

MARCH 22, 1941.

# BUREAU OF NAVIGATION

## BULLETIN

★

NUMBER 290



PUBLISHED FOR THE PURPOSE OF DISSEMINATING  
GENERAL INFORMATION OF PROBABLE INTEREST TO  
THE SERVICE.

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### LETTERS OF APPRECIATION

The Secretary of the Navy recently addressed letters of appreciation for "Navy Day Broadcast to Radio Amateurs" to the following men:

Derksema, Martin C., RM1c, USNR, attached to  
U. S. Naval Radio Station,  
Port Blakely, Washington.  
Loria, Mike, RM2c, U. S. Navy, attached to  
U.S.S. WASP.  
Phillips, Howard Tuttle, RM1c, U. S. Navy,  
attached to U.S.S. WASP.  
Reed, Charles F., RM2c, USNR, attached to  
Naval Radio Station,  
Port Blakely, Washington.  
Tong, Edward, RM1c, USNR, attached to  
U. S. Naval Air Station,  
Pensacola, Florida.  
Winter, Lyall Harrison, Sea2c, U. S. Navy,  
attached to U.S.S. WASP.

### Citation

"The American Radio Relay League has informed me that you submitted a perfect copy of the message from the Secretary of the Navy to Radio Amateurs of the United States and Insular Possessions.

Your interest in copying this broadcast is appreciated."

### CHIEF OF NAVAL OPERATIONS INSPECTS ATLANTIC FLEET

Admiral Harold R. Stark, U.S. Navy, Chief of Naval Operations, left Washington, D.C., recently on an inspection trip of the Atlantic Fleet.

Admiral Stark proceeded to the Caribbean area in a naval vessel and traveled by ship and plane as necessary to complete his inspection.

Admiral Stark was accompanied on this inspection trip by his aide, Commander C. W. Wellborn, U.S. Navy.

### GRADUATION EXERCISES NAVAL FINANCE AND SUPPLY SCHOOL

Rear Admiral C. W. Nimitz, U. S. Navy, Chief of the Bureau of Navigation, addressed the graduating class of the Naval Finance and Supply School in Philadelphia, Pa., on March 7, 1941.

The class consisting of 47 students, all of whom hold commissions in the Supply Corps of the regular Navy; 25 of these officers being from the line of the regular Navy and 22 being commissioned from Naval Reserve Officers' Training Corps graduates successfully completed an intensive course preparing them for further service ashore and afloat in a Supply Officer capacity.

A new class of 61 Probationary Reserve Officers will convene on 24 March and will complete their intensive course some time in August.

### NAVAL AIR STATION, CORPUS CHRISTI

On Wednesday, March 12, the new Naval Air Station at Corpus Christi, Texas, was commissioned with appropriate ceremonies.

The exercises were attended by the Secretary of the Navy, Frank Knox, a number of members of Congress, the Chief of Naval Operations, Admiral H. R. Stark, U.S. Navy, the Chief of the Bureau of Aeronautics, Rear Admiral J. H. Towers, U.S. Navy, and the Chief of the Bureau of Yards and Docks, Rear Admiral Ben Morrell, U.S. Navy.

The Naval Air Station at Corpus Christi will be one of the Navy's largest air stations, and it includes the main station, three auxiliary fields and a number of additional operating areas.

## NAVAL AIR STATION, CORPUS CHRISTI (CON'T)

When in full operation the Naval Air Station at Corpus Christi will have approximately 2200 cadets in training under a staff of 800 officers using 1,200 planes.

Commanding Officer of the Naval Air Station at Corpus Christi is Captain A. D. Bernhard, U. S. Navy, and the Executive Officer is Commander R. D. Lyon, U. S. Navy.

Training of student flyers at Corpus Christi will start about April 1 with approximately 100 cadets reporting. It is expected that eventually 300 cadets a month will graduate from this school. The three great training centers of the Navy -- Pensacola, Jacksonville and Corpus Christi -- will be graduating a total of 560 pilots a month before the end of 1942.

Candidates are being enlisted in Class V-5, Naval Reserve, and ordered to preliminary flight training. Those who complete successfully will be appointed aviation cadets and ordered to the full Navy flight training course at Pensacola, Jacksonville or Corpus Christi.

## COMMANDER THEODORE GORDON ELLYSON, USN, DECEASED

Dual honors were recently bestowed on the late Commander Theodore Gordon Ellyson, U. S. Navy.

The Department recently announced that the name "Ellyson" had been assigned a destroyer now building at the plant of the Federal Shipbuilding and Dry Dock Company, Kearny, New Jersey, to be launched about July 26, 1941. The Secretary of the Navy has named Commander Ellyson's daughter, Miss Gordon Ellyson, as sponsor.

The Department also recently announced that Site Three, the new auxiliary field, U. S. Naval Air Station, Pensacola, Florida, has officially been designated as Ellyson Field. This announcement was made on February 27 which came on the anniversary of both the birth and the death of this outstanding naval aviator. Commander Ellyson was born in Richmond, Virginia, February 27, 1885.

Commander Ellyson was the first naval officer to qualify as an airplane pilot and was an outstanding pioneer in aeronautics. His record speaks for itself.

## OFFICER REQUIREMENTS - TWO OCEAN NAVY.

The requirements of officers for the two ocean Navy, existing and under construction or conversion, are approximately



## OFFICER REQUIREMENTS - TWO OCEAN NAVY (CON'T)

as follows for the fiscal years listed below. These figures represent billets for line, staff and warrant officers.

### BILLETS

1941	21,000
1942	24,000
1943	28,000
1944	33,000
1945	34,000
1946	35,000
1947	35,500

On March 1, 1941, there were on active duty 11,300 regular officers, line, staff and warrant, 1,165 retired officers and 7,633 reserve officers, or a grand total of 20,098. Of this total, approximately 900 are ensigns of the Naval Reserve who had graduated from Reserve Midshipmen's Schools as of the above date. These officers are considered as being in a training status aboard ships of the fleet.

The Line of the regular Navy is being gradually expanded by the graduation of Midshipmen from the Naval Academy, the appointment of limited numbers of aviation reserve officers and graduates of Naval R.O.T.C. Units who are on active duty. Reserve requirements for the line will be filled by continued employment of graduates of Naval R.O.T.C. Units and graduates of the Reserve Midshipmen's Schools, and the continued call to active duty of Reserve officers.

### ALL-METAL CAP DEVICE

An all-metal cap device has been manufactured and is already available. The new all-metal cap device is in accordance with specifications recently approved by the Navy Department for the Uniform Regulations.

With the all-metal device, the eagle's head, wings, feet and other details, are all properly modeled and conform to the uniform regulations. The stars in the shield are properly formed as they are in the United States shield, and the Officer has a well-designed and executed Insignia. The new cap device is made in two pieces....the eagle and shield in Sterling Silver, and the crossed anchor and rope in 1/10 14-Kt., gold-filled.

In order to clean this Cap Device, the gold parts need nothing but an ordinary washing in soap and water, or rubbing with any kind of polishing cloth; the Sterling Silver part can be cleaned with any silver polish.

OFFICERS SELECTED FOR SUBMARINE TRAINING

In accordance with Bureau of Navigation Circular Letter No. 90-40 the following officers have been selected for submarine training and tentatively slated for the classes indicated.

Class convening April 3, 1941:

Lieutenant (jg)	Simoneau, Forrest W.	
"	Lyke, Dayle W.	
"	Robertson, Edward D.	
"	Wescott, Robert H., Jr.	
Ensign	Bagby, Oliver W.	
"	Bowers, John N.	
"	DuBois, Raymond F.	
"	Finn, William S.	
"	Fryer, Norman E., Jr.	
"	Fuller, Clark H.	
"	Kitch, William L.	
"	McDowell, Joseph M.	
"	Mann, Stephan S., Jr.	
"	Raguet, Conde L.	
"	Blonts, Edward C.	
"	Chandler, Charles R.	
"	Cone, Davis	
"	Cooper, Francis T., Jr.	
"	Goodman, Claude S.	
"	Helm, Richard L.	
"	Higgs, Alfred H.	
"	Johnson, Stephen L.	
"	Keegan, Thomas D.	
"	Kornahrens, William G.	
"	Leigh, Charles F.	
"	McCall, Charles D.	
"	Marcy, Francis B.	
"	Mendenhall, Corwin W.	
"	Miller, Charles K.	
"	Murphy, Hubert T.	
"	Paige, Robert E.	
"	Robb, Richard E.	
"	Robinson, Leslie S.	
"	Sharp, George F.	
"	Williams, John B.	
Lieutenant (jg)	Steffanides, Edward F.	DE-V(G) USNR
"	Everett, John L.	DE-V(G) USNR
Ensign	Crutcher, William R.	D-V(G) USNR
"	Czerwonky, Andreas R.	D-V(G) USNR
"	Mansell, Paul L.	D-V(G) USNR
"	Phillipson, William H.	D-V(G) USNR
"	Newell, Fred R., Jr.	DE-V(G) USNR

GRADUATES OF THE RESERVE MIDSHIPMAN SCHOOL WHO  
ARE TO BE ORDERED TO THE CLASS ON COMPLETION  
COURSE AT ABBOTT FALL, NORTHWESTERN UNIVERSITY

Antrim, James Elwood  
Briand, Robert L.  
Chambers, Roy Amber  
Conrad, Robert F.  
Edwards, Thomas F.  
Ensign, Powell H.  
Gillenwatter, John C.  
Hays, James Francis, Jr.  
Kennedy, Gordon F.  
Mercer, James  
Morgan, Milton J.  
Nettleton, George Edward  
Phillips, Keith Rufus  
Tonner, Harley Grant, Jr.

Class convening in July, 1941:

Ensign	Harper, John D.
"	McGivern, Charles F.
"	Ruhe, William J.
"	Tausch, Frederick L.

AVIATION TRAINING (HEAVIER-THAN-AIR) FOR THE REMAINDER OF  
THE FISCAL YEAR 1941.

Two aviation training classes for regular officers convene during March, 1941. As these are the last classes to convene for regular officers during this fiscal year, additional regular officers will not be detached from their present stations for aviation training (heavier-than-air) until June, 1941.

CHANGE IN NAVAL DISTRICTS

On December 28, 1940, the President approved a change in Article 1430, U. S. Navy Regulations, affecting Naval Districts, as follows:

- 1st Naval District - To include all United States naval reservations and naval activities on shore in Newfoundland.
- 5th Naval District - To include all United States naval reservations on shore in the Islands of Bermuda.
- 10th Naval District - To include all United States territories, possessions, naval reservations, and naval activities on shore located within an area bounded as follows: Beginning at latitude 18° 5' north,

## CHANGE IN NAVAL DISTRICTS (CON'T)

longitude 87° 32' west, thence by a line bearing 63° true to the 25th parallel of latitude, thence by the 25th parallel of latitude to the 65th meridian of longitude, thence by a line direct to latitude 2° north, longitude 49° west, thence by a line direct to the place of beginning. Headquarters, San Juan, P.R.

11th Naval District - To include New Mexico, Arizona, southern part of California, including counties of Santa Barbara, Kern and San Bernardino and all counties south thereof.

