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REGULATIONS

FOR THE

GOVERNMENT OF THE NAVY

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UNITED STATES.

1896.

WASHINGTON:
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1896.

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REGULATIONS

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1896

NAVY DEPARTMENT,
Washington, D. C., July 28, 1896.

In accordance with the provisions of section 1547 of the Revised Statutes of the United States, the following regulations are established, with the approval of the President, for the government of all persons attached to the naval service. All regulations, orders, and circulars inconsistent therewith are hereby revoked.

All proposed changes in or amendments to the Navy Regulations, accompanied by a full statement of the reasons therefor and the effect that would be produced thereby, will be submitted to the Department and referred to the Judge-Advocate General, who will report thereon to the Secretary.

H. A. HERBERT,
Secretary of the Navy.

9099

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

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[*Insert in place of page 333.*]

SECTION 4.—REPORTS AND RETURNS.

Commanders in chief, captains of ships, etc., except torpedo-boat destroyers and torpedo boats, will see that the following reports and returns are made and forwarded:

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Weekly, while fitting out.	Captain of ship	Commandant	Condition of ship, deficiencies, etc	
When required	do	do	Progress of work	
Weekly when in U. S. ports.	do	Bureau of Navigation	Vacancies in crew	
Monthly when temperature of magazine is above 90° F.	do	Bureau of Ordnance	Temperature of magazines	6-S (new).
Monthly	Navigator	Bureau of Navigation	Meteorological report	
Do	Pay officer	Bureau of Supplies and Accounts	Summary statement	20.
Do	do	do	Postage and telegram voucher (triplicate)	41.
Do	do	do	Public bills (seconds)	51.
Do	do	do	List of checks drawn	168.
Do	do	Auditor for Navy Department	Summary statement	20.
Do	do	do	Postage and telegram vouchers (original)	41.
Do	do	do	Abstract of deposits	49.
Do	Officer or noncommissioned officer in charge of marine guard.	Adjutant and inspector	Muster roll	
Do	do	Quartermaster	Monthly statement of arms and accoutrements.	
Do	do	One copy to quartermaster and one to assistant quartermaster, Philadelphia.	Report of quantity and sizes of clothing on hand (duplicate).	
Quarterly	Commander-in-chief, commander of squadron, captain of ship.	Bureau of Navigation	Proficiency of naval cadets (duplicate)	
When held, and as required by instructions.	do	do	Reports of target pratice (great guns and small arms).	

[Insert in place of page 333.]

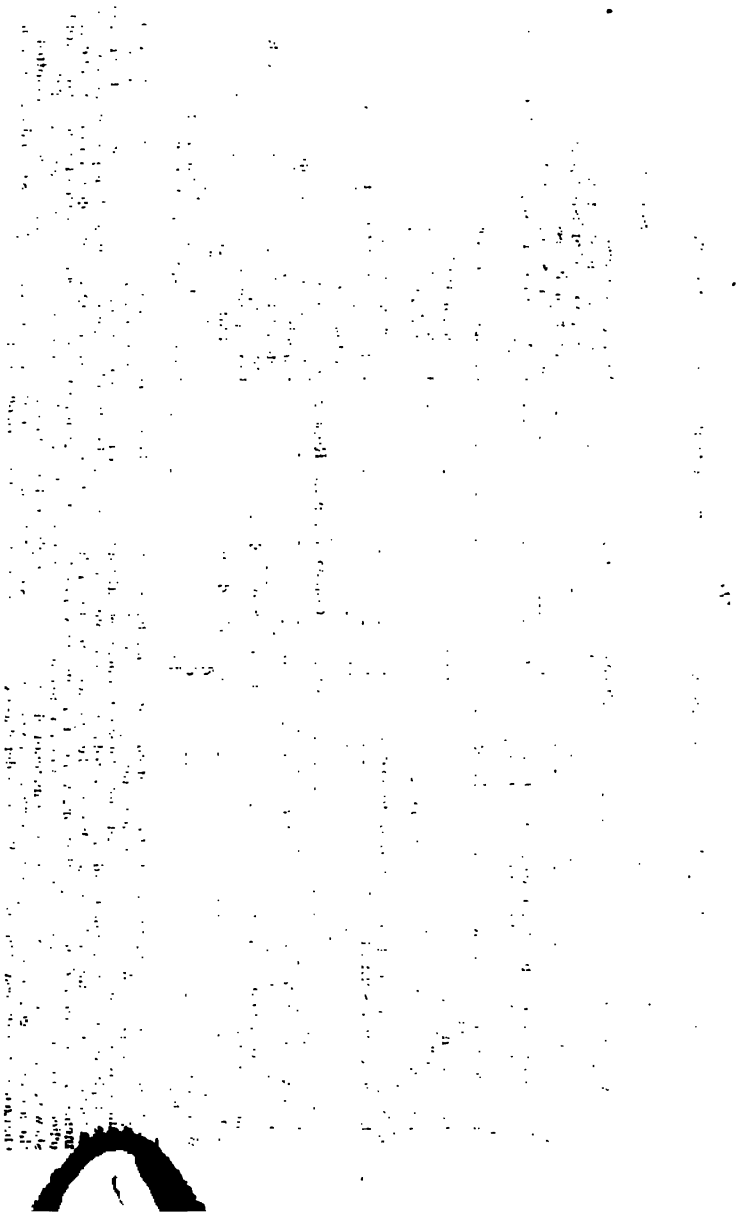
Quarterly, and when relieved of command.	Commander-in-chief, commander of squadron, captain of ship.	Bureau of Navigation	Return of publications under cognizance of Bureau.	
Quarterly	Captain of ship	Bureau of Ordnance	Return of receipts and expenditures	1-S (new).
Do	do	do	Endurance of guns	2-S.
When required, and when captain is relieved, and at end of cruise.	do	do	Condition of armament, etc.	5-S (new).
Quarterly	do	Bureau of Ordnance and Torpedo Station.	Report of torpedoes (Whitehead or Howell.)	E.
When occurring	do	do	Report of practice (Whitehead or Howell)	B or D.
Quarterly	do	Bureau of Navigation	Descriptive muster roll	
Do	do	do	Punishments of enlisted persons	
Quarterly, and when ship is placed out of commission.	do	do	Cruising report	
Quarterly	do	Bureau of Construction and Repair.	Inspection of hull	62.
Annually (after sufficient data has been collected.)	do	Navy Department for Bureau of Construction and Repair.	Seagoing and other qualities	63.
Quarterly	Equipment officer	Bureau of Equipment	Coal account	1-Eq.
Do	do	Bureau of Supplies and Accounts	Balance sheet, equipment officer's stores	58.
Do	do	do	Equipment invoices	64, 71, 72.
Do	do	do	Summaries of store invoices	177.
Do	do	do	Balance sheet, construction stores	58.
Do	do	do	Expenditure invoices	64, 71, 72.
Do	do	do	Summaries of store invoices	177.
Do	Navigator	Bureau of Equipment	Electric plant report	
Do	do	Bureau of Supplies and Accounts	Balance sheet, navigator's supplies	58.
Do	do	do	Expenditure invoices	64, 71, 72.
Do	do	do	Summaries of store invoices	177.
Do	do	do	Balance sheet, ordnance stores	58.
Do	do	do	Expenditure invoices	64, 71, 72.
Do	do	do	Summaries of store invoices	177.
Do	Fleet surgeon	Commander in chief	Sanitary inspection of hospital, foreign sta.	
Do	Intelligence officer	Captain of ship, to be forwarded to Assistant Secretary for Office of Naval Intelligence.	Letter reporting intelligence reports sent, or explaining why not sent.	

