestowed on marines.....	1425
MARKSMEN, EXPERT, qualifications, pay, etc.....	1083 (3-6)
MARRIAGE ON BOARD SHIP.....	477
MARSHAL, UNITED STATES, descriptive list sent to, in case of desertion.....	821
MASTER-AT-ARMS:	
absence of, duties performed by whom.....	742
distribute mail.....	441 (5 b)
duties of.....	730 et seq.
refusing to receive prisoners, etc.....	A. G. N. S (18)
MATCHES, SAFETY, none other than, permitted, and precautions.....	438 (12)

	Art.
MATE-S:	
authority and status.....	29 (2), 30
death of, funeral ceremonies.....	186 (d)
enlisted man rated as, not discharged.....	783 (1)
excepted from extra allowances, when.....	1134 (14)
MATERIAL for care and preservation of ship, kept on hand.....	529
MATERIAL, BILLS OF, repairs.....	917 (3 e, f)
MATERIAL, OLD, sold or exchanged (<i>see also</i> Sales: Old material).....	1281
(<i>See also</i> Sales; Old material.)	
MATHEMATICAL INSTRUMENTS, selection of.....	1218
MATHEMATICS, PROFESSOR OF. (<i>See</i> Professor of mathematics.)	
MEAL HOURS:	
boats not permitted to be absent from ship at.....	442 (3)
crew permitted to smoke during.....	440 (2)
established by captain, and crew not disturbed during.....	433 (10)
MEALS, serving of, witnessed.....	433 (9)
MEASURING COAL:	
commanding officer's duties concerning.....	522 (2)
executive officer's duties concerning.....	608
MECHANICS, NAVY:	
authority to work in shops at yard.....	1563 (2-5)
repairs to be made by ships, as far as possible.....	527,
919 (4), 917 (5, 7), 925 (1), 1250 (2), 1255 (2), 1563 (1)	
repairs to merchant and foreign vessels may be made by.....	926
MECHANICS AND LABORERS, inefficient, reported.....	922 (1)
MEDALS, BARS, AND GRATUITIES:	
additional pay for good-conduct.....	1134 (2, 15)
"Balley".....	858
manner of presentation of.....	835 (1)
marines.....	1422-1424
supplied by Bureau of Navigation.....	834 (4)
wearing of, may be forbidden to those undergoing punishment.....	835 (2)
MEDALS OF HONOR. (<i>See also</i> Medals, etc., marines.)	
correspondence regarding, conducted by Bureau of Navigation.....	832 (2)
enlisted men to receive, when recommended for heroism.....	831 (2)
rosette issued by Department to be worn in lieu of.....	832 (1)
seamen to receive, for heroism.....	831 (1)
MEDICAL ATTENDANCE:	
naval medical officer not available.....	1131 (2)
officers and men of ships in reserve.....	1594 (3)
specialist, employment of.....	1131 (4)
MEDICAL DEPARTMENT. (<i>See also</i> Bureau of Medicine and Surgery. Medical Instructions, Medical officers, Sick and wounded.)	
hospital and nurse corps.....	11 (1, 2), 1033
hospital ships, administration under.....	11 (1), 1033 (1)
hospitals, duties and supervision.....	11 (1), 1002 et seq.
hygiene, construction, and care of buildings.....	1033
persons employed in, financial relations with patients forbidden.....	1031
property belonging to, responsibility.....	1025
sanitary conditions, inspections by.....	1033
stores and supplies required by (<i>see also</i> Stores and supplies, medical).....	11 (2, 5)
surgeon's division.....	983
MEDICAL EXAMINERS, BOARDS OF. (<i>See</i> Boards, medical examiners.)	
MEDICAL INSTRUCTIONS:	
abstracts of enlistments and rejections, how compiled.....	1028
bill book, kept by whom.....	1029

MEDICAL INSTRUCTIONS—Continued.	Art.
employees prohibited from financial dealings with patients-----	1031
hospital corps. (<i>See</i> Hospital corps.)	
hospitals. (<i>See also</i> Hospitals, naval.)	
allowance to attendants' messes may be varied-----	1013
case paper, papers relating to patient appended to-----	1018
changes shall not be made in buildings, furniture, etc-----	1005
convalescents, instructions concerning-----	1011
diet tables for patients to be followed when practicable-----	1013
discharge for disability only on recommendation of board of survey-----	1017 (1)
inspections recorded in daily journal-----	1006
library, yearly return of books made at-----	1026
officer in command—	
duty of, regarding patient left, after sailing of ship-----	1016
examination of case papers by-----	1007
inspection of medicines, supplies, etc., made by-----	1006
officer-of-the-day detailed by-----	1008
person to perform duties of mail orderly appointed by-----	1004 (2)
responsibilities of-----	1004 (1)
officer-of-the-day, daily journal kept by-----	1008 (2)
officers admitted to—	
instructions concerning-----	1002
transferred to Naval Home, papers forwarded to Department-----	1002 (3)
officers in charge of wards, responsibilities of-----	1009
officers sick, wounded, or disabled entitled to medical attendance-----	1003
patients—	
admitted or discharged, procedure where noted-----	1015
admitted without hospital tickets in emergency-----	1010
entitled only to service of regular hospital attendants-----	1012
hospital tickets should be brought by-----	1010
in other than United States naval-----	962, 1129
left in, after sailing of ship from which sent-----	1016
persons to be subsisted or lodged in, without special permission-----	1012
regulations for, shall be submitted to Secretary of Navy-----	1020
reports of survey shall give name of ship from which patient was received-----	1017 (2)
special diet list for each ward-----	1014
treatment, previous, shall not prevent readmission-----	1003
weekly report of sick made in triplicate where sent-----	1019
medical department, general duties of-----	1033
medical journal—	
accidents and injuries, etc., entry-----	1144, 1145, 1547 (3), 1575 (2)
analysis of water recorded in-----	956
evidence bearing on claim for pension fully noted in-----	1021
forwarded on completion to Bureau of Medicine and Surgery-----	965 (2)
inspection of-----	479
instructions for keeping-----	1021, 1022
kept by junior medical officers-----	988
open to inspection of commanding officer and fleet surgeon-----	965 (1)
sanitary condition buildings at shore stations noted in-----	1033 (2)
senior medical officer responsible for keeping of-----	1021
shore station, endorsement of commandant on sanitary report entered in-----	1033 (2)
nurse corps-----	1033 (6)
physical examination of recruits—	
age of applicant to be constantly kept in view-----	997
completed according to official forms-----	993

MEDICAL INSTRUCTIONS—Continued.	Art.
physical examination of recruits—continued.	
conducted by medical officers only.....	992
descriptive list forwarded to commanding officer.....	998 (1)
disability prior to enlistment reported.....	994
disqualifications waived by Navy Department.....	999
hospital ticket representing disability prior to enlistment.....	994
instructions to be followed by medical officer.....	995
intelligence of applicant evidenced, how.....	996
medical officer accountable for improper enlistment.....	994
records kept at every rendezvous, station, or ship where examinations are made.....	991
reexamination on receiving ship and any defects reported.....	1000
vaccination, immediate, for recruits, to be repeated if necessary.....	1001
prescription book, what noted in.....	1023
property of medical department, accountability and responsibility for.....	1025
records of enlistment, etc., hospital corps, how referred.....	1033 (5)
records of examinations for promotion or appointment.....	1027
sanitary report submitted annually from hospitals, navy yards, and stations.....	1030
statistical report of sick, instructions concerning.....	1024
technical schools, medical officers, hospital and nurse corps.....	1033 (3)
transfer of enlisted men, medical officer to make entries on enlistment record.....	998 (2)
MEDICAL OFFICERS, BOARDS OF. (See Boards, medical officers.)	
MEDICAL OFFICERS. (See also Medical officers, Junior; also Medical officers, Senior.)	
accountable for improper enlistment when.....	994
accountable for property of medical department.....	1025
approval of, required for money paid to enlisted man at hospital.....	839 (5)
assistant surgeons, qualifications for.....	1604
at navy yards—	
attendance to officers and families.....	1575 (1)
daily sick reports.....	1575 (3)
examine applicants for pensions.....	1575 (5)
examine recruits and candidates for appointment.....	1575 (4)
injuries received in line of duty, reports (see also Injuries).....	1575 (2)
junior medical officers.....	1576
enlistment record to be signed by.....	768
examination of hospital stewards by.....	775 (2)
examination of men previous to transfer made by.....	791 (5)
fleet surgeon has supervision over.....	405 (1)
general court-martial, composition of court for trial of.....	1701 (2)
hospital, responsibilities of officer in command.....	1004
hospital inspections made by.....	1006
hospital ships, not below grade of surgeon to command.....	37 (2)
inspection, sanitary condition iron and steel ships.....	928 (3)
list of persons examined embracing particulars, kept by.....	1027
patient transferred to hospital accompanied by.....	961 (1)
precedence, order of.....	23 (1)
rank and title.....	21 (1 a)
recruits examined by.....	749 (1), 992-995, 998 (1, 2)
render aid to persons not in naval service.....	476
report use of intoxicants.....	246 (6)
responsible for value of certain expenditures if unauthorized.....	1025 (3)
technical schools for.....	11 (2), 1033 (3)
transmittal of official papers.....	966

MEDICAL OFFICERS, JUNIOR :	Art.
attached to shore stations.....	1576
bumboats may be examined by.....	957 (2)
consultation with senior medical officer.....	939
examination of members of crew for concealed diseases may be delegated to.....	947
general duties of.....	987
inspection of fresh provisions may be delegated to.....	957 (1)
Inspection of medicines, supplies, etc., in hospital may be made by.....	1006
Journal may be kept by.....	988
patients, condition of, reported by, to senior, etc.....	989
permission of senior necessary before application for leave.....	990
reports and returns may be supervised by.....	988
MEDICAL OFFICER—S, SENIOR :	
absence or disability, duties, by whom performed.....	986
ambulance party, instructed in first aid.....	949
attend personally to safety of inflammable medical supplies.....	438 (9)
attendants—	
additional, required, necessity for, reported.....	948
instructed when necessary to call aid.....	938 (2)
bill book kept at hospitals and stations by.....	1029
bill of health—	
exhibited to health officer on arrival in port.....	978 (2)
procured before leaving port unless otherwise directed.....	450, 978 (1)
binnacle list prepared and submitted to commanding officer.....	941
care or cleanliness, report to commanding officer want of.....	954
certificate of death, instructions concerning.....	964
certificate of ill health, unofficial, not to be given.....	952
certificate of, when necessary for summary court-martial.....	1695 (1)
cleanliness of clothing, bedding, and persons attended to.....	938 (1)
consultation with other medical officers in difficult cases.....	939
diseases—	
contagious or infectious, reported.....	942
concealed; discovered and treated.....	947
epidemic or contagious; duties during prevalence of.....	979
prevention of; suggestions for.....	944
suspected, reported to commanding officer.....	945
examination of—	
contents of bumboats.....	957 (2)
crew after commissioning.....	935
men transferred.....	961 (3)
first aid.....	949, 950
fitting out.....	934
food—	
neglect in preparation of, reported.....	954
sick, for the; inspected frequently.....	955
going out of commission, medical outfit, disposal of.....	976
hospital tickets.....	961 (2), 963, 1010
hygiene of shore stations supervised by.....	1033 (2)
inspection—	
fresh provisions.....	957 (1)
living spaces, holds, and storerooms.....	959
provisions likely to cause illness.....	953
invoices and receipts; instructions concerning.....	938
killed and wounded, duplicate reports to be made of.....	951
laundry work, extra provisions, etc., for the sick obtained by open purchase.....	971
mallgcing reported to commanding officer, and entered on report book.....	946

MEDICAL OFFICER—S, SENIOR—Continued.	Art.
medical journal—	
forwarded on completion to Bureau of Medicine and Surgery	965 (2)
inspection, subject to, by whom	965 (1)
supervision over, etc.	1021
medical storeroom, medical stores and supplies only kept in; and instructions	973
member of board to verify descriptions	421
patients—	
professional treatment of	938 (1)
in other than United States naval hospitals, instructions concerning	962 (1), 1129
received for passage to United States, instructions concerning	963
personnel, carefully observe appearance of	945
prisoners and cells, inspection of	958
report daily to commanding officer	940
report subordinates guilty of breaches of discipline	984
reports on midshipmen, instructions concerning	967 (1)
requisitions, medical stores and supplies, how made, etc.	969
sanitary condition—	
personnel, suggestions for improvement of	944
port investigated	943
sanitary report—	
contents of, and instructions	980
hospitals, navy yards, etc., to be submitted annually	1030
suggestions in writing to commanding officer	944
sick and wounded, suggestions for care and comfort of	944
sick bay, etc., to take charge of	937
sick removed to hospital on recommendation of	792 (1)
spirits, wines, and malt liquors, custody of	974
station and duty—	
at quarters	982
in battle	981
stores and supplies—	
instructions concerning	970
loss of, etc., reported and survey requested	975
transfer of	977
summary court-martial, certificate regarding health of accused	985
surgeon's division, personnel of	983
surgical instruments and appliances, replacing of	972
survey or transfer to hospital of persons unfit for duty, recommended when necessary	960
tourniquets, etc., instruction of officers and men in their use	949, 950
transfers to hospital	961
vaccination	956
water, cooking and drinking, to be analyzed	956
wounded, relief of, to be ready for	949
MEDICAL OUTFIT:	
invoices and receipts for	968
ships in commission	1148
MEDICAL REPORT, to accompany men transferred with disease	791 (5)
MEDICAL STORES. (See Stores, medical.)	
MEDICAL SUPPLIES. (See Stores and supplies, medical.)	
MEDICAL SUPPLY DEPOT, medical outfits	968 (1), 976, 1148
MEDICAL SURVEY, BOARDS OF. (See Boards, medical survey.)	

MEDICINE AND SURGERY, BUREAU OF:	Art.
duties of	11
establishment of	3 (1)
title of chief	24 (2)
MEDICINES, issues of, to persons not in the Navy noted in prescription book	1023
MEMBER. (See Boards; Court of inquiry; General court-martial; Summary court-martial.)	
MEMORANDUM COPIES:	
public bills for expenditures	1378 (2)
requisitions	1172 (2, 4), 1226
MEMORIALS TO CONGRESS must pass through Department	225
MEN. (See Enlisted men.)	
MEN-OF-WAR, boarding of	180 (1, 3 g)
MERCHANTS' BILLS:	
alterations prohibited	1222 (1)
attached to public bill	1222
provisions, how paid	1237 (5)
purchases afloat, forwarded to pay officer of vessel concerned	1221 (5)
MERCHANT SEAMEN:	
complaints of	538
distressed, may be entered as supernumeraries for passage to United States ..	539
not received on board as prisoners unless	537
MERCHANT VESSELS:	
boarding of	180 (2-4)
collision with	404
convoy and protection	333
in distress needing supplies	1241
protection of	345
navy mechanics may repair	926 (1)
MERITORIOUS CONDUCT noted in enlistment record	771 (2)
MESS, CHIEF PETTY OFFICERS', inspection of accounts	429 (4)
MESS-ES, CREW'S:	
changes in, commissary officer to be notified of	564 (5)
condition of, inquired into	307 (11), 369 (2)
master-at-arms to have charge of	730 (3)
MESS, GENERAL:	
executive, duties concerning	564
individual contributions to, prohibited	1040 (7)
persons employed in service of, restriction regarding extra compensation ..	1040 (7)
senior pay officer to have charge of	1040 (4, 5)
MESES, OFFICERS':	
assignment of apartments	293 (1)
assignment of seats	296 (3)
bills, how paid	298 (1)
cabin	294
condition of, commander-in-chief to inquire into	307 (9)
flag officer's	395 (3)
indebtedness on shore forbidden, without written authority from treasurer ..	297 (7)
passengers, officers embarked as, assigned to	295
personal staff may mess with flag officer	294
provisions sold to	1234 (1)
rebate allowed officer on detached duty	298 (2)
receiving ship, officers attached to, must mess on	293 (2)
senior line officer to preside	296 (1, 2)
ships in reserve	1594 (4)
supplies for, of ship preparing for a cruise	297 (6)

MESSES, OFFICERS'—Continued.	Art.
treasurer—	
audit accounts of.....	297 (5)
election and duties of.....	297 (1, 4)
seat of.....	296 (3)
wine.....	299
MESSAGE OR LETTER, receiving from enemy or rebel.....	A. G. N. 4 (5)
MESSAGES, telephone, telegraph, or cable, confirmed by letter.....	1507 (3), 1525 (8)
MESS ATTENDANTS:	
advancement, requirements for.....	773 (10)
ages of, on first enlistment.....	757 (1)
officers'; rated men not petty officers.....	773 (4)
ratings.....	773 (10)
MESS GEAR AND LOCKERS:	
condition of, executive responsible for.....	564 (4), 574 (1)
crew's, furnished and replaced by Bureau of Equipment.....	609 (4)
MESSING, hours for.....	433 (10)
MESSMAN BRANCH, precedence.....	31
MESSESMEN:	
chief petty officers' mess, executive shall allow to.....	564 (1)
general mess, executive responsible for organization of, for.....	564 (4)
lower ratings, executive to detail from the.....	564 (3)
marines serving as such, extra pay.....	1134 (15), 1439 (2)
noncommissioned officers of marines not detailed as.....	1485 (1)
petty officers, executive shall not detail as.....	564 (3)
probationary service of.....	777 (1)
MESS OUTFITS, equipment officer's duties concerning.....	609
MESS SERGEANTS. (See Marine Corps, sergeants.)	
METEOROLOGICAL RECORD, NAVY YARD, by whom kept.....	1566 (7)
MIDSHIPMEN:	
allowance, undergoing examination.....	1136
appointment—	
assistant naval constructors, qualifications for.....	1603 (3)
line of Navy.....	1601 (1), 1603 (1)
Marine Corps.....	1602, 1603 (2)
death of, funeral ceremonies.....	186 (d)
definition of, used in A. G. N.....	page 482
detail of, as—	
assistant navigator.....	447 (3)
coxswains, etc., in steam launches.....	552 (9)
duties of.....	41, 690-693
engineering duty—	
detailed to.....	447 (2)
senior engineer officer's duties concerning.....	870 (2)
executive officer exercise supervision over the instruction of.....	568
instruction of.....	552
journal and navigation notebook of.....	552 (8)
medical reports on.....	967
officers in a qualified sense.....	18 (3)
rank of, assigned to Navy or Marine Corps.....	1603 (1, 2)
reports on.....	247
shore leave not granted to, until duties are satisfactorily performed.....	694
staff duty not assigned.....	41, 396 (4)
wireless telegraphy, must be familiar with, etc.....	552 (10)
MIDSHIPMEN'S STOREKEEPER, NAVAL ACADEMY.....	1149

MILEAGE. (<i>See also</i> Travel; Transportation.)	Art.
allowances for travel expenses under orders-----	1106 (2, 3)
calculation of distances-----	1108 (2, 3)
not allowed—	
attendance at officers' funeral-----	1107 (4), 1139 (2)
travel by government conveyance-----	1107 (1)
unauthorized change of residence-----	1107 (3)
officers—	
travel abroad, allowances in lieu of-----	1105 (2), 1338 (2)
travel in United States-----	1105 (1)
orders for—	
endorsement-----	1110
residence endorsed-----	1108 (1)
payment of-----	1105 (1)
shortest usually traveled route-----	1102
transportation in lieu of travel with troops-----	1104 (2)
MILEAGE BOOKS:	
payment, not an advance of money-----	1167 (2)
Secretary of Navy authorized to purchase-----	1167 (2)
MILITARY COMMAND:	
line officers exercise-----	19 (1), 52 (b)
restricted by law-----	52 (c)
MILITARY EXPEDITIONS, NAVAL CONVOY OF. (<i>See</i> Transport; <i>also</i> Transport service.)	
MILITARY FORCES, concert of action with-----	326
MILITARY FORMATIONS:	
senior line officer to command-----	52 (b)
what regarded as-----	23 (2)
MILITARY OFFICERS VISITING SHIPS, ceremonies-----	80, 85
MINISTER PLENIPOTENTIARY AND ENVOY EXTRAORDINARY, reception of-----	65 (b)
MINISTER RESIDENT, reception of-----	65 (c)
MINORITY, date of expiration of enlistment, persons serving during-----	798
MINORS:	
enlistment of-----	A. G. N. 19
over 18 years may be enlisted-----	753 (2)
under 14 years not enlisted-----	756 (2)
MINUTE GUNS -----	185, 186, 188
MISAPPROPRIATING ARMS, STORES, ETC -----	A. G. N. 14
MISDEMEANORS, frivolous or false reports considered-----	536
MISCELLANEOUS RECEIPTS. (<i>See</i> Accounts, miscellaneous receipts.)	
MISCONDUCT:	
entire discharge from punishment for, bar to further proceedings-----	280
investigations of, authority to administer oaths-----	1643 (4)
oppression or, by superior, redress-----	281
reports of, to be investigated-----	258, 273
MISSING ARTICLES. (<i>See also</i> Losses; Surveys.)	
equipment officer expend, from the books-----	610 (4)
survey-----	1163 (1), 1260 (2), 1262 (2)
MITIGATING CIRCUMSTANCES ground for clemency-----	1774 (2)
MITIGATION:	
general court-martial, sentence of-----	A. G. N. 54
summary court-martial—	
exercise of-----	1695 (2) 1696 (2)
sentence of-----	1695 (2), A. G. N. 33
MIXED DETACHMENTS ON SHORE:	
command-----	1494
subsistence while cooperating with Army-----	1127

MODELS OF SHIPS. (<i>See</i> Ships.)	Art.
MODIFICATION OF ORDERS, how made.....	232 (1)
MONEYS. (<i>See also</i> Appropriations; Bills of exchange; Payments; Public money.)	
accountability for, begins when.....	1301
accounts, rendered under each appropriation (<i>see also</i> Accounts).....	1291
accruing from commuted rations paid regardless of indebtedness.....	1295 (2)
additional pay not allowed for disbursement of public (<i>see also</i> Pay, additional)	1050
advances. (<i>See also</i> Advances.)	
by purchasing pay officer, orders produced for.....	1354
to recruits, security required.....	1092 (1)
arising from sales of condemned public property (<i>see also</i> Sales, proceeds)	1285 (1), 1286, 1288
arrears, persons in, not to receive, etc.....	1295
balances—	
at end of fiscal year (<i>see also</i> Balances).....	1316
due accounts of deceased persons (<i>see also</i> Accounts, deceased persons)	1361 (2)
funds on deposit.....	1315 (4)
pay officer relieved or transferred.....	1315
transferred to successors.....	1315 (3, 5)
checkage against "Deserters' roll".....	1353
conversion of public funds. (<i>See</i> Embezzlement.)	
custodian of, when guilty of embezzlement.....	1302, 1303
delivery of less, than receipted for.....	A. G. N. 14
deposits and checks—	
checks—	
balances on deposit.....	1315 (4)
described and entered in accounts.....	1337 (2)
drawn in favor of party to whom due.....	1319 (3)
drawn in favor of successor.....	1315 (1, 3, 5)
expense of cashing.....	1318 (5)
issued to enlisted men on order of commanding officer.....	1312 (2)
lost, stolen, or destroyed.....	1320
not returned to drawer.....	1318 (3)
outstanding at death, resignation, or removal of drawer. 1317 (f),	1318 (6)
outstanding, three years.....	1317 (a)
payments refused when defective in data.....	1317 (g)
private, not cashed from public funds.....	1319 (1)
purpose for which drawn.....	1317 (g), 1318, 1319 (2)
receipts of payments by check, not required or taken.....	1293, 1337 (2)
transferred balances.....	1315
use of stamp or typewriter forbidden.....	1319 (4)
voucher described.....	1319 (4)
deposits by enlisted men—	
books, record of account.....	1370
cash.....	1333 (3)
forfeited when.....	1332
how accounted for.....	1333 (5)
marines. (<i>See</i> Moneys, Marine Corps.)	
payments on discharge.....	1333 (6)
rate of interest allowed.....	1333 (4-9)
restrictions.....	1333
with pay officers of ship.....	1331
deposits by pay officers—	
account of repayments.....	1318 (4)
before sailing for foreign stations.....	1313

MONEYS—Continued.	Art.
deposits and checks—continued.	
deposits by pay officers—continued.	
deductions or abatements prohibited.....	1310
failure to make, embezzlement (<i>see also</i> Embezzlement).....	1309
relieved.....	1315
sufficient for remittances to families.....	1312, 1319 (2 h)
where to be made by pay officers ashore.....	1314
instructions.....	1308 et seq.
transfer from Treasury to disbursing officers.....	1308
unlawful depositing, converting, loaning, or transferring public funds..	1311
“deserters’ roll,” checkage against.....	1353
disbursed, shall be of kind and denomination furnished; exchanges restricted..	1305
disbursing officer. (<i>See</i> Disbursing officer.)	
disbursement of, commander-in-chief accountable for.....	355
drafts outstanding three or more years.....	1317
economy in expenditure, responsibility for.....	212 (1)
fleet paymaster shall procure.....	406 (5)
embezzlement. (<i>See</i> Embezzlement.)	
expenditures, authority.....	1297
fluctuations in values of foreign coins, verification.....	1379 (7)
forfeited. (<i>See</i> Forfeiture.)	
general cash book.....	1344
honorable discharge on reenlistment.....	1072, 1134 (7)
inventory of cash balances.....	1379 (7)
issues to—	
officers and crews.....	839, 1334 et seq.
torpedo and other vessels without pay officers.....	1362 (1)
lists, monthly.....	535
loans by—	
disbursing officers, penalty.....	1311
pay officers, unlawful.....	1296
loss or robbery of.....	210
Marine Corps. (<i>See also</i> Marine Corps, Quartermaster; Pay, marines.)	
accounts transmitted quarterly (<i>see also</i> Accounts; <i>also</i> Marine Corps, ac- counts).....	1410 (4)
checks and deposits.....	1414
deposits by marines.....	1333 (7), 1414 (9), 1415
interest not allowed unless deposited for six months or longer.....	1414 (9 l)
misappropriation of, or property.....	1304
monthly—	
allowed to whom.....	839 (1)
date on which paid.....	839 (4)
marines.....	1427, 1428
payments of, authorized rule.....	1338 (1)
overpayment authorized, rewards for deserters, etc. (<i>see also</i> Rewards).....	1353
paid to person against whom account charged.....	1337 (3)
payment of, to enlisted person in hospital approved by medical officer.....	839 (5)
payments illegal, etc., orders to be in writing.....	1299
pay officer—	
issues of, to superintend personally.....	1335
receiving—	
acknowledge accountability.....	1347
render distinct accounts.....	1291
shall inform commanding officer, also expending.....	1298
premium on sales of Treasury notes, etc., accounted for.....	1306
rations, distinct from pay.....	1090, 1236

MONEYS—Continued.	Art.
receipts for cash or check payments	1293, 1337 (2)
recruits to furnish good security for advances	1092 (1)
requests for, political purposes forbidden	1582
requisitions. (<i>See</i> Requisitions, moneys.)	
responsibilities and penalties	1291 et seq.
rewards for deserters', checkage	1353
supplies of, how obtained	523
transfers—	
amounts separately stated	1301 (3)
between pay officers, when permitted	1321 (2), 1324 (2), 1362 (1)
transportation by express, account charged	1318 (5)
treasury drafts outstanding three or more years, regulations governing pay- ments	1317 (a)
MONEY LIST, executive to prepare monthly	601 (3)
MOORING IRON OR STEEL UNSHEATHED SHIP	931 (5)
MOVING SHIPS AT NAVY YARD:	
captain of yard, charge of	1566 (6)
cost	1561 (2), 1592
MORNING ORDER BOOK, executive officer shall keep	563 (10)
MOUNT VERNON, VA., ceremonies to be observed by vessels passing	60 (2)
MOVABLE ARTICLES, examination of, at sea	698 (2)
MOVEMENTS OF SHIPS:	
correspondence	1500 (1)
independent, when in fleet or squadron, forbidden	456
telegraphed (<i>see also</i> Telegrams)	317 (2 g), 449, 1525 (7, 8), 1547 (8)
MUNITIONS OF WAR:	
disposition of	354
executive kept informed of condition of, on board	582
MURDER	A. G. N. 6
MUSICIANS:	
ages of, on first enlistment	757 (1)
bandmasters and first musicians are petty officers	757 (12)
Marine Band, pay	1084
marines, granted liberty	1448
part of ship's crew	398 (6)
MUSTER, EVENING, when held; may be dispensed with	444 (1, 2)
MUSTER, FALSE	A. G. N. 8 (14)
MUSTER, GENERAL:	
master-at-arms to answer for prisoners	738
orders received at	427
MUSTER OF THE WATCH AT SEA, officer-of-the-deck shall cause	653 (14)
MUSTER ROLLS:	
discharged men or receiving ships, separate for	837 (6)
effort to save, of ships lost	465 (1)
marines	1452 (1)
MUTE, accused stands, general court-martial; procedure	1749 (4)
MUTILATION OF SIGNAL BOOK FORBIDDEN	389 (5)
MUTINOUS WORDS, UTTERING	A. G. N. 8 (8)
MUTINY, making, uniting with, etc.	A. G. N. 4 (1)
NAME WHOLLY RETIRED OFFICER omitted from Navy Register	1062
NATIONAL AIR:	
following "attention"	99
officers and men to stand at attention when played	107 (3)
NATIONAL ENSIGN. (<i>See</i> Flag.)	
NATIONS not recognized not to be saluted	123
NATURALIZATION, Navy or Marine Corps	790
NAUTICAL ALMANAC AND COMPASS OFFICES, Bureau of Navigation	6 (1)