12th Naval District - To include Colorado, Utah, Nevada, Northern part of California, including counties of San Luis Obispo, Kings, Inyo and Tulare and all counties north thereof.

## HYDROGRAPHIC OFFICE STEPS UP PRODUCTION

For months the Reproduction Plant of the Hydrographic Office has been working on double shift in order to meet the increased demands for nautical charts and other nautical information. Production of nautical charts has been stepped up more than 500 percent over normal times. This increased demand is occasioned by the increase in the number of vessels in the Navy as well as the fact that the maritime world at large is becoming increasingly dependent on the Hydrographic Office for charts due to the inability to secure charts from the usual foreign sources.

Likewise, due to the large prospective expansion of the air forces the demand for aviation charts and air pilots has increased accordingly. New types of charts have been prepared to meet the special needs of aviators and the production at present is running about twenty times that of a normal year.

Surveys of the newly acquired bases are being conducted at top speed with a view to providing the Army and the Navy with the latest charts regarding the outlying defenses of the Americas.

## POST GRADUATE INSTRUCTION

A board will be convened late this month to consider applications for post graduate instruction for 1942.

Requests for instruction in the following courses will be given consideration:

Naval Engineering (Design)  
Radio Engineering

## POST GRADUATE INSTRUCTION (CON'T)

Ordnance Engineering (General)  
Ordnance Engineering (Fire Control)  
Ordnance Engineering (Aviation)  
Ordnance Engineering (Explosives)  
Ordnance Engineering (Torpedos)  
Aeronautical Engineering

The following courses have been suspended due to the need of officers in productive billets during the present emergency:

General Line  
Naval Engineering (Operating)  
Communications (Applied)

## U. S. NAVAL ACADEMY

Inasmuch as the midshipmen of the Class of 1941 graduated on February 7, 1941, there will be no graduation in June, 1941. The Second, Third and Fourth classes will not be advanced until the end of the current academic year early in June, 1941. The class of 1942 will be graduated on February 6, 1942.

The Secretary of the Navy has recommended to Congress that a law be passed which will reduce the course of instruction at the Naval Academy from four to three years, the law to remain in effect until the graduation of the Class of 1946. The four-year course is to be resumed with the Class of 1947.

## REGISTRATION RECIPROCITY TO PERSONNEL OF THE ARMED FORCES EXTENDED BY COMMONWEALTH OF VIRGINIA

The following memorandum from the Director of the Division of Motor Vehicles, Richmond, Virginia, is quoted for information:

"TO ALL MOTOR VEHICLE ADMINISTRATORS:

Pursuant to Section 23 of the Motor Vehicle Code of Virginia (Chapter 342, Acts of 1932, as amended) the Director of the Division of Motor Vehicles, with the approval of the Governor, hereby extends the hereinafter privileges to the owners of motor vehicles registered under the laws of your state, conditioned upon the granting of like privileges to owners of automobiles registered under the laws of Virginia:

1. All members of the National Guard, enlisted Reserve Corps, Officers Reserve Corps, Naval Reserve, Marine

REGISTRATION RECIPROCITY TO PERSONNEL OF THE ARMED FORCES  
EXTENDED BY COMMONWEALTH OF VIRGINIA (CON'T)

Corps Reserve, those persons inducted into the Army by the Selective Training and Service Act; approved September 16, 1940, and the families of such military and naval personnel who have their passenger automobiles duly registered under the laws of their home state will not be required to have such motor vehicles registered in Virginia so long as their military or naval duty requires them to be in the territorial limits of Virginia.

2. All members of the regular Army and Marine Corps, and officers and enlisted personnel of the Navy who are regularly stationed in Virginia shall not be required to register their passenger automobiles until the expiration of the license year for which such vehicles are registered. Such persons, while on temporary duty, shall be extended the same privileges as set forth in Paragraph 1.
3. The individuals in the above described classes, so long as they have in their immediate possession a valid operator's license issued to them by their home state, shall not be required to procure a Virginia operator's license until such time as they are herein required to register their vehicles in Virginia.

Before the privileges can be extended automobile owners who have their cars registered under the laws of your state, it will be necessary for you to sign and return the enclosed copy of this memorandum indicating that like privileges are extended by the authorities of your state to persons who have their cars registered under the laws of Virginia.

Yours very truly,

/s/ M. S. Battle  
Director."

OUT OF STATE LICENSE PLATES  
PERMISSION TO USE IN D.C.

1. It has been indicated that the District of Columbia, Department of Vehicles and Traffic, will recognize in the District current and valid drivers' permits and registration plates from the various states if carried by officers and enlisted men of the Army and Navy and Marine Corps.

2. Many queries have been received regarding the necessity for changing out of state license plates to District plates. As considerable additional expense is involved, it is suggested that officers and enlisted men on duty in the District be advised

OUT OF STATE LICENSE PLATES  
PERMISSION TO USE IN D.C. (CON'T)

that permits and registration plates from their home states will be recognized in the District and may be renewed, when they expire, either in their home states or in the District of Columbia.

3. It is the opinion of the Director of the Department of Vehicles and Traffic in the District that if officers and men are to return to their home states their permits and tags should be renewed there but if they are assigned to Washington with some degree of permanence they may secure permits and registration plates in the District of Columbia when their others expire.

FITNESS REPORTS OF OFFICERS

Failure to comply with the instructions in regard to submission of officers Fitness Reports continues to require an excessive number of follow up letters from the Bureau.

In addition to the paper work involved, failure to submit Reports of Fitness promptly or Reports returned for correction entail delay in completion of an officer's record. Inasmuch as a record is not forwarded to the Examining board for consideration until it is complete, delays in promotion ensue.

The more prevalent causes of return of Fitness Reports for correction are listed below:

- (a) Failure to insert one or both of the covering dates.
- (b) Failure of dates on one report to follow in chronological continuity the expiration date of the preceding report.
- (c) Receipt of reports on the same officer from two or more seniors covering the same period; (see Article 137 (11) (e), U.S. Navy Regs.).
- (d) Delay in receipt of fitness reports. It is particularly important that the September 30th reports of officers within the respective fields eligible for selection be forwarded promptly.
- (e) Failure to submit a Fitness Report as of the date of physical examination for promotion.
- (f) Failure to interpret correctly the instructions in regard to what constitutes an unfavorable or an unsatisfactory report. In this respect attention is invited particularly to entries under item 11 - "Has he any weakness - mental, moral, physical, etc. - which



## FITNESS REPORTS OF OFFICERS (CON'T)

adversely affect his efficiency?"

- (g) In submitting recommendation under Remarks item 14, as to an officer's qualification for promotion, the reporting senior should not usurp the prerogatives of a future selection board and attempt to indicate the category for which the officer reported upon should be promoted.

## BENEFICIARY SLIPS

Attention of all officers is invited to the "Beneficiary slip" and "Report of next of Kin" forms attached to the second sheet of the Report on the fitness of officers and the importance to the officer concerned and his family that the necessary information is on file in the Bureau.

These reports are necessary for various purposes of naval administration. The beneficiary slip is forwarded to the Bureau of Supplies and Accounts when an officer dies to assist in determining eligibility of dependent to receive six months gratuity. The Bureau of Navigation must know the name and address of next of kin to send notification of accident, serious illness or death of officer, and to inform various agencies concerned. The next of kin slip is used in authorizing transportation for dependents. Also the information concerning beneficiaries is desired to prepare budget estimates and pay reports.

## CONFIRMATION OF TRAVEL ORDERS

The existing emergency has resulted in a material increase in the number of travel orders issued. As time frequently does not permit written orders to reach the personnel concerned, an increasing number of despatch orders are issued. This is particularly true in connection with temporary travel.

The Bureau is cognizant of the fact that personnel are frequently delayed in obtaining reimbursement for travel performed, due to delay in procurement of written confirmation orders. There is at present a lag of about four to five weeks in issuing confirmation orders; however, this is gradually being reduced by increase in and training of clerical force.

The work load of the clerical force is increased due to receipt of numerous official and personal letters and despatches requesting that confirmation orders be expedited.

Personnel in the field can materially assist in relieving the present situation by adherence to the following:



## CONFIRMATION OF TRAVEL ORDERS (CON'T)

- (a) Anticipate travel requirements by requesting temporary additional duty travel orders in sufficient time to permit issue of written orders instead of despatches.
- (b) Refrain from sending letters or despatches to the Bureau requesting that confirmation orders be issued. As the same clerical force which prepares orders, must also prepare replies to such letters, additional delay is occasioned due to their receipt.

## OFFICERS DATA CARDS N. NAV. 278

Existing instructions provide for submission of Officers Data Cards, Form N. Nav. 278 (Revised April 1940) direct to the Bureau of Navigation annually on August 1, and when there is a change in the data entered thereon.

A file of these cards is maintained in the officer detail section of the Bureau and is constantly used for reference in connection with assignments to, and, rotation of duty, etc. They provide a ready reference for information which otherwise can only be obtained by a study of preference for duty as indicated on fitness reports. It is believed that many officers fail to attach particular importance to the cards in question and in many instances have neglected to submit them.

The cataloguing and filing of these cards is not a perfunctory matter. The blank spaces at the bottom are first marked in color to indicate particular qualifications, following which they are filed according to time of availability for change of duty. As they play an important part concerning time for change of duty and determination of assignment, it is to the personal interest of every officer to have an up-to-date card on file in the detail office at all times.

A special card is being printed for the use of Naval Reserve officers and will be issued in the near future. All Naval Reserve officers except A-V(N) should use the Naval Reserve Card. A-V(N) officers will use Form N. Nav. 278.

## FORM N. NAV. 96

In completing the Acceptance and Oath of Office for (N. Nav. 96) attention is invited to the following:

- (a) The table at the bottom indicating place of birth, etc., need only be filled out when accepting the first appointment in the Navy.

FORM N. NAV. 96 (CON'T)

- (b) In this table, the entry under "State or territory of which a citizen" is used in compiling reports for submission to the Selective Service Administrator. The latter uses such reports in determining the credits to be assigned the various states when assigning draft quotas. Therefore, when accepting an original appointment in the Navy, the officer concerned should enter in this space the name of the State in which he claims citizenship.

TEMPORARY ADDITIONAL DUTY TRAVEL ORDERS

The Bureau is issuing instructions and granting authority to Commandants of Naval Districts, to issue temporary additional duty travel orders to officers. This will enable officers on duty within the various districts to obtain authority to perform necessary travel without referring requests for such travel to the Bureau. It will also relieve, in part, an increasing load on the communication system as many requests for such travel are now the subject of despatches.

There has been an increasing tendency on the part of various activities, to issue temporary additional duty travel orders to officers without reference to the Bureau, and on completion of travel to forward such orders to the Bureau for approval in order that personnel concerned may obtain reimbursement for travel expenses. In view of the fact that Commandants are being authorized to issue temporary additional duty travel orders there should be no necessity for other activities within the Naval Districts to issue such orders and it is desired that the practice be stopped. In many instances such orders are not in proper form, do not include sufficient information on which to base appropriation charges and frequently result in increased correspondence as well as delay in obtaining reimbursement.

Except for instances specifically authorized at present, it is not the intention of the Bureau to extend authority to issue temporary additional duty travel orders, to other than Commandants of Naval Districts.