[*Insert.*]

Commanding officers of torpedo-boat destroyers and torpedo boats will see that the following reports and returns are made and forwarded:

When to be sent.	To whom to be sent.	Subject.
When vacancies occur	Bureau of Navigation	Vacancies in crew.
Quarterly	do	Descriptive muster roll.
Do	do	Punishment of enlisted persons.
Semi-annually	do	Reports on fitness.
When completed	do	Smooth log (special form).
When sailing on extended cruise or when changes occur. (Blanks reporting no changes to be supplied.)	do	Changes of enlisted persons to date of sailing.
When occurring. (Blanks reporting no changes to be supplied.)	do	Changes of officers.
When determined	Bureau of Equipment	Deviation table.
When occurring	do	Reports of survey and appraisal.
When coal is unsatisfactory or when special trial is ordered.	do	Coal efficiency report.
In the log book (special form for torpedo boats)	do	Electrical Journal.
When condition is unsatisfactory	do	Reports of electrical machinery.
Do.	do	Electrical plant report.
Quarterly	do	Coal report.
Do	Bureau of Construction and Repair	Inspection of hull.
When occurring	do	Report of survey and appraisal.
Annualy after sufficient data has been collected	do	Seagoing and other qualities.
When condition is unsatisfactory	do	Condition of machinery under C. and R.
Quarterly or when completed	Bureau of Steam Engineering	Steam log (special form).
When occurring	do	Reports on survey and appraisal.
Annually	Bureau of Ordnance	Endurance of guns.
Do	do	Condition of armament.
When occurring	do	Report of practice (Forms B or D).
Do	do	Reports of survey and appraisal.

Bureau of Supplies and Accounts.—Clothing and small stores shall be issued by the pay officer of any receiving or other ship with which a torpedo boat may be in company. When issues are made by any pay officer other than the one having the accounts of such torpedo boat, they shall be made in the manner prescribed by Art. 1317, Navy Regulations, for supernumeraries entitled to pay. All rations shall be commuted, and any provisions drawn from the supply which may be put on board shall be treated as provisions sold to messes for cash. Public bills for torpedo boats shall be paid by the pay officer having their pay accounts or by the pay officer of a flag or other ship with which they may be in company. Equipage and supplies for the several departments shall be furnished and receipts therefor given in the manner prescribed for other vessels, but no accounts thereof need be maintained or rendered by officers of torpedo boats. Articles put on shore, not to be returned, must be receipted for by general storekeepers. The property accounts of these boats showing both receipts and expenditures will be maintained in the Bureau of Supplies and Accounts from receipt and expenditure vouchers submitted with the accounts of general storekeepers and bureau representatives aboard ships from which supplies may be obtained. Articles of equipage will remain charged against the boat, but supplies will be considered as expended when received, and charged off accordingly.