NAVAL ACADEMY:	Art.
midshipmen's storekeeper, duties-----	1149
relation to Bureau of Navigation-----	6 (1)
supplies exempt from general use-----	1155 (3)
NAVAL AUXILIARY SERVICE amenable to navigation laws, etc-----	32 (3)
NAVAL CONSTRUCTORS:	
in navy yards—	
general duties-----	1578
monthly summary weights removed or added to ships under repairs--	1570 (2)
responsible for materials, etc-----	1578 (3, 4)
weekly reports-----	1579
on board ship—	
duties-----	1386, 1387, 1388
docking and undocking-----	1562 (1)
quarterly reports to commanding officers-----	1388 (2)
quarters-----	1389
shall, when permitted, examine foreign ships and naval establishments--	1388 (4)
supervise repairs and make written reports thereon-----	1388 (3)
precedence, order of-----	23 (1)
rank and titles-----	21 (1 e)
NAVAL CONSTRUCTORS, ASSISTANT:	
appointments from civil life, qualifications-----	1607
appointments of midshipmen as-----	1603 (3)
NAVAL CONVOY of military expeditions (<i>see also</i> Transports; Transport service--	1546
NAVAL FORCES, correspondence, international, political, etc., relating to-----	1500 (3)
NAVAL HOME, PHILADELPHIA, PA.:	
beneficiaries and pensioners at, not to be enlisted-----	756 (4)
Bureau of Navigation has charge of-----	6 (1)
officers transferred to, from hospital on recommendation of survey-----	1002 (2)
person in, pension deducted-----	1130
NAVAL HOSPITALS. (<i>See</i> Hospitals, naval.)	
NAVAL LABORATORY, survey held at, medical supplies turned in-----	1278 (3)
NAVAL OBSERVATORY in charge of Bureau of Equipment-----	5 (2)
NAVAL PROVING GROUND. (<i>See</i> Proving ground, naval.)	
NAVAL RENDEZVOUS, enlistment authorized at-----	754 (a)
NAVAL STATIONS. (<i>See</i> Navy yards and naval stations.)	
NAVAL STATIONS IN WEST INDIES:	
flag officers may issue orders to be executed by commandant-----	1599
jurisdiction of commandants-----	1597
resources of, at disposal of flag officers-----	1598
NAVAL TORPEDO STATION. (<i>See</i> Torpedo station, naval.)	
NAVAL WAR COLLEGE. (<i>See</i> War College, Naval.)	
NAVIGATION:	
dangers to, located-----	516, 517
duties of captain regarding-----	503-517
flag officer, subordinate, duties regarding-----	372
hydrographic information concerning, reported-----	514
information concerning, preserved-----	515
junior officers of the line shall perform duties in-----	552 (6), 691
midshipmen's note book-----	552 (8)
officers to be exercised in-----	552 (4)
precautions concerning, entered in night order book-----	508
ship's official record of, how kept-----	627
NAVIGATION, BUREAU OF:	
addresses of active and retired officers reported to, when-----	233
bad-conduct discharge not carried out until order received from-----	1697 (2)

NAVIGATION, BUREAU OF—Continued.	Art.
chief of, to be member of General Board.....	3 (6)
complement of ships in "second reserve".....	1594 (1)
correspondence, when sent through.....	1500
duties of.....	6
enlistment record, first sheet of, to be sent to.....	748 (3)
enlistment book provided by, for records of.....	748 (4)
establishment of.....	3 (1)
examinations regarding fitness, etc., of officers, record of.....	1635 (2-4)
Intelligence outfit forwarded to, at end of cruise.....	485
kept informed of addresses of officers.....	233-235
papers of deserter forwarded to.....	806
recruiting instructions issued by.....	747 (1)
recruiting stations, weekly reports from, sent to.....	748 (6)
NAVIGATION NOTEBOOK, midshipmen shall keep.....	693 (2)
NAVIGATOR:	
absence of—	
duties devolve upon whom.....	615 (2)
when not permitted.....	638
bearings, enter in log book, per standard compass, etc.....	619 (4)
book of observations, shall keep and forward at end of cruise.....	627
charts, etc.—	
corrections in, to be made by.....	623
hydrographic surveys, shall be constructed, etc., by.....	624
latitude and longitude on, not well known.....	625
chronometers and clocks, winding and care of.....	620
compasses, duties concerning.....	619
computations, etc., book for, kept by.....	627
conning tower, interior of, responsible for.....	616
danger, running into, officer-of-the-deck notified by.....	622 (3)
deck clock, cared for, by.....	620 (2)
deck watch officer, assigned to duties of, when.....	446 (3)
detachment, when delivered at end of cruise.....	632
deviations, table of, prepare and keep corrected.....	619 (3)
disability of, who relieves during.....	615 (2)
draft of ship to be reported to.....	712 (8)
draft of ship, when taken.....	503, 634
duties of.....	616 et seq.
dynamo room and electrical outfit, to have charge of.....	630 (1)
electric circuits, shall not permit temporary outlets in.....	630 (2)
engineering duty not performed by.....	447 (1)
entering or leaving port, duties of, when.....	503, 622 (2)
executive absent or disabled, duties taken by.....	636
fitting out, duties concerning.....	617
going into commission, log book begun by, describing ceremonies of, etc.....	628 (2)
hydrographic reports, etc., shall carefully prepare, etc.....	629
hydrographic surveys, charts for, constructed by.....	624
land, approaching, duties of.....	622 (2)
latitude and longitude of places not well surveyed, duties of.....	625
lead lines, etc., to be examined frequently by.....	621
light and beacon lists, to keep corrected to date.....	623
log books, preparation and care of.....	628
magnets, compensating, shall not move from position, unless authorized.....	619 (5)
observations—	
ship's position, etc.....	618 (2)
meteorological, shall carefully prepare, etc.....	629
tidal, to make, at all places visited, etc.....	626

	Art.
NAVIGATOR—Continued.	
officer-of-the-deck at drill, relieved by-----	635 (1)
ordnance officer, duties of, when to perform-----	639 (3)
outfit, duty regarding-----	631
pilot on board, perform duties irrespective of-----	622 (4)
pilot waters, duties of, when approaching-----	622 (1)
position of the ship—	
at sea, daily entries of, in deck log book-----	628 (4)
observations concerning, to report-----	618 (2)
when underway, to report-----	618 (1)
quarters, not displaced in, by flag officer shifting flag-----	397 (2)
rank and personality of-----	615 (1)
relieve deck officer as an accommodation-----	635 (2)
sailing directions, to keep, corrected to date-----	623
senior engineer officer to furnish, data for log-----	881 (5)
ship's library, responsible for-----	633
ship's time, shall regulate-----	620 (2)
shoals, when approaching, duties of-----	622 (2)
signal record books, duties concerning-----	628
sounding gear frequently examined by-----	621
speed apparatus frequently examined by-----	621
station at quarters, and in action-----	637
steering gear, responsible for-----	616
stores, etc., duty in regard to-----	631, 1157 (2)
time regulated by-----	620 (2)
yeoman allowed, for clerical work-----	628 (8)
NAVIGATOR, ASSISTANT, midshipmen detailed as-----	447 (3)
NAVY, appointees shall be citizens of the United States-----	1600 (1), 1615 (2)
NAVY DEPARTMENT:	
Secretary of Navy head of-----	1
no boards to be appointed without authority of-----	3 (8)
organization of-----	3 (1)
NAVY MAIL CLERKS. (See Mail clerks.)	
NAVY REGISTER:	
omission of names wholly retired officers-----	1062
precedence list published in-----	23 (1), 28
NAVY SECRET CODE-----	1525 (5)
NAVY YARDS AND NAVAL STATIONS. (See also Commandant of navy yard;	
<i>also Heads, departments, navy yard.)</i>	
administration, general-----	1547 et seq.
admittance after hours-----	1552 (1)
annual wage schedule-----	1585
articles manufactured at-----	1152, 1179 (1)
authority for new work-----	1548
buildings—	
alterations, authority-----	1547 (5)
new erections, authority-----	3 (13), 1549
unauthorized occupancy prohibited-----	1549
captain of yard—	
assistants to-----	1568
line officer-----	1566
captain of ship at, not to interfere with duties of commandant-----	526
civil engineering work by contract-----	1580 (5)
clerical force-----	1351, 1587
commandants. (See Commandants, navy yards.)	
contributions for political purposes, soliciting forbidden-----	1582

NAVY YARDS AND NAVAL STATIONS—Continued.

Art.

employees—

Injuries sustained in line of duty-----	1547 (3), 1575 (2), 1584 (2)
pay. (<i>See also</i> Pay.)	
per diem-----	1351, 1585 (3)
salaries-----	1351
preference given honorable discharged men-----	1583
engineer officers, duties (<i>see also</i> Engineer officers)-----	1571-1574
enlistments when authorized at-----	754 (d)
fire alarm, how given-----	1551 (5, 6)
fire department-----	1551 (5, 6), 1566 (5)
fire regulations-----	1551 (1)
flags and lights in workshops-----	1566 (4)
flag officer assuming or relinquishing command, ceremonies-----	77
flag or pennant of commanding officer, where displayed-----	151
gates closed at sunset-----	1552 (1)
honors to national ensign at-----	162 (3)
hygiene of, supervised by senior medical officer-----	1033 (2)
inspection of accounts (<i>see also</i> Accounts; Inspections)-----	1379
labor, employment (<i>see also</i> Labor)-----	1581 et seq.
lights and fires on board ships at yard-----	1551 (2)
line officers attached to, one shall always be present-----	1567 (2)
medical department to advise regarding health conditions, etc., at-----	1033 (1)
medical stores, requisitions for-----	969
meteorological record-----	1566 (7)
money requisitions for pay officers of (<i>see also</i> Money requisitions)-----	1326 (1)
naval constructors (<i>see also</i> Naval constructors)-----	1578, 1579
not to salute same official oftener than once a year, unless-----	139 (2)
office hours for clerical force-----	1587
ordnance officer of, member of board to survey vessel going out of commis- sion-----	485
passes-----	1564
pay officers (<i>see also</i> Pay officers)-----	1577
private vessels docked at, rates charged-----	926 (6)
private work done at-----	926 (3-5)
reception of officials at-----	119
refusal to perform duty in fire company-----	1586
responsibility for work at, on repairs to ships-----	923 (1)
salutes to certain officers, when fired-----	64 (2)
sanitary report submitted annually by senior medical officer-----	1030
senior medical officer at, duties of-----	1033 (2)
ship at, under command of commandant-----	317 (4)
ships fitting out. (<i>See</i> Ships, at navy yards.)	
ships' mechanics to work in shops-----	1563 (2-5)
ships' repairs. (<i>See</i> Repairs to ships.)	
shore stations—	
commanding officers not empowered to order court of inquiry-----	1643 (1)
other than navy yards, regulations-----	1565
"special employments, Schedule D"-----	1585 (7)
summary court-martial at, approval of proceedings and sentence by whom-----	1696 (3)
survey on plant of-----	1272 (1)
visits between ships and-----	171
watchmen at gates, duty-----	1564 (4)
watchword and countersign-----	1552 (2)
NAVY-YARD ORDERS:	
acknowledged, and obedience thereto reported-----	1391

NAVY-YARD ORDERS—Continued.	Art.
emanate from Secretary.....	1521 (6)
employment of labor, copies furnished every officer at yard.....	1584 (1)
issued in series and numbered.....	1520
limited to yards, etc.....	1521 (5)
wages of employees, Form 1, revised.....	1585
NEGLECT:	
clear for action.....	A. G. N. 4 (16)
duty, reported.....	307 (3), 390
join in battle.....	A. G. N. 4 (17)
orders for battle.....	A. G. N. 4 (15)
NEGLIGENT IN OBEYING ORDERS.....	A. G. N. 8 (9)
NEGOTIATING BILLS OF EXCHANGE.....	523
NEUTRALITY, observance of laws of.....	334, 339 (c)
NEUTRAL PORT, ship in company with an enemy in, kept ready for battle.....	489 (2)
NEUTRALS, members of hospital corps regarded as.....	254
NEWSPAPERS:	
advertisements, authority to insert, and bills.....	1168
subscriptions for.....	1349
NEXT OF KIN:	
address to be given.....	234 (1)
notified of death of relative.....	544 (2)
NIGHT ORDER BOOK:	
captain shall keep, and turn in at end of cruise.....	453
entries in.....	508
NIGHT WATCH, extra issue of provisions made to.....	433 (11)
NONCOMMISSIONED OFFICERS. (See Marine Corps.)	
NOON REPORT, senior engineer officer to make, daily.....	874
NOTEBOOK, midshipman's.....	552 (8)
NOTICES TO MARINERS. (See Mariners, notices to.)	
NUMBERS, LOSS OF, by sentence.....	1782 (2)
NURSE CORPS (FEMALE):	
appointments.....	11 (1), 1920
eligible for duty, where.....	1032
instruction of, under medical department.....	1033 (1)
pay and allowances.....	1071
regulations for.....	1033 (6)
special duty performed by, as deemed necessary by Surgeon General.....	1032
technical schools for.....	11 (2), 1033 (3)
OATHS:	
(See also Court of Inquiry; General court-martial; Summary court-martial.)	
administered by officer or clerk detailed to make investigations.....	1643 (4)
appointees shall forward, with letter of acceptance.....	1618
form of—	
general court-martial.....	A. G. N. 40
members board of selection for retirement.....	1648
members examining and retiring boards.....	1647
recorder examining and retiring boards.....	1647
summary court-martial.....	A. G. N. 28
witness before court-martial.....	A. G. N. 41
witness before examining and retiring boards.....	1647
inquests, not administered at.....	1644 (3)
mail clerk shall take.....	441 (2)
member of board to conduct professional examination.....	1635
officers authorized to administer.....	248 (1)
officers to administer, on official documents.....	248 (2)

OATH-S—Continued.	Art.
payment of expenses incurred.....	1132
summary court-martial—	
administered when.....	1685 (8)
witness, administered to.....	1686 (1), A. G. N. 41
OATH OF ALLEGIANCE:	
form of, and by whom to be taken.....	1600 (3)
recruits—	
administered by whom.....	748 (2), 749 (1)
forwarded to Bureau of Navigation.....	748 (3), 749 (1)
OBJECTION:	
general court-martial closed for deliberation upon.....	1758 (3)
questions asked witness subject to.....	1757
question or testimony, court-martial to determine and record.....	1758 (2)
summary court-martial—	
accused has, to member.....	1685 (5)
grounds of, recorded.....	1690 (1)
OBSERVATIONS:	
book of, navigator shall forward at end of cruise.....	627
meteorological, navigator shall carefully prepare, etc.....	629
meteorological officer-of-the-deck shall enter in deck log book.....	667 (2)
midshipmen required to take, daily.....	552 (7)
navigator report, concerning position of the ship.....	618 (2)
standard compass, error of, ascertained by.....	619 (1)
tidal, navigator to make, at all places visited, etc.....	626
OFFENDERS, refusing or failing to apprehend.....	A. G. N. 8 (17)
OFFENSE-S:	
accumulation of, and revival of old, forbidden without notice.....	265
captain to investigate personally.....	534 (1)
commission of, noted on enlistment record.....	771 (3)
committed on shore—	
punishment for.....	A. G. N. 23
reported.....	211
foreign stations, duty of commander-in-chief.....	359
general court-martial—	
penalty designated by statute for particular.....	1780
punishment adjudged adequate to degree of.....	1774 (1)
liability to punishment for, limitation of period.....	A. G. N. 61
marines afloat.....	1474, 1488
not specified in Articles for Government of the Navy, punishment for.....	A. G. N. 22
persons charged with, sent to United States.....	532 (c)
reports of, to be investigated.....	258, 273
serious, offender to be tried by general court-martial.....	1670 (2)
OFFICE, CIVIL, appointments to, preference given to honorably discharged men.....	1583
OFFICE HOURS, clerical force at navy yards, etc.....	1587
OFFICER-S:	
absence of, ship about to sail.....	551
accused, to be furnished with copy of accusation.....	263
accused of offenses on foreign stations.....	359
acting as attorney for contractor forbidden.....	228
acting as attorney against United States forbidden, penalty.....	229
acting appointments, authority of.....	47
addressed, how.....	115
address of.....	230-235
apartments of, aboard ship.....	284 et seq.
application, etc., for orders, how made.....	232

OFFICER-S—Continued.

	Art.
arrest of.....	267 et seq.
assignment of, to duty.....	32 (1), 33-50
attached to cruising ships at navy yard serving on courts or boards.....	1557 (3)
authority of.....	256
authority of army and navy, when serving together.....	49
authority to issue orders.....	52 (d)
certificates shall not be given by.....	230
cheers as compliment to, forbidden.....	114
chief of bureau, rank and title of.....	24, (1, 2)
combination of, forbidden.....	223, A. G. N. 8 (7)
coming aboard or passing close aboard, ceremonies.....	97
command one class of guns, and not displaced because of difference in rank.....	432 (2)
commanding ship not in service of United States, not to display pennant, where.....	155
communication, right of.....	53 (10), 54
communications from, to Congress, must pass through Department.....	225
complaints and appeals by, made to commanding officer.....	53 (9)
death of—	
beneficiaries entitled to six months' pay upon.....	1139 (1)
funeral ceremonies.....	186 et seq.
in charge of supplies, survey ordered.....	1206 (3)
debts must be paid.....	213
definition of, as used in A. G. N.....	page 482
desertion of, reward must be specially authorized.....	824
detachment, going out of commission, not given until stores turned in.....	613, 632, 648 (1), 865 (2)
detail of, to ships bound home.....	363 (2)
diplomatic or consular service, can not hold appointment in.....	243
disbursing. (<i>See</i> Disbursing officers; <i>also</i> Pay officers.)	
dismissed, may demand trial.....	A. G. N. 37
diverting another from duty, must report.....	222
duty, not on, by virtue of commission or warrant alone.....	46
exchange of, or absence from duty forbidden, except.....	237
failure to appear for examination for promotion.....	1069, 1616, 1635 (9)
fitness of, reports of.....	246, 247, 553
government duty, shall not travel on, unless authorized by proper authority.....	238 (3)
instruction of (<i>see also</i> Instruction).....	552
intercourse with foreigners.....	208, 336-346
intoxicated men, arrest of, not made by, personally.....	277
joining ship, make visit of courtesy.....	172 (2)
leave ship and return, report permission to officer-of-the-deck.....	53 (4)
Light-House Board, Bureau of Fisheries, and Coast Survey, on duty with.....	50
line and staff.....	17 (1)
line titles to be used only by line.....	24 (6)
list of—	
ship going out of commission.....	1045
transmitted before sailing.....	A. G. N. 20 (2)
loss of numbers, sentenced to.....	1782 (2)
maneuvering ships, exercises in.....	552 (2)
mental, moral, or professional fitness for promotions, etc.....	1632 et seq.
midshipmen are, in a qualified sense.....	18 (3)
messes of.....	293 et seq.
Navy and Army, authority when serving together.....	49
oaths, authorized to administer.....	248 (1)
oppression by superior.....	281
ordered to duty only by Department, except.....	216

OFFICER—S—Continued.	Art.
orders—	
acknowledge receipt of.....	217
authority to issue.....	52 (d)
conflicting, duty on receiving.....	221 (1)
duty upon receipt of.....	218
not delay reporting in obedience to.....	224
written, duty when reporting in obedience to.....	219
pardoning power vested in, authorized to convene court.....	1774 (3)
passengers, status when.....	45
pay. (See Pay.)	
pecuniary dealing with enlisted men forbidden.....	231
physical examinations of, medical department to provide for.....	1033 (1)
political contributions, forbidden to request.....	1582
precedence of.....	23 (1)
precedence of line and staff, on courts-martial, etc.....	52 (b)
precedence of, not graduates of Naval Academy.....	23 (1)
presentation of medals of honor to, manner of.....	821 (4)
processions ashore, where, appear in official capacity, regarded as military formations.....	" (2)
promotion of (see also Promotions).....	1621
quarters, all to report at.....	445
recruiting, general instructions for.....	747, 748
register at cable office.....	1525 (4)
regulations and orders, must be acquainted with.....	207 (1)
regulations for commander in chief and captain, all grades to examine.....	207 (2)
relative rank—	
Army.....	25, 26
Marine Corps.....	25 (2, 3), 26
Navy.....	25, 27
Revenue-Cutter Service.....	27
report information necessary to go into ship's records.....	550 (2)
report offenses committed on shore.....	211
reports of, must be in temperate language.....	259
reprimand for offense, final; private reprimand, no bar to retrial.....	265
residence of.....	234
resignation, tendering, and quitting post of duty.....	A. G. N. 10
retirement, compulsory.....	1639
returning from sea.....	235
Revenue Cutter Service, not to control any vessel, officer, or man of.....	27 (e)
riots and quarrels, suppress by.....	266
roster of, kept by chief of staff.....	838
sale of pay-department stores to.....	1234 (4)
salutes.....	67 et seq., 100, 108, 109
salutes, return.....	141, 143
seats at mess.....	296 (3)
secretary of General Board, of, or above grade of lieutenant, to be.....	3 (7)
senior line, in boat responsible.....	240
smoking aboard ship.....	440
superior—	
definition, as used in A. G. N.....	page 482
shall not use language reflecting upon.....	226
technical schools for.....	6 (1), 11 (2), 1033 (3)
temporary command, authority.....	42
testimonials and presents forbidden.....	227
titles, where shown.....	17 (2), 18 (1)

OFFICER-S—Continued.	Art.
transferred to line for engineer duty only, restricted as to command-----	18 (2)
transferred to, or from, hospitals-----	364
under arrest or suspension—	
can not insist on trial-----	270
may be released temporarily-----	264
restrictions-----	236, 267, 268
use of force left to judgment of-----	342
visiting a command, duty when-----	220
visits of ceremony-----	168 et seq.
wardroom, who are-----	286
wasteful expenditure, accountable for-----	212 (1)
wholly retired, name of, omitted from Navy Register-----	1062
OFFICER, CHIEF INTELLIGENCE. (See Chief intelligence officer.)	
OFFICERS, COMMANDING. (See Commanding officers.)	
OFFICER, EXECUTIVE. (See Executive officer.)	
OFFICERS, FLAG. (See Flag officers.)	
OFFICERS, FLEET, relations to commandants of stations in West Indies-----	1597
OFFICERS, LINE. (See Line officers.)	
OFFICERS, MEDICAL. (See Medical officers.)	
OFFICERS, PAY. (See Pay officers.)	
OFFICERS, PETTY. (See Petty officers.)	
OFFICERS, RETIRED. (See Retired officers.)	
OFFICERS, REVENUE CUTTER SERVICE. (See Revenue Cutter Service.)	
OFFICERS, SENIOR. (See Senior officers.)	
OFFICERS, STAFF. (See Staff officers.)	
OFFICERS, WARRANT. (See Warrant officers.)	
OFFICERS AND CREW, drills, etc., executive officer to see all, present at-----	563 (6)
OFFICER IN COMMAND. (See Medical instructions.)	
OFFICERS' MESS. (See Messes, officers'.)	
OFFICER-OF-THE-DAY. (See also Medical instructions.)	
marines-----	1459, 1460
medical officer at hospital, duties of-----	1008
summary court-martial, notified of meeting and adjournment-----	1678 (6)
OFFICER-OF-THE-DECK:	
absence of, from gangway, etc-----	661 (2)
anchor dragging, danger of, drift lead over the side-----	663
at sea, may decline to relieve the deck when-----	653 (3)
attend at gangway-----	101
approaching land, keep himself informed of the position of the ship, etc-----	653 (4)
articles sent away from ship, have carefully stowed in boats-----	655 (3)
before taking charge, general duties-----	653 (1, 2, 3)
boarding book, when visiting senior officer's ship-----	657 (1)
boats, etc.—	
alongside with stores, have them cleared, etc-----	655 (2)
coming alongside or leaving, informed of-----	656 (1)
duties concerning-----	656
manned, to be inspected by-----	656 (3)
under sail, have lookout kept on-----	658 (1)
boats, life, duties concerning-----	653 (15)
boilers and engines, shall have entered in deck log book, changes made in--	667 (3 f)
collision, danger of, shall at once sound signals for closing water-tight doors--	653 (13)
command, "Attention," given by, when-----	98
commanding officer, when on deck, to consult-----	653 (8)
course, unless to avoid danger, shall not change-----	653 (10)
deck log book, general duties and entries concerning-----	667 (3)

OFFICER-OF-THE-DECK—Continued.

Art.

definition of.....	649 (1)
departures, etc., of officers senior to executive, to report.....	661 (3)
draft marks, reading of, entered in deck log book, when.....	667 (3 <i>g</i>)
drills and exercises, navigator relieve during.....	635 (1)
duties of.....	649 et seq.
engines, main, permission of, required before turning, etc.....	662, 878
executive direct, concerning general duties.....	566
executive enter in morning order book instructions for.....	563 (10)
Injuries, shall have full particulars of, entered in deck log book.....	667 (3 <i>c</i>)
Insignia of duty in port.....	650
inspections, shall have made every half hour during the night.....	653 (16)
instruct junior officers and crew in their duties.....	669
inventories, dates, etc., shall have entered in deck log book.....	667 (3 <i>h</i>)
junior line officers to be instructed in duties of.....	552 (2)
keep in station when in company with other ships.....	653 (7)
leaving ship or returning, all persons to report to, when.....	661 (1)
lifeboats, shall require coxswains of, to report daily at sunset, etc.....	653 (15)
lights and fires, reports regarding, to be made to.....	735 (2)
log book, deck, shall see that everything of importance is entered in.....	667 (1)
magazines, temperature of, shall have, entered in deck log book.....	667 (3 <i>f</i>)
mail placed in hands of, for distribution.....	441 (5 <i>b</i>)
manner of performing duty and general bearing of.....	670
master-at-arms to report violations of regulations to.....	730 (5)
midshlpmen take deck under supervision of.....	693 (4)
motions of flagship to be followed.....	654 (2)
navigator may relieve.....	635
observations, meteorological, entered in deck log book.....	667 (2)
officials boarding or leaving, shall see that proper honors are rendered.....	660 (1)
orders, manner of giving.....	670 (2)
pets, shall not permit on board without permission.....	665
ports, opening and closing of, reported.....	598 (1), 712 (5)
position of ship, perilous; may decline to relieve when.....	653 (3)
position, ship out of, may decline to take charge.....	653 (2)
prisoners, release of, reported to.....	731 (2)
provisions—	
alterations in allowance of, entered in deck log book.....	667 (3 <i>d</i>)
fresh, shall notify senior medical officer of, when alongside.....	655 (1)
punishments involving confinement to be reported to.....	732
relieved, regularly, to remain on deck until.....	653 (5)
reports—	
boats of ship, any contemplated movements of.....	656 (2)
commanding officer, to make to.....	653 (9)
important, made to, referred to executive.....	595 (2)
officers leaving or returning to ship, made to.....	53 (4)
routine book—	
executive to prepare, for guidance.....	563 (9)
instructions in, to carry out.....	654 (1)
safety of ship, responsible for.....	652
sails—	
condition of, reported to.....	718 (4)
in boats, direct use of, when possible.....	658 (2)
salutes, regulations regarding, observed.....	659
ship approaching land, duties of.....	653 (4)
ship underway, duties of.....	653 (6)
signal book to be signed by, except.....	389 (5)

OFFICER-OF-THE-DECK—Continued.	Art.
signal record book, see that all signals are entered in.....	653 (12)
signals—	
closing water-tight doors	653 (13)
duties concerning	653 (12)
opening and closing water-tight doors must be accessible to.....	435 (1)
spars, condition of, reported to.....	712 (11)
station, ship out of, may decline to take charge.....	653 (2)
stores and supplies for ship, shall notify officer in charge, etc., when they	
come alongside.....	655 (1)
summary court-martial, notified of meeting and adjournment.....	1678 (6)
underway, duties when ship is.....	653 (6)
vessel, hired, enter in log, any employment and use of.....	667 (3 e)
vessels boarded, data concerning, recorded in boarding book.....	657 (2)
visitors—	
courteously treated	660 (2)
distinguished, shall be at gangway to receive, etc.....	101,660 (3)
war, in time of, precautions to be taken.....	653 (11)
warrant officers make daily report to, at sea.....	668
washing decks, shall require crew to go barefoot when weather permits.....	666
watch at sea, shall cause to be mustered as soon as former watch is relieved..	653 (14)
watch officer authorized to relieve, at any time.....	649 (4)
OFFICER OF THE GUARD, duty as to passes.....	1564 (3, 4)
OFFICER OF THE WATCH, engineer department, notified of expected ramming..	910 (3)
OFFICES, not used as sleeping apartments.....	292
OFFICIAL DOCUMENTS, oaths on, to be administered by officers.....	248 (2)
OFFICIAL INFORMATION:	
latest obtained from other vessels.....	471
not to be given out or published.....	244, 245
OFFICIAL TABLE OF DISTANCES, travel allowance to be computed by.....	802 (4)
OFFICIAL VISITS returned within twenty-four hours (<i>see also</i> Visits of ceremony)..	179
OFFICIALS, CIVIL:	
attention to be sounded previous to rendering honors, except.....	86
ceremonies attending reception of, dispensed with on request.....	138
death of, ceremonies.....	185 (3)
making passage, salutes to be fired.....	135
reception of distinguished, at shore stations.....	119
visiting in company, salutes to be fired.....	134
when in doubt as to rank.....	136
when salutes are due.....	139
OFFICIALS, DIPLOMATIC AND CONSULAR. (<i>See</i> Diplomatic and consular officials.)	
OFFICIALS, FOREIGN. (<i>See</i> Foreign officials.)	
OIL:	
air-compressing machinery, used for internal parts.....	913 (4, 5)
animal or vegetable, shall not be allowed in boilers.....	900 (5)
cylinders—	
care to prevent drawing, into.....	897 (7)
mineral, only used for lubrication of.....	897 (5)
quantity of, to be used.....	897 (6)
mineral—	
rubber valves, effect of, on.....	897 (15)
torpedo boats, used sparingly in cylinders of.....	912 (1)
stowage of.....	438 (5)
waste of, to be prevented.....	889 (10)
OILED CANVAS, stowage of.....	438 (6), 718 (2)

OILERS :	Art.
appointed from firemen, first class.....	773 (5)
machinist's mates may be assigned to duty as.....	745 (3)
OILY MATERIALS, safe disposal of.....	909
OLD MATERIAL, survey and sale of.....	1273, 1281
OPEN PURCHASES. (See also Pay officer, purchasing.)	
abroad—	
duty of pay officer before making.....	1217
supervisory authority over.....	1171 (1), 1216 (1), 1217
actual needs only.....	1216
articles to protect clothing from weevils or moths.....	1195 (2)
authorized under restrictions.....	1166 (2), 1170
brand names of manufacturers, used when.....	1172 (2 d)
clothing and small stores, exigency only supplied.....	1219
commercial usage followed.....	1166 (2)
commissions on, not allowed.....	1171 (2)
competition, made after.....	1216 (2)
deliveries accompanied by list of articles.....	1220 (4)
departmental service, public exigency.....	1166 (1)
fleet paymaster to make, when.....	406 (7), 1217
immediate deliveries.....	1166, 1172 (6)
information to be obtained by pay officer.....	1217
manufacturers' products.....	1172 (2 d)
medical department, when allowed for.....	971
on shore—	
general instructions.....	1166 et seq.
supervision of Paymaster General.....	1169
payment shall not exceed value of service or articles.....	1167 (1)
prices lowest procurable.....	1171
provisions—	
emergency, authority for.....	1040 (6)
paid on public bill.....	1237 (5)
public exigency, without contract or bond.....	1166
requisitions. (See Requisitions, open purchase.)	
station of purchasing officer, made at.....	1171
supplies obtainable from storeship or station, not made when.....	1216
within limits of United States, by pay officer.....	1208 (13)
OPINION :	
judge advocate—	
accused and counsel have right to.....	1730
to give when called upon.....	1729 (2)
majority is that of the court, except.....	1773
OPPRESSION :	
by superior, redress.....	281
court-martial for person guilty of.....	A. G. N. 8 (2)
ORDER BOOK, NIGHT :	
captain shall keep, and turn in at end of cruise.....	453
entries in.....	508
ORDERLIES, DETAIL OF :	
court of inquiry.....	1654
general court-martial.....	1720
marine detachments afloat.....	1484
summary court-martial.....	1679
ORDERLY ROOM for noncommissioned officers.....	1441
ORDERS :	
(See Departmental; General; General court-martial; Navy yard; Special orders, etc.)	