LEAVE WHILE ON TEMPORARY DUTY

The Bureau frequently receives requests for leave from personnel in temporary duty status involving travel to locations other than the regularly assigned station.

The Bureau will not approve leave or delay to count as leave, in connection with temporary duty travel orders.

CANDIDATES FOR APPOINTMENT TO WARRANT RANK  
EXAMINATION OF

Competitive examinations will be conducted of candidates for appointment in the following grades: Boatswain, Carpenter, Electrician, Gunner, Machinist, Radio Electrician, Acting Pay Clerk and Pharmacist during the five days beginning Tuesday, September 16, 1941, and ending Saturday, September 20, 1941.

On the same inclusive dates, competitive examinations will be conducted of candidates for appointment to the following warrant grades for assignment to aviation duties: Boatswain, Gunner, Machinist and Radio Electrician.

Attention is invited to Bureau of Navigation Circular Letter No. 30-41 on this subject.

CHINA SERVICE MEDAL -  
COLOR AND DESIGN OF SUSPENSION  
RIBBON FOR.

The Secretary of the Navy, February 27, 1941, approved the color and design of the suspension ribbon for the China Service Medal as follows:

The ribbon to be regulation width, 1 3/8", the color, yellow (Cable No. 60038), with a 1/8" stripe of red (Cable No. 60044) 1/8" from each edge. The above colors are taken from the Standard Color Chart of America issued by the Textile Color Card Association of the United States, Inc.

Personnel of the Navy and Marine Corps whose applications have been approved for the award of the China Service Medal are authorized to wear the service ribbon.

It probably will be several months before the medal is ready for issue.

DONATION TO NAVY RELIEF SOCIETY

Recently the Saturday Evening Post decided to use some kodochromes in the possession of the Recruiting Bureau. The Saturday Evening Post will not use material of this type without paying for it. As it was impossible for the Recruiting Bureau to accept money for these pictures, it was suggested that if the Post desired to do so, it could make a donation to the Navy Relief Society. The Post very generously sent a check for \$500 to that Society.

# CLASSES OF NAVAL RESERVE OFFICERS

	Fleet	Organized:	Volunteer	Reserve	Merchant
	Reserve	Reserve	General	Special	Reserve
			Service	Service	
Deck and engineer officers.....	DE-F	DE-O	DE-V(G)	DE-V(S)	--
Deck officers(including boatswains and gunners):	D-F	D-O	D-V(G)	D-V(S)	D-M
Deck officers (ensigns, probationary).....	--	--	D-V(P)	--	--
Engineer officers(including electricians, radio electricians, carpenters, and machinists):	E-F	E-O	E-V(G)	E-V(S)	E-M
Engineer officers (construction).....	CC-F	--	--	CC-V(S)	--
Engineer officers (ensigns, probationary)	--	--	E-V(P)	--	--
Aviation flight officers:	--	A-O	A-V(G)	--	--
Aviation flight officers (serving on active duty with the Navy pursuant to Naval Aviation Reserve Act of 1939)....	--	--	A-V(N)	--	--
Aviation special service and ground officers...	--	--	--	A-V(S)	--
Aviation officers - Civilian pilots.....	--	--	--	A-V(T)	--
Medical officers and pharmacists.....	MC-F	MC-O	MC-V(G)	MC-V(S)	MC-M
Supply officers (including pay clerks).....	SC-F	SC-O	SC-V(G)	SC-V(S)	SC-M
Supply officers(ensigns, probationary).....	--	--	SC-V(P)	--	--
Dental officers.....	DC-F	--	DC-V(G)	DC-V(S)	--
Chaplains.....	ChC-F	--	ChC-V(G)	ChC-V(S)	--
Civil engineers.....	CEC-F	--	--	CEC-V(S)	--
Communication officers.	--	--	C-V(G)	C-V(S)	--
				C-V(L)	
				C-V(X)	
Intelligence officers..	--	--	--	I-V(S)	--
Ordnance officers.....	--	--	--	O-V(S)	--
Legal officers.....	--	--	--	L-V(S)	--

## CLASSES OF NAVAL RESERVE OFFICERS (CON'T)

Other special classes established are:

A-V(P), E-V(P), CC-V(P) and O-V(P) - commissioned engineer officers appointed in a probationary status pending graduation from college and reappointment in class A-V(S), E-V(S), or O-V(S).

H-V(S) - this class is composed of officers of the Volunteer Reserve required for special duty in connection with Medical Corps activities. A candidate for this class is required to have at least four years' collegiate education or a degree from an accredited institution of higher education in a subject or subjects which pertain to or are related to those specialties coming under the cognizance of the Medical Department of the Navy and they must produce evidence of license to practice their profession in a state or territorial possession of the United States where such is required. They are not required to be graduates of class "A" medical schools, as required for appointment in the Medical Corps.

H-V(P) - medical and dental students who have completed the prescribed two years of pre-medical or pre-dental college education and in addition thereto have successfully completed two or more years of college work in a medical or dental college accredited as class "A" by the Council on Medical Education and Hospitals of the American Medical Association or the American Dental Association are eligible for appointment as ensigns in this class. Upon graduation from medical or dental school, they are eligible for reappointment as lieutenant (jg) in the Medical Corps or Dental Corps of the Naval Reserve as the case may be. They are also given an opportunity to apply for appointment as Acting Assistant Surgeons or Assistant Dental Surgeons in the U. S. Navy.

M-2 - this class is to be composed of members of ships' salvage crews and offshore fishermen who may be enlisted in this branch of the Merchant Marine Reserve.

### REAR ADMIRAL DOWNES ADDRESSES GRADUATION OF RESERVE MIDSHIPMEN

Rear Admiral J. Downes, U. S. Navy, Commandant, Ninth Naval District and Naval Training Station, Great Lakes, Illinois, delivered a graduation speech at the graduation exercises for the Naval Reserve Midshipmen (Class V-7) at Abbott Hall, Northwestern University, Chicago, Illinois, on March 14. This marks completion of a three months' training course for the midshipmen, and is the second class graduated from Northwestern University.

REAR ADMIRAL DOWNES ADDRESSES  
GRADUATION OF RESERVE MIDSHIPMEN (CON'T)

The class consisted of 741 midshipmen of whom 606 at their own request have been ordered to active duty afloat. The new class at Northwestern will convene on March 17.

The graduation of this class marks the fourth graduation of the present V-7 Naval Reserve Midshipman program. The first class graduated on November 14 from the Naval Reserve Midshipmen's School in the USS ILLINOIS (later renamed the PRAIRIE STATE) at New York. There were 264 in this class.

The second class graduated on December 12 from Northwestern University with 366 members.

The third class graduated from the Naval Reserve Midshipmen's School in the USS PRAIRIE STATE on February 28 with a membership of 433 graduates.

The majority of the midshipmen graduated in these classes requested active duty and were assigned to ships in the fleet.

PROGRAM FOR PROCUREMENT OF RESERVE OFFICERS

The V-7 Naval Reserve Program which was announced by the President of the United States on June 25, 1940, has graduated to date some 1800 Naval Reserve Midshipmen. After graduation and commissioning as Ensigns, U.S.N.R., most of these young men immediately requested and were ordered to active sea duty.

Reserve midshipmen classes are now in session at the U. S. Naval Academy, Northwestern University, and on board the PRAIRIE STATE.

Results of this program to date show that some 6600 young men participated in the one-month's cruise and that some 5600 candidates have qualified and have or will enter the three-months' training course. The estimated number of graduates from the schools who will be commissioned under the present program is 4600.

Funds have been requested for continuance of this plan during the fiscal year 1941-42 with certain modifications, the principal ones being that the applicant must be over twenty years of age and not have reached his twenty-eighth birthday, he must possess a Bachelor of Arts, Bachelor of Science, or Engineering Degree from an accredited university or college, and he must have successfully completed a course in Plane Trigonometry.



## PROGRAM FOR PROCUREMENT OF RESERVE OFFICERS (CON'T)

Provided funds are appropriated, it is planned to start the classes some time in September at Northwestern University, Chicago, Illinois, and on board the PRAIRIE STATE, New York City. The courses may or may not be preceded by a month's cruise. If no cruise is made, the courses will be of four months' duration, the first month of which will be a period of indoctrination and elimination. Enlistments for this training will probably not be made until about May 1.

## TRAINING OF NAVAL RESERVE MIDSHIPMEN

The Secretary of the Navy recently addressed a letter to Mr. Edward J. Moran, President, Moran Towing Company, 17 Battery Place, New York, expressing appreciation for the assistance rendered by his company and by the masters and crews of the tugs which were placed at the disposal of the U. S. Naval Reserve Midshipmen's School at New York for the purpose of furnishing the Naval Reserve Midshipmen with practical instruction in the handling of small ships, engines, rudder, lines and the inland Rules of the Road. This company's unsolicited assistance was most helpful in the cause of National Defense.

## NAVAL RESERVE SUPPLY OFFICERS TAKE NOTE

Attention of all Naval Reserve Supply Officers is invited to the following instructions promulgated in ALNAVSTA of March 5, 1941:

"Treasury desires advance information on large check payments. Supply Officers are therefore directed to advise the Bureau of Supplies and Accounts immediately by radio whenever any check in payment of public voucher for \$1,000,000 or over is drawn or where several such checks in any one day are drawn to one payee in the aggregate of \$1,000,000. Give date mailed, name of payee and amount or amounts."

## MERCHANT MARINE RESERVE OFFICERS SELECTED FOR COMMANDER

The following Lieutenant Commanders in the Merchant Marine Reserve have been selected for promotion to the grade of Commander:

William Isaac Stevens,	San Francisco, California
Haaken Andrew Pedersen,	Brooklyn, New York
Alfred Munson Moore,	New York City
George Marker Wauchope,	New York City
Frank Irving Shaw,	Brooklyn, New York
John William Anderson,	Jersey City, New Jersey.

ACT OF AUGUST 27, 1940

On February 13, the transfer to the Line of five former Reserve Aviators as authorized by the Act of August 27, 1940, was confirmed by the Senate. As the precedence of these five officers placed them after the number one man in the class of 1935 and within the field eligible for selection to Lieutenant, their names and records were forwarded immediately to the Line Selection Board considering selections to Lieutenant. Each of the five has been selected for promotion to Lieutenant.

On February 26, the Senate confirmed the remaining twenty-five former Reserve aviators and the 310 former aviation cadets who had been previously selected for induction into the regular Navy under provisions of the Act of August 27, 1940.

Under provisions of the Act these 340 officers take precedence in the regular Navy in accordance with the precedence held by them while in the Naval Reserve.

Officers inducted into the regular line under provision of this Act in the ranks above Ensign, become eligible for consideration by the respective Line Selection Boards when the line officer next junior to them is so eligible. Promotion from Ensign to Lieutenant (jg) will be with the Line Officer next junior.

The 340 former reserve officers to whom commissions in the regular line have been forwarded, are distributed in grades as follows:

- (a) Officers with prior aviation cadet training:
  - 129 Lieutenants (junior grade)
  - 181 Ensigns
  - 310
- (b) Former Reserve aviators without prior aviation cadet training:
  - 3 Lieutenant Commanders
  - 18 Lieutenants
  - 9 Lieutenants (jg)
  - 30

Officers under subheading (b) in the foregoing paragraph are designated "additional numbers in grade" and continue as "additional numbers" when promoted to a higher grade.