SECTION 4.—REPORTS AND RETURNS.

PAGE 334.

First entry in column "Subject", strike out the words "(duplicate fleet surgeon)".

PAGE 335.

Strike out third entry, "Do—do—do—Abstract of receipt vouchers".

Strike out fourth entry, "Do—do—do—Abstract of expenditure vouchers".

Strike out nineteenth entry, "Do—Captain of ship—Bureau of Navigation—Proficiency report of enlisted persons".

Twentieth entry, "Do—do—do—Smooth log" in column "By whom sent", strike out "do" and insert "Captain of ship"; in column "To whom to be sent", strike out "do" and insert "Bureau of Navigation".

Thirty-third entry in column "When to be sent", strike out "Upon being commissioned and at end of cruise" and substitute "At end of cruise".

PAGE 336.

Strike out eighteenth entry, "Do—do—do—Requisitions and bills approved".

ARTICLE 1608.

Strike out paragraph 13.

ARTICLE 1708.

Strike out paragraphs 3 and 4, and insert the following:

"3. Reports made in accordance with the provisions of article 238 and the following paragraph shall be filed in the Bureau of Navigation as part of the officer's record, and shall be submitted to the Board of Examiners for its consideration, and to be attached to the proceedings in the case.

"4. Interrogatories regarding any particular matter, or incident, touching the fitness of an officer subject to examination preliminary to promotion, may, upon the request of such officer, be addressed by the Bureau of Navigation to any officer having knowledge of the facts."

THEODORE ROOSEVELT,
Acting Secretary.

O

CHAPTER I.

NAVY DEPARTMENT.

Secretary of the Navy.

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

Assistant Secretary of the Navy.

2. The Assistant Secretary will exercise a general supervision over the bureaus of the Navy Department and those branches of the establishment acting thereunder, and will perform such specific duties as may be prescribed by the Secretary or required by law. All orders issued by the Assistant Secretary will be considered as orders of the Secretary, and will be obeyed and respected accordingly.

Business of the Department.

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

First.—A Bureau of Yards and Docks.
Second.—A Bureau of Equipment.
Third.—A Bureau of Navigation.
Fourth.—A Bureau of Ordnance.
Fifth.—A Bureau of Construction and Repair.
Sixth.—A Bureau of Steam Engineering.
Seventh.—A Bureau of Supplies and Accounts.
Eighth.—A Bureau of Medicine and Surgery. (R. S., Sec 419.)

Duties of Bureaus.

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

Judge-Advocate General.

5. There shall be in the Navy Department a Judge-Advocate General of the Navy, who shall, under the direction of the Secretary of the Navy, receive, revise, and have recorded the proceedings of all courts-martial, courts of inquiry, and boards for the examination of officers for retirement and promotion in the naval service, and perform such other duties as have heretofore been performed by the Solicitor and Naval Judge-Advocate General. (Act of June 8, 1880.)

Bureau of Yards and Docks.

6. (1) The duties of the Bureau of Yards and Docks shall comprise all that relates to the construction and maintenance of all docks (including dry docks), slips, wharves, piers, quay walls, and buildings of all kinds, for whatever purpose needed, within the limits of navy yards and naval stations, except the naval station, Newport, R. I., and Naval Academy, Annapolis, Md., and of the Naval Home,

but not of hospitals and magazines outside of navy yards, nor of buildings for which it does not estimate. It shall prepare the plans and make the estimates for the above structures, after consulting with the chief of the bureau for whose use they are designed, as to their internal arrangement and location in the yard.

(2) It shall repair and require for furniture for all buildings in navy yards.

(3) It shall be charged, under the special instructions of the Secretary, with the purchase, sale, and transfer of all land and buildings connected with navy yards, and shall also be charged with the care and preservation of all muniments of title to lands acquired for naval uses.

(4) It shall provide light and water for all buildings, or for whatever other purposes they may be needed in navy yards; and shall require for all the fuel, except that which is used by other bureaus.

(5) It shall have charge of all landings, derricks, shears, cranes, sewers, dredging, railway tracks, cars, wheels, trucks, grading, paving, walks, shade trees, enclosure walls and fences, ditching, reservoirs, cisterns, fire engines and apparatus, and shall require for all material and articles necessary therefor. It shall provide watchmen, labor for cleaning navy yards and naval stations, except the naval station, Newport, R. I., and Naval Academy, Annapolis, Md., and for the protection of public property therein.

(6) It shall require for the furniture, stationery, blank books, and forms, and provide the clerical force, messengers, and laborers necessary for the offices of the commandant, captain, and civil engineer of navy yards, and defray the cost of the same.

(7) It shall provide the oxen, horses, and teams required for all purposes at navy yards, the subsistence and care of the same, and the necessary teamsters.

(8) It shall determine upon and require for all the tools, stores, materials, means, and appliances of every kind required for its own purposes, and erect and repair the same.

(9) It shall superintend all work done under it.

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

(11) It shall estimate for, and defray from its own funds, the cost necessary to carry out its duties as above defined.

(12) Orders relating to navy-yard business connected with the bureau shall be given by the chief of bureau to the commandants, who shall be responsible for their execution.

7. (1) The duties of the Bureau of Equipment shall comprise all that relates to the equipment of ships according to the allowance tables from time to time in force.