ORDERS—Continued.

Art.

acknowledged.....	217, 1391, 1499 (9), 1519 (1), 1525
advances of pay endorsed on.....	1089 (1)
affecting movements or status of ship at yard.....	1557 (5 b)
appeals from, to the President.....	1501 (4)
application, revocation, modification, how made.....	232, 1392, 1501 (3, 4)
application for change of, will not justify delay in execution.....	224
authority to issue.....	52 (d)
authority, when supplies are sent out of ship.....	1198
"bank fires," interpretation of.....	902 (2)
bureaus to submit drafts of proposed.....	1522 (4)
cablegram or telegram, acknowledged immediately.....	1525 (1)
chief of staff to keep record of.....	386
close an account must be in writing to pay officer.....	812 (2)
combinations for remonstrating against, forbidden.....	223
commanding officer directing illegal payments, or contrary to regulation; written.....	1299
confidential, service performed under, payment of.....	1110 (2)
conflicting or contradictory.....	221 (2)
convening board not naming recorder.....	1631
correcting entries on rolls, filed as voucher.....	1363 (8)
destruction of, to prevent capture.....	330
department, issue, distribution, etc.....	1520-1522
detaching officers from ship going out of commission, not delivered until.....	1206 (1), 1559 (2, 3)
discharge of person may be by verbal.....	812 (1)
disobedience of, reported to flag-officer.....	390
diverting another from duty must be in writing.....	222
employment of labor, copies of, furnished every officer at yard.....	1584 (1)
entry on rolls for pay, written.....	1364
executive to receive and transmit.....	428, 560 (2)
execution of, from Secretary or Assistant Secretary.....	221 (1)
formula, "By direction of the Secretary".....	3 (9), 1506 (1)
general and special, posted at navy yards.....	1547 (7)
involving change of pay.....	1068
involving travel.....	1106, 1516 (2)
issued by—	
Commandant of Marine Corps.....	1399 (1)
commander-in-chief, etc. (<i>See</i> Correspondence.)	
commander-in-chief and other commanders afloat, copies to Department.....	305 (2), 1516
junior officer to show.....	409
mileage, how endorsed.....	1110
officer-of-the-deck's manner of giving.....	670 (2)
officers to enforce provisions of all.....	207 (1)
overpayments authorized by commanding officer, produced.....	1087
preparatory, do not change rate of pay.....	1059
received of—	
duty of officer upon.....	218
promptly acknowledged.....	217
routine, concerning ship's company, posted.....	429 (3)
secret, commanding officers furnished.....	325
ship at yard, affecting movements or status.....	1557 (5 b)
signed by officers by whose authority issued.....	1506 (4), 1508
specific, necessary to detach from general court-martial.....	1716 (3)

ORDERS—Continued.	Art.
summary court-martial—	
convening court or altering precept, prefixed to record.....	1684 (1)
dissolving court.....	1699
transfer of, on change of command.....	424 (2)
transportation, enlisted men.....	1113
travel, must be in writing.....	238
troops embarked, given through their own officers.....	1544
withheld only for good and sufficient reasons.....	555
written, duty when reporting in obedience to.....	219
ORDINARY DISCHARGE. (<i>See</i> Discharge, ordinary.)	
ORDINARY SEAMEN:	
ages on first enlistment.....	757 (1)
discharged while assigned as jack-of-the-dust or lamplighter.....	807 (5)
enlistment, regulation for.....	757 (4)
ORDNANCE, BUREAU OF:	
duties of.....	7, 8 (1)
establishment of.....	3 (1)
officer from, to be member of board to survey, vessel going out of commission.....	485
powder tests to be ordered by.....	707
ORDNANCE AND ORDNANCE STORES ACCOUNTS. (<i>See</i> Accounts.)	
ORDNANCE AND ORDNANCE STORES APPROPRIATION, credited with net proceeds of sales.....	1286 (3)
ORDNANCE BOARD. (<i>See</i> Boards, Ordnance.)	
ORDNANCE INSTRUCTIONS, chief gunner or gunner to observe.....	705
ORDNANCE MATERIAL:	
care and use of.....	705 (1)
division officers responsible for, issued to their divisions.....	671 (2)
ORDNANCE OFFICER:	
absence of—	
duties devolve upon whom.....	639 (2)
when not permitted.....	639 (4)
ammunition shall be carefully inspected by, when fitting out.....	645 (1)
armament, etc., responsible for efficiency of.....	643
assigned to duties of deck watch officer, when.....	446 (4)
chief gunner to assist.....	647, 703
detachment, when delivered at end of cruise or upon relief.....	648, 1559 (2)
drills and exercises with armament, to supervise.....	560 (3)
duties of.....	639 et seq.
engineering duty not performed by.....	447 (1)
executive, duties when acting as.....	644 (1)
fitting out, duties regarding.....	645
magazines and shell rooms—	
ammunition, when ready for; report to executive.....	645 (3)
condition of, responsible for.....	643
inspected weekly by.....	646
marine's arms and equipment, annual report of.....	641 (2)
member of board to survey ordnance outfit, going out of commission.....	485
navigator perform duties of, in what vessels.....	639 (3)
officer-of-the-deck, may relieve.....	644 (2)
ordnance equipment, material, stores, etc., responsible for.....	639 (1), 640 (2), 641 (1)
precautions, have observed at all times, necessary safety.....	640 (1)
rank and personality.....	639 (1)
revolvers, officers detached, require return of.....	642
training crew at battery, to have supervision over division officers in.....	639 (1)
training in use of battery, etc., responsible for.....	640 (1)

ORDNANCE OFFICER, FLEET. (<i>See</i> Fleet ordnance officer.)	Art.
ORDNANCE OUTFIT, ARMS, ETC., report of marine detachments:	
afloat.....	641 (2), 1477 (2, 3)
on shore.....	1452 (2)
ORDNANCE REPAIRS, instructions regarding requests for.....	917 (3 e)
ORDNANCE RETURNS, data for, to be collected.....	705 (5)
ORDNANCE STORES:	
authority for issuance of.....	705 (4)
duties of chief gunner or gunner regarding.....	703
ordnance officer's duties.....	639 (1), 640 (2), 641 (1)
ships in reserve.....	1594 (11, 12)
ORDNANCE WORK, supervision of, by chief gunner or gunner.....	703
ORGANIZATION:	
executive officer's duties concerning.....	560 (3), 563
shall be in accord with naval laws and regulations.....	426
ORGANIZATION AND PROCEDURE, BOARDS. (<i>See</i> Boards, organization and procedure.)	
ORLOPS, matches shall not be used in.....	438 (12)
OUTFITS; CLOTHING, ETC.:	
bartering forbidden.....	204
first enlistment.....	1134 (16), 1225
refund upon discharge within six months.....	1225 (5)
OUTFIT AND ALLOWANCES, ship fitting out (<i>see also</i> Stores and supplies).....	1157
OUTFIT AND STORES:	
delivered to ship, when.....	1556 (2)
medical supplies for ships in commission, where procured.....	1148
OVERBOARD, rescuing persons.....	443
OVERLAPPING:	
definition.....	96
honors to be rendered while.....	89
OVERPAYMENT:	
authorized, rewards paid for deserters, etc.....	1353
ordered by commanding officer.....	1087
restrictions.....	1087
OVERTAKE, CAPTURE, AND DESTROY VESSEL, not endeavoring to... A. G. N. 4 (19)	
PACKAGES PREPARED FOR SHIPMENT.....	1158 (2, 5)
PACKING MATERIALS, breakable and fragile articles, preserved.....	1189 (4)
PAINTED CANVAS, stowage of.....	438 (6), 718 (2)
PAINTERS, age of, on first enlistment.....	757 (1)
PAINTING:	
Engineer Department—	
red lead, precautions when using.....	908 (2)
white work, if practicable.....	908 (1)
iron and steel ships—	
color designated for different classes of.....	933
date of, included in report of permanent board.....	927 (3)
ship's bottom—	
docked abroad, data for report of.....	930 (<i>g-k</i>)
docked and cleaned, instructions.....	929 (2)
red lead, when used.....	929 (2)
PAINT ROOM, precautions taken when lights carried into.....	438 (6)
PALLBEARERS.....	193
PAPERS:	
destruction of, to prevent capture.....	330
prize, to be preserved.....	494

PAPERS—Continued.	Art.
secured by paymaster in case of fire or shipwreck.....	1044 (1)
transmitted to chief of staff.....	382
PARADES, executive officer has authority to take charge of.....	53 (4)
PARDON.....	1774
PASS BOOKS AND PASSES.....	1284 (c), 1564
PASSENGERS:	
duty of commander-in-chief regarding.....	315
list of, transmitted before sailing.....	A. G. N. 20 (2)
officers embarked as—	
assigned to mess.....	295
not to exclude others in complement from stateroom.....	291
sea pay, when entitled to.....	1053 (1)
permitted on board ship, when.....	451
status of officers when.....	45
subsistence on board ship.....	1123, 1356
PATIENTS. (<i>See</i> Medical instructions; <i>also</i> Medical officers, senior.)	
PAY (<i>see also</i> Pay, Marines):	
absence—	
less than one day, not checked.....	1449
on leave.....	1057 (1), 1058, 1080
sickness, due to.....	1058, 1080
temporary, does not affect.....	1056
without authority.....	1058, 1076, 1449
additional—	
acting paymaster on board ship.....	1051
apprentice seamen as petty officers.....	1134 (10)
authorized specifically, must be.....	1050
“captain of the hold,” “jack-of-the-dust,” and “lamplighter”.....	1134 (3)
certificate of graduation; holding from petty officers’ school.....	1134 (1)
chief petty officers as instructors.....	1134 (8)
continuous-service. (<i>See</i> Continuous service pay.)	
detention beyond expiration of enlistment.....	1073
disbursement of public money, to be authorized.....	1050
divers.....	1133
engineer’s department, duty in, for seamen and ordinary seamen.....	1074
enlistment record, entry regarding noted on.....	771 (2)
good-conduct medal, pin, or bar.....	834 (3), 1134 (2)
gun captains.....	1134 (4)
gun pointers.....	1134 (3)
longevity.....	1064, 1079
mail clerks.....	1134 (17)
performing duties of higher rating.....	1134
petty officers deprived of quarters and rations.....	1120 (5)
reenlistments.....	1134 (7)
seamen gunners.....	1134 (1)
shore duty beyond seas.....	1055 (2), 1058 (1)
stewards and cooks in messman branch.....	1134 (12)
submarine torpedo-boat work.....	1134 (5, 6)
advances of (<i>see also</i> Advances, Money, Accounts, etc).....	1086 et seq.
allotments (<i>see also</i> Allotments)—	
advances not affected by.....	1095
apportioned to family.....	1094 (1)
duty of pay officers.....	1094 (2-5), 1098 (2), 1099, 1100
grantor must be entitled.....	1096
grantor transferred to another station.....	1098 (1)

PAY—Continued.

Art.

apprentice seaman required to keep to his credit two months' arrears—	839 (3)
compensation to persons in. forbidden	1295 (1)
due deceased persons	1361 (2)
due petty officers, on board ship sunk or destroyed	1341 (2)
assignment of wages, to be attested	1093
bonded officer, begins when	1063
chemists	1180 (1)
chief petty officer, rate of	775 (2)
compensation to injured employees	1584 (2)
crews of ships allowed to draw monthly	839 (1)
deceased officers' beneficiaries entitled to six months' pay	1139 (1)
deduction from, for hospital fund	842 (4), 1052, 1071 (2), 1124 (1)
deposits. (<i>See</i> Moneys, deposits; <i>also</i> Deposits.)	
employees at navy yards	1351, 1585
enlisted men—	
accepting commissions or appointments	783 (3)
hospital, while in	792 (7)
required to keep to their credit one month's	839 (2)
retired	842 (4)
enlistment expiring, stops when in hospital	1129 (2)
entry on books for, requirements precedent to	1364
extra. (<i>See</i> Pay, additional.)	
forfeiture—	
absence without leave	1058, 1076, 1080 (1)
due deserters	1361 (1), 1782 (6)
marines, during confinement	1783 (1)
sentence of court-martial	1355,
	1693 (10), 1697 (1), 1782, 1783 (1), A. G. N. 48
furlough	1060, 1067
good-conduct medal, pin, or bar, additional for	834 (3)
honorably discharged person on receiving ship not entitled to	837 (3)
hospital steward	775
increase of, for prescribed course of instruction	786
leave	1057
loss of, by summary court-martial—	
approval of, necessary	1697 (1)
sentence involving; how expressed	1693 (10)
monthly	839 (4), 1338, 1427, 1428
nurse corps	1071
officers'—	
advances when ordered to sea duty or abroad (<i>see also</i> Advances, money, etc.)	1088
duty with Bureau of Fisheries, Coast Survey, or Light-House Board	1053 (1),
	1055 (5)
embarked as passenger under orders	1053 (1)
entitled, up to date of sailing	1088 (4)
monthly	1338
not bonded	1063 (2)
resigning or dismissed	1070
retired, and when ordered to active duty	1061
retired, wholly	1062
sick or wounded	1058
traveling for pleasure, etc	1338 (2)
upon death, beneficiaries	1139 (1)
volunteer, same as regular	1049

PAY—Continued.	Art.
ordered before court or board.....	1055 (4)
orders involving change of rate of.....	1068
original entry into service.....	1063
pensions. (See Pensions.)	
persons acting as assistant, in case of vacancy in pay corps.....	1051
person performing duties of a higher rating than he holds.....	773 (6)
petty officers—	
chief, rate of.....	775 (2)
holding acting appointments.....	774
preparatory orders do not change rate.....	1059
proceeding to and from stations.....	1055 (3)
promotion of pay officer.....	1065
ration money distinct from.....	1090, 1236
reenlistment, increase of.....	1134 (7)
requisitions for pay rolls, when to be forwarded.....	1326 (2)
retired officers.....	1061, 1062
seamen transferred to merchant ship in distress.....	1075
sea pay—	
begins, when.....	1054
entitled to, when.....	1053, 1352
ten per cent additional.....	1058
ship in commission, while attached to.....	1053 (2)
shore duty at home and abroad.....	1055, 1058
shore pay.....	1055 (1, 2), 1058
suspension from duty.....	1057 (3), A. G. N. 48
temporary absence does not affect.....	1056
waiting orders.....	1055 (6), 1057 (1), 1080 (1)
PAY, MARINES:	
absent—	
less than one day, not checked.....	1449
on account of sickness.....	1080
on leave.....	1080
without authority.....	1449, 1080 (1)
accounts—	
disbursing officers.....	1408 (3)
when ordered to shore duty.....	1077, 1414
additional—	
bakers.....	1407 (3)
continuous-service.....	1083
cooks.....	1439 (3), 1409 (2 b)
corporals.....	1083 (b)
drummers.....	1083 (c)
good-conduct medals, etc.....	1134 (15)
gun pointers.....	1134 (15)
marksmen, expert.....	1083 (3-5)
messmen.....	1134 (15), 1439 (2)
noncommissioned officers.....	1083 (a)
not retroactive.....	1134 (15)
privates.....	1083 (c)
riflemen, expert.....	1083 (3-6)
sergeants.....	1083 (b)
sharpshooters.....	1083 (3, 4)
signalmen.....	1134 (15)
trumpeters.....	1083 (c)
articles not drawn against allowance.....	1082

PAY, MARINES—Continued.	Art.
awaiting orders-----	1080 (1)
clothing allowance, afloat; value reckoned as pay-----	1428 (2)
commanding officer shall direct payment-----	1334
continuous-service. (See Continuous-service pay.)	
death or desertion after signing pay roll-----	1414 (6)
deposited as savings (see also Deposits)-----	1333 (7), 1414 (7, 9)
forfeiture. (See Pay, forfeiture.)	
indebtedness—	
noted upon transfer or discharge-----	1465 (6-8)
to post traders involves no lien-----	1466 (3)
longevity-----	1079
manner in which paid-----	1414
monthly-----	1427, 1428
one month retained to credit, afloat-----	1428 (1)
on reenlistment same as Army-----	1078
ordered to shore duty, accounts transferred-----	1077
qualifying for classification during target year-----	1083 (4)
retired-----	1081, 1085
wounded or sick-----	1080 (1)
“PAY, MISCELLANEOUS” (see Accounts—pay, miscellaneous) charges against appropriation-----	1783 (4)
PAY ACCOUNTS. (See Accounts.)	
PAY AND ALLOWANCES:	
credits for difference of pay, Auditor notified-----	1343
forfeited by sentence for desertion-----	1782 (6)
forfeited by sentence of court-martial-----	1783 (1)
Marine Corps, retirement-----	1081 (2), 1085 (1)
nurse corps (female)-----	1071
retired enlisted men-----	842 (4)
PAY AND BOUNTIES:	
Marine Corps-----	1078 et seq.
Navy-----	1049 et seq.
PAY CLERK. (See Paymaster's clerk.)	
PAY CORPS:	
general inspector of, allowed a clerk-----	1037 (1)
general storekeepers, detailed from-----	1147
midshipmen's storekeeper, detailed from-----	1149
PAY DEPARTMENT:	
fleet paymaster to inspect-----	406
prohibited from preparing money requisitions-----	1336 (2)
storerooms of, senior pay officer's duties regarding condition of-----	1040 (1, 2)
PAY DEPARTMENT STORES:	
not turned in from ship without written approval-----	1198 (2), 1263 (5)
sales and issues, when and to whom-----	1234
ships in reserve-----	1594 (16)
surveyed quarterly-----	1265
PAY DIVISION:	
muster at quarters-----	1039 (2)
persons comprising the-----	1039 (1)
PAYING OFF:	
commanding officer to supervise-----	A. G. N. 20 (9)
dates-----	839 (4)
pay officer, supervision-----	1334, 1335
requisitions for money, commanding officer to forward-----	542

	Art.
PAY INSPECTOR, paymaster promoted to grade of, nature of examination.....	1034 (2)
PAYMASTER, acting or assistant, in case of vacancy, pay (<i>see also</i> Pay officers).....	1051
PAYMASTERS, ASSISTANT, qualifications for appointment.....	1605
PAYMASTER, FLEET. (<i>See</i> Fleet paymaster.)	
PAYMASTER, MARINE CORPS:	
accounts furnished to, of deaths, desertions, and transfers.....	1368
accounts on discharge of depositor.....	1414 (9)
death or desertion after signing pay roll, procedure.....	1414 (6)
deposits by checks.....	1414 (9 k)
deposits of savings.....	1414 (9)
indebtedness of marines transferred or discharged.....	1465 (6-8)
monthly accounting.....	1414 (7), 1415 (4)
station and duties.....	1414
PAYMASTERS, NAVY YARD:	
duties.....	1569, 1577
requisitions for payment of labor.....	1326
PAYMASTER GENERAL:	
abstract of expenditures transmitted to.....	1378 (2)
requisitions (<i>see also</i> Requisitions)—	
for money made through office of.....	1321
to supply funds to paymasters of navy yards.....	1326
to supply funds to purchasing pay officers.....	1325
supervision over—	
financial accounts.....	1339
open purchases.....	1169
PAYMASTERS' CLERKS:	
advance pay of, allowed by Secretary.....	1089 (4)
allowance, undergoing examination.....	1136
allowed—	
assist in settling ship's accounts.....	1037 (3)
certain pay officers.....	1037 (1)
appointment, requirements, etc.....	1619
assignments of, to mess.....	293 (1)
death of, funeral ceremonies.....	186 (d)
definition of, concerning A. G. N.....	page 482
detached abroad.....	1367
enlisted men appointed as, lose benefits of service.....	783 (3)
included in pay division.....	1039 (1)
official papers shall not be signed by.....	1046
pay officer of ship responsible for.....	1619 (4)
pay, requirements before entitled to.....	1365
rations not allowed when assisting in settlement of accounts.....	1126
status of.....	29 (1)
when to perform travel duty.....	1106 (5)
PAYMENTS:	
by check, receipt not required.....	1293, 1337 (2)
checks deficient in data.....	1317 (g)
drafts outstanding three or more years.....	1317
heat, fuel, and light.....	1117-1119
illegal, authorized by written orders.....	1299
mileage books, purchase not an advance of money (<i>see also</i> Mileage).....	1167 (2)
money to persons in arrears.....	1295
service or articles procured by open purchase.....	1167 (1)
service performed under confidential orders.....	1110 (2)

PAYMENTS—Continued.	Art.
supplies—	
furnished vessels in distress, how made.....	1241
under contracts.....	1167
to crew, witnessed.....	1337 (1)
PAY OFFICE:	
duty of pay officer on ship fitting out to examine.....	1038
senior pay officer in charge of.....	1040 (1)
PAY OFFICER (<i>see also</i> Accounts; Commissary officer; Disbursing officer; Pay- master; Pay officers, ships):	
accountability—	
begins on receipt of funds.....	1301, 1347
disbursements made under orders.....	1300
accounts—	
deceased persons, immediately returned to auditor.....	1361 (2)
deserters—	
forwarded to, in charge of "deserter's roll".....	806
rendered quarterly.....	1366 (2)
inspections of (<i>see also</i> Inspections).....	1379
personal.....	1066
premium on sales public securities or money.....	1306
quarterly, within prescribed limits.....	1371, 1374
time allowed for settling.....	1381
accounts current, quarterly.....	1373
advances—	
endorsed on orders.....	1089 (1)
orders for, produced.....	1354
advertisements first submitted to Department (<i>see also</i> Advertisements).....	1350
allotments (<i>see also</i> Allotments)—	
duties.....	1094 (2, 4, 5), 1098 (2), 1100
noted on transfer accounts.....	1100, 1363 (2)
arrest or suspension of.....	269
assignment to duty.....	1034 (1)
balances—	
cash, inventory.....	1379 (7)
deposited, when relieved.....	1315
bonds, instructions regarding.....	1035
checkage before discharge, under sentence of loss of pay.....	1355 (1, 4)
checks; purposes for which, may be drawn.....	1319 (2)
clothing allowance, amounts overpaid and balances due certified to.....	1783 (2)
conversion of public moneys (<i>see also</i> Embezzlement).....	1307
court-martial; composition for trial of.....	1701 (2)
deposits by enlisted men, abstracts to auditor (<i>see also</i> Deposits).....	1370 (2, 3)
detached, monthly abstract of expenditures rendered by.....	1378 (3)
detailed as general storekeeper.....	1147
directions for transmitting accounts and returns.....	1382
dismissal or resignation, not responsible for payments unless informed of.....	1070, 1348
entitled to credit for disbursement made by order of commanding officer.....	1300 (2)
excess or deficiency of public money reported to commanding officer.....	1036
expenditures, authority for.....	1297
fac simile signature sent to foreign agents of Department, when.....	1329 (4)
funds—	
deposited by enlisted men, abstract to Auditor, etc.....	1370 (2, 3)
deposited with Treasurer or national depositories.....	1314
disbursed in same grade and denomination, unless.....	1305
transferred to successor.....	1315, 1319 (2 g)

PAY OFFICER—Continued.

	Art.
funeral expenses—	
noted on accounts of deceased.....	1140
reported to Paymaster General.....	1141
general cash book.....	1344
inspection of accounts of.....	241
leave of absence, furnished with statement of.....	1530 (4)
loans to officers prohibited.....	1296
mileage or traveling expenses, orders for.....	1110
money—	
drawing of, on requisition; instructions for.....	1321 et seq.
received and expended, reported.....	1298
monthly statements, to Supplies and Accounts.....	1377
Naval Home, pay and allowances of retired enlisted men paid by.....	842 (4)
new appointment and commission issued to, shall not affect bond.....	1035 (5)
object to illegal payments and request written authority.....	1299
official papers signed only by.....	1046
outside purchases made by, under what authority.....	1040 (6)
passed assistant paymaster may act as assistant to higher grade.....	1034 (1)
pay Inspector, examination required for paymaster promoted to.....	1034 (2)
payments—	
illegal or unauthorized; orders for.....	1299, 1300 (3)
service performed under confidential orders.....	1110 (2)
precedence, order of.....	23 (1)
promoted, pay and bond.....	1065
promotion, paymaster to pay Inspector, examination required.....	1034 (2)
public funds, use of, to cash private checks prohibited.....	1319 (1)
rank and title.....	21 (1 b)
requisitions restricted to necessities.....	1327
responsibility for payments to persons removed from service, unless notified.....	1348
restoration of, to duty.....	269 (2, 4)
sales of condemned supplies, duties (<i>see also</i> Sales).....	1284 (e), 1285 (1, 3)
sea pay, notation on rolls concerning.....	1352
senior grades, more important duties assigned to.....	1034 (1)
sentence involving loss of pay, immediately notified concerning.....	1355 (2)
services performed, orders for.....	1359
shore stations—	
general duties at.....	1577
to render monthly statements to Supplies and Accounts.....	1377 (1)
suspension of.....	269
temporarily absent from duty.....	1067
time allowed for settling accounts.....	1381
transfer blank checks to successor.....	1315 (5)
transfer funds to successors.....	1315, 1319 (2 g)
PAY OFFICERS, PURCHASING (<i>see</i> Chapters XXV–XXIX for duties):	
accounts current rendered quarterly from shore stations.....	1373
account moneys received, expended, balances, etc., rendered monthly.....	1377
advances—	
money.....	1354
paid by.....	1088 (2)
funds furnished upon requisition of Paymaster General.....	1325
general duties.....	1577 (3)
open purchases, commission not allowed.....	1171 (3)
open purchases on shore.....	1171 (1)
paymaster examined regarding duties of.....	1034 (2)

PAY OFFICERS, SENIOR :	Art.
duties of	1040 (1-5)
pay division under charge of	1039 (3)
PAY OFFICERS, SHIPS' :	
abstract of expenditures, when forwarded and what to contain	1378
accounts (<i>see also</i> Accounts)—	
closing of, ordered in writing	812 (2)
deserters', where forwarded	806
fire or shipwreck, saved from	1044 (1)
funds drawn, how taken up	1322
gains or loss due to foreign-money values, etc.	1379 (7)
inspection of (<i>see also</i> Inspections)	1379
lost through disaster, duties concerning	1380
marines', furnished Paymaster, Marine Corps	1368
quarterly, data for	1374
retirement of enlisted men, closed, etc.	842 (2)
suspension, temporary, procedure in case of	269 (4)
settling—	
assistance	1037 (3)
incapacitated, may nominate a custodian	1047 (4)
loss or capture of vessel	1044 (2)
personal account, disposition of	1066 (1)
accounts and returns—	
directions for forwarding	1382
instructions concerning	1374, 1381
acting, pay of	1051
acting appointment to fill vacancy when made	1048
advances by, on receiving ship, certified to recruiting officer	1092 (4)
advances paid, informed of	1089 (1, 2)
appointments in case of death or incapacity of	1047 (1, 2)
bills of exchange—	
authority to draw	1329 (1, 5)
custody of blank	1329 (3)
blank forms, bills of exchange, etc., to supply himself with	1329 (2)
captain not required to act as	484
cargo supply steamer, charged with stowage of	1160 (2, 3)
cash balances, verification of	1379 (3, 4, 7)
changes in rating, notified of	789
clerk or yeoman, when allowed to	1037 (1, 2)
clothing and small stores, reappraised and issued at reduced price	1266
commissary, senior pay officer to act as	1040 (4)
correction of erroneous entries in names, etc.	1363 (8)
death or incapacity of, duties concerning	1047
deposits at subtreasuries sufficient for remittance to families	1312
deposits by enlisted men, custody of	1331
desertions to be entered on books of	815 (7)
detachment, continue to render monthly abstracts after	1378 (3)
effects. (<i>See</i> Effects.)	
enlisted person required to keep one month's pay on rolls of	839 (2)
exchange, sale of; negotiation for	1330 (c)
fire or shipwreck, special duty in case of	1044 (1)
fitting out, duties of	1038
fleet paymaster to have general supervision over	406
funds—	
deposited before sailing for foreign station	1313
for payments to torpedo and other vessels	1362