TRANSPORTATION OF DEPENDENTS

In a Decision dated January 13, 1941, the Comptroller General held that a Naval Reserve officer is not entitled to transportation of his dependents from his home, which is not a permanent station, to his first permanent duty station and this rule is not affected by the assignment of temporary duty intervening between departure from his home and assignment to his first permanent duty station.



## ENGINEERING STUDENTS TO BE COMMISSIONED

The U. S. NAVY offers to Engineering graduates and undergraduates (SENIORS and JUNIORS ONLY) an opportunity to be commissioned in the U. S. Naval Reserve (special service), and to perform active duty during the present NATIONAL EMERGENCY. Such active duty will, in general, be in that specialized field in which the individual has been educated.

Prior to being commissioned, the applicant must be:

- (1) Qualified physically.
- (2) Personally acceptable to the Navy.
- (3) Qualified professionally in that engineering field in which additional talent is required by the Navy. (Holders, or prospective holders of degrees in aeronautical, chemical, electrical, industrial, mechanical, metallurgical, naval architecture and marine engineering are particularly desirable as applicants.)

SENIORS (whose applications are approved) will be commissioned Ensign, Volunteer (special service), U. S. Naval Reserve upon graduation, and ordered to active duty. Pay and allowances, while on active duty, are \$183.00 a month.

JUNIORS (whose applications are approved) will be given probationary appointments until graduation, when commissions and orders to active duty will be presented. (Provided a national emergency still exists.)

All applications for commissions will be forwarded through the commandant of the Naval District wherein the applicant is residing at the time the application is made. For this purpose the applicant is considered to be residing at the institution of learning at which he is being prepared for his degree. Commandants will provide assistance to applicants in the matter of physical examinations, investigation of references, etc.

## UNIFORMS REQUIRED BY NAVAL RESERVE OFFICERS

The Secretary of the Navy has approved the elimination of the swordknot from the uniforms required to be possessed by Naval Reserve officers in order to qualify for the uniform gratuity. This elimination of the swordknot is temporary, and is due to the scarcity of the material in this country and the difficulty in obtaining it from other countries.

The items of uniform now required are as follows:

- Service dress blue
- Service dress white
- Overcoat (or raincoat)
- Leggings

## UNIFORMS REQUIRED BY NAVAL RESERVE OFFICERS (CON'T)

Sword  
Undress belt  
Aviation working dress (if naval aviator)  
Khaki working uniform.

The above are the minimum requirements and do not cover the complete number of uniforms that a Naval Reserve officer should have in his possession for active duty. Swordknots are still required as a part of the uniform equipment and will be obtained when they are available.

## COOPERATION OF RECRUITS WITH RECRUITING SERVICE

On January 21 the Bureau of Navigation released recruiting circular letter No.2-41 on the above subject. Continued successful results from this experiment are gratifying. The Naval Training Stations are encouraging men on recruit leave to visit the Naval Recruiting Station nearest their home and assist in recruiting. The following is a typical letter frequently received. This letter was forwarded from the Recruiting Station, Danville, Kentucky.

"Subject: THOMPSON, Harry Lee, AS, U.S. Navy,  
U.S. Naval Training Station, Great  
Lakes, Ill., Commendation.

1. Subject named man, who was enlisted at the Navy Recruiting Station, Louisville, Ky. on 27 December, 1940, was recently granted ten days "Recruit Leave" from the Station under your command, and on 24 February, 1941, while on leave in his home town of Lebanon, Ky., brought five of his friends to this Sub-Station for application for enlistment in the Navy. This was done at his own expense and because of his interest in the Service.

2. THOMPSON was very enthusiastic in his praise for the Navy and the method of training at the Naval Training Station. He was in neat clean uniform and carried himself in a military manner."

The efforts of this young man and all others using this method of recruiting are appreciated.

## POLICY BOARD

The Naval Reserve Policy Board is to be convened in the Department under the cognizance of the Chief of Naval Operations on April 7, 1941. The Policy Boards in past years have been convened under the Bureau of Navigation and the Bureau of Navigation is still vitally interested in the proceedings and recommendations

## POLICY BOARD (CON'T)

of this Board.

### NAVAL RESERVE TRAINING

The expansion program of the Navy which involves the calling to active duty of a great number of Naval Reserves for specialist duties has made desirable many new courses of intensive training in certain specialties such as Diesel engineering, aeronautical engineering, naval architecture, etc. The Vocational Training Program of the U. S. Office of Education provides a means by which the Navy may accomplish this training of officers and enlisted personnel under the following classifications:

- (a) Officer instruction in special classes at qualified colleges.
- (b) Enlisted instruction at vocational or trade schools.
- (c) Use of civilian instructors at naval activities.

Under this program, classes for Reserve officers have been established at Pennsylvania State College, Lehigh University, Cornell University, Massachusetts Institute of Technology, University of Illinois, and North Carolina State College, and prospective courses are being considered for California Institute of Technology, Purdue University and others.

Courses for enlisted men are in operation at special Naval Reserve schools, at certain service schools, and at some trade schools, and it is expected that many more schools of the latter type will be in operation in the near future concentrating on training of Diesel engine operators, aviation machinist mates, aviation metalsmiths, electricians, storekeepers, and other ratings as the need develops.

The Bureau of Navigation has been advised that it is desirable that Naval Reserve officers going to duty for special training at such universities as Penn State, Lehigh, and Massachusetts Institute of Technology, take with them any of the following equipment they may possess:

- Slide rules
- Drawing instruments
- "T" squares and triangles
- Working clothing
- Gymnasium Clothing

Although civilian clothing is normally worn at these schools, it is advisable to have one complete Service Dress A and B for special occasions, with overcoat or raincoat where climate justifies it.

## NAVAL AVIATION PILOT TRAINING

To be eligible for Naval Aviation Pilot Training enlisted men must meet the following requirements:

- (a) Maximum age not over 27 years on July 1 of the fiscal year during which application is submitted.
- (b) Must be physically qualified and temperamentally adapted for duty involving flying in actual control of aircraft.
- (c) Must be a chief petty officer, or petty officer of the Seaman, Artificer or Aviation Branches. Especially qualified seamen, first class, who have had at least six months duty in an aviation activity may be recommended for this training.
- (d) Must be considered capable of and will be required to qualify for an aviation rating, or radioman rating, prior to completion of flight training.
- (e) Must have at least five (5) years' obligated service on date class convenes. Agreement to extend enlistment or to reenlist will be executed prior to transfer.
- (f) Must never have been previously assigned to this training, and for any reason dropped therefrom.

## TRAVEL ORDERS - ENLISTED MEN

The following is an extract from a letter received from the Commanding Officer, Receiving Station, Navy Yard, Washington, D.C.

"It has come to the attention of the commanding officer that many ships and stations, when transferring enlisted personnel, fail to provide them with sufficient copies of their travel orders. In order to eliminate the necessity of the receiving activity from having to make the required copies of travel orders and to equalize the clerical work involved, it is requested that the following be promulgated to the service:

<u>Conditions of transfer</u>	<u>No. copies travel orders required</u>
(a) Government or commercial transportation furnished, or where expense is borne by the individual concerned, no dependents, delay in reporting not authorized.	Original only.

## TRAVEL ORDERS - ENLISTED MEN (CON'T)

<u>Conditions of transfer</u>	<u>No. copies travel orders required</u>
(b) Same as (a), except delay in reporting authorized.	Original and 2 copies.
(c) Same as (b), except travel by privately owned vehicle subject to reimbursement by the government is authorized.	Original and 4 copies.
(d) Same as (c), except where travel by dependents is also authorized by privately owned vehicles.	Original and 6 copies.
(e) Same as (d), except where shipment of household effects is involved and when request for shipment was not submitted by former station."	Original and 13 copies.

## NAVY SERVICE SCHOOL - FORD MOTOR COMPANY

The Navy Service School, Ford Motor Company, Dearborn, Michigan, was inaugurated on January 15, 1941, with appropriate ceremonies, which were broadcast over a national network. Principal speakers were Mr. Henry Ford, Mr. Edsel Ford, Rear Admiral C. W. Nimitz, U.S.N., Chief of the Bureau of Navigation, and Rear Admiral John Downes, U.S.N., Commandant Ninth Naval District and Commanding Officer, U. S. Naval Training Station, Great Lakes, Ill. Commander C. P. Cecil, U.S.N., Executive Officer U. S. Naval Training Station, Great Lakes, Ill., was master of ceremonies.

Training is given for the ratings of electrician's mate, storekeeper, and machinist's mate. In addition a certain number of specially selected students who complete the electrician's and machinist's courses will receive instruction in the operation, upkeep, and overhaul of diesel engines.

In addition to the above training, it is anticipated that training for ratings of aviation machinist's mate and aviation metalsmith will commence at the Navy Service School about April 1, 1940.

## SHORE DUTY REQUESTS - ENLISTED MEN

It is noted that in numerous instances requests for shore duty are being forwarded to the Bureau of Navigation via the Commandant of the Naval District in which the man desires

## SHORE DUTY REQUESTS - ENLISTED MEN (CON'T)

duty. Shore duty requests should be forwarded direct to the Bureau of Navigation by the ship. The Bureau considers that the endorsement of a man's shore duty request by his commanding officer is sufficient.

## CONTROL OF VENEREAL DISEASE

Since we are now experiencing a large increase in personnel, the Navy is taking renewed interest in the subject of control of venereal disease. A joint agreement between the Federal Security Agency, the Navy, the Army, and the State Health Departments on this subject has been in existence for several months. This agreement establishes the policy of cooperation between these agencies in the repression of prostitution. The Navy Department has recently (AlNav 18) directed all Commanding Officers to cooperate with local law enforcement agencies in the enforcement of their laws on this social problem.

## SAFEGUARDING THE HEALTH AND MORAL WELL-BEING OF NAVAL PERSONNEL

The Navy Department is in receipt of many letters from the public which indicate a deep desire to safeguard the morals and health of Naval personnel by the cultivation of habits of clean living.

As a matter of affecting the welfare of each individual as well as the efficiency of the service as a whole, this is a matter of deep personal concern to the Secretary of the Navy and to the entire Navy Department.

Constant effort is directed to the prosecution of a policy that will produce eminent results in this vital phase of our Program of National Defense.

The Navy Department has one division which deals directly with the physical and moral well-being of all Naval personnel. This division is continuously in operation and its activities are being expanded to continue our earnest attention to **this** essential phase of service life.

There is also a Chaplains' Division under a Captain in the Chaplain Corps, U. S. Navy, which division is likewise continuously active in the matter of devotional facilities, opportunity and guidance.

The Navy Department is grateful for the interest shown in this matter and appreciates the cooperative concern on the part of both individuals and organizations.



## REGARDING SERVICE REQUIREMENTS FOR ADVANCEMENT

The following information is published to remove any misunderstanding that may exist as to the service in rating requirements for advancement in rating of broken service men, as well as Naval Reservists on active duty.