Bureau of Equipment.

(2) It shall have charge of the manufacture of rope, anchors, cables, rigging, sails, galleys, and cooking utensils, and of the installation and repair of all electric appliances on shipboard; also of the naval observatory, nautical almanac, and compass offices; the apartments and rooms assigned for its purposes, or for the use of the equipment officers in the yards and stations; and it shall require for the instruments, and provide for clerks, writers, draftsmen, messengers, and laborers for the same.

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

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

(5) It shall design, erect, and maintain all the buildings at the observatory and elsewhere, except in navy yards, that may be needed for its purposes; and it shall be charged, under the special instructions of the Secretary, with the purchase, sale, and transfer of all land and buildings in connection therewith.

(6) It shall determine upon and require for or manufacture all the tools, stores, stationery, blank books, forms, and appliances of every kind used for its own purposes.

(7) It shall superintend all work done under it.

(8) It shall have control of the organization and muster of the employees used entirely for its own purposes.

(9) It shall estimate for and defray from its own funds the cost necessary to carry out its duties as above defined.

(10) Orders relating to navy-yard business connected with the bureau shall be given by the chief of the bureau to the commandants, who shall be responsible for their execution.

Bureau of Navigation.

8. (1) The duties of the Bureau of Navigation shall comprise the promulgation, record, and enforcement of the orders of the Secretary to the fleet and to the officers of the Navy, except such orders as pertain to the office of the Secretary; all that relates to the education of officers and men, including the Naval Academy and technical schools for officers (except the war college and torpedo school), the apprentice establishment, and schools for the technical education of enlisted men; to the enlistment and discharge of all enlisted persons, and to the preparation of estimates for the pay of all officers and enlisted men.

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

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

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

(5) It shall have under its control the Hydrographic Office, the collection of foreign surveys, publication and supply of charts, sailing directions, and nautical works, and the dissemination of nautical and hydrographical information to the Navy and mercantile marine.

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

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

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

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

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

(11) In order to prevent conflicting instructions, and that a proper record may be kept of the readiness of vessels for service, all official communications between the Navy Department and its offices and ships in commission for sea service, which refer to the movements of ships, to their condition, to their repairs, to their availability for sea service, and to their personnel, shall be forwarded through this Bureau.

Bureau of Ordnance.

9. (1) The duties of the Bureau of Ordnance shall comprise all that relates to the torpedo station and to magazines on shore, to the manufacture of offensive and defensive arms and apparatus (including torpedoes), all ammunition, and war explosives It shall require for or manufacture all machinery, apparatus, equipment, material, and supplies required by, or for use with, the above.

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

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

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

(5) It shall design, erect, and maintain all shops and buildings constructed for its own purposes outside the limits of navy yards and for which it may have estimated; and it shall be charged, under the special instructions of the Secretary, with the purchase, sale, and transfer of all land and buildings in connection therewith, except in navy yards, and with the preservation of the public property under its control.

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

(7) It shall superintend all the work done under it.

(8) It shall have control of the organization and muster of the employees used entirely for its own purposes.

(9) It shall estimate for, and defray from its own funds, the cost necessary to carry out its duties as above defined.

(10) Orders relating to navy-yard business connected with the bureau shall be given by the chief of bureau to the commandants, who shall be responsible for their execution.

Bureau of Construction and Repair.

10. (1) The duties of the Bureau of Construction and Repair shall comprise all that relates to designing, building, fitting, and repairing the hulls of ships, turrets, spars, capstans, windlasses, steering gear and ventilating apparatus; and, after consultation with the Bureau of Ordnance, and according to the requirements thereof as determined by that bureau, the designing and construction of independent ammunition hoists, and the installation of these and all other ammunition hoists, their shafts, machinery and appurtenances; placing and securing armor after the material, quality, and distribution of thickness have been determined by the Bureau of Ordnance; placing and securing on board ship, to the satisfaction of the Bureau of Ordnance, the armament and its accessories as manufactured and supplied by that bureau; care and preservation of ships in reserve, and requiring for or manufacturing all its equipage and supplies for ships prescribed by the authorized allowance tables. The Bureau of Construction and Repair shall also, after conference with the Bureau of Ordnance, design the arrangements for centering the turrets, the character of the roller paths and their supports, and furnish that bureau every opportunity to inspect the installation on board of all armament and accessories supplied by said bureau.

(2) It shall have charge of the docking of ships.

(3) It shall design the slips, and the various buildings and shops, so far as their internal arrangements are concerned, where its work is executed, and shall be charged with the operating and cleaning of dry docks.

(4) It shall determine upon and require for or manufacture all tools, appliances, stores, stationery, books, and forms of every kind used for its own purposes.

(5) It shall superintend all work done under it.

(6) It shall have control of the organization and muster of the employees used entirely for its own purposes.

(7) It shall estimate for and defray from its own funds the cost necessary to carry out its duties as above defined.

(8) Orders relating to navy-yard business connected with the bureau shall be given by the chief of bureau to the commandants, who shall be responsible for their execution.

Bureau of Steam Engineering.