PAY OFFICERS, SHIPS'—Continued.	Art.
funds—continued.	
transfer of—	
authority for.....	1321 (2)
to successor.....	1315 (3)
when allowed.....	1321 (2), 1302 (1)
general cash book, instructions concerning.....	1344
inventory of cash balances.....	1379 (7)
list of officers sent to Bureau of Navigation.....	1045
loss on issues, percentage allowed.....	1201
loss or capture of ship, exonerated from liability.....	1044 (2)
loss or damage to public property reported to commanding officer by.....	1041
marines who die, desert, etc., to furnish statement of.....	1368
money—	
expenditure of, authority for.....	1297
issue of, to crew, authority for.....	1334
issue of, to superintend personally.....	1335
obtained by negotiating bills of exchange deposited on board ship by.....	523 (4)
monthly abstract of expenditures.....	1378
member of board to verify descriptions.....	421
mess duties.....	1040 (5)
pay clerk, responsible for.....	1619 (4)
pay division, instructions concerning.....	1039
provisions—	
loss on issues of; additional, how handled.....	1191 (3), 1201
placed on board before reporting.....	1157 (10), 1191
supernumeraries, issues to.....	1378 (2)
public property, destruction of, to report.....	1041
purchases abroad, information to be obtained before making.....	1217
quarterly returns.....	1374
relieved from duty for misconduct.....	1047 (4)
regulations—	
disposition of, after payment.....	1336 (1)
drawing money; instructions (<i>see also</i> Requisitions).....	1321 et seq.
monthly money and special.....	1336 (1)
sale of effects of deserter; proceeds of, how credited.....	546 (2)
signature, official; specimen of.....	1329 (4)
stores in charge of, properly cared for.....	1040 (3)
supplies—	
care and preservation of.....	1195
issued to destitute American seamen, or foreign refugees.....	1378 (2)
purchased in foreign port, duty.....	1217
supplies and stores, make suggestion regarding.....	1043
temporary appointment in case of death or incapacity of.....	1047
transfer of men's accounts.....	1303
transmittal of official papers.....	1042
unable to settle accounts, may nominate a custodian.....	1047 (4)
vouchers endorsed and certified covering subsistence during absence.....	1369 (2)
PAY RECEIPTS stamped "Paid".....	1337
PAY ROLLS:	
approval of commandant.....	1547 (6)
certified.....	1414 (8)
credits, vouchers to support.....	1083 (6)
death or desertion after signing and before receipt of money.....	1414 (6)
PAY VOUCHERS, RETIRED ENLISTED MEN:	
forms for, furnished by Bureau of Navigation.....	842 (3)
forward monthly.....	842 (5)

PENALTY. (<i>See also</i> Limitation of punishment.)	Art.
acting as attorney against United States	229
breaking arrest by officer	267 (2)
deserters, enticing, aiding, harboring, or concealing	830
failure to deposit public moneys	1302-1304, 1309-1311
false certificate or statement on examination for appointment or promotion	1617
general court-martial—	
designated by statute	1780
sentences not provided for by special	1781
selling without license	1304
soliciting contributions, receiving gifts, etc.	227 (2), 1582
PENALTY ENVELOPES:	
furnished by Bureau of Navigation to retired enlisted men	842 (3)
official mail matter	1523
PENALTY STAMP, use of	1523
PENNANTS. (<i>See also</i> Flag, Jack, etc.)	
blue, hoisted under flag officer's flag before leaving ship	74 (2)
chief of staff not in command, when shall carry in boat	159
condemned as unseaworthy, appraised and burned	1264 (3)
deceased officer, display of, in foreign port	194
division commanders, shall not be displayed, when	154
naval station, where displayed	151
not flown by officer in boat, present unofficially	156
personal, not half-masted except on death of officer	160
rank marks on staffs	157, 158
senior officer's, when two or more ships meet, where displayed	150
shifting	375
ships not in service of U. S. not to display, at masthead or in boat	155
where displayed	145
PENSION CERTIFICATES, descriptive list on, signed by captain	545
PENSIONERS admitted to naval home not to be enlisted	756 (4)
PENSIONS:	
claims evidenced by reports of commanding officers	1143
deducted for hospital fund, when	1130
evidence having bearing on claim for, noted in medical journal	1021
examinations for, by medical officers	1575 (5)
measure to prevent improper claims for	755 (2)
service, disabled enlisted men	1142
PERFORMANCE OF DUTY, accidents occurring in. (<i>See</i> Accidents.)	
PERJURY, punished how	1714. A. G. N. 14
PERMANENT BOARD. (<i>See</i> Boards, permanent.)	
PERSONAL FLAG not half masted except on death of officer	160
PERSONAL LETTERS to Secretary concerning duty forbidden	232 (2)
PERSONAL PROPERTY. (<i>See</i> Effects.)	
PERSONAL REPORTS made to commander-in-chief	461
PERSONAL SALUTES:	
display of ensign during, to foreign officers	144 (e)
not oftener than once a year	139 (2)
when meeting, passing, or addressing officers of Navy, Army, and Marine Corps	108
when not to be returned	142
PERSONAL STAFF:	
accommodations aboard ship	288
admiral, nomination of aids for	396 (1)
boarding duty from flagship performed by	398 (3)
cease duties on death or detachment of flag officer	392
composition	395

PERSONAL STAFF—Continued.	Art.
duties of.....	398
duties the same, whether superior is in chief command or commands a division.....	394
flag officer afloat may select members of.....	396 (3)
fleet engineer, duties of.....	399
may mess with flag officer.....	294, 395 (3)
midshipmen shall not be assigned to.....	396 (4)
quarters of.....	397
rear-admiral, nomination of, for.....	396 (2)
vice admiral, nomination of aids for.....	396 (1)
PERSONNEL:	
chief of staff to keep fully informed of.....	383
duties of captain regarding.....	532-557
duties of commander-in-chief regarding.....	359-366
report of commander-in-chief to cover general efficiency of.....	307 (2)
surveys. (<i>See</i> Surveys, medical.)	
PETITIONS TO CONGRESS must pass through Department.....	225
PETS , officer-of-the-deck shall not permit, on board without permission.....	665
PETTY OFFICERS:	
acting appointment. (<i>See</i> Appointments, acting.)	
additional pay when deprived of quarters and rations (<i>see also</i> Pay, additional).....	1120 (5)
apprentice, complement at each naval station.....	1134 (11)
authority and precedence.....	30, 31
bandmasters and first musicians are.....	757 (12)
chief. (<i>See</i> Chief petty officers.)	
definition of, concerning A. G. N.....	page 482
detailed for instruction ashore, transferred in ratings in which serving.....	794 (3)
disrated only by sentence of court-martial.....	781 (1)
duties of.....	743
examination for promotion, boards for.....	371 (2)
instruct and drill enlisted men when proficient.....	432 (5)
instructed in engineering duties by whom.....	870 (3)
messmen, in no case detailed for duty as.....	564 (3)
permanent appointment. (<i>See</i> Appointments, permanent.)	
probationary service of.....	777 (1)
proficiency in prescribed course of instruction for, how determined.....	785 (3)
punishment of, by captain.....	A. G. N. 24
qualities required in.....	743 (1)
rated as, receive appointment.....	774
reenlistment—	
acting appointment, how endorsed.....	765 (2)
after serving under acting appointment credited with previous service.....	777 (3)
in same rating as at time of discharge.....	765 (1)
selected from continuous-service men if possible.....	773 (7)
sentence imposed involving confinement includes reduction.....	1782 (3)
special reports on.....	554
transfer in rating of, receive new acting appointment.....	780
transfer of, shall not involve reduction in rating.....	794 (2)
transferred to United States naval hospital, disposition of accounts and papers.....	792 (3)
vacant positions of, to be filled by captains of ships.....	773 (1)
watch in engineer department under charge of.....	872 (1)
PETTY OFFICERS AND CREW , regulations concerning.....	730 et seq.
PETTY OFFICERS' SCHOOL OF INSTRUCTION , additional pay for certificates of graduation.....	1134

PHARMACISTS :	Art.
acting appointments, not to receive-----	1609
general duties, instructions-----	722 et seq.
sick quarters, duties regarding-----	725
vacancies, qualifications, how filled-----	1614
PHILIPPINES, rates and ages for enlistment for service in the-----	757 (1)
PHYSICAL EXAMINATION, men transferred to another ship or station-----	791 (5)
PILOTS :	
employment of-----	509, 1538
navigator to perform duties, with or without-----	622 (4)
ships' officers not relieved from responsibility when, on board-----	1538 (5)
subsistence allowance-----	1122
union jack signal for-----	147 (2)
PILOTS, COAST, employed by special authority-----	1538 (4)
PILOT CHARTS, issue of-----	1522 (5)
PILOT WATERS :	
commanding officer's duties when approaching-----	511 (2)
navigator's duties when approaching-----	622 (1)
PIPING THE SIDE-----	102
PLACE OF ASSEMBLY :	
courts-martial, where, and how changed-----	1735
courts-martial, etc., not under foreign jurisdiction-----	1736
general court-martial-----	1734 et seq.
PLANS, DRAWINGS, AND ESTIMATES, improvements, etc., at navy yards-----	1580 (3)
PLAN OF BATTLE, commanding officer to communicate-----	490
PLANS OF SHIP furnished commanding officer before commission-----	1556 (4)
PLEA. (<i>See</i> General court-martial; <i>also</i> Summary court-martial.)	
PLUMBERS AND FITTERS, ages of, on first enlistment-----	757 (1)
PLUNDERING INHABITANTS-----	A. G. N. 8 (16)
POLICE, SHIP'S :	
executive to carry out details of-----	53 (2), 560 (3), 569
marines in barracks-----	1432
master-at-arms; chief of, duties of-----	730 (1), 735
POLICE DUTIES :	
sentences including, how worded-----	1693 (3)
troops embarked in naval vessels-----	1541 (3)
undesirable when-----	1693 (5)
POLICE HEADQUARTERS, descriptive list sent to, in case of desertion-----	821
POLICE REGULATIONS :	
captain of yard to enforce-----	1566 (3)
exhibited in conspicuous place on board ship-----	429 (3), 563 (8)
read monthly to marines on shore-----	1443
POLITICAL CONTRIBUTIONS, forbidden-----	1582
POLITICAL DISTURBANCES, armed force landed in foreign territory on occasions of-----	343
POLITICAL REFUGEES, granting of asylum to-----	344
PORTS :	
arrival of ships at, to be reported-----	173
before entering, executive officer's duties-----	593
entering—	
at night, ensign displayed at daylight-----	166 (1)
navigator's duties-----	622 (2)
not designated, to be explained-----	458 (2)
quarantine regulations complied with-----	1535
entering or leaving—	
draft taken-----	503
soundings taken-----	511 (2)

PORTS—Continued.

	Art.
exercises in-----	309 (3)
foreign. (<i>See</i> Foreign ports.)	
leaving—	
captain to furnish list of men-----	549
bill of health to be procured-----	978 (1)
long delays in forbidden-----	311
neutral, ship in company with an enemy in, kept ready for battle-----	489 (2)
saluted not oftener than once a year-----	139 (3)
salutes to, by whom returned-----	143
sanitary condition of, shall be known to senior medical officer-----	943
unhealthy, precautionary measures while in-----	360
visited, all, within limits of command to be-----	310

PORTS, AIR AND GUN:

chief carpenter or carpenter to examine, when-----	668 (<i>d</i>)
chief carpenter to keep in order-----	712 (5)
executive officer's duties regarding-----	598

POSITION OF SHIP:

midshipmen required to determine-----	552 (7)
navigator's duties regarding-----	618, 628 (4)
officer-of-the-deck—	
duty before taking charge, regarding-----	653 (1)
to keep ship in-----	653 (7)
watch officers may be required to determine-----	552 (4)

POSSESSION of surrendered ship taken as soon as practicable-----	493, 494
--	----------

POSTAGE STAMPS:

facilities for purchasing, provided by captain-----	441 (5 <i>c</i>)
foreign mail-----	1524
mail clerks to keep, for sale-----	441 (1)

POSTAL CLERKS. (*See* Mail clerks.)

POST EXCHANGE-----	1465
--------------------	------

POST LAUNDRY-----	1464 (6)
-------------------	----------

POSTMASTER-GENERAL, rates for telegrams established by-----	1525 (7)
---	----------

POST-OFFICE ADDRESS, retired enlisted men to report (<i>see also</i> Addresses, etc.)-----	842 (2, 3)
---	------------

POSTPONEMENT, trial, general court-martial; application for, etc-----	1746 (1)
---	----------

POST QUARTERMASTER-----	1457
-------------------------	------

POST TRADERS-----	1466
-------------------	------

POST TREASURER AND LIBRARIAN-----	1465 (1), 1467 (1)
-----------------------------------	--------------------

POWDER. (*See* Ammunition.)

POWDER DIVISION:

enlisted men of pay division, when forming part of-----	1039 (5)
pay officers may be assigned to, when-----	1039 (6)

POWDER DIVISION OFFICER:

quarters—	
duties of, during-----	677 (1)
responsibility for safety of ship-----	677 (2)
torpedo division on or below berth deck commanded by, except-----	677 (3)

POWDER FACTORY-----	4 (6)
---------------------	-------

POWERS OF ATTORNEY, attested, assignment of wages-----	1093
--	------

PRAISE OR CENSURE, votes, resolutions, and publications in, forbidden-----	227
--	-----

PRECEDENCE:

acting appointments-----	47
executive officer's, when executing orders-----	559 (2)
naval officers-----	23 (1)
Navy, Army, and Marine Corps-----	25, 26, 29 (2), 49
petty officers-----	30, 31
warrant officers-----	28

PRECEPT:	Art.
convening board for trial or inspection of ships-----	1642 (7)
general court-martial—	
read, copy appended, and disposition of, when court dissolved-----	1739
statement of number and rank of officers detailed to be essential part--	1702 (1),
	A. G. N. 39
summary court-martial—	
contents of-----	1678 (1)
delivered to senior member-----	1678 (2)
prefixed to record-----	1684 (1)
referred to in cases after first-----	1684 (2)
PREFERENCE given honorably discharged men, civil appointments-----	1583, 1608
PREMIUM on sale of public money, pay officer to account for-----	1306
PREPARATION:	
anchoring-----	510
charges and specifications, general court-martial-----	1705, 1706
PREPARATORY ORDERS, pay not changed by-----	1059
PRESCRIPTION BOOK, medicines, etc., issued, to be entered in-----	1023
PRESENTATION:	
medal of honor, manner of-----	831 (4)
medals by captain at muster-----	835 (1)
PRESENTS AND TESTIMONIALS forbidden-----	227
PRESERVATION AND CARE of boilers and machinery, officers to be familiar	
with-----	552 (5)
PRESERVATION AND CARE OF SHIPS:	
materials for, kept on hand-----	529
regulations concerning-----	916 et seq.
PRESIDENT OF COURT, general court-martial. (<i>See</i> General court-martial, Pres-	
ident.)	
PRESIDENT OF COURT OF INQUIRY, duties (<i>see also</i> Courts of inquiry.)--	1656,
	1703 (2)
PRESIDENT OF THE SENATE, reception of-----	64 (1)
PRESIDENT OF THE UNITED STATES:	
advances of pay, may direct-----	1086
appeals to, from orders or decisions-----	1501 (4)
arrival of, for visit, instructions to be asked-----	168
authority over Marine Corps in assigning duties-----	1390
death of, ceremonies-----	185 (1)
general court-martial—	
may convene-----	1700 (1), A. G. N. 38
power to pardon, remit, mitigate, vested in-----	1774 (3)
proceedings, confirmation and action on-----	1794
limitations of punishments prescribed by-----	A. G. N. 63
may assign officer not below grade of commander, to command squadron	
as flag officer-----	82 (2)
proceedings and findings—	
board of selection for retirements, submitted to-----	1639 (7)
examining boards, submitted to-----	1637
retiring boards, submitted to-----	1638 (5)
reception of, ceremonies-----	55
PRESIDENT OR SOVEREIGN, FOREIGN. (<i>See</i> Foreign president or sovereign.)	
PRESS, correspondence with, forbidden, except by Department's permission-----	244
PREVIOUS CONVICTIONS. (<i>See</i> General court-martial; Convictions, previous.)	
PRIMERS, stowage-----	439 (5)
PRISONERS:	
awaiting trial, restraint of-----	271

	Art.
PRISONERS—Continued.	
clemency for, grounds for recommendation of.....	1774 (2)
clothing and small stores, not deprived of.....	1135
confinement and release of, to be recorded in log.....	732
confinement of, elsewhere than in brig.....	276
custody of general court-martial, to whom belongs.....	1719
master-at-arms—	
custodian of, etc.....	731 (1)
report to executive officer, daily.....	733
merchant seaman not received on board as, unless.....	537
places of confinement under inspection of senior medical officer.....	958
release of.....	272 (2), 278, 280
subsistence when embarked in naval vessels.....	1121
transferred to penitentiary, accounts sent to nearest receiving ship.....	793
sent home from foreign station by public conveyance.....	363 (3)
treatment of.....	272 (1)
PRISONERS OF WAR, treatment of.....	495
PRISONS, dimensions and inspection of, aboard ship, etc.....	275, 958
PRIVATE PROPERTY:	
care of unclaimed.....	735 (5)
passes for, at navy yards.....	1284 (c), 1564 (6, 7)
PRIVATE WORK at navy yards.....	926
PRIVILEGES:	
captain to guard against injustice in distribution of.....	535
granting of, will depend on conduct class.....	838 (8)
smoking.....	307 (9)
PRIZE:	
maltreatment of persons on board of.....	A. G. N. 17
property, removing from.....	A. G. N. 16
taking possession of.....	494
PROBATIONARY SERVICE, PETTY OFFICER:	
credit for, on reenlistment, when.....	777 (3)
nature of, to be performed.....	777 (1)
performed before permanent appointment in advanced rating.....	779
performed on transfer in rating.....	780
PROCEDURE. (See Boards; Court of Inquiry; General court-martial; Summary court-martial.)	
PROCEEDS OF PUBLIC SALES. (See Public property; Sales, proceeds.)	
PROCESSIONS:	
ashore—	
precedence according to rank.....	52 (b)
where officers appear in official capacity, regarded as military.....	23 (2)
funeral—(See also Funeral ceremonies.)	
ashore.....	196
boats.....	195
moving of.....	198
PROFANE LANGUAGE:	
master-at-arms to check.....	735 (4)
watch and division officers to check.....	683
PROFANITY, FALSEHOOD, ETC.....	A. G. N. 8 (1)
PROFESSIONAL QUALIFICATIONS to be noted on enlistment record.....	771 (8)
PROFESSIONAL AND CONDUCT RECORD, noted on continuous-service certificate.....	763 (2)
PROFESSORS OF MATHEMATICS:	
precedence, order of.....	23 (1)
rank and titles.....	21 (1 d)

	Art.
PROHIBITED ARTICLES, officer-of-the-deck to prevent introduction of-----	655 (2)
PROMOTIONS:	
boards to conduct examinations for-----	1632 et seq.
conduct classes, at end of each calendar month to be made in-----	838 (3)
dates from new commission in case of previous failure-----	1069
examination on foreign stations-----	1623
hospital corps, approved and recorded where-----	1033 (5)
hospital stewards to be pharmacists-----	1614
Marine Corps—	
below grade of Commandant-----	1622
commanding officer to recommend-----	1445 (3)
noncommissioned officers-----	1445, 1446
officers-----	1445 (3), 1446, 1622, 1662
marines ashore-----	1445
officers of Navy, requirements for-----	1621
PROMOTIONS AND APPOINTMENTS-----	1600 et seq.
PROOF:	
burden upon officer to establish professional fitness-----	1635 (10)
desertion, necessary to establish-----	1726
PROPELLERS:	
bronze screw, precautions regarding-----	931 (7)
revolutions of, reported-----	874
PROPERTY:	
citizens of United States, protection of-----	334, 341, 343, 345
delivery of less, than receipted for-----	A. G. N. 14
naval, buying, receiving in pledge, etc-----	A. G. N. 14
passes-----	1564
personal. (<i>See Effects.</i>)	
public. (<i>See Public property.</i>)	
removing from prize-----	A. G. N. 16
returns, medical department, forwarded through fleet surgeon-----	1025 (4)
PROPOSALS:	
sealed—	
condemned material-----	1281, 1283
how addressed-----	1284 (c)
supplies, open purchase (<i>see also</i> Open purchases; <i>also</i> Stores and supplies)-----	1166, 1170
PROPRIETARY ARTICLES-----	1172 (2 d), 1208 (2 f)
PROSECUTION. (<i>See</i> General court-martial.)	
PROSECUTOR. (<i>See also</i> Court of inquiry.)	
court of inquiry-----	1658 (5)
judge advocate, general court-martial, is-----	1764
recorder, summary court-martial, is-----	1683 (1)
PROTECTION AND CONVOY, merchant vessels-----	333
PROTECTION OF CITIZENS of United States-----	334, 341, 343, 345
PROTEST OR EXCEPTION, judge advocate's or member's, not to be recorded--	1732 (2)
PROVING GROUND, NAVAL, in charge of Bureau of Ordnance-----	7 (1)
PROVISIONS. (<i>See also</i> Rations; Subsistence; Stores and supplies.)	
afloat, unfit for use, referred to surveying officer-----	1232, 1265
allowance of, alterations and authority therefor, entered in deck log-----	667 (3 d)
appropriation for, is specific-----	1154 (3)
bread allowance where fresh vegetables are obtained-----	1468
chief of staff to keep account of-----	384
complaints of-----	1232
crews, condition of-----	307 (11)

PROVISIONS—Continued.

	Art.
deficiencies or shortage in receipts-----	1191, 1260 (2)
fresh, issue of-----	1231
general mess. (See Mess, general.)	
inspections (see Inspections)-----	953, 1006, 1174, 1220, 1460 (5), A. G. N. 20 (7)
issue, unfit for-----	1232
issues, loss on-----	1201
issues to—	
civilians, when-----	1234 (4), 1468
destitute American seamen, when-----	1242, 1378 (2)
foreign refugees, when-----	1378 (2)
foreign ship of war, when-----	1243
merchant vessel in distress, when-----	1241
messes, how treated-----	1234, 1237 (3)
supernumeraries-----	1120 (7), 1227 (1), 1242, 1378 (2)
torpedo boats, when-----	1237 (4)
vessels without pay officer-----	1193, 1237 (4)
officers' messes-----	1234
open purchase—	
(See also Open purchases.)	
abroad, limited to needs-----	1216
in emergency-----	1040 (6)
paid on public bill-----	1237 (5)
perishable, supplies limited-----	1233
placed on board before pay officer assumes duty-----	1191
requisitions for, when on foreign station, transmitted to chief of staff-----	382
senior medical, executive, and pay officers notified of arrival of-----	655 (1)
ships in reserve, stored on shore-----	1594 (17)
sold to messes-----	1234, 1237 (3)
supplying of, to ship on foreign station-----	350
transfer at end of cruise-----	1203
PROVOKING OR REPROACHFUL WORDS, ETC-----	A. G. N. 8 (3)
PROVOST MARSHAL. (See General court-martial.)	
PUBLIC BILLS:	
approval of, effect-----	1183
afloat-----	1221 et seq.
for fuel-----	1119 (5)
on shore-----	1182 et seq.
provisions procured from dealers, paid on-----	1237 (5)
rewards for deserters or stragglers, by whom approved-----	1353
ships, torpedo boats, etc., without pay officers-----	1223
PUBLICATION:	
official information forbidden-----	214, 245
praise or censure forbidden-----	227
PUBLIC AUCTION. (See Auction.)	
PUBLIC EXIGENCY requiring immediate delivery of supplies (see also Open purchases)-----	1160, 1170
PUBLIC MONEYS. (See also Embezzlement; Moneys.)	
conversion of, defined-----	1307, 1311
custodian, failure to safeguard, embezzlement-----	1302, 1303
excess or deficiency of, reported by pay officer-----	1036
failure to deposit-----	1308-1311
receipts for payments-----	1293, 1337
secured by paymaster in case of fire or shipwreck-----	1044 (1)
transfer of-----	1301, 1311, 1321 (2), 1324 (2), 1347

PUBLIC PROPERTY. (<i>See also</i> Property.)	Art.
articles manufactured at navy yards, turned in	1152, 1179
condemned for sale. (<i>See also</i> Advertisement; Bids; Sales; Surveys.)	
instructions concerning	1262, 1271-1273, 1278, 1280 et seq.
sales—	
commandant shall not permit, unless	1547 (5)
proceeds, expenses deducted	1285 (1), 1286 (1), 1288 (4)
proceeds from clothing and small stores	1286 (2)
proceeds from ordnance stores	1286 (3)
sealed proposals	1281, 1283, 1284 (c)
terms	1284
destruction of—	
by fire or otherwise	A. G. N. 4 (11)
not preventing	A. G. N. 8 (10)
deterioration, loss, or destruction of, reported	1041
erection of buildings on, authority of Secretary or Assistant required	3 (13)
fuel unconsumed	1118 (2)
loss or robbery of	210
Marine Corps responsible for, when in their custody	1395, 1477
medical department, accountability for	1025
officers to survey, condemn, and appraise	1262
paymaster to secure in case of fire or shipwreck	1044 (1)
removal from navy yard, passes	1284 (c), 1564
saved from lost ship	465 (1, 4)
shipments by naval supply steamers	1160
transferred when head of department is relieved	1206 (2)
transportation of	1109 (5)
unauthorized occupancy buildings at navy yard	1549
unserviceable or unfit for issue (<i>see also</i> Surveys)	1268 et seq.
wasting, or knowingly permitting	A. G. N. 8 (15)
PUBLIC STORES. (<i>See</i> Stores and supplies.)	
PUMPS:	
boiler feed, used only in emergency for other than their special service	899 (7)
chief carpenter responsible for	712 (9)
examination of feed and bilge	893 (6)
examined and tested weekly	435 (6)
hand, chief carpenter accountable for condition of	712 (3)
independent air and circulating	899 (4)
temperature of feed water at the feed	900 (26)
valves of air and circulating, examined frequently	899 (6)
PUNISHMENTS. (<i>See also</i> General court-martial; Summary court-martial.)	
adequate, duty of court-martial to adjudge	1774 (1), A. G. N. 51
adjudged, noted on enlistment record	771 (3)
adjudged by captain in temporary command	557 (2)
admonition or caution is not	279
amenability to, when offense committed more than two years before, etc.	A. G. N. 61, 62
commanding officer of marines to keep register of	1451
commissioned or warrant officer, by captain	A. G. N. 24
conform to law	257
deserters, persons who entice, aid, harbor, or conceal	830
entire discharge from, final bar to further proceedings	280
entry of, in log book	278
extra duty as, discontinued on Sunday	274
general court-martial. (<i>See</i> General court-martial, punishments.)	
guard duty, not assigned as	1450 (1)

PUNISHMENTS—Continued.

	Art.
Incompetency-----	1682 (2), 1693 (6), A. G. N. 31
inflicted upon marine officers, reported without delay-----	1451 (2)
Irons. (See Irons.)	
Limitation of—	
instructions concerning-----	page 490
prescribed by President-----	A. G. N. 63
time of peace-----	page 483
Marine Corps, governed by A. G. N-----	1450
master-at-arms to keep record of-----	732
offenses—	
committed on shore-----	A. G. N. 23
exceeding authority of commanding officer to inflict-----	1450 (2)
not specified in A. G. N-----	A. G. N. 22
requiring trial-----	1450 (2, 3)
petty officers, etc., by captain-----	A. G. N. 24
record of, to be kept-----	534 (2)
temporary commanding officer; what, may adjudge-----	A. G. N. 25
troops on board naval vessel-----	1543
PURCHASE, OPEN. (See Open purchase.)	
PURCHASE OF COAL:	
commanding officer's duty-----	522 (2)
executive officer's duties preliminary to-----	608 (2)
PURCHASE REQUISITION, outfit and supplies not in store, ship fitting out (see also Open purchases)-----	1157 (8)
QUALITIES OF SHIP REPORTED-----	462 (1)
QUARANTINE:	
caution in boarding vessels-----	1537
concealment of conditions-----	1537 (3)
facilities to health officer-----	1535 (3)
infectious disease on ship-----	1536
instructions concerning-----	1535 et seq.
when doubt exists as to regulations-----	1535 (3)
QUARANTINE FLAG, hoisted when contagious disease on board ship-----	1536 (1)
QUARRELING-----	A. G. N. 8 (3)
QUARRELS:	
fomenting-----	A. G. N. 8 (4)
officers must suppress-----	266
QUARTER BILLS. (See Bills, watch, quarter, station, etc.)	
QUARTER-DECK:	
commanding officer shall define limits of-----	107 (2)
salutes to-----	107 (1)
QUARTERMASTER. (See Chief quartermaster.)	
QUARTERMASTER, MARINE CORPS. (See Marine Corps.)	
QUARTERMASTER, POST. (See Marine Corps.)	
QUARTERMASTER'S DEPARTMENT, forage to Marine Corps, furnished by-----	1138
QUARTERS:	
all officers and men to report at-----	444 (3, 4), 445
crews at, exercise, duty of executive officer-----	563 (6)
executive to receive and transmit reports of divisions-----	583 (1)
inspection—	
daily at-----	444
executive to make disposition of officers and men-----	583 (2)
navigator's station at, and in action-----	637
powder division officer's duties during-----	677 (1)

QUARTERS—Continued.	Art.
station at—	
pay officers may be assigned to powder division.....	1039 (6)
pharmacist in surgeon's division.....	726
warrant officers.....	701, 708, 714, 720
QUARTERS, GENERAL, exercise at, weekly.....	432 (3)
QUARTERS, LIVING:	
commutation—	
Admiral of the Navy.....	1116 (6)
attendance upon court.....	1115 (2 c)
awaiting orders, when.....	1115 (2 d)
duty at college.....	1115 (2 a)
duty in charge of civil works.....	1115 (2 b)
" in arrest ".....	1115 (2 c)
leave on full pay.....	1115 (6)
Marine Corps—	
on duty with troops.....	1114 (2)
on shore, same footing as Army.....	1116 (9)
midshipmen not allowed.....	1115 (1)
officers, Navy.....	1114 et seq., 1115 (2-8)
ordered to report to superior.....	1115 (4)
payment of.....	1116
pay officer settling accounts.....	1115 (3)
public quarters—	
inadequate, etc.....	1115 (1)
not furnished.....	1115 (2)
temporary absence.....	1115 (5, 7)
voucher accompanied by order detaching officer.....	1358
warrant officers.....	1116 (8)
when not allowed.....	1115 (6, 8)
hire of.....	1114 (3)
light and heat by government plant.....	1118, 1119
naval constructors on board ships.....	1389
number of rooms or commutation therefor.....	1116 (7)
officer on sick leave, not detached.....	1114 (6)
officers', quiet required in, after 10 p. m., unless time extended.....	437 (7)
on board ship.....	284 et seq.
personal staff.....	397
QUESTIONS. (See General court-martial; Summary court-martial.)	
fitness of officers, answers to.....	246 (4)
of law arising before examining board.....	1635 (11)
QUORUM, BOARDS.....	1626
RAIL, MANNING THE.....	118 (3)
RAILROAD, land-grant or bonded, shipments over.....	1165
RAMMING, regulations in case of.....	910
RANGE FINDERS, ordnance officer responsible for training in use and service	
of, etc.....	640 (1)
RANK:	
executive officer's, defined.....	558 (1)
indicated on boat and flagstuffs.....	157, 158
junior officers of the line, how defined.....	688 (1)
members general court-martial, discretionary.....	1702 (2)
midshipmen appointed in—	
Marine Corps.....	1603 (2)
Navy.....	1603 (1)
mixed detachments on shore, who to command.....	1494

RANK—Continued.