1. Broken service men are required to again fulfill the service in rating requirements prior to advancement, counting from the date of reenlistment after broken service. (see paragraph 4 of Bunav Circular Letter No. 75-40)

2. Naval Reservists are required to fulfill the service in rating requirements prior to advancement, counting from date of reporting on current period of active duty. (see paragraph 4 of Bunav Circular Letter No. 27-41)

3. The present normal service in rating requirements for advancement to ratings in pay grades 4, 5, and 6 is four months in next lower rating; for advancement to ratings in pay grades 2 and 3, nine months in next lower rating.

4. When advancements are authorized from other than the next lower rating to certain ratings in pay grades 3 and 4 (advancements to FC3c and to third class petty officer ratings in Artificer, Special, Commissary, and Aviation Branches and to Pmk2c and second class petty officer ratings in the Artificer (E.R. Force) Branch, less WT2c), total service requirements are prescribed and these total requirements are equal to the sum of all service in rating requirements for advancement through all pay grades to that of the rating in question. In the case of broken service men, all previous service may be counted in computing total service, but the service in rating requirements must be fulfilled since reenlistment, i. e., a broken service man reenlisting as seaman, first class, must serve 4 months before being eligible for advancement to ship's cook, third class, and 9 months before being eligible for advancement to patternmaker, second class, if his total regular Naval service amounts to at least 12 and 21 months, respectively. A Naval Reservist without previous regular Naval service is eligible for advancement to the next higher rating on completion of the normal service in rating requirement on current period of active duty, but if advanced from other than the next lower rating, where such is authorized, he must have fulfilled the total service requirement on current active duty.

5. In all cases, service requirements for advancement are minimum requirements, i. e., periods of less than a month may not be counted as a full month. For purposes of determining service for multiple factors however, periods over 16 days are counted as one month, and periods of 15 days or less are not counted.

### AEROGRAPHER SCHOOL (PRIMARY CLASS)

This school is located at the Naval Air Station, Lakehurst, New Jersey. The normal length of time for the course is 24 weeks but due to the acute shortage of aerographers, an intensive and concentrated course is now given in 12 weeks. The purpose of the course is to train seamen in the latest methods of weather observation. During the 12 weeks the class is in session, the following subjects are given:

### AEROGRAPHER SCHOOL (PRIMARY CLASS)-(CON'T)

(a) Weather codes, (b) encoded and decoded weather messages, (c) entry of signals on weather maps, (d) elements of weather observation, (e) aerological instruments, (f) care and maintenance of aerological equipment, (g) aerological office routine, (h) weather chart analysis, (i) elements of weather forecasting.

All candidates for this school must have a high school education, and must have a general classification in arithmetic and spelling above 75 per cent. At the present time 73 students are assigned to the aerographer school and will complete the course on April 24, 1941. The next class is scheduled to convene by May 1, 1941 and will consist of 75 to 100 students. Applications should be forwarded immediately to the Chief of the Bureau of Navigation.

### AEROGRAPHER SCHOOL (ADVANCED CLASS)

This course is normally a 16 week course but has been reduced to 12 weeks and is convened once each year. Definite plans have not yet been made but it is quite probable that a class will be held starting about 1 July 1941. The usual quota is 12 Chief Aerographers or Aerographers 1st class. Present Bureau of Navigation instructions require successful completion of this course before aerographers 1st class can be eligible for an advancement to Chief.

The course consists of the following subjects: (a) advanced weather chart analysis and forecasting methods, (b) preparation of map series, (c) radio sonde equipment, (d) computation of radio sonde observations, (e) ballistic density computations, (f) review of recent meteorological developments, (g) elements of long range forecasting, (h) preparation and use of pseudo adiabatic and isentropic charts, (i) practical forecasting for actual aircraft operations.

### CHIEF PETTY OFFICER EXAMINATIONS

For the information of prospective candidates for the next CPO examination in October 1941, the principal causes of failure in the examination held October 3, 1940, are given below: (reference articles from BUNAV Manual)

Article D-5206 (3) (B) - Chief Boatswain's Mate

- (b) Compute the effects of various forces for handling heavy weights.
- (c) The effects of rudder, engines and currents on the steering of steamers.

Article D-5207 (4) (B) - Chief Gunner's Mate

- (d) The operation of mines, depth charges, and torpedoes.
- (g) The details of depth charges, dropping and fire control.
- (h) The details of depth charge release tracks, extensions, and hydraulic release gears.



CHIEF PETTY OFFICER EXAMINATIONS (CON'T)

Article D-5209 (4) (B) - Chief Torpedoman

- (a) Know the principles of torpedo fire.
- (e) How demolition is performed by the Navy and the type of charge, and location, to be used in demolition at sea and on shore..
- (f) The details of depth charges, dropping, and fire control.

Article D-5211 (4) (B) - Chief Signalman

- (b) The foreign buoyage system.

Article D-5212 (4) - Chief Fire Controlman

- (b) Thorough knowledge of the organization and duties of the gunnery department both under normal procedure and in case of casualties of personnel and material.
- (f) Ability to check alignment of director system on all batteries (torpedo excluded).

Article D-5214 (3) (B) - Chief Machinist's Mate

- (d) Know the factors governing plant efficiency and recognize the causes of poor performance and determine the proper remedy.
- (f) Know details of construction of compression-ignition (Diesel) and spark-ignition (Otto cycle) internal-combustion engines and be able to direct and supervise the overhaul of these engines.

Article D-5215 (3) (B) - Chief Water Tender

- (d) Know fuel-oil characteristics in detail.
- (e) Know how to supervise major repairs and efficiently direct the effort of men employed in making such repairs.

Article D-5216 (4) (B) - Chief Electrician's Mate.

- (a) The theory and operating principles of all remote automatic control systems for gun train and elevation.
- (c) Where to look for trouble in electrical equipment that is not functioning properly and be able to make all ship-board electrical repairs.

Article D-5217 (4) (B) - Chief Radioman

- (g) Be familiar with the theory of radio wave propagation, including knowledge of skip distances, the ionosphere, the sunspot cycle and its effect on wave propagation.
- (j) Possess an elementary knowledge of navigation, including knowledge of charts, dead reckoning, points of the compass, compass errors, and method of determining position by direction finder bearings.
- (k) Be familiar with the fundamental principles of and be able to operate and maintain the following:
  - 1. A.C. and D.C. motors and generators.
  - 2. Power transformers.
- (l) Know how to install and operate land telegraph and telephone lines.

CHIEF PETTY OFFICER EXAMINATIONS (CON'T)

Article D-5218 (4) (B) - Chief Carpenter's Mate

- (c) Be able to perform routine repair jobs with metal.
- (d) Be able to plan and estimate time and material for any C & R repair or authorization required on board ship or at a navy yard.

Article D-5219 (4) (B) - Chief Shipfitter

- (b) Be able to plan and estimate time, cost, and material for any metal repair job required on board ship or at a navy yard.
- (a) Understand the operation and use of all shipboard machinery under the cognizance of C & R Department.

Article D-5220 (3) (B) - Chief Metalsmith

- (a) Be able to plan and estimate, time, cost, and material for any C & R metal repair or alteration required aboard ship or at a navy yard.
- (b) Understand the operation and use of all shipboard machinery under the cognizance of the C & R Department.

Article D-5221 (3) (B) - Chief Boilermaker

- (d) Know the general principles of operation of main propelling machinery.
- (e) Know the characteristics of fuel oil.

Article D-5224 (4) (E) - Chief Printer

- (a) Be able to make up bills of material and to estimate time and cost for a printing job.
- (d) Have a general knowledge of woodcuts, electroplating, and reproduction processes.

Article D-5234 (2) - Aviation Chief Metalsmith

- (e) Be able to use oxyacetylene welding outfit.
- (g) Be able to dress and repair tools used in connection with the metalsmith trade.
- (h) Knowledge of heat treating procedure, methods of testing samples to insure the proper heat treatment, and electroplating procedure.

Article D-5232 (2) - Aviation Chief Machinist's Mate

- (d) Be able to overhaul and adjust accessories, such as carburetors, ignition apparatus, and starting gears.
- (j) Be able to make all kinds of repairs, routine and emergency, to fabric or aircraft, both heavier and lighter than air.
- (k) Be able to splice aircraft wiring and manufacture terminals.

Article D-5235 (4) - Aviation Chief Ordnanceman

- (e) Detailed knowledge of the bomb trajectory and of various types of bomb sights.
- (g) Be familiar with the following subjects:
  - (1) care and preservation of all ordnance material,

## CHIEF PETTY OFFICER EXAMINATIONS (CONT)

- (2) diving and diving operations,
- (3) demolitions,
- (4) ordnance allowances for aviation,
- (5) reports and returns,
- (6) repair and replacement.
- (h) Be capable of giving ordnance (aviation) instruction.

### Article D-5237 (4) (B) - Chief Yeoman

- (a) Take dictation at the rate of at least 80 words a minute.

### Article D-5238 (4) (B) - Chief Storekeeper

- (c) Know the principles of storage.
- (f) Know the restrictions imposed by law upon the procurement and expenditure of supplies and money under the direction of the Supply Department afloat.

### Article D-5239 (1) (B) - Chief Commissary Steward

- (f) Be able to direct the cooking and preparation of food in the galley, including bake shop, requiring a knowledge of the quantities of ingredients and the length of time required for cooking.
- (g) Know the current prices and the normal seasonal fluctuations in price of the various ingredients of the Navy ration and other foodstuffs that may be purchased for special occasions.

## SELECTION OF ENLISTED MEN TO TAKE THE MAY ENTRANCE EXAMINATIONS TO THE U. S. NAVAL ACADEMY

One hundred and ninety-five (195) enlisted men have been nominated by their respective Commanding Officers to take the entrance examinations at sea for the U. S. Naval Academy on May 7, 1941. From these, one hundred and twenty-two (122) are eligible.

Physical disqualifications accounted for the greatest number of rejections, and the adverse recommendations of the Commanding Officers for nearly all of the remainder.

In the other cases, which are relatively few, the Forms N.Nav. 116 indicate that the selection boards had not read carefully Articles D-6101 to D-6107 inclusive in the Bureau of Navigation Manual, cards being carelessly and not completely made out. Also, cards of candidates for the Naval Academy Preparatory School had been forwarded to the Bureau instead of being retained for the recording of the marks of the preliminary examination August 1, 1941.

In several cases, men have been transferred to ship not in full commission. This affected their sea duty status, and eliminated the candidates from consideration. The nine (9) month sea duty requirement in a ship in full commission is a matter of law and cannot be waived. Duty

SELECTION OF ENLISTED MEN TO TAKE THE MAY  
ENTRANCE EXAMINATIONS TO THE U. S. NAVAL ACADEMY (CON'T)

with fleet aircraft is counted as sea duty in a ship in full commission for entrance requirements to the Naval Academy.

Nominations of candidates for the Naval Academy Preparatory School, convening on November 1, 1941, will be received by the Bureau on or before June 1, 1941. The preliminary examinations will be forwarded in time to arrive prior to August 1, 1941, on which date the examination will be held. The marks made by the candidates should then be recorded on the Form N. Nav. 116, and the completed forms forwarded to the Bureau for consideration.

PHOTOGRAPHY

The next class in the Naval School of Photography will convene at the Naval Air Station, Pensacola, on 1 July 1941. It is estimated that 50 men will be selected for this class. Non-rated men who are interested in photography as a career and who desire to attend this class should submit their requests immediately to Bureau of Navigation. In addition to the prescribed requirements for entrance to this school, candidates should have completed at least two years of high school.