11. (1) The duties of the Bureau of Steam Engineering shall comprise all that relates to designing, building, fitting out, and repairing the steam machinery used for the propulsion of naval ships; the steam pumps, steam heaters, distilling apparatus, all steam connections of ships, and the steam machinery necessary for actuating the apparatus by which turrets are turned; also to requiring for or manufacturing all equipage and supplies for ships prescribed by the authorized allowance tables.

(2) It shall design the various shops at navy yards and stations where its own work is executed, so far as their internal arrangements are concerned.

(3) It shall determine upon and require for or manufacture all its machinery and tools, and shall erect and repair the same It shall require for or manufacture the stores, stationery, blank books, forms, fuel, material, and all means and appliances of every kind required for its own purposes.

(4) It shall superintend all work done under it.

(5) It shall have control of the organization and muster of the employees used entirely for its own purposes.

(6) It shall estimate for and defray from its own funds the cost necessary to carry out its duties as above defined.

(7) Orders relating to navy-yard business connected with the bureau shall be given by the chief of bureau to the commandants, who shall be responsible for their execution.

Bureau of Medicine and Surgery.

12. (1) The duties of the Bureau of Medicine and Surgery shall comprise all that relates to laboratories, naval hospitals, and dispensaries.

(2) It shall require for all supplies, medicines, and instruments used in the medical department of the Navy.

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

(4) It shall design, erect, furnish, and maintain all the buildings constructed for its own purposes outside the limits of navy yards, for which it may have estimated; and it shall be charged, under the special instructions of the Secretary, with the purchase, sale, and transfer of all land and buildings in connection therewith, and with the preservation of the public property under its control.

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

(6) It shall superintend all the work done under it.

(7) It shall have control of the organization and muster of the employees used entirely for its own purposes.

(8) It shall estimate for and defray from its own funds the cost necessary to carry out the duties as above defined.

(9) Orders relating to navy-yard business connected with the bureau shall be given by the chief of bureau to the commandants, who shall be responsible for their execution.

Bureau of Supplies and Accounts.

13. (1) The duties of the Bureau of Supplies and Accounts shall comprise all that relates to requiring for or preparing provisions, clothing, small stores, fresh water for drinking and cooking purposes, and contingent stores of the pay department; the purchase of all supplies for the naval establishment, except medicines and surgical appliances and instruments, and supplies for the Marine Corps; and the keeping of a proper system of accounts of the same.

(2) It is, at shore stations within the United States, charged with the transfer of all stores and supplies, and their reception, care, custody, and issue when authorized, except those pertaining to the Bureau of Medicine and Surgery and to the Marine Corps.

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

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

(5) It shall have charge of all shipments, and the control of the organization and muster of the employees used entirely for its own purposes.

(6) It shall estimate for and defray from its own funds the cost necessary to carry out its duties as above defined; but the cost of supplies purchased and of shipments made by this bureau for other bureaus or branches of the establishment, shall be defrayed out of the proper appropriations therefor.

(7) Orders relating to navy-yard business connected with the bureau shall be given by the chief of bureau to the commandants, who shall be responsible for their execution.

Judge-Advocate General.

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

(2) It shall also be the duty of the Judge-Advocate General to examine and report upon claims of every description filed in the Department, including those resulting from collisions between ships of the Navy and other vessels, and those arising under contracts with the Department, or the bureaus, and requiring the action of the Department; to conduct the departmental correspondence relating to the business connected with

the increase of the Navy, including the preparation of advertisements inviting proposals for the construction of new ships, or for supplying materials for use in their construction; to prepare forms for proposals to be used by bidders in offering to construct such ships, or to supply such materials; also forms for contracts to be entered into, and for bonds to be furnished by such bidders on the acceptance of their proposals; to conduct the departmental correspondence relating to the plans, specifications, and materials of new ships, and to proposed changes in the same; and to examine all contracts, and the bonds accompanying them, made by any of the bureaus for buildings or other public works, as to the form and validity of the same.

(3) It shall also be the duty of the Judge-Advocate General to consider and report upon all matters which may be referred to him by the Department, involving questions of law, regulations, and discipline, and requiring the action of the Department; all questions relating to the meaning or construction of the General Regulations of the Navy which may be thus referred to him, including those relating to rank or precedence, or to appointments, commissions, promotions, and retirements, and those relating to the validity of proceedings in court-martial cases; to conduct the correspondence with the Attorney General relative to questions of statutory construction submitted for his opinion; to the institution of suits at the instance of the Navy Department, and to the defense of suits brought by private parties against the officers or agents of the Department; to answer calls from the Department of Justice and Court of Claims for information and papers relating to cases there pending and connected with the Navy Department; to examine and report upon the official bonds of pay officers, and all questions presented to the Department relating to pay and traveling expenses of officers; to attend to all correspondence relating to the care of naval prisons and prisoners; and to consider and act upon applications for the removal of the mark of desertion standing against the names of enlisted men of the Navy or Marine Corps.

CHAPTER II.

RANK, COMMAND, AND DUTY.

SECTION I.—OFFICERS IN GENERAL.

Officers of the Navy.

15. Officers of the United States Navy shall be known as officers of the line and officers of the staff.

16. The officers of the line are as follows, and they shall take rank and exercise military command in the order mentioned: Rear Admiral; Commodore; Captain; Commander; Lieutenant Commander; Lieutenant; Lieutenant (junior grade); Ensign; Naval cadet; Boatswain; Gunner.