Art.

navigator, senior to watch and division officers, except.....	615 (1)
officers command one class of guns, and not displaced because of difference in.....	432 (2)
order of, in absence of commission.....	18 (6)
ordnance officer, senior or junior to navigator.....	639 (1)
suspension from.....	1782 (1)

RANK, RELATIVE:

Army.....	25, 26
Marine Corps.....	25 (2, 3), 26
Navy.....	25, 27
Revenue Cutter Service.....	27

RANK AND COMMAND, law and decisions on..... 51-54

RANK AND TITLES. (See also Titles.)

line officers.....	18
staff officers.....	17 (2), 21, 24

RATING OF SHIPS..... 32 (2)

RATING—S. (See also Appointments.)

acting appointment for petty officers.....	773 (1), 774, 780
advance of more than one class requires special authority.....	773 (5)
advancement in, hospital corps.....	773 (9)
artificer branch, petty officers in.....	784
changed, notice to pay officer in writing.....	789
chief petty officer.....	775
continuous-service men preferred for petty officers.....	773 (7)
division officers to encourage those desiring advancement in, etc.....	680 (2)
duties of higher, may be performed by persons qualified.....	773 (6)
enlisted man as mate, does not discharge.....	783
first enlistments.....	757 (1)
landsmen given acting appointments when.....	773 (2)
machinist's mate.....	757 (6-9)
mess attendants.....	773 (10)
noted on enlistment record.....	771 (2)
officers' stewards, cooks, mess attendants, rated men, not petty officers.....	773 (4)
oilers.....	773 (5)
qualified for, noted on enlistment record.....	771 (3)
reduction in—	
may involve transfer to lower conduct class.....	838 (5)
sentence of court-martial.....	1782 (3)
rules for making, printed on back of enlistment record.....	773 (8)
water tenders and oilers.....	773 (5)

RATIONS. (See also Provisions; Stores and supplies; Subsistence.)

allowances of.....	1120 et seq.
allowed person on receiving ship subsequent to discharge.....	837 (3), 1238
are allowances and not a right.....	1234
bread sold to civilians.....	1468
commutation of.....	1090, 1120 et seq., 1235, 1236
commutation for diminished allowance.....	1235, 1236
commuted money, not to liquidate indebtedness.....	1090, 1295 (2)
commuted, authority for.....	1120 (8), 1237 (2)
commuted, when treated as provisions sold for cash.....	1237 (3)
components, combinations, and variations.....	1236
defined.....	1236
expenditures of provisions when treated as "over issues".....	1237 (4)
floor, marines ashore.....	1468
fresh meat and provisions issued by commanding officer.....	1231
fresh provisions, contracts for.....	1231 (2)

RATIONS—Continued.	Art.
instructions concerning	1230 et seq.
men in hospital, value of one credited to hospital fund	1124
men sent to hospital, or absent with or without leave	1239
not pay, but a limited allowance	1090, 1236
officers entitled to	1120, 1125
pay clerk assisting in settling accounts, not allowed	1126
petty officers deprived by character of duty	1120 (5)
provisions—	
procured from dealers, paid on public bills	1237 (5)
sold to messes	1234
unfit for issue	1232
Quartermaster, Marine Corps, supervision over	1410 (2)
retired officers not entitled	1120 (2)
serving of, witnessed	433 (9)
ships in reserve, drawn for	1594 (2)
stopped, commuted for period not drawn	1237
stopped on account of sickness, noted on voucher, etc.	1240
values of allowable issues	1237 (6, 7)
while cooperating on shore with Army	1127
RATION MONEY:	
distinct from pay	1090, 1236, 1295 (2)
persons in service of general mess not to receive	1040 (7)
REAR-ADMIRAL:	
duty that may be assigned to	34, 36 (2)
personal staff	396 (2)
salute	67 (1 c)
REBUTTAL, EVIDENCE IN, general court-martial, when introduced ..	1751 (1)
RECEIPTS:	
giving, without knowing truth concerning	A. G. N. 14
payment by cash, required	1293 (1), 1337 (1)
payments by check, not required or taken	1293 (1), 1337 (2)
payment public money, how evidenced by	1293
stamped "Paid," dated and witnessed	1337 (1)
RECEIVING SHIPS:	
abstracts of enlistments and rejections forwarded quarterly from ..	1028
application for entry on board, subsequent to discharge	837 (2)
color of paint for	933 (6)
commanding officer, duties of	749 (1)
correspondence	1507 (10-12)
crews of, continuous-service men preferred for	836
dates for making requisitions for medical stores	969 (c)
deserter's descriptive list sent to all	806
deserters or stragglers transferred to	826
enlistment authorized on	754 (a)
honorably discharged men on, instructions concerning	837
instructions concerning	749 et seq.
medical stores for, requisitions, how made	969 (c)
officers attached to, must mess on board	293 (2)
recruits shall be reexamined on arrival on	1000
subject to commandant	1557 (1)
RECESS of boards, when decided by vote	1625 (2)
RECOMMENDATIONS:	
clemency, general court-martial	1774 (2), 1777
considered in deciding claim for honorable discharge	803 (2)
endorsed on ordinary discharge	807 (2)

REENLISTMENT. (<i>See also</i> Continuous-service certificate; Continuous-service men.)	Art.
acting appointments in same ratings as when discharged.....	765 (2)
age limit not regarded in.....	758
bakers.....	765 (3)
benefits of.....	1072, 1134 (7)
chief petty officers, pay of.....	775
citizenship required for.....	756 (1)
date of discharge not included in time limit.....	760 (2)
date of, on honorable discharge or continuous-service certificate.....	748 (7)
eligibility for instruction as seamen gunners on.....	785 (1)
eligibility for instruction in trade of machinist on.....	785 (2)
marine holding warrant as noncommissioned officer.....	1418 (3)
marines, pay and bounty same as Army.....	1078
men on cruising ships.....	754 (b)
men holding honorable discharge or continuous-service certificate.....	760 (1)
mess attendants.....	765 (3)
on foreign station.....	1073 (1)
petty officer.....	765 (1, 2), 777 (3)
physical disqualification for, endorsed on discharge.....	761
recommendation for, noted on enlistment record.....	771 (3, 5 d)
residence at date of, must be noted.....	763 (5)
seamen gunners.....	765 (1), 787
second period of service, increased pay.....	1134 (7)
ship's cooks.....	765 (3)
stewards.....	765 (3)
within four months from date of discharge.....	760 (1)
REEXAMINATION, witness in general court-martial.....	1765
REFUGEES:	
granting asylum to.....	344
supplies issued to.....	1378 (2)
REFUND OF OUTFIT, when required.....	797 (3)
REFUSE, disposal of.....	460
REGISTERED MAIL, care of.....	441 (15 d, e)
REGISTRY in cable office in foreign port, ship arriving at.....	1525 (4)
REGULATIONS:	
inquiries as to Interpretation of.....	207 (3)
officers to acquaint themselves with, and obey.....	207 (1)
REIMBURSEMENT, clothing and effects destroyed.....	1279
REJECTIONS, abstract of enlistsments and, compiled from list of persons examined.....	1028
RELATIONS:	
diplomatic and consular officials of United States.....	337
foreign states and officials.....	336 et seq.
RELATIVE RANK. (<i>See</i> Rank, relative.)	
RELEASE, temporary, no bar to future trial or investigation.....	264
RELIEF AND ASSISTANCE, vessels of United States and allies, to render to.....	A. G. N. 4 (20)
RELIEVING OF COMMAND, ship.....	424, 425, 478 (1)
RELIGIOUS INSTITUTIONS AND CUSTOMS, foreign, respected.....	252
REMARK BOOK:	
boilers—	
condition of, upon examination reported in.....	905 (1)
tests, data regarding, to be entered in.....	904
dock trial, copy of report to be put in.....	893 (8)
drill tests, details of, to be entered in.....	906
engineer department.....	882
power developed in cylinders recorded in.....	897 (3)

REMISSION OR MITIGATION, sentence. (See General court-martial; Summary Art. court-martial.)	
REMITTANCE FROM PAY, funds and checks for.....	1312 (1), 1319 (2 h)
REMOVALS FROM SERVICE, pay officer notified.....	1070, 1348
REPAIRS. (See also Surveys.)	
by ship's force, to articles surveyed.....	1263 (1)
ship's force to make, as far as possible. (See also Mechanics, Navy)...	527, 919 (4)
surveying officer to estimate cost.....	1263 (3, 4)
REPAIRS OR RENEWALS:	
when survey shows cost will exceed limits.....	1263 (4), 1269 (2)
without survey.....	1263 (2 a)
REPAIRS TO SHIPS:	
action of the Department on receipt of report regarding.....	918
alterations—	
authority of Department necessary.....	1555
desirable but not necessary, when made.....	917 (3 d)
previously recommended not included in report.....	917 (3 e)
appropriations of bureaus must justify.....	1258
approved by bureaus in advance of Department, when.....	919 (3)
authorized—	
at navy yard, ships in commission.....	923 (2), 1558
by the Department except in emergency.....	920 (1)
under one bureau; commandant may proceed with incidental work.....	919 (2)
bill of material formulated in detail therefor.....	917 (3 e, f)
by ship's force—	
beyond capacity of.....	1254
crew utilized in making.....	527, 917 (5, 7), 919 (4), 925 (1), 1563 (1)
needed repairs capable of being made by; board of survey to report...	1250 (2)
reported to commandant.....	1255 (2)
classes of, defined.....	917 (3 a)
commandant—	
authority concerning.....	917 (6), 919, 921
to expedite.....	917 (7)
to open account.....	1554
commanding officer—	
anticipate and submit requisitions for.....	917 (5)
duties when ship under repairs.....	1560
report when needed.....	521 (1), 1254
submit report of, to commandant on arrival.....	917 (6)
correspondence at yard relating to.....	1507 (11)
cost of, on foreign station.....	351 (2)
crew moved when repairs are extensive.....	1558 (2)
date of completion set by the Department.....	924 (3)
disabled in battle—	
duty of captain.....	496
duty of carpenter.....	712 (7), 714
emergency—	
commandant or senior officer may authorize.....	919, 920 (1)
reasons reported to Department.....	919 (1), 925 (2)
foreign vessels may have assistance of navy mechanics in making.....	926 (2)
heads of yard departments, duties.....	923 (1), 1254 (2), 1255 (1), 1256, 1263 (2)
items defined as "urgent" and "desirable".....	917 (3 a)
limited in cost, commandant may authorize.....	919
machinery; senior engineer officer, duty of.....	804 (1)
material for repairs, economy shall be observed in.....	925 (2)
mechanics of other ships present may assist in.....	919

REPAIRS TO SHIPS—Continued.	Art.
merchant vessels of the United States in foreign ports.....	926 (1)
papers relating to, transmitted to chief of staff.....	382
precautions—	
against accumulation of foreign or waste materials.....	1556 (1, 2)
care of machinery, etc.....	1556 (1)
regarded as urgent work.....	923 (2)
reports—	
chief of bureau to make.....	916
endorsement upon; time and estimated cost.....	924 (1)
forwarding at navy yard.....	924 (2)
monthly, of weights.....	1570 (2)
weekly, of progress.....	922 (1, 3), 1574, 1579
requests—	
from the Pacific, disposition of.....	917 (4)
restricted to items beyond capacity of ship's force.....	917 (3 b)
requisitions for—	
labor, when made by engineer officer of yard.....	1573
materials.....	1257 (2)
on foreign station.....	351 (1)
responsibility for, at navy yards.....	923 (1)
sails and rigging, limit of cost.....	1263 (4)
supplemental after survey, by whom reported.....	921
suspension of work, cause and probable time of, noted on report.....	922 (4)
wooden vessels, surveys of.....	1255 (4)
REPORT BOOK:	
breaches of discipline entered in.....	595 (1) 984
executive shall keep.....	595 (1)
REPORTS. (See also Commander-in-chief; Commandant; Commanding officer; Executive officer; Special reports.)	
after battle.....	331 (3), 377, 498
annual, commanding officer.....	462 (1)
captain of ship in commission needing repairs, instructions for making.....	917
commander-in-chief.....	317
commanding officer take action upon, not necessary to refer to higher authority.....	260
damage, accident, fire, etc., made to commander-in-chief.....	460
death.....	544 (2)
false or frivolous, considered misdemeanor.....	536
fitness of officers.....	246, 553
important, accompanied by diagrams, etc.....	331 (3), 377, 414
midshipmen, made on, quarterly.....	247
misconduct, commanding officer to investigate.....	258, 273
routine, sent to commander-in-chief.....	459 (1)
ship acting singly.....	463
steam trials, data for.....	896 (1)
temperate language to be used in.....	259
wrongs, action on.....	283
REPORTER:	
court of inquiry.....	1659
general court-martial. (See Clerk.)	
REPORTING FOR DUTY.....	219
REPRIMAND:	
admonition or caution is not a.....	279
formal, but not private, bar to subsequent inquiry and trial.....	265

REQUISITIONS.

Art.

afloat—

ammunition for target practice.....	1214
coal, oil, waste, etc., when exempt from restrictions.....	1208 (3 a)
commanding officer, duty in approving.....	351 (1), 382, 521 (1), 522, 1216
cooking utensils.....	1208 (9)
emergencies.....	1209 (1 d)
fresh water on board ships.....	1213
“in excess,” “not in excess”.....	1208, 1209
instructions for (<i>see also</i> Open purchases).....	1208 et seq.
Mare Island Navy Yard considered as port of San Francisco, for pur- poses of.....	1208 (12)
renewed after disapproval, accompanied by letter to bureau concerned.....	1215 (2)
supplies—	
at port without navy yard.....	1208 (11), 1210
on foreign stations.....	350, 351 (1)
transfer between ship's departments.....	1207, 1208 (10)
supplies or services—	
at navy yard port.....	1209
how prepared.....	1208
tableware and mess outfits.....	1208 (7)
Title “B”.....	1215 (2)
Title “Y,” “not in excess”.....	1208 (3), 1215 (2)
approval of.....	522
by civil employees for pay department stores.....	1234 (4 a)
by disbursing officer for funds (<i>see also</i> Disbursing officer).....	1328
classified schedules.....	1172
clothing and small stores.....	1226
commander-in-chief to carefully scrutinize.....	351 (1)
copies, serially numbered.....	1172
equipment and supplies prepared by equipment officer.....	607, 612
fuel.....	1119
heads of departments to submit, to captain before arriving in port.....	521 (1)
labor at navy yards.....	1573
material needed in repairs of ships after approval of surveys.....	1257
medical stores, dates for making.....	969 (1a)
medical supplies from ships in commission at yards.....	1212
memorandum, for clothing, etc., prepared and signed by whom.....	678 (1)
money—	
accompanied by statement of funds on hand.....	1323, 1328
each yard department to be estimated for monthly.....	1326 (2)
executive officer to prepare, and forward to pay officers.....	1336 (1)
fleet paymaster transferring funds between pay officers.....	1321 (2), 1324 (2)
funds for pay officer of shore station.....	1326
funds for purchasing pay officer.....	1325
funds for ship on foreign station.....	1321
instructions for.....	1321 et seq.
limited to absolute necessities.....	353, 1327
made upon Secretary of Navy through Paymaster General.....	1321
marked “for deposit,” to effect transfer of men's savings.....	1333 (2)
monthly and special, how and by whom prepared.....	1336 (1)
monthly pay rolls for each department.....	1326 (2)
on assistant treasurer, when signed by commanding officer.....	1312 (2)
payment of labor roll at navy yards.....	1326
Quartermaster, Marine Corps.....	1410 (2)
required for ships out of the United States.....	1324

	Art.
REQUISITIONS—Continued.	
money—continued.	
returned to commanding officer with certificate of payment.....	1336 (1)
salaries and labor computed.....	1328
special granted by captain.....	839 (4)
taken up under "General account of advances".....	1322
transmitted to chief of staff.....	382
not drawn indiscriminately for accumulated supplies.....	1155 (1)
numbered serially.....	1172
open purchases. (<i>See also</i> Open purchases.)	
catalogues, reference to, forbidden.....	1172 (2 c)
forwarded to Auditor, with bills expressed in local currency.....	1222 (1)
general instructions.....	1172
general storekeeper certifying to needs.....	1172 (2 g)
instructions for, and how prepared.....	1169 et seq.
items to be numbered.....	1172 (2), 1208 (2 g)
medical supplies.....	1173
memorandum copies.....	1172 (2 e-4)
not limited to one product or manufacture.....	1172 (2 c)
outfit and supplies not in store, ship fitting out.....	1157 (8)
proprietary articles.....	1172 (2 c, d)
sketches or tracings, when required.....	1172 (2 h)
ships at navy yard, supplies.....	1209
stub, withdrawing from sale condemned articles.....	1271 (2)
supplies and material at navy yards.....	1569 (5, 6)
RESCUING PERSONS OVERBOARD.....	443
RESERVE, ships in.....	525 (7), 1594
RESIDENCE. (<i>See also</i> Addresses, etc.)	
enlisted men, changed on enlistment record only by authority.....	763 (5)
officers—	
Bureau of Navigation notified semiannually.....	233
changes in.....	234
changed without permission, mileage and expenses not allowed.....	1107 (3)
headquarters, Marine Corps, furnished with.....	1394
RESIGNATION, tender of, by officer, and quitting post of duties.....	A. G. N. 10
RESPONSIBILITY, members of general court-martial.....	1711
RESTORATION TO DUTY, pay officer.....	269 (2, 4)
RESTRICTIONS:	
enlisted men, awaiting trial.....	271
officers under arrest or suspension.....	267, 268
RETIRED OFFICERS:	
address of—	
not changed without permission of Department.....	234 (2)
to be furnished Bureau of Navigation.....	233
employment of.....	48
name, wholly retired, omitted from Navy Register.....	1062
rank and titles.....	18 (4, 6)
ratings, not entitled to.....	1120 (2)
RETIRED PAY. (<i>See</i> Pay.)	
RETIREMENT:	
compulsory.....	1639 (1, 5)
enlisted men, instructions concerning.....	842
Marine Corps—	
army laws and regulations govern.....	1429, 1640
benefits of previous service.....	1085 (1)

	Art.
RETIRING BOARDS (<i>see also</i> Boards, retiring)-----	1638 et seq.
RETURNS. (<i>See</i> Accounts and returns; also titles of officers.)	
RETURN SALUTES-----	141-143
REVENUE CUTTER SERVICE:	
respecting authority and relative rank of officers of, and naval officers-----	27
REVIEWAL, summary court-martial, action of new court restricted to, etc-----	1695 (3)
REVIEWING AUTHORITY. (<i>See</i> General court-martial, reviewing authority:	
<i>also</i> Summary court martial, senior officer present.)	
REVIEWS, PARADES, ESCORTS, ETC., marine detachments on shore-----	1439 (1)
REVISION. (<i>See</i> General court-martial, summary court-martial, revision.)	
REVOCAION OF—	
acting appointment-----	778
orders, how made (<i>see also</i> Orders)-----	232
permanent appointment-----	784 (1)
REVOLVERS returned when officers are detached-----	642
REWARDS:	
apprehension of deserters, captain to furnish statement of, before sailing----	825
apprehension of officer must be specially authorized-----	824
authorized for deserter or straggler-----	818 et seq.
REWARDS AND PRIVILEGES, ENLISTED MEN:	
Marine Corps-----	1422 et seq.
Navy-----	831 et seq.
RIBBON, issued by Department for medal of honor-----	832 (1)
RIFLEMEN, EXPERT, pay and qualifications-----	1083 (3-5)
RIOTS, officers must suppress-----	266
ROBBERY, REPORTED-----	216
ROCKS. (<i>See</i> Shoals.)	
ROCKETS AND POWDER for signal purposes-----	481
ROSETTE issued by department to be worn in lieu of medal of honor-----	832 (1)
ROUTINE:	
daily, posted conspicuously-----	429 (3)
officer in temporary command not to change-----	557 (3)
regulated by commander-in-chief, and copies of orders, etc., sent to Secretary--	305
reports to be sent to commander-in-chief-----	459 (1)
suspension of, for target practice-----	309 (5)
ROUTINE BOOK:	
executive officer shall prepare, for officer-of-the-deck-----	563 (9)
instructions of, modified when necessary-----	654 (1)
ROUTINE ORDERS exhibited in conspicuous place-----	563 (8)
ROYAL FAMILY, MEMBER OF:	
meeting or reception of, ceremonies-----	59, 60
salute to-----	140 (2 a)
RUBBER VALVES, examination and care of-----	897 (15)
RULES OF EVIDENCE. (<i>See</i> General court-martial.)	
RULES for naval convoy of military expeditions-----	1546 et seq.
RUNNING LIGHTS-----	505
RUNS, endurance trials-----	895
SAFE, commanding officer to take possession of, when-----	269, 1047
SAILING, list of men transmitted to Department before-----	549
SAILING DIRECTIONS:	
corrected to date by navigator-----	623
commanding officer's duties-----	515
issue of-----	1522 (5)
SAILMAKERS. (<i>See also</i> Chief sailmaker.)	
appointments, qualifications, etc-----	1608, 1609, 1613
precedence-----	28 (1)

	Art.
SAILMAKER'S MATES, ages of, on first enlistment.....	757 (1)
SAIL ROOMS, care of, and precautions.....	718
SAILS:	
examination of.....	525 (1)
lowering, in making salutes.....	125
sailmaker to report condition.....	718 (4)
used when possible in ship's boats.....	658 (2)
SAILS AND RIGGING, repairs, cost, when to be limited unless sanctioned by De-	
partment.....	1263 (4)
SALARIED AND PER DIEM EMPLOYEES AT NAVY YARDS.....	1351
SALARIES:	
accounts—	
examined by Auditor for Navy Department.....	1342
rendered quarterly.....	1372
fixed by law; extra or emoluments, when permitted.....	1050
payment to cover period of service.....	1328
SALES:	
(See also Accounts, Advertisements, Auction, Bids; Boards, sale; Effects; Public property; Surveys.)	
captured persons, effects of.....	547
condemned material and supplies—	
authority.....	1271, 1280 (1), 1281, 1547 (5)
bids.....	1283, 1284 (d), 1285 (2)
board to conduct.....	1283
delivery to purchasers.....	1288
deposits. (See also Deposits.)	
how made.....	1284
refund of.....	1285 (3)
how conducted.....	1282, 1284
instructions for.....	1270-1277, 1283, 1284
invoices, itemized.....	1284 (e)
on board ship in foreign waters.....	1287
pay officer to keep book of sales.....	1284 (e)
proceeds—	
clothing and small stores, net, revert to fund.....	1286 (2)
expenses deducted from.....	1285 (1), 1286 (1), 1288 (4)
how covered into Treasury.....	1286 (1)
how credited.....	1288, 1289
ordnance and small arms, net, revert to appropriation for.....	1286 (3)
proposals.....	1284 (e)
removal by purchasers.....	1284 (d, e)
scheduled and grouped into lots.....	1271, 1283, 1284
terms.....	1284
yard scrap heap.....	1270
deceased person's effects.....	544 (4, 7), 739 (1, 4), 1290, 1361 (1), 1477 (1)
deserter's effects.....	546 (2), 739 (1, 4), 1290 (2), 1361 (1), 1366 (3), 1477 (1)
old material, restrictions.....	1273, 1281
pay department stores to officers, men, and civil employees.....	1234 (4)
provisions to messes, accounts of (see also Accounts).....	1234 (2)
public money, premium, pay officer to account for (see also Public money).....	1306
to civilians, from bakery.....	1468
valid, requirements.....	1280 et seq.
SALT WATER not to be used during trial if possible.....	894 (8)
SALUTES. (See also Funeral ceremonies; also Table, p. 39.)	
boat.....	112

	Art.
SALUTES—Continued.	
boats lie on oars (or stop engine) during firing.....	133
crew, on board ship.....	92, 109
dispensed with when requested.....	138
doubts as to, commanding officer to make inquiry.....	136
ensign displayed during.....	144
fire, when, and for whom.....	81, 130
firing of, in presence of senior.....	129
fleet or squadron meeting.....	79
foreign flag officers.....	121
foreign officials.....	122-124
foreign port.....	120
forts and cities of United States not to receive.....	131
hand.....	108
jib not to be hoisted, except.....	137
lowering sail and dipping ensign.....	125
national.....	128
national airs played in compliment to foreign states.....	126
national ensign, takes precedence over all other.....	87
nations not formally recognized not to receive.....	123
Navy, Army, and Marine Corps, officers meeting or passing.....	108
not fired when forbidden by local authorities.....	132
not repeated, when.....	79
not returned.....	140 (2), 141 (2), 142
not oftener than once a year.....	139 (2)
number guns, ruffles, and flourishes for naval officers.....	67
officials making passage.....	135
officials visiting in company.....	134
omission of, to be explained.....	127 (2)
order of firing.....	121
personal.....	108, 139 (2), 140 (2), 142, 144 (c)
powder removed from magazine for, precautions.....	439 (4)
quarter-deck.....	107
regulations concerning, carefully observed.....	659
return.....	140-143
sentries.....	105
ships not authorized to fire certain.....	61
ships, in absence of instructions.....	127
table of.....	97, page 39
when due.....	139
SAMOA, correspondence transmitted through Secretary of Interior.....	1500 (6)
SANITARY CONDITION OF THE NAVY, inspection and supervision.....	11, 1033 (1)
SANITARY CONDITION OF SHIP.....	305, 307 (7), 433, 928 (3), 978 (2)
SANITARY INSPECTION. (See also Inspection; Quarantine.)	
marines' quarters ashore.....	1440
ship, arriving in port.....	978 (2), 1535 (2), 1536, 1537
SANITARY REPORT:	
special, made when emergency arises.....	1033 (2)
submitted annually from hospitals, navy yards, and stations.....	1024, 1030
SATURDAY, half holiday aboard ship.....	251 (1)
SCANDALOUS CONDUCT.....	A. G. N. S (1)
SCHEDULES:	
materials, revisions.....	1256
requisitions, classified.....	1172
supplies to be sold, classified.....	1271, 1283, 1284 (c)
wages, navy yard employees.....	1585

	Art.
SCHOOLS, TECHNICAL-----	6 (1), 11 (2), 1033 (3)
SCHOOL OF INSTRUCTION, petty officers'-----	1134 (1)
SCRAP, yard, authority to use-----	1563 (5)
SCRAP HEAPS, disposition of-----	1268 (2 d), 1270
SEA DUTY, junior officer of the line-----	688 (2)
SEAL, SHIP'S:	
description of-----	1564 (2)
effects of deceased sealed with-----	544 (3)
stamped on discharge-----	808 (4)
SEAL, yard departments-----	1564 (2)
SEALED PROPOSALS, supplies and materials to be sold (<i>see also</i> Pro- posals)-----	1281, 1284 (c)
SEALING STOREROOMS, ship not in commission-----	1164 (2)
SEAMAN IN CHARGE OF HOLD, fact noted on discharge-----	807 (5)
SEAMEN. (<i>See also</i> Apprentice seamen; Merchant seamen.)	
ages of, on first enlistment-----	757 (1)
destitute American, supplies issued to-----	539, 1242, 1378 (2)
duty in engineer department, additional pay-----	1074
enlistment regulations for-----	757 (4)
precedence-----	31
professional qualifications noted on enlistment record-----	771 (8 a)
rewards for, on account of heroism-----	831 (1)
ship in distress, transfer to, pay-----	1075
SEAMEN GUNNERS:	
granted certificate-----	786
men holding certificates as, entitled to pay of said rating-----	787, 1134 (1)
proficiency of, how determined-----	785 (3)
SEA PAY. (<i>See also</i> Pay.)	
absent temporarily from ship in commission-----	1053 (2)
allowed, when-----	1053 (1)
begins from date of reporting under orders-----	1054 (2)
credit for service not dependent upon right to draw-----	1053 (3)
ship in foreign waters, begins from date of sailing from United States-----	1054 (2)
SEARCH OF SHIPS never permitted-----	474
SEA SERVICE, what regarded as-----	242, 1053 (3)
SECRETARY, FLAG. (<i>See</i> Flag secretary.)	
SECRETARY OF THE INTERIOR, correspondence concerning territorial matters in Samoa and Guam conducted through-----	1500 (6)
SECRETARY OF THE NAVY:	
absent, duties to be performed by Assistant-----	2 (2)
approval, summary court-martial, when necessary-----	1697 (1)
arrival of, for visit, instructions to be asked-----	168
death of, ceremonies-----	185 (2)
general court-martial, may convene-----	1700 (1) A. G. N., 38
head of Department-----	1
may detail line officer as executive on ships and at naval stations-----	51
meeting ship flying flag of, ceremonies-----	62 (2)
reception of, ceremonies-----	62 (1)
salutes-----	62 (1), page 39, 141 (1)
SECRETARY OF THE TREASURY. (<i>See</i> Treasury Department.)	
SECRET ORDERS, commanding officer furnished-----	325
SECURITY, recruits shall furnish, before receiving advances-----	1092 (1)
SEDITIONOUS WORDS, uttering-----	A. G. N. 8 (8)

	Art.
SELF-PRESERVATION, right of, to be exercised, when-----	342, 343
SELLING ARMS, STORES, ETC., wrongfully-----	A. G. N. 14
SENIOR ENGINEER OFFICER. (See Engineer officer, senior.)	
SENIOR LINE OFFICER. (See also Senior officer present.)	
In boat, responsible-----	240
succeeds to command-----	52 (a, b), 42, 44
SENIOR MEDICAL OFFICE. (See Medical officer, senior.)	
SENIOR MEMBER:	
general court-martial. (See General court-martial.)	
summary court-martial. (See Summary court-martial.)	
SENIOR OFFICER PRESENT. (See also Court of Inquiry; General court-martial; Summary court-martial.)	
commands when two or more ships meet-----	408
divert a junior from duty ordered by a common superior, not to, except-----	19 (5)
divert or detain forces not under his command, when-----	412
doubt as to seniority, how determined-----	408 (3)
deprive another of command or duty without good reason, not to-----	19 (5)
duties of flag officer in chief command discharge by, when-----	416
duty of junior when passing through cruising limits-----	410
equipage transferred to another ship by authority of-----	1200
firing of salutes in presence of-----	129
investigate serious damages to vessels-----	413
junior must obtain permission to perform evolutions-----	411
junior to show orders-----	409
leave, limited—	
authority to grant-----	1528
granted by commanding officers by direction of-----	1529
motions to be followed-----	164, 454, 654 (2)
pay officer—	
acting, appointment of, made by-----	1048
death of, etc., duties concerning-----	1047
pennant displayed where-----	150
power of consul exercised by, when-----	556
repairs—	
emergency, or limited in cost, authorized to make and report-----	919
to foreign vessels, navy mechanics may assist in, by permission of-----	926 (2)
report to commander-in-chief-----	414
signal exercise required by-----	415
steam trial, postponement of, approved by-----	894 (9)
supplies to persons in distress, Department informed by-----	1197
SENIOR PAY OFFICER. (See Pay officer, senior.)	
SENTENCE:	
death—	
concurrent in, how-----	A. G. N. 50
confirmation of-----	A. G. N. 53
dismissal, confirmation of-----	A. G. N. 53
execution of, summary court-martial-----	A. G. N. 32
general court-martial. (See General court-martial, sentence.)	
remission and mitigation of-----	A. G. N. 54
summary court-martial. (See Summary court-martial, sentence.)	
SENTINELS:	
duties of, conform to army-----	1439 (1)
explosives, posted to guard against danger from-----	581 (2)
marines on board ship, orders for-----	1483
misbehavior reported through officer-of-deck-----	1488

SENTINELS—Continued.	Art.
placing and posting-----	569, 581 (2), 1434
salute, when-----	105
sleeping on post-----	A. G. N. 4 (8)
surveillance by executive-----	569
visiting the-----	1460 (2), 1483 (2)
SEPARATION FROM SENIOR:	
duty of commander of division or ship in case of-----	374, 458
status of officer not in chief command in case of-----	369 (4)
SERIAL NUMBERS, requisitions-----	1172
SERVANTS:	
captain's, transfer of, on change of command-----	425
enlisted marines not employed as-----	1463
SERVICE:	
Army, Navy, and Marine Corps, included in computing time for retirement--	842 (1)
Executive Departments, how procured-----	1166
expiration of—	
discharges-----	543 (2)
persons sent to United States on-----	363, 532 (1 a)
important, reported-----	331, 377, 414
retired enlisted man to have no increase of reenlisted pay-----	842 (4)
SESSIONS:	
court of inquiry, open or closed-----	1658 (4)
courts-martial, public-----	1734
summary court-martial, hours of-----	1678 (5)
SETTLEMENT OF ACCOUNTS, death or incapacity of paymaster-----	1047
SHARPSHOOTERS, classification and pay-----	1083 (4)
SHELL ROOMS. (<i>See</i> Magazines and shell rooms.)	
SHIFTING FLAG OR PENNANT-----	312, 375, 1557 (5)
SHIP-S:	
acceptance, examination, and trials-----	1642 (2)
acting singly-----	499
appearance of; executive to observe-----	560 (3)
arrival and departure foreign ports telegraphed, and confirmed by letter--	1525 (7, 8)
arrival in foreign ports—	
registry at cable office-----	1525 (4)
visits to diplomatic and consular officials-----	174
arrival in port. (<i>See also</i> Ships, movements.)	
immediately prepare for sea-----	521 (2)
reported-----	173
sanitary condition made known to health officer-----	978 (2), 1535 (2)
work necessary reported by senior engineer officer-----	880 (1)
at navy yard—	
for repairs. (<i>See</i> Repairs to ships.)	
arrival and departure—	
record kept-----	1566 (7)
telegraphed to Department-----	1525 (2), 1547 (8)
built or fitted out for first commission-----	1570
crew, part may be transferred, when-----	1557 (5 a)
cruising ships in commission under commandant-----	1557 (2)
fitting out-----	1553, 1554
flag shifted, when-----	1557 (5)
lights and fires-----	1551 (2)
machinery, trials of-----	893
movements or status, orders affecting-----	1557 (5 b)
moving and mooring-----	931 (5), 1561, 1566 (6), 1592
supplies or services-----	1209

SHIP-S—Continued.