ASSIGNMENT TO SHORE DUTY OF FLEET RESERVISTS

Bureau of Navigation Circular Letter No. 78-40, which made all transferred Fleet Reservists serving afloat on active duty eligible for shore duty, was issued on October 22, 1940. Since that time the Bureau has received over eighteen hundred applications for shore duty from Fleet Reservists.

These applications have been filed for consideration when vacancies occur in the shore establishments and first consideration is given to Fleet Reservists who have served the longest period of time afloat since recall to active duty or transfer to the Fleet Reserve. The eligibility list is maintained in the same manner as the shore duty list for Regulars, and an average of one hundred and thirty Fleet Reservists are being ordered ashore monthly.

The setting up of these lists has entailed a great amount of additional work in the Bureau. Added to this is an enormous amount of correspondence received from Senators, Congressmen, families, and other interested parties in an effort to have Fleet Reservists immediately assigned shore duty. Such letters have no effect in speeding up the assignments to shore duty, but only add additional work to the already overburdened Enlisted Detail Section.

If all hands realize that shore duty assignments, both for Fleet Reserve and regular Navy, are based on length of sea service and vacancies

## ASSIGNMENT TO SHORE DUTY OF FLEET RESERVISTS (contd.)

ashore, that the shore duty lists are carefully maintained, and men assigned only in accordance with their standing on these lists, much of this unnecessary correspondence would be eliminated.

## RECOMMENDATIONS FOR ADVANCEMENT IN RATING

Our rapidly expanding Navy has made necessary an increasing number of transfers of personnel. Advancement in rating is rapid. It is to the interests of men concerned as well as of the Navy that their potential qualifications follow them to their new station when transferred. Particularly is it desirable that commanding officers have the recommendation of former commanding officers as to qualifications for advancement of men newly received. In the case of nonrated men, who have been striking for a rate, such information would materially assist in their assignment.

It is noted from a review of a large number of records that the column headed "Special Qualifications or special detail" on page 10 of service records is usually left blank. This column could be used to advantage for entries (when applicable) such as "rec for AM3c" or "rec for CBM when eligible" - at the same time that quarterly marks are entered on that page. In addition, it is desirable that special remarks be made on page 9 in cases of specially qualified men who should be earmarked, when such men are transferred or discharged.

## MEN FOUND NOT QUALIFIED TO HOLD THEIR RATINGS

When promotion is rapid it is possible that a man who has been recommended and advanced in rating, may, when given the responsibilities of the higher rating, prove to be not qualified to hold that rating. If due care is exercised in recommending for advancement only those men who are considered fully qualified such cases will be reduced to a minimum. When they do exist, it is to the best interest of the Service, as well as of men concerned, to take action in accordance with Article D-5113(3), (4), and (5) of the Bureau of Navigation Manual. Article D-5113(3) is quoted below:

"The Commanding Officer may disrate any petty officer or nonrated man and revoke the acting appointment of any chief petty officer should the man concerned prove not qualified to hold the rating. This authority of the Commanding Officer to disrate a man for lack of qualifications to perform the duties of his rating is inherent and is unrestricted, except by regulations issued by the Navy Department."

Reduction in rating for lack of qualifications to perform the duties of a rating is not to be construed as a punishment.



## REPORTS OF EXAMINATION (FORM N.NAV.524)

Only the original of form N.Nav.524 should be forwarded to the Bureau of Navigation, except in the cases of hospital corps ratings in which case the original and one copy should be forwarded via the Bureau of Medicine and Surgery.

Forms N.Nav.524 reviewed in the Bureau indicate that some activities do not enter all required information, while others enter more data than necessary with resultant extra work on the part of examining boards. In general, the report should show data having a bearing on eligibility for advancement.

(a) Multiples need not be computed when no competition is involved for the advancement concerned (i.e., when authorized advancements equal or exceed the number of men found qualified for ratings in question).

(b) Proficiency in rating and conduct marks covering only the period during which such marks effect eligibility for advancement as prescribed in Bureau of Navigation Manual, Article D-5107, need be entered.

(c) If training courses are "not required" or "not available" entry to that effect should be made.

(d) Notation should be made that required practical factors have been completed.

(e) In case of Naval Reserves on active duty, the Naval Reserve class should be shown (Example:- DOE, John, BMLc, F-4-C, U.S.N.R.; DOE, John, RM2c, V-3, U.S.N.R.; etc.).

(f) Where applicable, service of broken service men since reenlistment and service of Naval Reserves on current active duty should be shown.

(g) Sea service in rating need not be entered when it is not a requirement for advancement.

### NEW "IDENTIFICATION CARD"

The old-time and well-known "liberty card" has been given the "deep six" and been replaced by what is now officially known as an "Identification Card." Special identification cameras, developing outfits and equipment necessary to produce identification cards for officers and men of the Navy and Marine Corps have been furnished certain ships.

The complete identification card is a piece of double weight photographic paper with emulsion on one side on which is photographed the face and rank or service number of the officer or man together with a blank data form. This is accomplished by first making a negative by means of the identification camera, which photographs on standard 35mm. film the individual's face against a background of height lines with his

### NEW "IDENTIFICATION CARD" (CON'T)

rank or service number below. This negative is then superimposed over the cut out part of a master design negative or mask and the whole printed on the 2" x 3" card. The required data is then entered on the face of the card, the index finger print on the reverse side, and the card is slipped into a transparent holder. By means of a small hand punching machine a brass grommet is punched through the lower left corner thereby rendering the card resistant against wear and impossible of removal without mutilation.

It is believed that the displacement of the liberty cards by the new "Identification Card" will prove to be quite a progressive step.

### WORKING UNIFORMS FOR ENLISTED MEN

Alnav 16 (1941) is herewith quoted:

"The working uniform authorized in Articles 208, 208 (a), 308(a) and 308(b), Uniform Regulations, United States Navy, is also authorized as a working uniform on all ships and shore stations for officers and chief petty officers when prescribed by the Senior Officer present. This authorization does not affect the prescribed working dress of aviators and chief petty officers designated as Naval aviation pilots. All ships will obtain stock required by S. and A. Manual, Article 940-12".

The above Alnav provides a working uniform for officers and Chief Petty Officers, which fulfills camouflage requirements, and in addition takes into consideration:

- (a) Availability of dyed fabric.
- (b) Suitability of color for landing force operations.
- (c) Comfort of wearer.

Upon receipt of Stock required by Article 940-12 of Bureau of Supplies and Accounts Manual, Commanding Officers of vessels will have available a dye suitable for dyeing white working clothes of enlisted men (except Chief Petty Officers) a khaki color, if and when such a procedure is necessary due to landing force operations or camouflage requirements.

### UNIFORM CHANGES

Changes in the uniform worn by the enlisted man will shortly be ordered by the Navy Department when the familiar "USS-----" will disappear from cap ribbons and will be replaced by the simple designation, "U. S. Navy" or "U. S. Naval Reserve". All personnel, when on active duty, will wear the cap ribbon designated "U. S. Navy" and all members of the Naval Reserve when in an inactive status and when performing training duty shall wear the cap ribbon with the designation, "U. S. Naval Reserve."

NIGHT SCHOOL  
AVIATION MACHINIST'S MATES

Night school at the U. S. Naval Air Station, Anacostia, D. C., for aviation machinis's mates got off to a good start with about 128 aspirants reporting for instruction. The need for this school has been indicated by the general shortage of rated men and the advanced accessories carried by new planes. This school, for the enlisted personnel of this command, is for the purpose of increasing efficiency in maintenance and operation of aircraft. It provides a course of practical and theoretical instruction in the various phases of aircraft engineering as it applies to aviation machinist's mate ratings. It is also for the purpose of assisting personnel in preparation for advancement in ratings. All station personnel are eligible to attend, but the course is designed primarily for aviation machinist's mates ratings and for non-rated men preparing for such ratings. There are three sections or classes: the first section for AMM1c, the second section for AMM2c, and a third section for AMM3c, plus non-rated men who are studying for machinist's ratings. The course given to each section is appropriate for the experience of the personnel therein. It is hoped that much good, constructive work will be accomplished in the three months' duration of this school.

TRAINING COURSES

The below listed training courses are now available for distribution:

- "Instructions for Use in Preparation for the Rating of Signalman 3c."
- "Instructions for Use in Preparation for the Rating of Radioman 1c. and Chief Radioman."

SAMPLE COPIES OF EDUCATIONAL COURSES - REQUESTS FOR

In view of the National Emergency and the unquestionable presence of foreign agents throughout the United States at the present time, it is believed that any benefit which might accrue from the use of educational courses for recruiting purposes would be far outweighed by the losses sustained due to compromising information contained in said courses. All training courses are now treated as restricted.

DETENTION OF RESERVIST BEYOND EXPIRATION OF ENLISTMENT

Under date of February 26, 1941, the Comptroller General in Dec. B-14769 held that a member of the Naval Reserve may be held to service throughout a time of war or national emergency beyond the expiration of his enlistment and therefore Section 1422, Revised Statutes, which provides that men detained beyond their regular term of enlistment until the return to the United States of the vessel to which they belong, are entitled for the period of such detention to the addition of one-quarter



## DETENTION OF RESERVIST BEYOND EXPIRATION OF ENLISTMENT (CON'T)

of their former pay upon certification of their commanding officer that they were detained by him under Section 1422 and that such detention was essential to the public interest, is not applicable to members of the Naval Reserve detained in service beyond the date of expiration of enlistment. The enlistment of a member of the Naval Reserve is in effect for a definite term which is automatically extended during war or national emergency. During such an enlistment, including the period beyond its normal date of expiration, he is entitled to the pay of his grade and length of service only.

## MINORITY ENLISTMENTS IN THE NAVAL RESERVE

On March 5, 1941, the Acting Secretary of the Navy approved an advance change in Part H, Bureau of Navigation Manual, which will require the enlistments in the Naval Reserve of individuals who are 17 years of age, but under 18 years of age, for minority only.

## LEGISLATIVE PROGRAM

The following items in the legislative program are of interest to personnel of the Navy.

### Hospitalization of Enlisted Men

On February 13, 1941, the Secretary of the Navy transmitted to the Speaker of the House of Representatives the draft of a proposed bill "To provide for continuing in the service of the Army, Navy, Marine Corps, and Coast Guard of the United States beyond the term of their enlistment, those suffering from disease or injury incident to service and not due to misconduct, and in need of medical care or hospitalization."

Existing laws do not specifically authorize the retention of enlisted men in the Navy beyond their terms of enlistment for the purpose stated in the proposed legislation. The Navy Department is placed in a difficult position in the case involving a man whose date of enlistment expires when he is suffering from a disease or injury, since it is not always practicable to effect his prompt discharge from the service or hospital. Aside from the fact that such procedure might endanger the life or health of the individual, if the disease or injury occurs immediately preceding the date his enlistment expires, some period of time must elapse in certain cases before the line of duty status can be determined. In accordance with Article 1190(4) of the U. S. Navy Regulations it has been the practice in the Navy for a number of years to retain such enlisted men in the naval service temporarily for the convenience of the Government.