Officers of the line.

17. The above shall take rank in each grade according to the dates of their commissions; in the absence of commissions they shall take rank according to the order in which their names appear upon the official navy register as kept in the Navy Department.

Rank in grade.

18. (1) Officers of the line only can exercise military command.

(2) Only officers on duty pay can exercise, or are subject to, command except as provided for in Art. 212.

Authority of line officers.

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

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

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

19. The officers of the staff are as follows: Medical officers; pay officers; engineer officers; chaplains; professors of mathematics; naval constructors; civil engineers; carpenters; sailmakers.

Staff officers.

20. The relative rank of officers of the staff is as follows:

Relative rank of staff officers.

(*a*) Medical directors have the relative rank of captain. Medical inspectors have the relative rank of commander. Surgeons have the relative rank of lieutenant commander or lieutenant. Passed assistant surgeons have the relative rank of lieutenant or lieutenant of the junior grade. Assistant surgeons have the relative rank of lieutenant of the junior grade or ensign.

Medical officers.

(*b*) Pay directors have the relative rank of captain. Pay inspectors have the relative rank of commander. Paymasters have the relative rank of lieutenant commander or lieutenant.

Pay officers.

Passed assistant paymasters have the relative rank of lieutenant or lieutenant of the junior grade. Assistant paymasters have the relative rank of lieutenant of the junior grade or ensign.

Engineer officers.

(*c*) The senior ten chief engineers have the relative rank of captain. The next fifteen chief engineers have the relative rank of commander. The remaining forty-five chief engineers have the relative rank of lieutenant commander or lieutenant. Passed assistant engineers have the relative rank of lieutenant or lieutenant of the junior grade. Assistant engineers have the relative rank of lieutenant of the junior grade or ensign.

Chaplain.

(*d*) The senior four chaplains have the relative rank of captain. The next seven chaplains have the relative rank of commander. The next seven chaplains have the relative rank of lieutenant commander or lieutenant. The remaining chaplains are without relative rank.

Professors of Mathematics.

(*e*) The senior three professors of mathematics have the relative rank of captain. The next four professors of mathematics have the relative rank of commander. The remaining five professors of mathematics have the relative rank of lieutenant commander or lieutenant.

Naval constructors.

(*f*) The senior two naval constructors have the relative rank of captain. The next three naval constructors have the relative rank of commander. The remaining naval constructors have the relative rank of lieutenant commander or lieutenant. Assistant naval constructors have the relative rank of lieutenant or lieutenant of the junior grade.

Civil engineers.

(*g*) The senior civil engineer has the relative rank of captain. The next two civil engineers have the relative rank of commander. The next three civil engineers have the relative rank of lieutenant commander. The next four civil engineers have the relative rank of lieutenant. The remaining civil engineers have the relative rank of lieutenant of the junior grade.

21. The precedence of officers of the staff in their several corps and in their several grades and with officers of the line with whom they hold relative rank, in processions on shore, or courts-martial, summary courts, courts of inquiry, boards of survey, and all other boards shall be regulated by the precedence list published in the navy register. All processions on shore where officers appear in an official capacity and where formation is necessary shall be regarded as military formations. In all cases where commissioned officers of different corps have the same date of precedence, they shall take rank as follows:

Precedence of officers.

(*a*) Line officers.
(*b*) Medical officers.
(*c*) Pay officers.
(*d*) Engineer officers.
(*e*) Chaplains.
(*f*) Professors of mathematics.
(*g*) Naval constructors.
(*h*) Civil engineers.

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

Authority of staff officers.

(2) They shall not, by virtue of relative rank and precedence, have any additional right to quarters, nor shall they have authority to exercise military command; nor shall they take precedence of their commanding

officer; nor shall they take precedence of the aid or executive of the commanding officer while executing the orders of such commanding officer on board of the vessel or at the station to which they are attached; nor shall they be exempted from obeying the lawful commands of officers of the line who may be charged by proper authority with the details of military duty incident to the naval service.

Chiefs of bureaus of the Navy Department.

23. (1) The chiefs of the Bureaus of Medicine and Surgery, Supplies and Accounts, Steam Engineering, and Construction and Repair, shall have the relative rank of commodore and the respective titles of surgeon general, paymaster general, engineer-in-chief and chief constructor, while holding these offices.

(2) A captain or commander, when chief of a bureau of the Navy Department, shall have the relative rank of commodore during the time he holds such office, but his actual rank and title shall remain unchanged.

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

Judge-Advocate General.

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

Officers of the Navy and the Army.

24. The relative rank between officers of the Navy, whether on the active or the retired list, and officers of the Army, shall be as follows, lineal rank only being considered:

(*a*) Rear admiral shall rank with major general.

(*b*) Commodore with brigadier general.

(*c*) Captain with colonel.

(*d*) Commander with lieutenant colonel.

(*e*) Lieutenant commander with major.

(*f*) Lieutenant with captain.

(*g*) Lieutenant of the junior grade with first lieutenant.

(*h*) Ensign with second lieutenant.

Officers of the Marine Corps.