	Art.
attention to be sounded previous to rendering honors in passing, except—	86
before commission—	
condition examined and report furnished commanding officer	1556 (2, 3)
plans furnished commanding officer	1556 (4)
boarding	180
building at private yards—	
foreigners not allowed on board, except	1596 (2)
visitors allowed on board, when	1596 (1)
burial at sea, how to during	189
care and preservation of	434, 529, 927 et seq.
changes, proposed, to be submitted	16 (3-5)
changes in original designs	16 (2)
chartering	357, 530
chief of staff to keep a journal of operations and movements of	385
cleared for action, duties of executive	584
cleanliness, measures for	574 (2)
coaling	432 (10), 608, 1533 (2)
complement not to be exceeded	540
condition of—	
circumstances affecting, reported	307 (1), 576
reported at 8 p. m.	576
requirements, etc.; commander-in-chief to report	317 (2 c)
construction, board on	1641
corrosion, general precautions regarding	931 (1-3)
cruising vessels—	
at navy yard under commandant	1557 (2)
enlistment authorized on	754 (b)
damage to, investigated by board	358, 413, 460, 464
defects in, reported by captain	422
designs of new	16
distinctive marks of	145 (1)
distinctive marks on, less than three masts, where displayed	167
docking and undocking—	
abroad, data for report	930
captain of yard when in charge of	1502 (3)
commanding officer's duties	1562
entered in yard journal	1506 (7)
frequency, cleaning, painting, etc.	929
in reserve over a year	1594 (25)
responsibility and precautions	1502 (4-6)
double bottoms. (See Double bottoms.)	
draft of. (See Draft of ship.)	
draft of	503, 712 (8)
drawings of, shall be kept on file in the bureaus and yards	920 (2)
dressing	116, 117
efficiency, equipment, and repair of, papers relating to, transmitted to chief of staff	382
engineer department, inspection of	399 (4)
ensigns and official numbers, display when meeting	408 (2)
entering port. (See Ports.)	
equipment and condition of, reported	304, 306 et seq.
expeditions from	466
fitting out. (See Fitting out.)	
fleet exercises	309
force to efficiently serve one-half vessel's armament always on board	432 (9)

SHIP-S—Continued.	Art.
foreign customs officer not permitted to examine.....	473 (2)
general surveys every three years (<i>see also</i> Surveys).....	1250 (1)
going into commission. (<i>See</i> Fitting out, Going into commission, etc.)	
going out of commission. (<i>See</i> Going out of commission.)	
heads of departments. (<i>See</i> Heads of departments, ships.)	
honors between—	
during maneuvers or evolutions.....	94
first, second, and third rates, in passing close aboard.....	87
United States and foreign.....	120 et seq.
hospital and ambulance service in, performed by hospital corps.....	1032
hull book shall be kept.....	927 (4)
hydraulic tests of boilers to be made on.....	903
in ordinary—	
boilers, care of, during cold weather.....	1591 (2)
captain of yard, when under charge of.....	1566 (6, 8), 1589
commandant to require precautions.....	1588
expense of moving.....	1592
inspections (<i>see also</i> Inspections).....	1590
instructions for.....	1588 et seq.
machinery, boilers, etc., care of.....	1591
moved by captain of yard, authority.....	1561, 1566 (6)
property of, safeguarded from deterioration or injury.....	1590
surveys (<i>see also</i> Surveys).....	1252
in reserve, instructions for.....	1594
inspection of (<i>see also</i> Inspections; Boards, inspection and survey)—	
before commission.....	1556
by commander-in-chief.....	306 et seq.
by executive officer.....	53 (3), 575
by flag officer.....	71, 369 (1, 2)
compartments of.....	928
when made.....	306
in waters adjacent to navy yard, command.....	1557 (4)
lamps or lanterns kept on, with single electric-lighting plant.....	437 (9)
leaving port. (<i>See</i> Ports.)	
lights—	
in time of war.....	437 (12)
when approaching an anchorage or while at anchor.....	166 (2)
loss of—	
authority of officers.....	A. G. N. 21
duty of captain.....	465
duty of executive officer.....	588
loss or capture of, settlement of paymaster's accounts.....	1044 (2), 1380
loss or grounding, inquiry.....	1673, 1674
mail, handling.....	441
marriage on.....	477
medical department to advise regarding sanitary features of.....	1033 (1)
merchant seamen not received on, as prisoners, unless.....	537
models of, how invoiced.....	1153
movements—	
correspondence, how forwarded.....	1500
reported to flag officer.....	461 (1 a)
telegraphed.....	173, 449, 1500 (3), 1525 (1, 2, 7, 8), 1547 (8)
mooring and moving of.....	931 (5), 1561, 1566
naval auxiliary. (<i>See</i> Naval auxiliary service, vessels of.)	
navigation of, duties of flag officer.....	372

SHIP-S—Continued.

Art.

navy yards—

commandant in charge, when at.....	317 (4)
summary court-martial, approval of.....	1696 (3)
not in commission—	
inspection by board appointed by commandant before commissioned....	1556 (2)
sent to another yard; equipage and supplies, custodian of, etc.....	1164
officers attached to, report at quarters.....	445
organization of, governed by naval laws and regulations.....	426
overlapping, honors rendered.....	89
paint, color of, designated for different classes of.....	933
passengers. (<i>See</i> Passengers.)	
pennant not displayed at masthead when not in service of United States.....	155
persons on, not to engage in trade.....	214
plans of.....	920 (2), 1556 (4)
position of.....	461 (1 b), 512, 552, (4, 7), 618 (1), 628 (4), 653
preservation and repairs of.....	916 et seq.
qualities of, reported.....	462 (1)
quarantined, unsanitary conditions.....	1536, 1537
rating of.....	32 (2)
receiving. (<i>See</i> Receiving ships.)	
recommissioned, supplies. (<i>See</i> Stores and supplies.)	
repairs to. (<i>See</i> Repairs.)	
requisitions, fleet staff to pass upon, for stores.....	404 (3)
requisitions. (<i>See</i> Requisitions.)	
reserve, care of equipment.....	525 (7), 1594
returned from foreign stations, inspected and surveyed (<i>see also</i> Inspections; <i>also</i> Board of Inspection and Survey).....	1250 (1), 1642 (2)
sailing for home from foreign station, who sent in.....	363
salutes, authorized to fire.....	61
saluting.....	127
sanitary condition of.....	305, 307 (7), 928 (3)
sanitary measures for preservation of health of crew to be adopted.....	433
Saturday regarded as half holiday aboard.....	251 (1)
search of, not permitted.....	474
silver, etc., presented to.....	1188, 1262 (2 a)
smoking on, when and where allowed.....	440
steam trials.....	894
steel, care of.....	927, 933
Sunday, observance of, aboard.....	251 (2)
supplies, repairs, and labor for, on foreign station.....	350 et seq.
surrendered, taking possession of.....	493, 494
survey of. (<i>See</i> Surveys, ships.)	
trials before acceptance.....	1642
troops embarked on, health and discipline.....	332, 1539 et seq.
unfit for service.....	1250
whitewash never applied to steel.....	931 (8)
wine-mess locker provided for, fitting for sea.....	290 (1)
women not allowed to reside on, or take passage in.....	250
wooden, surveys and repairs.....	1255 (4)
SHIPFITTERS, ages of, on first enlistment.....	757 (1)

SHIPS IN DISTRESS issued supplies. (*See* Stores and supplies.)

SHIPMENTS:

articles—

lost or missing.....	1163 (1)
tagged how, for more than one ship.....	1158 (4)
bill of lading, immediately compared with.....	1163 (1)

SHIPMENTS—Continued.	Art.
bills of lading and other papers.....	1159
by government conveyance.....	1159 (6)
by naval supply vessels.....	1160
consigned to—	
commander-in-chief.....	1159 (5)
commanding officer or general storekeeper.....	1158 (3), 1160 (1), 1161
general instructions regarding.....	1158 et seq.
general method of making.....	1161
over land-grant or bonded railroad.....	1165
packages—	
how and by whom prepared.....	1158 (2)
to be in good order.....	1158 (5)
Paymaster General, supervision over, when.....	1158
received afloat, reports.....	1196
receiving stores, duty of officer.....	1162
shortage in.....	1260 (3)
stores—	
medical department and Marine Corps.....	1160 (1)
ships which have sailed.....	1211
turned in from ship, responsibility for.....	1189
SHIPPING ARTICLES:	
“ consent, declaration, and oath ” signed by parent or guardian.....	845
recruit to sign name in full.....	755 (3)
recruiting officer to read and explain.....	766
SHIPS OF WAR, FOREIGN. (See Foreign man-of-war.)	
SHIP'S STORE, establishment and conduct of.....	433 (13-16)
SHIP'S TIME, navigator to regulate.....	620 (2)
SHIPS UNDER CONSTRUCTION:	
medical department to advise regarding sanitary features of.....	1033 (1)
visitors not allowed on board of.....	1596
SHIPWRECK, pay officer's duty in case of.....	1044 (1), 1380
SHIPWRIGHTS, ages of, on first enlistment.....	757 (1)
SHOALS:	
commanding office to have soundings taken when approaching.....	511 (2)
located.....	516, 517
navigator's duties when approaching.....	622 (2)
officer-of-deck's duties when approaching.....	653 (4)
SHOEMAKER, executive shall regulate charges of ship's.....	597
SHORE PAY (see also Pay).....	1055 (1, 2), 1058
SHORE STATIONS. (See Navy yards and naval stations.)	
SICK:	
attention by senior medical officer to.....	938
care of.....	405, 532 (1 b), 1009
daily report on board ship regarding.....	940
diet tables for, prepared by Bureau of Medicine and Surgery.....	1013
examined before transfer.....	961 (3)
food for, frequently inspected by medical officer.....	955
hospital tickets, when required (see also Hospital tickets).....	961 (2)
laundry work, extra provisions, etc., for the, obtained how.....	971
left in hospitals, means for supplying funds to.....	792 (5, 6)
officers in hospitals.....	1003
orders upon recovery of, when not in naval hospital.....	792 (5)
patients report in sick bay at quarters.....	982 (2)
pay stops when in hospital after enlistment expired.....	1129 (2)
professional treatment of, consultation regarding.....	933

SICK—Continued.	Art.
received for passage to United States.....	963
removal of, to hospitals.....	792 (1-4)
senior medical officer and assistants at navy yard, duties.....	1575
sent to civil hospital, expenses.....	1129 (1), 1131 (6)
special diet list for, kept for each ward in hospital.....	1014
specialist, treatment by, permitted when.....	1131 (4)
statistical report of.....	1024
transferred to other than U. S. naval hospital.....	962
weekly report of, in hospital, made in triplicate.....	1019
wounded or injured mechanics or laborers at yard, care of.....	1575 (2)
SICK AND WOUNDED:	
medical department to provide for care of.....	1033 (1)
senior medical officer to have charge of, in battle.....	981
SICK BAY:	
examined by senior medical officer when fitting out.....	934
under charge of senior medical officer.....	937
SICK LEAVE. (See Pay.)	
SICK QUARTERS, pharmacists, duties regarding.....	725
SIDE, PIPING THE.....	102
SIDE BOYS.....	103, page 39
SIDE HONORS:	
dispensed with, when.....	104
persons in view to salute, etc.....	100
SIGNAL-S:	
answered and repeated by flag officer not in chief command.....	367
details on ships to become expert in use of.....	309 (10)
duty of flag officer as to.....	373
exercise in, senior officer present to require.....	415
flagship, fleet signal officer has charge of signal force on.....	398 (8)
fleet or squadron, made only to flagships when in.....	455
instruments for telephoning, engineer department, care of.....	897 (14)
officer-of-the-deck's duties concerning.....	653 (12)
private, commanding officers furnished.....	325
record of, chief of staff to keep.....	386
rockets and powder for.....	481
sent or received, record in signal book.....	389 (5)
supplied naval convoy expeditions.....	1546 (8)
time, made at 7 a. m.....	314
water-tight doors and valves, opening and closing.....	435
SIGNAL BOOKS:	
defects in reported.....	389 (2), 472
inspected and kept correct.....	389 (1)
transfer of, on change of command.....	424 (2)
SIGNAL BOOK, PRIZE, to be preserved.....	494
SIGNALING:	
directions regarding method given by chief of staff.....	389 (4)
exercises, marine detachments on shore.....	1437
SIGNALMEN, enlisted marines serving as, additional pay.....	1134 (15)
SIGNAL NUMBER, entry of, and meaning, not to be in same piece of writing.....	389 (5)
SIGNAL RECORD BOOK:	
examined daily.....	478 (11)
method of keeping.....	389 (5)
navigator's duties concerning.....	628
officer-of-the-deck shall see that all signals are entered in.....	653 (12)

	Art.
SIGNATURE-S :	
acknowledging payments.....	1337
allotment papers, how attested.....	1376
chief of bureau, absence of papers requiring, by whom signed.....	1506 (4)
Commandant of Marine Corps, absent temporarily.....	1407
commanding officer, papers requiring actual signing by.....	1508
disbursing officer, verified and forwarded to depositary.....	1318 (7)
general court-martial. (<i>See</i> General court-martial.)	
handwriting of signer, to be in.....	1508
legible, with rank or rating.....	1499 (8)
mark of enlisted man, how witnessed.....	842 (5)
officers temporarily in command, how to subscribe.....	1512
officers traveling abroad, where ordinary methods of payments are not applicable.....	1338 (2)
pay officer authorized to draw bills, facsimile forwarded to foreign agents of Department.....	1329 (4)
pay rolls, genuineness, by whom certified.....	1414 (8)
witnessed by commissioned officer, on requests for discharge.....	800 (2)
SILVER AND OTHER GIFTS TO SHIPS.....	1188, 1262 (2 a)
SIREN, purposes for which sounded.....	435 (2)
SLEEPING APARTMENTS, storerooms and offices not used as.....	292
SLEEPING ON WATCH.....	A. G. N. 4 (8)
SLIPPING OR LOSING CABLE, recovery.....	482
SMALL ARMS :	
ammunition stored in separate magazines.....	707
crew shall be taught use of.....	432 (8)
target practice, fleet marine officer may be detailed to superintend.....	407 (3)
SMALL STORES. (<i>See also</i> Clothing and small stores; Provisions; Stores and supplies.)	
appropriation for, is specific and continuous.....	1154 (2)
afloat—	
issued weekly.....	1224
not subject to general use.....	1187 (1)
issue to recruits.....	1092 (3)
loss on issues, percentages allowed (<i>see also</i> Losses).....	1201
memorandum requisitions. (<i>See also</i> Requisitions.)	
men in confinement allowed.....	1135
purchases abroad limited. (<i>See</i> Open purchases.)	
supernumeraries, issues to. (<i>See</i> Supernumeraries.)	
SMOKELESS POWDER. (<i>See</i> Ammunition, smokeless powder.)	
SMOKE PIPES, executive responsible for cleanliness of.....	580
SMOKING :	
at navy yard, where allowed.....	1551 (3)
orders relating to, commander-in-chief to inquire into.....	307 (9)
when and where allowed on board ship.....	440, 737
SMOKING LANTERN, master-at-arms in charge of.....	737
SMUGGLING LIQUOR, ETC., duties of master-at-arms concerning.....	735 (1)
SOAP, SALT-WATER, supply to be adequate.....	1194
SODA used in boilers when water shows acid condition.....	901 (2)
SOLEMNITIES.....	181 et seq.
SOLICITOR :	
authority for appointment.....	3 (4)
duties of.....	13
SOLITARY CONFINEMENT. (<i>See</i> Confinement, solitary.)	
SOUNDING GEAR, navigator to examine frequently, etc.....	621

	Art.
SOUNDING PIPES, valves of, to double bottoms, closed when.....	899 (3)
SOUNDINGS, when taken.....	372, 511, 622 (2), 653 (4, 6)
SOVEREIGN OR PRESIDENT, FOREIGN. (See Foreign president or sovereign.)	
SPANISH-AMERICAN WAR, service in, computed as double time on retirement.	842 (1)
SPARE ARTICLES:	
executive officer to examine.....	525
landed in emergency or by written permission only.....	524
senior engineer officer to record location of.....	882
warrant officers, duties regarding.....	696 (1), 703, 710 (2), 716 (2)
SPARE GEAR, senior engineer on ship fitting out, duties regarding.....	862 (3)
SPARS, examination of, at sea.....	712 (11)
SPARS AND RIGGING, examination of, at sea.....	698
SPEAKER, HOUSE OF REPRESENTATIVES, reception of.....	64 (1)
SPECIAL DIET LIST, revised and corrected every morning for each ward of hospital.....	1014
SPECIAL ORDERS:	
affecting Marine Corps.....	1399 (2)
distributed upon receipt.....	1522 (2)
issued in series and numbered.....	1520
necessary to detach from general court-martial.....	1716 (3)
not delivered in same mail with general court-martial orders.....	1522 (3)
posted at navy yards for three months.....	1547 (7)
prescribed.....	1520 (c)
sentinels.....	1483
temporary in application.....	1521 (3)
SPECIAL REPORTS:	
distinguished conduct in battle.....	246 (7)
petty officers and men for aptitude.....	554
sanitary, made when emergency arises.....	1033 (2)
SPECIAL SERVICE, enlistments not allowed for.....	753 (1)
SPECIFICATION. (See General court-martial; also Summary court-martial.)	
SPEED:	
increase of, vessel with cylindrical fire-tube boilers.....	900 (24)
precautions concerning, entered in night order book.....	508
reduced to take correct soundings.....	511 (2)
SPEED APPARATUS, navigator to examine frequently, etc.....	621
SPEED TRIALS, coal allowed for.....	348
SPIES.....	A. G. N. 5
SPIRITS, DISTILLED. (See Intoxicants.)	
SPONTANEOUS COMBUSTION:	
indications of, reported at once to officer-of-the-deck.....	871 (3)
precautions against.....	438
SQUADRON OR FLEET. (See also Commander-in-chief; Flag officer.)	
anchoring in, anchor buoys should be used.....	510 (2)
independent movements when in.....	455
notice of danger when in.....	457
ship separated from, captain must explain.....	458
signals made only to flagship when in.....	455
STAFF, CHIEF OF. (See Chief of staff.)	
STAFF FLEET. (See Fleet staff.)	
STAFF, PERSONAL. (See Personnel staff.)	
STAFF DEPARTMENTS, MARINE CORPS. (See Marine Corps, staff.)	
STAFF DUTY, midshipmen not assigned to.....	41, 396 (4)
STAFF OFFICERS:	
authority of.....	22
certain warrant officers so classed.....	28 (3)

STAFF OFFICERS—Continued.	Art.
courts-martial, courts of inquiry, etc., precedence according to rank	52 (b)
line titles not to be used by	24 (6)
precedence, order of	23 (1)
rank and titles of	17 (2), 21
status of	52 (c)
title of, when chief of bureau	24 (2)
who comprise	20
STAFF OF FLAG OFFICER :	
chief of staff. (<i>See</i> Chief of staff.)	
fleet staff. (<i>See</i> Fleet staff.)	
fleet marine officer. (<i>See</i> Fleet marine officer.)	
fleet paymaster. (<i>See</i> Fleet paymaster.)	
fleet surgeon. (<i>See</i> Fleet surgeon.)	
general duties	404
inspect ships only when ordered	403
personal staff. (<i>See</i> Personal staff.)	
STAFF RETURNS, MARINE CORPS. (<i>See</i> Marine Corps; <i>also</i> Accounts.)	
STAMP ON PASSES, visé of officer-of-the-guard	1564 (3)
STANDARD COMPASS :	
courses and bearings entered in log book, those shown by	619 (4)
navigator's duties concerning	619
STANDING LIGHTS	437 (4)
STATE IN INSURRECTION, selling goods, etc., in, without license, penalty	1304
STATEMENT, accused, general court-martial	1763 (3)
STATES, FOREIGN. (<i>See</i> Foreign States.)	
STATION AT QUARTERS. (<i>See</i> Quarters, station at.)	
STATION BILLS. (<i>See</i> Bills, watch, quarter, station, etc.)	
STATIONERY (<i>see also</i> Correspondence), judge advocate, general court-martial to supply	1728
STATION IN BATTLE. (<i>See</i> Battle, station in.)	
STATION OF SHIP, officer-of-the-deck, duty regarding	653
STATION SHIPS, continuous-service men preferred for crews of	836
STATIONS. (<i>See</i> Commanding officer, Crew, Executive officer, etc.)	
STATIONS, FOREIGN. (<i>See</i> Foreign stations.)	
STATIONS, NAVAL. (<i>See</i> Navy yards and naval stations.)	
STATIONS, UNHEALTHY, precautionary measures when on	360, 433 (7, 12), 533
STATUTE :	
general and summary courts authorized by, to inflict same punishments	1785
penalty designated by, none other imposed	1780
STATUTORY BOARD. (<i>See</i> Boards, statutory.)	
STEALING ARMS, STORES, ETC	A. G. N. 14
STEAM, time to be occupied in raising, in boilers	900 (17)
STEAM DRUMS, dry pipes and drains of, to be examined	900 (6)
STEAM ENGINEERING, BUREAU OF :	
duties of	9
establishment of	3 (1)
title of chief	24 (2)
STEAM ENGINEERING DEPARTMENT at navy yard or station, duties defined	1571 et seq.
STEAMING :	
fires shall not be hauled after discontinuing	900 (21)
information to be ascertained while	895
STEAM LAUNCHES :	
machinery of, instructions for management, care, etc., of	911
midshipmen detailed for duties in, during tactical evolutions	552 (9)

	Art.
STEAM LAUNCHES—Continued.	
signals when approaching ship.....	111 (2)
use of.....	442 (4)
STEAM LOG. (See Log books, steam.)	
STEAM MACHINERY:	
examination of, by senior engineer officer.....	802 (2)
inspections of, by senior engineer officers.....	804 (1)
responsibilities of senior engineer officer for.....	863 (1)
STEAM TRIALS. (See also Trials, machinery.)	
coal allowed for.....	348
duration of.....	894 (2)
monthly at sea.....	894 (4)
reported to Navy Department by captain.....	896
rules for procuring data to accompany report.....	896 (2)
ships in commission twice a year, full power.....	894 (1)
working of engines when under.....	894 (3)
STEERING APPARATUS:	
chief carpenter responsible for.....	712 (9)
navigator responsible for care and good order of.....	616
STENOGRAPHER, GENERAL COURT-MARTIAL. (See General court-martial.)	
STEWARDS:	
certificates of qualification for.....	777 (2), 1134 (12)
commissary—	
duties of.....	1040 (5)
pay division of ship, belong to.....	1039 (1)
senior pay officer in charge of.....	1040 (4)
mess, marine, pay of.....	1134 (15 a)
insular force, ages of, on first enlistment.....	757 (1)
officers', rated men, not petty officers.....	773 (4)
STORAGE OF AMMUNITION.....	438 (7), 439 (5, 10), 707
STORE, SHIP'S, establishment and conduct of.....	433 (13)
STOREKEEPER (see also General storekeepers), midshipmen's, at Naval Academy.....	1149
STOREMEN belong to pay division of ship.....	1039 (1)
STOREROOMS:	
capacity and defects in arrangement reported.....	1038
cleaned when ship is ordered out of commission.....	915 (8)
daily examination of.....	872 (2)
examination of, by senior engineer.....	862 (2)
inspection of, by senior medical and executive officers weekly.....	959
keys of, heads of departments to have.....	579 (2)
master-at-arms to inspect.....	734
matches shall not be used in.....	438 (12)
medical—	
examined when fitting out, by senior medical officer.....	934
regulations regarding.....	973
not used as sleeping apartments.....	292
pay officer, examination of, on ship fitting out.....	1038
pay officer, senior, duties regarding.....	1040
ships not in commission, sealed, when.....	1164 (2)
STORESHIPS. (See Supply steamers.)	
STORES AND SUPPLIES. (See also Clothing and small stores; Contracts; Open purchases; Provisions; Rations; Requisitions; Sales; Small stores; Surveys, etc.)	
aboard ship not in commission.....	1164
accumulations subject to requisitions.....	1155 (1)
advertising for.....	1166, 1168

STORES AND SUPPLIES—Continued.