In a decision of August 26, 1939, the Comptroller General held that retention of Navy enlisted men for treatment at a hospital in the United States after expiration of enlistment must be considered as pri-

LEGISLATIVE PROGRAM (CON'T)

marily for the benefit of the man concerned and not as a holding for military service, whether the patient is being treated for disease incurred incident to his own misconduct or in line of duty, and enlisted men so held are not entitled to pay beyond the date of expiration of enlistment. In a decision of March 8, 1940, amplifying the above decision, the Comptroller General held that the principles of the decision are not limited to treatment for disease but apply equally to treatment for injury, the governing factor of incapacity to render military or naval service after expiration of enlistment being present in either case (19 Comp. Ge. 290; M.S. Comp. Gen., B-1749, March 8, 1940). The effect of these decisions upon enlisted men undergoing treatment in a hospital, for line of duty injury or sickness, at the time their enlistments expire is to prevent the practice heretofore followed of paying them up to the time of their actual discharge and counting such time for longevity purposes.

The extension of an enlisted man's term of enlistment as provided in the proposed legislation would, in general, continue a practice that has been followed in the past and would cost no more than to discharge and replace such an individual. Every sick or injured enlisted man cannot, however, be disposed of on the exact date his enlistment expires, and the practical effect of the Comptroller General's ruling will be that some patients must remain in hospitals without pay subsequent to the date they were due for discharge.

Action on this proposed bill is pending.

H.R. 3786 INCREASE OF THE AUTHORIZED ENLISTED STRENGTH  
OF THE NAVY TO 232,000 MEN

On March 4, 1941, the above captioned bill was introduced in the House of Representatives by Mr. Vinson, Chairman of the House Naval Affairs Committee. This bill reads as follows:

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the permanent authorized enlisted strength of the active list of the Regular Navy is hereby increased to two hundred and thirty-two thousand. The President is hereby authorized, whenever in his judgment a sufficient national emergency exists, to increase this number to three hundred thousand.

"SEC. 2. The phrase 'authorized enlisted strength', as applied to the personnel of the Navy, shall hereafter mean the total number of enlisted men of the Navy authorized by law, exclusive of the Hospital Corps.

"SEC. 3. The total authorized number of commissioned officers of the active list of the line of the Navy, exclusive of commissioned warrant officers, shall be equal to  $5\frac{1}{2}$  per centum of the authorized enlisted strength of the active list.

"SEC. 4. Hereafter the authorized enlisted strength of the active list of the Marine Corps shall be 20 per centum of the

## LEGISLATIVE PROGRAM (CON'T)

authorized enlisted strength of the Navy."

Hearings on the bill were conducted by the House Naval Affairs Committee on March 6, 1941.

In the course of the hearings it was stated that "the purpose of the bill is to increase the permanent authorized enlisted strength of the Regular Navy from 131,485 men, as now provided by law, to 232,000 men; and to increase the emergency strength from 191,000, as now provided by law, to 300,000 men. The bill maintains the commissioned strength of the Navy at the same ratio, 5½ per centum of the total authorized enlisted strength, as at present. The bill further seeks to re-define "authorized enlisted strength" to conform to the present personnel situation in the Naval Establishment. It reestablishes the authorized strength of the Marine Corps.

## ALLOTMENTS COVERING PAYMENT OF RENT

On January 6, 1941, the Secretary of the Navy issued instructions to all activities concerned in accordance with Section 300 of the Soldiers' and Sailors' Civil Relief Act of 1940, which provides as follows:

"The Secretary of War, the Secretary of the Navy, or the Secretary of the Treasury with respect to the Coast Guard, as the case may be, is hereby empowered, subject to such regulations as he may prescribe, to order an allotment of the pay of a person in military service in reasonable proportion to discharge the rent of premises occupied for dwelling purposes by the wife, children, or other dependents of such person."

The Secretary stated with reference to personnel of the United States Navy that the above quoted excerpt from the basic law renders compulsory the registration of an allotment for payment of rent, only when such registration is ordered by the Secretary of the Navy. An allotment for the purpose of paying rent is authorized to be made only when ordered by the Secretary of the Navy in a particular instance, and such an allotment will not as a rule be ordered by the Secretary of the Navy except under the following conditions:

"(1) A court of competent jurisdiction of the United States or of any State, whether or not a court of record, renders judgment in an action or proceeding commenced in such court, which judgment requires that an officer or an enlisted man in the U. S. Naval Service discharge the rent of premises occupied for dwelling purposes by the wife, children, or other dependents of such person.

"(2) The Commanding Officer of a ship or station, having been reliably informed of a court judgment which directs the payment of rent which has been determined by the court to be owned

ALLOTMENTS COVERING PAYMENT OF RENT (CON'T)

by an officer or an enlisted man, recommends in writing to the Secretary of the Navy that the person concerned be required to register an allotment from pay for the sole purpose of discharging the rent.

"(3) When, in the absence of a court judgment, a commanding officer submits to the Secretary of the Navy, facts which support a recommendation that an officer or enlisted man be directed to register an allotment for this purpose."

For further details concerning this matter, the Secretary of the Navy's letter, File No. MM(1)/L16-6(400308) of January 6, 1941, should be consulted.

REJECTION OF APPLICATION FOR  
NATIONAL SERVICE LIFE INSURANCE

The following sections of the National Service Life Insurance Act of 1940 are quoted:

"Section 601(d) - Any person who has been commissioned, or examined, accepted, and enrolled, in the active service and is in such active service on the date of enactment of this Act shall be granted such insurance upon application therefor in writing (made within one hundred and twenty days after the date of enactment of this Act and before discharge or resignation from such active service), and upon payment of premiums and evidence satisfactory to the Administrator showing such person to be in good health at the time of such application.

"Section 608 - The Administrator, subject to the general direction of the President, shall administer, execute and enforce the provisions of this part, shall have power to make such rules and regulations, not inconsistent with the provisions of this part, as are necessary or appropriate to carry out its purposes, and shall decide all questions arising hereunder x x x x x x."

It is apparent from the above quotations that decisions as to the acceptance or rejection of applications for National Service Life Insurance are the sole prerogative of the Administrator of Veterans' Affairs. It must also be recognized that the standard of health established by the Administrator may not necessarily conform to the Navy Department's standard of physical qualifications for active duty.

The Navy Department cannot undertake to influence the Veterans Administration in its determination of a matter assigned to it by law.

Attention is invited to the fact, however, that the Veterans Administration has voluntarily suggested to the Navy Department that no officer or man should accept the rejection of his application for National

REJECTION OF APPLICATION FOR  
NATIONAL SERVICE LIFE INSURANCE (CON'T)

Service Life Insurance without instituting an appeal. Such appeal may be directed to the Administrator of Veterans' Affairs without reference to the Navy Department whose only action, in any, case, must be the simple endorsement "forwarded."

CHAIRMEN OF COMMITTEES ON NATIONAL DEFENSE  
OF STATE BAR ASSOCIATIONS

Inquiries from registrants and from men already in the armed services and their dependants concerning the provisions of the Soldiers' and Sailors' Civil Relief Act of 1940 may be referred to the chairman of the committee on national defense of the state bar association in the State from which the inquiry comes who will refer it for local attention.

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## NAMING THE NAVY

The custom of naming United States battleships after states of the Union originated in 1819 with a resolution of Congress which also provided that frigates should be named for rivers and sloops-of-war for principal cities and towns. This is the present system of nomenclature:

Battleships.....	States
Cruisers.....	Cities
Aircraft Carriers.....	Historic naval vessels or battles.
Destroyers.....	Officers and enlisted men of the Navy or Marine Corps, former Secretaries of the Navy, members of Congress or inventors.
Submarines.....	Fish
Mine Sweepers.....	Birds
Gun Boats.....	Smaller Cities
Seaplane Tenders.....	Sounds or Bays
Submarine Tenders.....	Pioneers in Submarine Development.
Oilers.....	Rivers
Ocean-going Tugs.....	<del>Indian Tribes</del>
Cargo Ships.....	Stars

--U. S. Naval Institute Proceedings

## PUBLICATION AVAILABLE

The publication entitled "The Naval Reserve of the United States Navy", a pamphlet for the instruction and guidance of Naval Reserve Officers, second edition, has just been received from the printer and supplies will be available to Commandants of Naval Districts for issue to newly commissioned Naval Reserve officers. Other personnel may purchase this booklet from the Superintendent of Documents, Washington, D. C., at 15¢ per copy.

NAMES ASSIGNED VESSELS UNDER  
CONSTRUCTION OR ON ORDER

The following are names assigned Battleships and Aircraft Carriers now under construction or on order as of February 1, 1941:

BATTLESHIPS

NORTH CAROLINA  
WASHINGTON  
SOUTH DAKOTA  
INDIANA  
MASSACHUSETTS  
ALABAMA  
IOWA  
NEW JERSEY  
MISSOURI  
WISCONSIN  
ILLINOIS  
KENTUCKY  
MONTANA  
OHIO  
MAINE  
NEW HAMPSHIRE  
LOUISIANA

AIRCRAFT CARRIERS

HORNET  
ESSEX  
BON HOMME RICHARD  
INTREPID  
KEARSARGE  
FRANKLIN  
HANCOCK  
RANDOLPH  
CABOT  
BUNKER HILL  
ORISKANY  
TICONDEROGA

MERCHANT MARINE RESERVE

The Navy Department desires to enroll in the Merchant Marine Reserve all of the licensed and unlicensed personnel serving in ocean-going vessels of the American Merchant Marine who can meet the Navy's standards of fitness, physical and otherwise.

For the training of Merchant Marine Reserve officers, the Navy maintains two Merchant Marine Reserve Training Centers, one at New York on the USS SEATTLE and one at San Francisco on Yerba Buena Island. The course consists of eight weeks' instruction in naval subjects, including Navy Regulations, Military Law, Gunnery, Communications, Convoy Instructions, and Merchant Ship Defense Tactics against mines, submarines, surface raiders and aircraft. A large number of the graduates of these Training Centers have volunteered for active duty and are now serving in auxiliary vessels of the fleet.

Cadets, Merchant Marine Reserve, undergoing instruction at the four State Nautical Schools and the three Maritime Commission Cadet Schools, are given a special course of instruction in naval subjects in order to qualify them to become officers of the Merchant Marine Reserve after they complete the course and secure employment as licensed officers in the Merchant Marine.

CERTAIN SERVICES AVAILABLE TO CITIZENS OF ILLINOIS  
THROUGH THE SOLDIERS' AND SAILORS' SERVICE COUNCIL,  
CHICAGO, ILLINOIS

1. The Soldiers' and Sailors' Service Council, 140 South Dearborn Street, Chicago, Has been set up as a public agency to give free aid in the adjustment of personal problems concerning citizens of the State of Illinois in the land or naval forces.
2. This Service Council acts primarily as a clearing house through which personal problems of a legal, financial, or family nature of men in service are referred to cooperating agencies for attention. The problems being referred to the Council include matters of insurance, leases, mortgages, debts, and family difficulties.
3. Many of the problems which the Council will handle are covered by the Soldiers' and Sailors' Civil Relief Act of 1940. Among other things, this Act prohibits the entry of any judgment, or the enforcement of any liability, or the prosecution of any lawsuit against a sailor during his period of service and for a designated period thereafter, and gives him the right upon his return to reopen any lawsuit in which he was a party, providing good faith on his part can be shown. This Act cannot be used as a method of avoiding a just debt or obligation which the sailor is able to pay or carry out, nor does it exempt him from final payment; it is only a deferment until a reasonable time after his tour of duty.
4. Persons in the naval forces wishing to avail themselves of this service should discuss the matter with their commanding officer.
5. Commanding officers are requested to give wide publicity, within their commands, to the contents of this letter.