25. The officers of the Marine Corps shall be, in relation to rank, on the same footing as officers of similar grades in the Army. No officer of the Marine Corps shall exercise command over any navy yard, station, or ship of the United States.

Officers of the Revenue-Cutter Service.

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

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

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

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

(*d*) Third lieutenants with and next after ensigns in the Navy.

Warrant officers.

27. Boatswains, gunners, carpenters, and sailmakers are warrant officers. They have no relative rank, but shall take precedence of each other according to the date of their warrants; in case the warrants of two or more are of the same date, then according to the order in which their names are borne upon the official navy register as kept in the Navy Department. They shall, under their superiors, have all necessary authority for the due performance of their duties, and they shall be obeyed accordingly. They shall take precedence of all mates, other petty officers, and noncommissioned officers of the Marine Corps.

28. Mates are petty officers. They are rated, by authority of the Secretary of the Navy, from seamen and ordinary seamen who have enlisted in the naval service for not less than two years. Mates have no relative rank, but they shall take precedence of all other petty officers, noncommissioned officers of the Marine Corps, and enlisted men, and in their own grade according to the dates of their appointments. They shall, under their superiors, have all necessary authority for the due performance of their duties, and they shall be obeyed accordingly.

Mates.

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

Clerks.

30. The classification of petty officers and enlisted men in the Navy, and of noncommissioned officers, musicians, and privates in the Marine Corps, is as follows: They shall take precedence according to this classification; the precedence of two or more holding the same rate shall be determined by the date of their rates; if of the same date, then their precedence shall be determined by their commanding officer. At general muster the names of petty officers shall be called in the order of their precedence. Petty officers shall be entitled to obedience in the execution of the duties of their office from persons of inferior ratings.

Petty officers and enlisted men.

CHIEF PETTY OFFICERS.

Seaman branch.	Artificer branch.	Special branch.	Marines.
Chief masters at arms. Chief boatswain's mates. Chief gunner's mates. Chief quartermasters.	Chief machinists. Chief carpenter's mates.	Chief yeomen. Apothecaries. Bandmasters.	Sergeants major. First sergeants in charge of guard.

PETTY OFFICERS, FIRST CLASS.

Masters at arms, 1st class. Boatswain's mates, 1st class. Gunner's mates, 1st class. Quartermasters, 1st class. Schoolmasters.	Machinists, 1st class. Boilermakers. Coppersmiths. Blacksmiths. Plumbers and fitters. Sailmaker's mates. Carpenter's mates, 1st class. Water tenders.	First musicians. Yeomen, 1st class.	First sergeants.

PETTY OFFICERS, SECOND CLASS.

Masters at arms, 2d class. Boatswain's mates, 2d class. Gunner's mates, 2d class. Quartermasters, 2d class.	Machinists, 2d class. Carpenter's mates, 2d class. Printers. Oilers.	Yeomen, 2d class.	Sergeants.

PETTY OFFICERS, THIRD CLASS.

Masters at arms, 3d class. Coxswains. Gunner's mates, 3d class. Quartermasters, 3d class.	Carpenter's mates, 3d class. Painters.	Writers, 3d class.	Corporals.

SEAMEN, FIRST CLASS.

Seaman branch.	Artificer branch.	Special branch.	Marines.
Seamen gunners. Seamen. Apprentices, 1st class.	Firemen, 1st class.	Musicians, 1st class.	Musicians. Privates.

SEAMEN, SECOND CLASS.

Ordinary seamen. Apprentices, 2d class.	Firemen, 2d class. Shipwrights. Sailmakers.	Musicians, 2d class. Buglers.	

SEAMEN, THIRD CLASS.

Landsmen. Apprentices, 3d class.	Coal passers.	Baymen.	

MESSMEN BRANCH.

Stewards to commanders in chief. Cooks to commanders in chief. Stewards to commandants. Cooks to commandants. Cabin stewards. Cabin cooks.	Wardroom stewards. Wardroom cooks. Steerage stewards. Steerage cooks. Warrant officers' stewards. Warrant officers' cooks.	Ship's cooks, 1st class. Ship's cooks, 2d class. Ship's cooks, 3d class. Ship's cooks, 4th class. Mess attendants.

SECTION 2.—DETAIL OF COMMAND AND DUTY.

In general.

31. Officers of the Navy shall perform such duty as may be assigned to them by the Navy Department.

Rear admiral.

32. A rear admiral may command a fleet, a squadron, or a naval station.

Commodore.

33. A commodore may command a squadron, a division of a squadron, or a naval station.

Captain.

34. A captain may command a division of a squadron; be chief of staff to a flag officer or commodore; command a naval station, or ship of the first or second rate; or perform such shore duty as may be assigned him.

Commander.

35. A commander may command a division of a squadron, a naval station, or a ship of the third rate; act as chief of staff to an officer commanding a division of a squadron, or perform such shore duty as may be assigned him.

Lieutenant commander.

36. A lieutenant commander may command a ship of the fourth rate; serve as executive officer of a naval station or ship commanded by an officer of a superior grade; or perform such shore duty as may be assigned him.

37. A lieutenant may command a tug, tender, or any ship not rated; serve as executive officer of a ship commanded by an officer of a superior grade; as navigator, or watch officer, or as flag lieutenant to an officer of flag rank or to a commodore; or perform such shore duty as may be assigned him.