Art.

afloat—	
cargo kept separate from supplies for use of ship-----	1186
checked on delivery-----	1189 (1)
coal, oil, waste, etc., when exempt from requisition-----	1208 (3 a)
condemned by survey, disposition of-----	1263 (5)
condemned for sale. (See Sales.)	
damaged—	
surveyed, responsibility and accountability-----	1202
unserviceable and requiring immediate disposition-----	1264
death of officer in charge-----	1206 (3)
detachment of officer in charge-----	1206 (1)
diverted to private use in case of distress, indemnity for-----	1197 (1)
expenditures-----	1197 et seq.
general use, except-----	1187 (1)
inspections. (See Inspections.)	
in transit, custody of-----	1187 (2)
in transit, turned in, responsibility-----	1204
issued to—	
American seamen-----	1242, 1378 (2)
civilians, when-----	1234 (4)
foreign ships of war-----	1243
persons in distress-----	1197 (1)
vessels in distress, payment-----	1241
vessels without pay officer-----	1193, 1237 (4)
loss (see also Losses)—	
how expended from books-----	1202
percentage allowed-----	1201
medical, where procured-----	1148
pay officers charged with care and preservation, when-----	1195
provisions, surveyed. (See Surveys.)	
public bills. (See Public bills.)	
purchase abroad. (See Open purchase.)	
rejection of, by inspection board-----	1220 (3)
returned by naval auxiliary in custody of responsible person-----	1189 (2)
shipment. (See Shipments.)	
surveyed quarterly-----	1265
surveys, authority to order-----	1262
transfers—	
between ship's departments-----	1207, 1208 (10)
ship going out of commission-----	1205 (2, 3)
to another ship, or ashore, invoices-----	1205
to another ship, authority-----	1200
turned in from ship-----	1189 (2)
unfit for issue, survey-----	1260, 1263 (5), 1265, 1268
allowance lists, correction of-----	1157 (13)
allowances and outfits, time of preparation-----	1157 (5)
allowances established, departures from-----	1215 (1)
arrangement, classification, etc-----	1154, 1157
care of—	
ship going out of commission. (See Going out of commission.)	
yeomen and hospital stewards-----	744
chief of staff to keep account of-----	384
civil employees, sold to, when and how-----	1234 (4)
commander-in-chief to make suggestions as to-----	317 (2 d)

STORES AND SUPPLIES—Continued.	Art.
commanding officer—	
ordering disposal of, accountable.....	1300 (1)
report excesses or deficiencies.....	1157 (13)
compared with bill of lading when received.....	1163 (1)
condemned, sending home of, from foreign station.....	356
constant supervision required.....	1151
contract-built ships—	
articles involved.....	1157 (12)
outfit and allowance.....	1157 (5)
cost of, ship on foreign station.....	351 (2)
custody, transfer, and issue, supervision over by Bureau of Supplies and Accounts.....	1146 et seq.
cruising ships at navy yards, requisitions.....	1209
delivery—	
case of exigency.....	1166, 1170
directly to ship, inspection of.....	1177
when made by open purchase.....	1166 (1), 1172 (5)
disposition of.....	354, 355
drawn upon requisitions for specific uses.....	1155 (1)
economy in procurement, expenditure, etc., responsibility for.....	212 (1), 1215
engineer department—	
detachment of officers in charge of, when given.....	865 (2)
precaution against fire in stowage of.....	871 (1)
requisitions for, passed upon by fleet engineer.....	399 (2)
senior engineer officer, duties regarding.....	865 (1)
waste prevented.....	889 (10)
equipment, renewed or repaired without survey, expended "for use".....	1263 (2 a)
equipment officer—	
accountable for all, receipted for.....	611
care and issue of.....	610
examination of—	
captain to require.....	525 (1)
satisfactory before yeoman discharged.....	801
executive departments, how procured.....	1166
executive officer—	
accounts of, to keep.....	606
equipment and construction, to have charge of.....	603
quarterly return of, by.....	606 (7)
exempt from general use, when.....	1155, 1187 (1)
fitting out.....	1157
fleet paymaster to keep account of.....	406 (4)
fleet staff to pass upon requisitions for.....	404 (3)
forwarded to fleet, separate bills of lading prepared for each ship.....	1159 (5)
general storekeeper shall note and report completion.....	1157 (11)
going out of commission.....	1157 (14), 1205 (2), 1206 (1), 1559 (1)
government conveyance to be used for transportation of.....	212 (2)
in store, Title B and Title Y.....	1157 (1), 1208 (2 b, 3)
inspections. (See Inspections.)	
Inventory and Invoices. (See Inventory; also Invoices.)	
manufactured at navy yard.....	1152, 1179
manufacture of articles, issued for, how accounted.....	606 (2)
Marine Corps—	
Quartermaster supervision over.....	1410 (2)
shipments.....	1160 (1)
marked and reserved for ship on first commission.....	1157 (9)
marked after inspection.....	1151 (5)

STORES AND SUPPLIES—Continued.

Art.

medical—	
condemned, inventory	1278 (5)
custodian where there is no naval depot.....	1148
dispensary furniture, expended without survey.....	1278 (2)
going out of commission.....	723 (6)
inflammable, stowage of.....	438 (9)
inspection.....	1181
invoices.....	1278 (6)
issues of, to persons not in the Navy, noted in prescription book.....	1023
loss or destruction of, reported and survey thereon requested.....	975
loss or deterioration to be reported.....	723 (4)
pharmacist, duties of regarding.....	723
requisitions for, when made.....	969
selected by medical officers.....	11 (5), 1218
shipments by supply steamer.....	1160 (1)
surveys (<i>see also</i> Surveys).....	1278
transfer of, from one medical officer to another.....	977
messes, sold to, when.....	1234 (1)
missing, surveys.....	1163 (1), 1164 (2), 1260 (2), 1262 (2)
Naval Academy, exempt when.....	1155 (3)
navigator's duties concerning.....	631
"navigator's stores," how designated.....	1157 (2)
navy yard (<i>see also</i> Commandant, navy yard; Navy yards, etc.; General store-keeper.)	
not sent out of ship except by order of commanding officer.....	1198
not turned in from ship except upon approval of bureaus.....	1198 (2)
officer charged with care when on board ship.....	1157 (10), 1164 (2), 1191
officer-of-the-deck notify persons concerned on arrival of.....	655 (1)
open purchases. (<i>See</i> Open purchases.)	
pay department, sale of, to officers, men, and civil employees.....	1234 (4)
payments for deliveries restricted to value of articles.....	1167
pay officer to make suggestions regarding ship's.....	1043
perishable provisions, limited.....	1233
placed on board before arrival of officer charged with care.....	1157 (10), 1191
procedure as to, when pay officer is under arrest or suspension.....	269
procured after advertisement.....	1166
procurement and expenditure governed by established allowances.....	1215 (1)
procuring and disposing of.....	A. G. N. 11
protection of clothing from weevil and moths.....	1195 (2)
provisions. (<i>See</i> Provisions.)	
purchased for the Navy, not for bureaus.....	1154
purchases of, instructions for.....	1166 et seq.
purchases and payments under direction of Paymaster General.....	1169
purchases during current year kept separate.....	1155 (1)
received unopened, "subject to inventory".....	1190
rejected, disposition of.....	1176 (2, 3)
requisitions. (<i>See</i> Requisitions.)	
required and on hand, reported.....	349
sale of unsuitable.....	1280 et seq.
sales to messes.....	1234 (1)
sealed when not required for use in transit.....	1164 (2)
ship—	
in reserve.....	1594 (16-18)
not in commission, sent to another yard.....	1164
recommissioned.....	1157 (15)
which has sailed.....	121f

STORES AND SUPPLIES—Continued.	Art.
shipments. (<i>See</i> Shipments.)	
spare, landed only in emergency without written permission.....	524
stock carried, limited.....	1155 (2)
stored and guarded.....	1150
storing aboard ship not in commission.....	1164
stowed before pay officer assumes duty.....	1191
supervision at navy yard.....	1147, 1547
tagged—	
after inspection.....	1151 (5)
with name of ship, yard, or department... 1151 (6), 1157 (9), 1158 (4), 1205 (2)	
taken into an insurrectionary state, penalty.....	1304
tobacco and salt-water soap.....	1194
transfers—	
between departments.....	1207, 1208 (10)
receipts for.....	1347
to successor.....	1206 (2)
transportation, bills for.....	1113 (3, 12)
turned in—	
after survey.....	1263
at end of cruise.....	1203
condemned.....	1263 (5)
responsibility for shipment.....	1189 (2, 3)
unfit, or borne without value, survey.....	1268
unmarked by contractor, not received.....	1151 (4)
unserviceable.....	1264, 1268 (3), 1280
vouchers. (<i>See</i> Vouchers.)	
warrant officer's duties concerning.....	696, 703, 710 (2), 716 (2)
yard craft, requisitions for.....	1209 (2)
yard departments, expenditures and requisitions for.....	1172
yard scrap heap, disposition of.....	1268 (2 <i>d</i>), 1270
yeomen and hospital stewards to keep accounts of.....	744 (2)
STORING SUPPLIES:	
aboard ships not in commission.....	1164
general storekeeper.....	1150
STOWAGE:	
ammunition. (<i>See</i> Ammunition.)	
cargo naval supply steamer, pay officer charged with.....	1160 (2)
hold.....	700
STRAGGLERS:	
expenses incurred in apprehension of, how paid.....	820
Marine Corps, apprehension, etc.....	1403, 1421 (2)
reward for—	
authorized for recovery of.....	818
how shown on personal accounts.....	1353, 1403
transferred to receiving ship from other vessel than the one to which they	
belong.....	826 (1)
STRAGGLING, absence without leave for ten days, regarded as.....	815 (2)
STRANDED OR HAZARDED, suffering vessel to be, etc..... A. G. N. 4 (10), 8 (11)	
STRIKING FLAG..... A. G. N. 4 (12)	
STRIKING OR ASSAULTING superior officer or other person..... A. G. N. 4 (3), 8 (3)	
STUBS AND REQUESTS FOR TRAVEL. (<i>See</i> Travel.)	
STUB BOOKS, when filed.....	1113 (14)
SUBMESSES. (<i>See</i> Messes, crew's.)	
SUBORDINATES:	
duty of.....	255

SUBORDINATES—Continued.	Art.
reports as to fitness of, how made.....	246
watch and division officers shall see that, perform their duties with diligence..	683
SUBSCRIPTIONS FOR NEWSPAPERS, authority.....	1349
SUBSISTENCE. (<i>See also</i> Rations; Stores and supplies; Provisions.)	
crews of torpedo boats, etc.....	1237 (4)
during authorized absence from ship, how charged.....	1369
mixed detachments on shore or with Army.....	1127
naval or civil officers as passengers.....	1123
passengers, authorized.....	1356
pilots.....	1122
prisoners embarked in naval vessels.....	1121
vessels without pay officers.....	1193, 1237 (4)
SUCCESSION TO COMMAND:	
commanding officer.....	44, 52 (a, b), 557
flag officer.....	42 (1), 43, 321, 393
SUMMARY COURT-MARTIAL:	
accused—	
acquittal of, record, how submitted.....	1696 (6)
arraignment of.....	1685 (9)
challenge of new members.....	1685 (6)
conduct record of, received.....	1690 (3)
copy of specification—	
admission of receipt.....	1685 (4)
furnished.....	1681 (1), A. G. N. 43
counsel—	
court may appoint, for.....	1685 (3)
must furnish, but can not be refused.....	1685 (2)
defense, allowed time to prepare.....	1681 (2)
guilty of whole or part of misconduct charged.....	1692
objection of, to members.....	1685 (5)
plea in bar, submits; procedure.....	1681 (3)
recorder to assist in defense.....	1688
tried after he is ready.....	1681 (2)
witness—	
at his own request.....	1687 (1)
status of, when.....	1687 (2)
acquittal, record, how submitted in case of.....	1696 (6)
approval—	
execution of sentence after.....	1696 (4)
of Navy Department when required for.....	895 (2)
revising authority and senior officer present.....	1697 (1)
senior officer present.....	1694 (4)
sentence, before carried into execution.....	1696 (1), A. G. N. 32
vessel at navy yard; by whom necessary.....	1696 (3)
arguments, oral, may be allowed.....	1699 (1)
arraignment, accused.....	1685 (9)
Articles for Government of Navy, officers to consult.....	1675
assembly, time and place of; where and how changed.....	1735
bread and water, punishment, care and discretion exercised.....	1693 (4)
certificate, medical officer's when necessary.....	1695 (1), A. G. N. 33
challenge—	
members subject to.....	1685 (5)
procedure in case of.....	1685 (6)
recorder not subject to.....	1685 (5)

SUMMARY COURT-MARTIAL—Continued.

	Art.
commandant, approval of, when not required.....	1696 (3)
commander-in-chief—	
approval, proceedings and sentence.....	1696 (1), A. G. N. 32
mitigation, may exercise powers of.....	1696 (2)
commanding officer, authenticate transcript with signature.....	1698 (2)
conduct record—	
accused's, received in evidence.....	1690 (3), 1691 (1)
convening authority in case of bad-conduct discharge to spread on record.....	1696 (5)
constitution of.....	A. G. N. 27
convening authority—	
action in case of loss of pay.....	1697 (1)
additional duty, may direct concerning.....	1678 (4)
approval—	
proceedings and sentence.....	1696 (1), A. G. N. 32
transmission after.....	1694 (4)
bad-conduct discharge: to spread record on proceedings.....	1696 (5)
cases to be referred to court without delay.....	1676 (1)
challenge: action in case of.....	1685 (6)
commanding officer, marine barracks.....	1459 (2)
dissolves court.....	1699
loss of pay, action in case of.....	1697 (1)
meeting: may direct time of.....	1678 (3)
precept, to deliver to senior member.....	1678 (2)
record—	
after authentication, to be transmitted to.....	1694 (2)
scrutiny of and action on.....	1694 (3)
remission or mitigation of sentence by.....	1695 (2)
senior officer present, upon request of, to detail additional officers.....	1677 (1)
travel of witnesses.....	1680 (1)
convictions, previous—	
evidence of—	
how introduced.....	1691 (1, 2)
of what it must consist, and when admissible.....	1691 (3)
copy, exemplified, persons entitled to.....	1799
counsel—	
accused must furnish, can not be refused.....	1685 (2)
court may appoint, with consent of appointee.....	1685 (3)
recorder to assist accused as.....	1688
court cleared, record to show.....	1689
defense, evidence, may introduce before finding.....	1685 (10)
Department. (See Secretary of the Navy.)	
detail of officers, convening authority to request.....	1677 (1)
discharge, bad-conduct—	
carried into effect, when.....	1697 (2)
convening authority to spread conduct record on proceedings.....	1696 (5)
disrating, classification for.....	1693 (7)
dissolved, how.....	1699
duty on, additional to other.....	1678 (4)
evidence—	
admissibility of, decided by court.....	1683 (2)
beginning and end of each stage of, to be noted.....	1685 (11)
conduct record of accused received in.....	1690 (3), 1691 (1)
introduced out of order.....	1685 (10)

SUMMARY COURT-MARTIAL—Continued.	Art.
evidence—continued.	
order for introduction of.....	1685 (10)
previous conviction—	
introduction of.....	1691 (1, 2)
of what it must consist, and when admissible.....	1691 (3)
prosecution and defense may introduce before finding.....	1685 (10)
recorder to offer.....	1683 (1)
rules of, applicable.....	1683 (3)
examination of witness, order of.....	1686 (5)
execution, sentence, when carried into.....	1696 (4)
extra police duties—	
sentence of, how worded.....	1693 (1)
sentence of, undesirable except.....	1693 (5)
finding and punishment.....	1692
foreign jurisdiction, not to be held at place under.....	1736
general courts-martial, same punishments inflicted by both.....	1785
incidents of trial, recorded in order.....	1683 (4)
incompetency, punishment for.....	1693 (6), A. G. N. 31
irons, abolished as form of punishment, except.....	1693 (3)
marine officers, members, on trial of marine.....	1676 (3)
medical officers, certificate of, when necessary.....	1695 (1)
meeting and adjournment reported.....	1678 (6)
meeting of, time specified at adjournment.....	1678 (3)
member—	
added after a challenge, procedure.....	1685 (6)
Articles for Government of Navy, to consult.....	1675
challenged by recorder, may be.....	1685 (5)
marine officers to be, on trial of marine.....	1676 (3)
notified.....	1678 (2)
objection of accused to.....	1685 (5)
sign sentence.....	1694 (1), A. G. N. 52
witness, when to be called.....	1686 (4)
mitigation—	
commander-in-chief or senior officer present may exercise.....	1696 (2)
sentence, by convening authority.....	1695 (2)
new court, action, how restricted.....	1695 (3)
navy yard, vessel at, approval of, by whom.....	1696 (3)
oaths—	
administered when.....	1685 (8)
administered to witness.....	1686 (1), A. G. N. 41
record must show, administered.....	1685 (8)
objections—	
accused to members.....	1685 (5)
grounds of, recorded.....	1690 (1)
officers detailed for, senior officer present to notify.....	1677 (2)
order convening court—	
contents of.....	1678 (1)
prefixed to record.....	1684 (1)
referred to in subsequent cases.....	1684 (2)
ordered by whom and upon whom.....	A. G. N. 26
plea—	
accused arraigned for.....	1685 (9)
accused submits in bar of trial.....	1681 (3)
precept. (See Order convening court.)	

SUMMARY COURT-MARTIAL—Continued.

Art.

proceedings—	
conducted how	A. G. N. 34
signed by senior member and recorder	1694 (2)
suspension of, procedure	1685 (7)
prosecution, evidence, may introduce, before finding	1685 (10)
punishment—	
adequate, to be adjudged	A. G. N. 51
approval by Department noted on enlistment record, when necessary	1698 (2)
authorized to be adjudged by	A. G. N. 30
authorized by, may be inflicted by general court-martial	1676 (2)
bread and water	1693 (4)
inadequate, offender tried by general court-martial	1676 (2)
incompetency, guilty of	1693 (6), A. G. N. 31
parts of two or more, not to be combined in	1693 (1)
prescribed	1692, A. G. N. 30
restricted to those specifically authorized	1693 (1)
questions to witness, in writing	1686 (3)
record—	
accused afforded opportunity to challenge, must show	1685 (5)
accused testifies, what to show	1687 (1)
acquittal, how submitted in case of	1696 (6)
authenticated by senior member and recorder, and transmitted	1694 (2)
beginning and end of each stage of introduction of evidence, shown	1685 (11)
clearing court, how shown in	1689
convening authority, scrutiny and action	1694 (3)
copy of, who is entitled	1799
copy of specification, to show accused received	1685 (4)
court cleared, how to show	1689
entry in, to show oaths administered	1685 (8)
evidence of previous convictions, how entered	1691 (1, 2)
incidents of trial, in proper order	1683 (4)
inspection	371 (3)
Judge Advocate General, to be forwarded to	1798
made up, how, and transmitted	1510 (3), 1698 (1)
medical officer's certificate, must show	1695 (1)
oaths, must show they were administered	1685 (8)
senior medical officer's certificate on	985, 1695 (1), A. G. N. 33
trial finished, to show	1690 (2)
witness sworn, to show	1686 (1)
recorder—	
arraigns accused	1685 (9)
Articles of Government of the Navy, to consult	1675
assist accused in defense	1688
challenge, duty in case of	1685 (6)
challenged, may not be	1685 (5)
members, may challenge	1685 (5)
notified	1678 (2)
prosecutor, and to offer evidence	1683 (1)
signs proceedings, with senior member	1694 (2)
signs sentence	1694 (1), A. G. N. 52
who may be	A. G. N. 27
witnesses—	
report to	1680 (2)
summons	1680 (1)
when to be called	1686 (4)

SUMMARY COURT-MARTIAL—Continued.	Art.
remission or mitigation of sentence, by convening authority-----	1695 (2)
reviewal, action of new court restricted to, etc-----	1695 (3)
revision-----	1694, (3), 1695 (2)
Secretary of the Navy, sentence, when approval of, necessary-----	1697 (1)
senior medical officer's endorsement on record of-----	985, 1695 (1), A. G. N. 33
senior member—	
meeting and adjournment reported by-----	1678 (6)
meets at call of-----	1678 (3)
notify members, etc., of appointment-----	1678 (2)
orderly, requests-----	1679
presides-----	1678 (7)
signs proceedings, with recorder-----	1694 (2)
warns witnesses-----	1686 (7)
witness, when called as-----	1686 (4)
senior officer present—	
approval by-----	1694 (4)
approval of, cases of bad-conduct discharge in Philippines, Samoa, and Guam-----	1697 (2)
approval proceedings and sentence-----	1696 (1), A. G. N. 32
detail of officers, request for, to comply with-----	1677 (2)
loss of pay, action in case of-----	1697 (1)
mitigation, may exercise powers of-----	1696 (2)
navy yard, vessels at-----	1696 (3)
record submitted to, in case of acquittal-----	1696 (6)
sentence—	
approval of, by whom, before carried into execution-----	1696 (1), A. G. N. 32
authentication of-----	A. G. N. 52
bad-conduct discharge—	
conduct record spread on proceedings-----	1696 (5)
when inappropriate-----	1693 (9)
bread and water, care and discretion exercised-----	1693 (4)
deprivation of liberty, illegal unless-----	1693 (2)
executed, when may be-----	1696 (4), A. G. N. 32
extra police duties, undesirable except-----	1693 (5)
incompetency, guilty of-----	1693 (6)
loss of pay, involving, expressed in amount-----	1693 (10)
new court restricted to redetermination of, etc-----	1695 (3)
parts of two or more punishments not to be combined-----	1693 (1)
reduction in rating—	
classification for-----	1693 (7)
when inappropriate-----	1693 (8)
remission or mitigation of, by convening authority-----	1695 (2), A. G. N. 33
restricted to specifically authorized punishments-----	1693 (1)
Secretary of the Navy; when approval of, necessary-----	1697 (1)
signed by whom-----	1694 (1)
sessions—	
hours of-----	1678 (5)
public-----	1734
specification—	
accused furnished copy-----	1681 (1), A. G. N. 43
drawn, how-----	1682 (1)
errors in, correction of-----	1685 (1)
incompetency, acts of, to set forth-----	1682 (2)
intoxicants in possession, to allege unlawfully-----	1682 (3)
prefixed to record-----	1684 (1)
read, and accused arraigned-----	1685 (9)
record to show accused received copy of-----	1685 (4)

SUMMARY COURT-MARTIAL—Continued.

	Art.
summons—	
witness, for; how transmitted.....	1680 (3)
witness to obey.....	1680 (2)
testimony—	
accused, subject to rules of evidence.....	1687 (2)
further, not to be admitted by new court.....	1695 (3)
given how.....	A. G. N. 29
how recorded.....	1686 (2)
witness to have read over and corrected.....	1686 (6)
transcript, enlistment record to be entered on.....	1698 (2)
trial—	
finished, recorder to enter fact.....	1690 (2)
incidents of, recorded in order.....	1683 (4)
vessels at navy yard, approval of, by whom necessary.....	1696 (3)
warning, witness given.....	1686 (7)
witness—	
accused—	
at own request.....	1687 (1)
status of, when.....	1687 (2)
examination of, proper order.....	1686 (5)
member or recorder called as, procedure.....	1686 (4)
questions to, in writing.....	1686 (3)
recorder to summon.....	1680 (1)
report to recorder.....	1680 (2)
senior member, when called as.....	1686 (4)
summons—	
how transmitted.....	1680 (3)
obey.....	1680 (2)
sworn.....	1686 (1), A. G. N. 41
testimony of—	
how recorded.....	1686 (2)
read over.....	1686 (6)
warning not to converse.....	1686 (7)
SUNDAY:	
extra duty, as punishment, discontinued on.....	274
guard and band not paraded on, for ships or officers of Navy and Marine Corps.....	104 (2)
holidays falling on, observed following day.....	181 (4), 184 (2)
observance of, aboard ship.....	251 (2)
salutes not to be fired on, unless required by international courtesy.....	130 (1)
SUPERIOR OFFICER:	
definition of, as used in A. G. N.....	page 482
language reflecting upon, shall not be used.....	226
oppression by, or misconduct of.....	281
SUPERNUMERARIES:	
clothing and small stores, issues to.....	1227 (1)
destitute American seamen entered as, issues of supplies to.....	539, 1242
enlisted men on board ship, but not borne on rolls, rations.....	1129 (7)
provisions issued to.....	1378 (2)
SUPPLIES AND ACCOUNTS, BUREAU OF:	
abstracts of ships' expenditures furnished monthly to.....	1378
accounts of deserter forwarded to.....	806
compensation to persons injured in line of duty, regulations.....	1584 (2)
duties of.....	10, 1146
equipment and stores, ships in reserve, quarterly returns.....	1594 (15)

SUPPLIES AND ACCOUNTS, BUREAU OF—Continued.	Art.
establishment of-----	3 (1)
sales of condemned supplies, supervision-----	1282
statements from shore stations, monthly-----	1377
supplies, property, and plants at yards and stations, in custody-----	1146 et seq.
title of chief-----	24 (2)
SUPPLIES. (See Stores and supplies.)	
SUPPLIES AND EQUIPAGE, inventoried and invoiced before detachment at end of commission-----	1206
SUPPLIES AND OUTFIT of ship going out of commission, survey-----	1559 (1)
SUPPLIES AND REPAIRS, duty of captain regarding-----	518-531
SUPPLY STEAMERS:	
cargo—	
kept separate-----	1186
stowage of-----	1160 (2)
instructions concerning-----	1160
SUPREME COURT, reception of Chief Justice-----	64 (1)
SURGEON, officer not below grade of, to command hospital ship-----	37 (2)
SURGEON, FLEET. (See Fleet surgeon.)	
SURGEON GENERAL (see also Medicine and Surgery, Bureau of), when to decide respecting accidents or fatalities-----	1145
SURGEON'S DIVISION-----	983
SURGICAL INSTRUMENTS AND APPLIANCES:	
board of survey must condemn before replacing-----	972, 1278 (2)
selected by medical officers-----	11 (5), 1218
SURPRISE, guarding against-----	488
SURREBUTTAL, evidence in, when introduced before general court-martial---	1751 (1)
SURRENDERED SHIP, taking possession of-----	493, 494
SURVEYING OFFICERS. (See also Surveys; Boards of Inspection and survey; Inspections.)	
afloat and ashore-----	1262
appointed by commanding officer, for pay department of ship-----	1265
examination of articles, and report thereon-----	1268 (2)
experts, services required by-----	1276
repairs, to estimate cost of-----	1263 (3, 4)
SURVEYS:	
application for, transmitted to chief of staff-----	382
afloat—	
articles—	
excess-----	1260 (1)
lost or missing-----	1163 (1), 1260 (2), 1262 (2)
requiring marks distinguishing final disposition-----	1263
unfit for issue-----	1260 (1), 1263 (5), 1265, 1268
board, how constituted-----	1262
by whom conducted-----	1262
death of officer, or detachment, in charge of supplies or outfit-----	1206 (3)
clothing and small stores—	
condemned-----	1266
damaged-----	1229
infected-----	548, 1279
equipment and supplies, authority to order-----	1262
equipment of rope, canvas, wood, metal, etc., renewed without-----	1263 (2 a)
pay department stores-----	1265
provisions—	
alleged to be unfit-----	1232, 1265
shortage-----	1191 (3)

SURVEYS—Continued.	Art.
afloat—continued.	
public property condemned and appraised (<i>see also</i> Public property).....	1262
requests for, numbered consecutively.....	1261
shipments, shortage.....	1260 (5)
silver and other gifts to ship.....	1262 (2 a)
supplies—	
authority to order.....	1262, 1287
damaged or lost, responsibility placed.....	1262
supplies and material on ship in foreign waters before sale.....	1287
tableware.....	1262 (2 b)
articles—	
lost or missing in shipment.....	1163
turned into store, general storekeeper shall request.....	1268 (1)
boards of. (<i>See</i> Boards, survey.)	
buildings damaged by fire, etc.....	1272 (3)
changes or repairs necessary after, to whom reported.....	921
condemned articles—	
accumulation of old material afloat or ashore.....	1273, 1287
board of sale.....	1271
marks distinguishing final disposition after survey.....	1268 (2)
unfit for issue.....	1264, 1268
delays in, commandant of yard responsible.....	1255 (5)
estimates exceeding limits of renewals, etc.....	1269 (2)
experts, services of.....	1276
medical—	
by whom ordered.....	1278
personnel.....	1244 et seq.
surgical instruments unfit for use.....	1278 (2)
ordnance outfit of ship going out of commission.....	648 (1), 1559 (2)
plant of shore station.....	1272
report—	
after approval, order to proceed with work.....	1257
after approval, schedules revised.....	1256
disposition of.....	1267, 1269, 1275
instructions as to preparation.....	1255, 1277
procedure when disapproved.....	1274
ship—	
abroad.....	1259
commanding officer to report when required.....	1251
every three years, etc.....	1250 (1), 1642 (2)
general.....	1250 et seq.
going out of commission, supplies and outfit.....	1559 (1)
in ordinary.....	1250
machinery, etc.....	1259
material for repairs (<i>see also</i> Repairs, ships).....	1257
repairs limited.....	1254
reports, scope of.....	1255
returning from foreign stations.....	1250 (1), 1642 (2)
wooden, reports on.....	1255 (4)
yard scrap heap.....	1268 (2 d), 1279
SURVEYS AND SALES (<i>see also</i> Sales).....	1244 et seq.
SURVEYS, HYDROGRAPHIC.....	516, 517
SUSPECTED DANGERS to navigation located.....	517
SUSPENSION:	
accused under, awaiting trial.....	261, 262 (2), 1794 (2)

SUSPENSION—Continued.	Art.*
arrest and, of an officer-----	267 et seq.
arrest and, of pay officer-----	269
entire discharge from, final bar to further proceedings-----	280
executive officer placed under, upon whom duties devolve-----	558 (2)
officer under—	
may be assigned to duty temporarily-----	264
not to leave resident State or visit Department-----	236
pay, in case of-----	1057 (3), A. G. N. 48
rank, duty, or pay-----	1782 (1)
unnecessary confinement during-----	268
SUSPENSION OF PROCEEDINGS, general court-martial-----	1715, A. G. N. 45
SWIMMING, crew to be given instruction and practice in-----	307 (14), 433 (2)
TABLE OF DISTANCES, travel allowance to be computed by-----	802 (4)
TABLEWARE, surveyed and carried on books of general storekeeper-----	1262 (2 b)
TABLEWARE AND MESS OUTFITS-----	1208 (7)
TABULATED FORMS, outfit and allowance supplies for ships-----	1157
TACTICAL BOOKS, defects in, reported-----	389 (2), 471
TAGGED, enclosures of letters, sent under separate cover-----	1499 (11)
TAGGING SUPPLIES-----	1151 (5, 6), 1157 (9), 1158 (4), 1205 (2)
TAILOR—	
executive shall regulate charges of ship's-----	597
work done by, submitted to division officer-----	681 (2)
TALLOW, stowage of-----	438 (5)
TALLY OF COAL, executive officers' duties concerning-----	608
TARGET PRACTICE:	
ammunition for—	
additional-----	1214
expended in accordance with instructions-----	309 (6)
ashore-----	309 (7)
coal allowed for-----	348
foreign waters, permission obtained-----	340 (3)
marines—	
afloat-----	1491
ashore-----	1437 (1), 1467 (6), 1469 (2 b)
marks for, noted on enlistment record-----	771 (9)
routine, suspension of, for-----	309 (5)
small arms, marine officer may be detailed to superintend-----	407 (3), 1491
TARPAULINS, HATCH, use of, restricted-----	664
TECHNICAL SCHOOLS-----	6 (1), 11 (2), 1033 (3)
TELEGRAMS:	
acknowledged immediately by cable or telegraph, when-----	1525 (1)
charges in excess of rates established by Postmaster General-----	1525 (9)
confirmed by letter-----	1525 (8)
conveying orders or instructions calling for report-----	1525 (1)
departure and arrival of ships reported to Department by commandants of	
navy yards-----	1525 (2), 1547 (8)
endorsements upon-----	1525 (9)
instructions governing-----	1525 (13)
movements of ship—	
acknowledged-----	1525 (1)
interpretation of code-----	1525 (7)
reported-----	173, 449, 1500 (3), 1525 (7, 8), 1547 (8), 1557 (5 b)
night messages-----	1525 (12)
not sent when mail will answer-----	1525 (10)
personal, or for convenience, not transmitted at government expense-----	1525 (11)