ARMY AND NAVY HYMNAL

The current stock of the Army and Navy Hymnal is exhausted and it is not contemplated re-ordering from the publishers any more of this type hymnal. A joint committee of Army and Navy Chaplains has compiled a modern version for use by the military services. This new edition is in the final stages of procurement and will replace gradually within the Naval Service the present hymnal in use. Owing to the large demand of hymnals necessitated by the increase of Army personnel, the Navy at a later date will share in the procurement of the new edition. The Hymnal now nearing the process of publication is to be issued in a large and a small size, complete in both cases with musical scores, responsive readings, etc. Procurement by the Bureau of Navigation is contemplated in the near future, depending upon the results of Bids about to be opened by the War Department.

## NAVY TO EXPAND SAFETY AND INDUSTRIAL HEALTH PROGRAM

Acting Secretary of the Navy Forrestal recently announced that the Navy is expanding its safety and industrial health program to meet problems arising from large increases in personnel and storage of vast quantities of materials at Navy shore establishments, both occasioned by current defense activities.

Acting Secretary Forrestal explained that as soon as the necessary personnel is available an Industrial Health Office will be established in each Naval district to tackle the task of minimizing occupational diseases.

Increased attention is being devoted to detecting and correcting unsafe conditions or practices such as fire hazards, dust conditions, danger from fumes, solvents and other hazards.

"For many years past," he said, "the Navy has pursued a safety program at its numerous shore establishments which program, in addition to accident prevention, has included investigations and consultation in regard to industrial health and occupational diseases. This work has produced commendable results as evidenced by the high standings achieved by the Navy Yards in the national safety contests conducted by the National Safety Council.

"To continue the excellent work of the past, and to cope with the new problems constantly arising incident to technological advances, and the increased hazards due to the increasing number of civil employees incident to the existing emergency, it has been decided to expand the present safety and industrial health organizations ashore."

## JOINT ARMY AND NAVY COMMITTEE ON WELFARE AND RECREATION

The Navy continues its cooperation, through the Joint Army and Navy Committee on Welfare and Recreation, with the Coordinator of Health, Recreation, Nutrition, Medical, and other related fields of activity affecting the national defense. The Navy has always been deeply appreciative of the efforts of the local communities whose interest in the welfare of the Navy enlisted man has always been most gratifying. It is hoped that participation in this cooperative policy will render even more effective the efforts applied in this direction. Since this coordination has been established, by the Council for National Defense, with the approval of the President, private and public agencies who wish to participate in this program and who make such offers to the Navy Department are referred to the Federal Security Agency.

## NEW BOOKS

The following new books are being distributed from Naval Supply Depot, Norfolk, to ships, so that no request need be made: R. F. Farwell's, "Rules of the Nautical Road"; G. W. Mixter's, "Primer of Navigation"; and G. W. Vinal's, "Storage Batteries". The last is a revision of a standard book which has been out of print for some time.

## SCHOLARSHIPS

The Trustees of Rensselaer Polytechnic Institute, Troy, N.Y., offer again one full four year tuition scholarship to sons of officers, petty officers or non-commissioned officers on the active or retired lists of the Navy and Marine Corps, as well as to sons of deceased officers, petty officers or non-commissioned officers of the same categories. The student selected will be awarded free tuition amounting to \$1800.00 for the full four year course.

Applicants for the scholarship should apply to the Bureau of Navigation for blank forms which will have to be completed by the applicant and the principal of the secondary school last attended and returned to the Bureau. The completed forms must be received in the Bureau of Navigation by July 15, 1941.

The following, taken from a letter from Rensselaer Polytechnic Institute, is quoted for the information of the service:

"Candidates should be considered on the basis of scholarship, rank, and leadership qualities. Only an exceptional student should be considered and the successful candidate will be required to maintain an average grade of 85 per cent.

"The Institute maintains twelve undergraduate courses leading to the Bachelor degree, as follows:

Civil Engineering	Industrial Engineering
Mechanical Engineering	Business Administration
Electrical Engineering	Chemistry
Chemical Engineering	Physics
Aeronautical Engineering	Biology
Metallurgical Engineering	Architecture

"Graduate courses are also offered leading to the Masters' and Doctors' degrees.

"The scholarship which the Trustees of this Institute offer is distinctly an honor scholarship and is not of the usual kind in which any student who can get a bare passing grade continues to be eligible. In selecting the successful candidate, it is requested that a committee representing the Bureaus of Navigation, Yards and Docks, and Ships be appointed and that they be directed to pay considerable attention to the things that the candidate has done outside of the classroom, such as editorial work, athletics, music, Boy Scout work, etc."

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Randles School, 1923 N Street, N. W., Washington, D. C., is a school devoted to preparing candidates for the Naval Academy. The regular charge including tuition, board and lodging is \$900.00. Incidentals will amount to an additional \$100.00. Day students are accepted at a tuition of \$380.00. For the school year, commencing in August 1941, this school will give ten scholarships of \$300.00 each to boarding students who are entitled to Presidential appointments as a result of their fathers' naval service.



## SCHOLARSHIPS (CON'T)

The Bureau of Navigation has agreed to select the recipients of these scholarships. Selection will be based on scholastic and character qualifications and from above average students. Applicants should apply to the Bureau of Navigation for a form to be submitted by the Principal of the last school attended. In addition, applicants should pass a preliminary physical examination for entrance to the Naval Academy.

Applications with all appropriate data must reach the Bureau of Navigation by July 1, 1941.

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The Bureau of Navigation has been advised by the Principal of the Ogontz School, Montgomery County, Pa., that the Trustees of the Ogontz School will continue the two partial scholarships of \$900.00 each and the full scholarship of \$1800.00 for the coming school year.

These scholarships are limited to daughters of graduates of the U.S. Naval Academy on active duty and not restricted as to place or residence. The \$900.00 reduction in the annual cost of tuition and expenses at the school covers about ~~one-half~~ the total charge.

These scholarships will be for the two year course in the Ogontz Junior College, which provides for a course of study containing the essentials of a college course both in academic and artistic work. The plan of study is equally adapted to the girl who wishes to continue her work in a senior college or to a girl who completes her education at Ogontz. The courses offered prepare any student who attains high standing to enter universities and certain specified colleges with the rank of junior.

There is no entrance examination, but the applicant must be a graduate of an accredited high school or comparable secondary school, and while it is specifically prescribed that no selection by competition is desired or intended, other things being equal the selection will be given to a girl who has a good scholastic record rather than to one with a poor record.

Since it is extremely difficult to judge the applicants solely on the basis of 'paper' records, a personal interview of those deemed to have a reasonable chance of selection becomes a very desirable element in the making of the distinction which will undoubtedly be necessary if the judging is to be done on an equitable basis.

The Commandant of the Eleventh Naval District and the Superintendent of the Naval Academy have each been designated to appoint a board or committee to interview and nominate applicants for the scholarships to the Navy Department where final selections will be made after consideration of the detailed recommendations of the respective boards or committees.

The parents of any girl desiring to have their daughter considered for one of these scholarships should apply to the Commandant of



## SCHOLARSHIPS (CON'T)

the Eleventh Naval District or to the Superintendent of the Naval Academy. The letter of application should state whether or not a partial scholarship is desired should another applicant receive the full scholarship. The following should be submitted with the letter of application: a photograph of the applicant; a letter from the pastor of the family's church; a letter from the principal of the high school or secondary school from which the applicant graduated, together with an attested statement of her academic record; and such other letters of recommendation as the parents desire to submit."

### MAIL ADDRESS AIR BASE BERMUDA

"Officer-in-Charge of Construction"  
Contract No. - 4630  
Naval Air Station  
Elbow Beach Hotel  
Bermuda.

In order to comply with local postal regulations all mail addressed to Bermuda must have the sender's name and address on the envelope.

### LIST OF BUREAU OF NAVIGATION CIRCULAR LETTERS BEGINNING JAN, 1, 1941.

<u>Number</u>	<u>Subject</u>
1-41	Enlisted Personnel - Distribution of.
2-41	Fleet Sound Schools -- addresses of.
3-41	Soldiers' and Sailors' Civil Relief Act of 1940. Department of the Interior notices of December 18, 1940 regarding.
4-41	Service Records - Pages 4-C/4-D. re: Record of completion of practical factors for advancement in rating and record of advancements.
5-41	Status of officers attached to Patrol Wings, U. S. Fleet, to Squadrons and Units assigned in Naval Districts and to Naval Air Stations.
6-41	Officer qualification in submarines.
7-41	Certain legal services in connection with the Soldiers' and Sailors' Civil Relief Act of 1940 made available by the Committee on National Defense of the American Bar Association.
8-41	Numbers of Master Divers, Divers 1c and Divers 2c authorized for fiscal year 1941, Revised.
9-41	Officers for aviation training (heavier-than-air) fiscal year 1942.
10-41	Enlisted personnel to new construction - Assignment of.
11-41	Discharge and reenlistment or extension of enlistments of enlisted men of the Naval Reserve, other than Fleet Reserves of the 16 and 20 year classes, on active duty; and release from active duty.
12-41	Officer Data Card, N. Nav. 278 (revised).
13-41	Naval Reserve officers assigned to active duty during the existing national emergency.

LIST OF BUREAU OF NAVIGATION CIRCULAR LETTERS  
BEGINNING JAN. 1, 1941 (CON'T)

<u>Number</u>	<u>Subject</u>
14-41	Naval Reservists on active duty - instructions governing enlistment (or reenlistment) in the regular Navy.
15-41	Applications for instruction at the Naval Finance and Supply School, and transfer to the Supply Corps of the Navy.
16-41	Certain Benefits and Relief Extended to Service Personnel by the 76th Congress.
17-41	Change in Uniform Regulations, U. S. Navy, 1922.
18-41	Aviation training (lighter-than air) for fiscal year 1942.
19-41	Advanced Fire Control School, Navy Yard, Washington, D.C.
20-41	Muster Roll Reports.
21-41	Naval Reserve Clothing - Marking of.
22-41	Allowances for transfer of enlisted men and baggage to and from Naval activities.
23-41	Identification (Liberty) Cards. (N. Nav. 546)
24-41	Form N. Nav. 25.
25-41	Aviators of the Naval Reserve; policy regarding performance of duty.
26-41	Aviation Pilot Training - Enlisted Personnel - Candidates for.
27-41	Advancement in Rating - Enlisted Personnel.
28-41	Working Uniforms for Officers and Enlisted men.
29-41	Naval Reserve officers assigned to active duty - Uniform gratuities.
30-41	Examination of candidates for appointment to warrant rank.

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APPRECIATION

Appreciation is extended to all contributors of material to this bulletin. The success of the next issue will depend upon a continued flow of material from now until the dead line.

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