	Art.
TELEGRAMS—Continued.	
sent over bond-aided lines.....	1222 (2)
public bills for.....	1222 (2)
TELEGRAPHIC ADDRESSES of persons connected with Navy.....	1525 (14)
TELEGRAPHS, SIGNAL, engineer department; care of.....	897 (14)
TELEGRAPHY, WIRELESS:	
midshipmen to become familiar with, etc.....	552 (16)
ships equipped with, use of in communications.....	173, 1525 (3), 1547 (8)
TELEPHONE:	
contracts for service.....	1349
messages, confirmed by letter.....	1507 (3)
TEMPERATURE:	
feed water at feed pumps.....	900 (26)
magazines, instructions concerning.....	707
TEMPORARY ABSENCE, duty and pay not affected by.....	1056
TEMPORARY RELEASE no bar to future trial or investigation.....	264
TERMINAL POINTS designated in travel orders.....	1106 (4)
TESTIMONIALS AND PRESENTS FORBIDDEN.....	227
TESTIMONY. (See Court of Inquiry; General and summary courts-martial.)	
TESTS:	
air-compressing machinery subject to pressure.....	913 (3)
boiler—	
data regarding, entered in steam log and remark book.....	904
drill, water pressure carefully applied.....	902 (5)
water pressure, vessels in commission.....	903
chemical, of supplies.....	1180 (2)
pumps in iron and steel ships.....	927 (1)
water in boilers, how and when made.....	901
water-tight doors, weekly.....	435 (6)
TERRITORIAL MATTERS, correspondence.....	1500 (6)
THEFT, prevention of, and penalty for.....	735 (4), A. G. N. 8 (1)
TICKETS:	
commutation, purchase allowed.....	1167 (2)
garments unsuitable for issue.....	1229 (2)
TIDAL OBSERVATIONS, navigator to make, at all places visited, etc.....	626
TIE BIDS, supplies to be sold, how decided.....	1284 (4)
TIME:	
assembly, of courts-martial, where and how changed.....	1735
navigator to regulate ship's.....	620 (2)
TIME SIGNAL made at 7 a. m.....	314
TITLE "A" OR "D," accumulation of old material.....	1273
TITLE "B," requisitions under.....	1215 (2)
TITLE "B" OR "Y," sales abroad of condemned supplies.....	1287
TITLE "E" OR "F," surveys under.....	1272
TITLE "X," invoices.....	1157 (7)
TITLE "Y," requisitions under.....	1208 (3), 1215 (2)
TITLE "Z," invoice.....	1157 (7)
TITLES:	
chiefs of bureaus.....	24 (1, 2)
officers, where shown.....	17 (2), 18
staff officers.....	21
staff officers not to use line.....	24 (6)
temporary command does not confer; signature.....	1512
TOBACCO:	
clothing protected by.....	1195 (3)
supply adequate to avoid purchase abroad.....	1194
TORPEDO BOAT, SUBMARINE, service with, entitles to additional pay.....	1134 (5)

	Art.
TORPEDO BOATS:	
machinery of, care in attending and adjusting-----	912 (1)
vedette—	
change of water in boilers of-----	912 (2)
quarterly run for instruction of men-----	912 (3)
without pay officer—	
clothing or money issued to, and purchases for-----	1362
subsistence-----	1237 (4)
TORPEDO CREWS, executive officer's duties concerning-----	563 (5, 6)
TORPEDO DIVISION, powder division officer shall command, when-----	677 (3)
TORPEDOES:	
ordnance officer responsible for training in use and service of, etc-----	640 (1)
ships in reserve-----	1594 (11)
TORPEDO STATION, NAVAL, in charge of Bureau of Ordnance-----	7 (1)
TOURNIQUETS, officers and men instructed in their use-----	949, 950
TRADE OR TRAFFIC:	
executive officer shall regulate bumboats and-----	596
not to be engaged in, aboard ship-----	214
TRADES, knowledge of, required for artificer class-----	757 (5)
TRAINING:	
apprentice seamen conducted by Bureau of Navigation-----	843
ordnance officer in charge of, use and service of battery, etc-----	640 (1)
TRAINING SHIPS:	
apprentice seamen, regulations governing behavior of, posted-----	857
divert from service, officer falling in with, must not-----	412 (3)
TRAINING STATIONS:	
apprentice seamen transferred to, on enlistment-----	850
commandant's duties-----	851
discipline, character of-----	856
officers on duty at, borne on books of stationary training ship-----	852
TRANSCRIPT from summary court-martial to be entered on enlistment record-----	1698 (2)
TRANSFERS:	
applications for, transmitted to chief of staff-----	382
apprentice seamen—	
to cruising ships-----	853
to training stations-----	850
conduct book, entries to be made at-----	841 (1)
conduct report to accompany men sent to hospital-----	795 (2)
enlisted men—	
accounts and other papers, when not accompanying, to be obtained-----	796
enlistment record to accompany-----	771 (11)
one ship or station to another-----	791
rating and pay, not changed by, when-----	794 (1)
enlistment record—	
entries to be made at time of-----	771 (4)
signed by captain-----	770
insular force, men enlisted in-----	791 (4)
made on basis of official records-----	232 (3)
marines. (<i>See Marine Corps.</i>)	
Naval Hospital at Philadelphia, report to whom-----	792 (8)
officer to another ship—	
does not entitle to advance (<i>see also Advances</i>)-----	1088 (3)
order to be forwarded to Bureau of Navigation-----	1516 (2)
servants to accompany-----	425
papers to be transmitted in case of-----	795
patients to hospital accompanied by medical officer-----	961 (1)
petty officers, shall not involve reduction in rating-----	794 (2)

TRANSFERS—Continued.

	Art.
petty officer or enlisted man from ship to naval hospital or other hospital	792 (3, 4)
physical examination required before	791 (5)
prisoners to a penitentiary	793
public moneys (<i>see also</i> Public moneys)	1301, 1311, 1321 (2), 1324 (2), 1347
retired list, regulations for enlisted man	842 (2)
reported to Bureau of Navigation	791 (3)
sick persons to hospital	792 (1)
temporary service between ships of a fleet or squadron	791 (2)
tuberculosis cases	792 (2)
TRANSFER ACCOUNTS. (<i>See</i> Accounts, transfer.)	
TRANSLATIONS OF LETTERS, ETC., in foreign languages	1511
TRANSLATOR OF FOREIGN LANGUAGES, examinations and investigations (<i>see also</i> Interpreter)	1634
TRANSPORTATION. (<i>See also</i> Mileage; Shipments; and Travel.)	
amount of, noted on discharge	808 (1)
army transports	363 (4)
bills for	1109 (5), 1113 (3, 12)
bonded and land-grant railroads	1113 (7)
by whom furnished	1113
discharged by medical survey	802 (6)
endorsed upon original orders authorizing same	1110, 1111
enlisted man is entitled to, on discharge	763 (6)
government conveyance to be used for	212 (2)
Marine Corps, under supervision of Quartermaster	1410 (2)
marines retired	1085 (2)
places between which given, noted on continuous-service certificate	810 (4)
public property abroad, voucher. (<i>See</i> Vouchers.)	
remains of deceased persons	1139 (5)
subsistence and cost noted on enlistment record	771 (5 <i>g</i>)
supplies taken into insurrectionary state, penalty	1304
tickets, purchase allowed	1167 (2)
waiver of—	
enlistments of marines expiring abroad	1420 (5)
noted on—	
continuous-service certificate	797 (4), 810 (4)
discharge	808 (2)
enlistment record	771 (5 <i>c, g</i>), 799 (4), 809 (2, 5)
TRANSPORTATION AND SUBSISTENCE furnished enlisted men on retirement	842 (2)
TRANSPORTATION REQUESTS	1113
TRANSPORTS:	
duties of enlisted men on	1541 (4)
supplies sent on army	363 (4)
under naval convoy	1546
TRANSPORT SERVICE:	
army court-martial not held on board	1543
army officers—	
embarked with troops, apartments and mess	1540
taking passage, apartments	1539
comfort and welfare of troops embarked	1545 (1)
instructions for	1539 <i>et seq.</i>
offenders placed in naval or military custody	1542
troops embarked—	
liable to police and guard duty	1541 (3)
not punished or confined in irons without approval of commanding officer	1545

	Art.
TRANSPORT SERVICE—Continued.	
troops embarked—Continued.	
passage only-----	1541 (2)
receive orders through their own officers-----	1544
subject to naval regulations-----	1541 (1)
unaccompanied by medical officer-----	1545 (2)
TRAVEL. (See also Transportation.)	
attending funeral, expenses not allowed-----	1107 (4), 1139 (2)
certificate of, stating route, received as evidence when-----	1108 (3)
detention en route, to be certified as unavoidable-----	1109 (3)
distance, "shortest usually traveled route"-----	1102
enlisted men—	
allowance, transportation, and subsistence-----	1112 (1)
cost for subsistence and transfers, how and when furnished-----	1113 (2)
expenses in excess, claims for-----	1112 (3)
orders for, to whom addressed-----	1113 (2)
outside United States paid on public bill-----	1113 (3)
stubs and requests, over bond-aided roads, how marked-----	1113 (9)
stubs numbered same as requests to which attached-----	1113 (8)
term expiring while in hospital abroad-----	1112 (2)
expense for, men sentenced to bad-conduct discharge-----	1697 (2)
expenses authorized and approved by whom-----	1106 (2, 3), 1109 (1)
marine officers with troops, transportation in lieu of mileage or expenses, when-----	1104 (2)
maximum allowances established in general or special orders-----	1109 (4)
mileage. (<i>See also</i> Mileage.)	
allowed marine officers, with or without troops-----	1104
bills for, to show how distances were calculated-----	1108 (2)
instructions for-----	1102 et seq.
in United States-----	1105 (1)
when not under orders, but by permission-----	1107 (2)
when performed by government conveyance-----	1107 (1)
upon unauthorized change in residence-----	1107 (3)
mileage books. (<i>See</i> Mileage books.)	
officer's, actual and reasonable, expenses in lieu of mileage-----	1105 (2)
orders—	
expenses or mileage, how endorsed by pay officer-----	1110, 1111
involving, issued by commanding officer of ship, etc-----	238, 1516 (2)
must designate terminals-----	1106 (4)
performed by pay clerk when pay officer is detached-----	1106 (5)
repeated travel—	
in same vicinity-----	1102, 1104 (3)
inspection, recruiting, etc., duty-----	1103
sea travel, what is regarded as-----	1104 (2)
voucher for personal expenses-----	1108 (1), 1109 (1, 2, 5), 1110
TRAVEL ALLOWANCE. (See also Transportation.)	
abroad—	
baggage allowances-----	1105 (3, 4)
for pleasure or convenience-----	1338 (2)
necessary expenses-----	1105 (2)
computed by official table of distances-----	802 (4)
men enlisted outside the United States to have, at discharge-----	802 (2)
men enlisted within the United States to have, at discharge-----	802 (1, 3)
only for travel actually performed-----	1106 (1)
other than mileage, within the United States-----	1109 (1)
payment-----	1109, 1319 (2 e)
witnesses-----	1137, 1680 (1)

TREASURER, MESS. (<i>See Messes, Officers'.</i>)	Art.
TREASURER, POST, marines ashore, duties	1465
TREASURER UNITED STATES, shall transfer money by drafts or warrants	1308
TREASURY DEPARTMENT:	
claims, demands, and accounts, adjusted and settled by	1340
drafts outstanding three or more years, payment	1317 (a, b)
regulations governing pay officers	1317
TREATY RIGHTS:	
observance of	335, 345
violation of, steps taken in case of	341, 343
TRIAL:	
cases requiring, procedure	261, 262
general court-martial. (<i>See General court-martial, trial.</i>)	
offenses not allowed to accumulate for purpose of, and effect of formal and private reprimand	265
officers can not insist on, nor remain as in arrest	270
restraint of prisoners awaiting	271
summary court-martial. (<i>See Summary court-martial, trial.</i>)	
temporary release no bar to future	264
TRIALS, ENDURANCE, nature of, and how run	895
TRIALS, MACHINERY. (<i>See also Steam trials.</i>)	
first, after commission, witnessed by board of inspection and survey	894 (6)
fitting out	893
full-power, speed of engines for	896 (6)
full-speed, depth of water required for	896 (4)
steaming—	
duration of	894 (2)
full power twice a year	894 (1)
TRIALS, NEW VESSELS	1042 (2)
TRIPPLICATES, important papers from foreign stations, forwarded	1509
TROOPS, health and discipline on board ship	332, 1539 et seq.
TROPICS, precautionary measures to preserve health while in	360 (3)
TRUMPETERS, additional pay	1983 (c)
TUBERCULOSIS, CASES OF, disposition of	792 (2)
TUGS:	
at navy yard, authority over	1566 (3)
employment of, by commandant, charged to department requiring service	1561 (2)
furnished by captain of the yard when needed for docking and undocking	1562 (2)
persons serving on, notation on payrolls	1352
yard, supplies for, requisitions	1209 (2)
yard or station, officer detailed for inspection of	927 (5)
TURPENTINE, stowage of	438 (8)
TURRET CAPTAIN, assignment to duty	563 (5)
TURRET CREWS, executive officer's duties concerning	563 (5, 6)
TURRETS, CARE OF	436
TUTUILA:	
correspondence	1500 (5)
naval governor of, distinctive marks in boat	161 (2)
TYPEWRITER, use of, prohibited in drawing checks	1319 (4)
UNDERCLOTHING, division officers require it to be worn, unless	681 (2)
UNDER WAY, officer-of-the-deck's duties when ship is	657 (6)
UNDER WAY, GETTING, stations when	95
UNEXECUTED ORDERS turned over to relief by commanding officer	424 (2)
UNHEALTHY STATIONS, precautionary measures while on	360, 433 (7, 12), 533
UNIFORM:	
crew to wear regulation, only	433 (4)
marines, worn by, in garrison	1461

UNIFORM—Continued.	Art.
must conform to regulations-----	203
shall not be bartered-----	204
UNION JACK. (See Jack, Union.)	
UNITED STATES DISPATCH AGENT, NEW YORK, custodian of packages, etc., sent from abroad-----	1518 (2)
UNSANITARY AND INFECTED SHIP, quarantined (see also Quarantine)---	1536, 1537
VACANCIES. (See Appointments; also Succession to command.)	
VACCINATION:	
recruits-----	1001
senior medical officer to attend to-----	936
VALUABLES AS FREIGHT-----	215
VALVES:	
air and circulating pumps to be examined frequently-----	899 (6)
boilers, ships in ordinary-----	1591 (2)
chief carpenter responsible for-----	712 (9)
closing and opening-----	435 (1, 3)
executive to have supervision over-----	580
fire room, coal must not be stowed to cover handles of-----	900 (30)
outboard, ship docked-----	929, 1562 (4-6)
rubber, care of-----	897 (15)
safety, tests of, at least once a week-----	900 (12)
ships in reserve-----	1594 (22-25)
sounding pipes to double bottoms kept closed when not in use-----	899 (3)
VARNISHES, stowage of-----	438 (8)
VEDETTE TORPEDO BOATS. (See Torpedo boats, vedette.)	
VEGETABLES, FRESH (see also Provisions)-----	1468
VENTILATING APPARATUS:	
examined and tested weekly-----	435 (6)
kept disconnected to magazines and shell rooms, when-----	435 (4)
kept open during battle-----	435 (3)
VENTILATION:	
blowers may be run at any time for-----	900 (25)
coal bunkers-----	438 (3)
magazines, instructions concerning-----	439 (8), 707
VENTILATORS:	
care of, captain's duties-----	438 (14)
executive responsible for cleanliness of-----	580
VESSELS. (See Ships.)	
VESSELS BOARDED:	
boarding book, data concerning, recorded in-----	657 (2)
instructions concerning-----	180
VESSELS, chartering-----	357, 530
VESSELS HIRED, officer-of-the-deck shall have entered in deck log book, any em- ployment and use of-----	667 (3 e)
VICE-ADMIRAL:	
personal staff-----	396 (1)
salute-----	67 (1 b), page 39
VICE-CONSUL, reception of-----	66
VICE-CONSUL-GENERAL, reception of-----	66 (3)
VICE-PRESIDENT:	
death of, ceremonies-----	185 (2)
reception of, ceremonies-----	56
VIOLATIONS:	
international law and treaty rights, steps taken in case of-----	341, 343
rules for preventing collisions, reported-----	page 491

VISITING :	Art.
a command on duty, officer to report to commanding officer.....	230
Washington, officers to register.....	234 (3)
VISITORS :	
officer-of-deck—	
shall attend, at gangway.....	101, 660 (3)
shall have, courteously treated.....	660 (2)
ships under construction at private yards, when permitted to board.....	1596
VISITS, OFFICIAL, returned within twenty-four hours.....	179
VISITS OF CEREMONY :	
Assistant Secretary, instructions to be asked on arrival.....	168
between—	
naval stations and ships.....	171
officers of the Navy.....	172
officers of the Navy and Army.....	177
officers of the Navy and governors of United States islands, etc.....	178
boarding—	
men-of-war and return.....	169 (a, b), 180 (1, 3 g)
merchant vessels and yachts.....	180 (2—4)
commanding officer—	
other than senior officer present.....	169 (g)
return.....	169 (f)
diplomatic and consular officers.....	174
flag officer, return.....	169 (c-e)
foreign officials.....	175, 176
interchange of, afloat.....	169
officer joining ship, to make.....	172 (2)
President or Secretary, instructions to be asked on arrival.....	168
wardroom officers.....	170
VOLLEYS :	
fired at funeral.....	190
fired for naval or military persons only.....	200 (2)
VOLUNTEER OFFICERS, pay same as regulars.....	1949
VOTING :	
member of board absent, reinvestigation before.....	1628
recess or adjournments of boards.....	1625 (2)
VOUCHERS :	
accounts, transferred.....	1363 (3)
advances paid.....	1089 (1)
certified copies of inventories considered as, when.....	1047 (3)
copy of items of, entered in bill book.....	1629
description entered on check drawn for payment.....	1319 (4)
execution of contract, to be shown.....	1184 (3)
expenditures attending public sales of condemned supplies.....	1285 (4), 1286
fuel, how taken up.....	1357
heat and light.....	1119
longevity pay.....	1664
orders—	
correcting transfer roll.....	1363 (8)
crediting pay, filed as.....	1343 (1)
requiring travel, filed as.....	1108 (1), 1109 (2), 1110 (1), 1111
payable from current appropriation.....	1184 (3)
payment—	
for services performed.....	1359
when nature of purchase or service is stated.....	1319 (2 f)
pay officer's, in case of arrest or suspension.....	209 (5)
purchases afloat, preparation of.....	1221 (3)

VOUCHERS—Continued.	Art.
quarters, commutation.....	1358
responsibility for correctness of.....	1178
shall show order was given during fiscal year.....	1184 (3)
subsistence—	
during absence from ship.....	1369 (2)
to authorized passengers.....	1356
supplies.....	1178
telegrams transmitted over bond-aided lines.....	1222 (2)
transportation.....	1109 (5), 1111
travel and mileage.....	1108 (1), 1109 (1, 2), 1110
WAGES:	
allotments of, attested.....	1093
due deserter, forfeited (<i>see also</i> Forfeitures).....	1361 (1)
WAGE SCHEDULE, ANNUAL, navy yard employees.....	1585
WAITING ORDERS:	
leave of absence pending.....	1057 (1)
pay—	
marines.....	1080 (1)
navy.....	1055 (6), 1057 (1)
WAIVER OF TRANSPORTATION. (<i>See</i> Transportation.)	
WAR:	
duties in time of—	
commander-in-chief.....	322-335
commanding officer.....	486-499
officer-of-the-deck.....	653 (11)
existing or threatened, boats to be in charge of competent person and make evident their national character.....	475 (1)
information that will aid an enemy in time of, not disclosed.....	245
lights on ships in time of.....	437 (12)
WAR, COUNCIL OF, chief of staff to record proceedings.....	387
WAR, PRISONERS OF, treatment of.....	495
WAR COLLEGE, NAVAL:	
General Board shall coordinate work of.....	14 (5)
president of, to be member of General Board.....	3 (6)
WARDROOM OFFICERS:	
apartments of.....	287
definition of.....	286
visits by.....	170
WARNING:	
accused pleads "guilty," etc.....	1749 (1)
general court-martial—	
president gives witness.....	1747
witness not to converse.....	1686 (7)
WARRANT MACHINISTS:	
appointments as—	
acting.....	1601
ensigns.....	1608, 1609
assistant to engineer officers.....	727
attached to engineer division.....	867 (2)
day's duty.....	728 (2)
duties, general.....	727
duties, routine, performed by.....	727 (2)
inspection by senior engineer officer, report result of, at 8 p. m.....	869 (4)
responsible for work done under their control.....	728 (4, 5)
supervision over work in engineer's department.....	728 (3)
watch duty.....	728 (1)

WARRANT OFFICERS (<i>see also</i> Commissioned warrant officers):	Art.
absence of, executive require mates to report twice daily.....	571
apartments of	290
authority of	30
death of, funeral ceremonies.....	186 (d)
definition of, concerning A. G. N.....	page 480
detachment, when delivered at end of cruise.....	613, 632, 648 (1), 865 (2)
enlisted man appointed as.....	783 (1)
how classed	28 (3)
punishment of, by captain.....	A. G. N. 24
qualifications for appointment.....	1008-1015
report to executive officer twice daily.....	571
who are, and order of rank and precedence.....	28
WASHINGTON, OFFICERS VISITING , shall register.....	234 (7)
WASHINGTON'S TOMB , ceremonies to be observed by vessels passing.....	60 (2)
WASTE , stowage of	438 (5)
WATCH AND DIVISION OFFICERS:	
battery and boats, shall exercise careful supervision over.....	687
definition of.....	682
duties of, and manner of performing.....	683, 684
keep copy of watch bills, etc.....	685
take stations at "all hands".....	686
WATCH AT SEA:	
mustered when former watch relieved.....	653 (14)
on deck and ready for duty.....	653 (1)
stations, to be at.....	653 (6)
WATCH BILLS. (<i>See</i> Bills, watch, quarter, station, etc.)	
WATCH DUTY:	
engine and fireroom, how arranged during trials.....	894 (7)
engineer officer—	
about to take charge.....	889 (1)
derangement of machinery reported to officer of the deck.....	889 (4)
instructions for.....	886 (1, 2), 887
motive machinery and its dependencies, care of.....	889 (2, 6)
orders from the deck.....	889 (3)
preserve order in engine and fire rooms.....	889 (8)
report to officer of the deck and senior engineer, how made.....	889 (12)
senior engineer officer notified of anything wrong.....	889 (5)
steam log to be kept by officer of the watch.....	889 (9)
ensigns	692
exchange or absence from, forbidden.....	237, 889 (11)
executive not required to perform, except.....	578
morning—	
instructions for officer-of-deck in morning order book.....	593 (10)
warrant officers.....	668
night, issue of extra provisions to those performing.....	106, 635, 644 (2)
senior engineer officer, not required for, unless necessary.....	869 (5)
warrant machinists—	
at sea, may stand supervisory, when.....	729 (2)
under way and day's duty.....	728
WATCHMEN at navy yard gates.....	1564 (4)
WATCH OFFICER:	
engineer, relieved, not to absent himself unless.....	889 (11)
engine room, chief machinist's mates may be assigned to duty as.....	729
errors of compass determined by, if required by captain.....	552 (4)
log book, shall not decline to make changes in, when.....	478 (2)

	Art.
WATCH OFFICER—Continued.	
quarters, not displaced in, if flag officer shifts flag-----	397 (2)
relieve junior officer-of-the-deck, is authorized to-----	649 (4)
WATCHWORD AND COUNTERSIGN at navy yards-----	1435, 1552 (2)
WATER :	
acid condition of, in boilers, remedy for (<i>see also</i> Boilers)-----	901 (2)
analysis of cooking and drinking, by senior medical officer-----	956
boilers, retained in without change as long as possible-----	900 (14)
drinking, cooking, and bathing—	
duty of captain concerning-----	433 (6-8)
duty of medical officer concerning-----	1033 (1)
cold, time allowed for raising steam from-----	900 (17)
distilled, lubrication of pumps, air-compressors-----	913 (6)
fresh—	
allowance of-----	519
boiler filled with, after being washed with salt water-----	900 (15)
boilers, use of, in, when possible-----	900 (13)
drinking and culinary purposes, ship in reserve-----	1594 (5)
requisitions for-----	1213
steaming, amount entered in log-----	932 (1)
purchase of-----	10 (1)
salt—	
admitted to double bottoms reported to Department-----	932 (2)
boilers, main, used in, when-----	894 (8), 900 (15)
boilers of steam launches, used in, only in emergency-----	911 (3)
testing of, in boilers, how often-----	901 (1)
WATER BALLAST, examination of state of, when and by whom-----	668 (d)
WATER BOATS, yard or station, officer detailed for inspection of-----	927 (5)
WATER BOTTOMS, BOILERS, care of-----	900 (7)
WATER RAMS, guarded against-----	897 (1)
WATER REPORT, executive, forward when-----	606 (5)
WATER TENDERS, appointed from firemen, first class-----	773 (5)
WATER-TIGHT DOORS :	
closing—	
as a precaution-----	435 (3)
exercise at-----	435 (5)
in case of fire-----	435 (4)
regulations observed-----	307 (5)
signals for-----	435 (1)
collision, danger of, signal sounded by officer-of-the-deck-----	653 (13)
examined and tested once a week-----	435 (6)
executive to have supervision over, except-----	580
inspection of-----	712 (10)
opening, signals for-----	435 (2)
vessels in reserve-----	1594 (24 b)
WEEKLY REPORTS of progress of repairs-----	922 (1, 3), 1574, 1579
WEIGHING COAL :	
commanding officers' duties concerning-----	522 (2)
executive officers' duties concerning-----	608
WEIGHTS :	
finished articles placed aboard ships building, repairing, etc-----	1570
packages for shipments to be marked-----	1159 (6 b)
WEST INDIES, naval stations in-----	1597 et seq.
WESTERN UNION CIPHER CODE-----	1525 (6)
WHISTLES during boat races not to be used as encouragement-----	433 (2 a)
WHITEWASH never used on iron or steel ships-----	931 (8)

	Art.
WHOLLY RETIRED OFFICERS, year's pay to.....	1062, 1081 (2)
WIDOW OF DECEASED OFFICER entitled to six months' gratuity.....	1139 (1)
WIFE, address of, officers to furnish.....	234 (1)
WILLS OF PERSONS dying in service.....	1361 (2)
WINCHES, ETC., chief carpenter responsible for.....	712 (3)
WINE MESSES, OFFICERS'.....	299
WINES, custody of senior medical officer.....	374
WIRELESS TELEGRAPHY:	
midshipmen to become familiar with, etc.....	552 (10)
ships equipped with, use of in communications.....	173, 1525 (3), 1547 (8)
"WITHOUT DELAY," in orders, signifies within forty-eight hours.....	218
WITNESSES:	
board of investigation, authority to administer oath.....	1643 (4)
civilian summoned before naval court, allowance.....	1137 (2)
courts of inquiry.....	1657, 1661, A. G. N. 59
enlisted man when summoned, actual expenses allowed.....	1137 (1)
evidence of, required before award of life-saving medals.....	833 (2)
examining board for promotions.....	1635 (5, 6), 1647
expenses; fees certified.....	1137
general court-martial. (<i>See</i> General court-martial.)	
list of, to accompany report.....	258 (1)
oath, form of.....	A. G. N. 41
sent to United States under certain conditions.....	532 (1 c)
summary court-martial. (<i>See</i> Summary court-martial.)	
survivor of ship lost.....	1674
to accident, reports of.....	1144
to payment of money to crew.....	1337 (1)
WOMEN not allowed to reside on or take passage in ships.....	250
WOODEN SHIPS, surveys of, repairs.....	1255 (4)
WORKMEN AT NAVY YARDS. (<i>See</i> Employees, navy yards; Labor.)	
WORKSHOPS:	
navigator have charge of electrical.....	630 (1)
navy yards, precautions against fire in.....	1506 (4)
WOUNDED. (<i>See</i> Killed and wounded; <i>also</i> Sick.)	
WRENCHES, FLOOD-COCK, captain is custodian of keys to.....	439 (1)
WRITTEN INSTRUMENTS, specifications, how inserted in.....	1707
WRONGS:	
application for redress.....	282
report of, action on.....	283
YACHTS:	
boarding of.....	180 (2, 4)
converted, painted white.....	933 (3)
YARD CRAFT:	
includes tugs, launches, boats, lighters, and barges.....	1595
inspection of and report on, officer detailed for.....	927 (5)
persons serving on, notation on pay rolls.....	1352
requirements for.....	1209 (2)
YARD DEPARTMENTS (<i>see also</i> Heads of departments, navy yards; Inspection):	
articles manufactured, inspection by.....	1152, (176)
service for transferring supplies ashore, furnished by.....	1205 (3)
YARDS AND DOCKS, BUREAU OF:	
duties of.....	4
establishment of.....	3 (1)
title of chief.....	24 (2)
YARD SCRAP, permission to use.....	1563 (5)

YARD SCRAP HEAP:	Art.
articles condemned to	1268 (2 <i>d</i>)
survey of	1270
YARDS, MANNING	118
YEAR, FISCAL, quarters, how numbered	1372
YEOMAN:	
allowed to executive, navigator, and pay officer	599 (2), 628 (8), 1037 (2)
assigned to duty in connection with ship's store	433 (16)
detachment or discharge of, when delivered	613, 632, 648 (1), 801, 865 (2)
duties of	744, 1037 (2)
marines not assigned as	1485 (2)
official papers not signed by	1046
pay division, belong to	1039 (1)
ZINC PLATES:	
boilers, use of, in	900 (2-4)
condensers and hot wells fitted in	897 (11)
evaporators, tubes, and coils protected by	899 (9)

O







UNIVERSITY OF CALIFORNIA LIBRARY
Los Angeles

This book is DUE on the last date stamped below.

JUN 01 1969

JUN 25 1969

JUL 5 1969



A 000 705 299 6