Lieutenant.

38. A lieutenant of the junior grade may serve as executive officer of a ship commanded by an officer of a superior grade; as navigator, or watch officer, or as aid to an officer of flag rank, or to a commodore, or as clerk to the commander of a squadron, or perform such shore duty as may be assigned him; and shall perform duty in the engine room when necessary.

Lieutenant of the junior grade.

39. An ensign may serve as watch officer; as clerk to the commander of a squadron, captain, commander or lieutenant commander when afloat; or perform any duty afloat or ashore that may be assigned him, including duty in the engine room when necessary.

Ensign.

40. A naval cadet shall perform such duty afloat as may be assigned him, including duty in the engine or fire room, but shall not be detailed for duty as aid on the personal staff of an officer, or as clerk.

Naval cadet.

41. Should the flag officer commanding be rendered incapable of exercising command, the officer of the fleet or squadron next in rank shall succeed him and discharge his duties until regularly relieved. He shall have all of the authority and responsibility of his predecessor.

Flag officer in chief command disabled. Succession.

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

Flag officer in chief command killed in battle. Succession.

43. Should the captain of a ship be rendered incapable of exercising command, the executive officer shall succeed him until relieved by orders from the flag officer commanding, or the Navy Department, even though there be officers on board as passengers higher in rank than himself.

Death or disability of the captain of a ship. Succession.

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

Authority of a flag officer when a passenger.

Passengers may be assigned to duty.

Authority of passengers thus assigned.

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

Authority to perform duty.

46. An officer duly appointed to act in a grade superior to his own shall, while so acting, be entitled to the same command, precedence, and honors, as if he held an actual commission, except that he shall not exercise command, nor take precedence over, an officer holding a commission in said superior grade. Officers holding appointments in a higher grade than that in which they are commissioned shall take rank with one another according to the date of their commissions.

Authority of acting appointments.

Retired officers.

47. An officer on the retired list of the Navy shall not be employed on active duty except in time of war.

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

Authority of Navy and of Army officers serving together.

49. (1) Officers ordered to duty under the Light-House Board shall report by letter to the Secretary of the Treasury.

Officers on light-house duty.

(2) While on this service they shall obey the orders and directions of the Secretary of the Treasury and the Light-House Board.

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

50. (1) Officers ordered to duty under the Fish Commission shall report by letter to the Commissioner of Fish and Fisheries.

Officers on duty under Fish Commission.

(2) While on this service they shall obey the orders and directions of the Commissioner. In case of his absence or disability his duties devolve by law upon an assistant, whom he has authority to designate, and whose directions under such circumstances shall be obeyed.

(3) While on duty under the Fish Commission, officers will be held directly responsible to the Secretary of the Navy for conformity to the rules and articles for the government of the Navy and the Navy Regulations, except only in so far as they may be inconsistent with the special service in which they are engaged.

(4) They will also be held directly responsible for the care of the persons, vessels, and public property that may be placed under their control.

51. (1) Officers ordered to duty under the Coast and Geodetic Survey shall report by letter to the Secretary of the Treasury.

Officers on duty in coast survey.

(2) While on this service they shall obey the orders and directions of the Secretary of the Treasury and of the Superintendent of the Coast Survey.

(3) While on duty under the Coast and Geodetic Survey officers will be held directly responsible to the Navy Department for conformity to the rules and articles for the government of the Navy and the Navy Regulations, except only in so far as they may be inconsistent with the special service in which they are engaged.

(4) They will also be held directly responsible for the care of the persons, vessels, and public property that may be placed under their control.

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

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

Act of Congress approved Mar. 3, 1871. Statutes at Large, vol. 16, page 537.

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

Decisions.

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

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

(*c*) Officers of the staff corps of the Navy shall on all occasions be treated with the same respect as officers of corresponding rank in the line not in command, under like circumstances. Their legal rank carries with it the same personal dignity and is to receive, in all respects, the same consideration. If they are at any time subordinated, for any purpose of

organization or duty, to the exercise of authority delegated by law to their juniors in actual or relative rank, it is for reasons growing out of the necessities of military service, operating alike on all officers of both line and staff under like circumstances, and subject to the same conditions applicable to all. The right of military command and to additional quarters is restricted by law.

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

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

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

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

storerooms or parts of the ship in proper condition for his inspection, at such times as may be designated by the commanding officer.

(4) As the officer to whom the details of the organization of the ship's company are entrusted, the aid or the executive is the proper person to station the officers and crew, and to prepare, form, parade, and present them in proper attitude for review and inspection by the captain or other proper officer, and for this purpose he has authority to take preliminary charge of all formations and parades, to see that the whole is properly organized and paraded, and to receive the reports customary on such occasions from the officers in charge of departments and divisions, and transmit them as a whole to the captain. While carrying out the details of organization and those of police and inspection, in execution of the orders of the commanding officer, the aid or executive takes precedence over all officers attached to the ship, and shall be obeyed and respected accordingly. Reports of heads of departments and of officers senior in rank to the aid or executive, other than those above mentioned, will be made direct to the commanding officer. The commanding officer is authorized to grant temporary leave of absence to the officers and others attached to the vessel. Under his orders and special directions, such leave of absence may be granted by the aid or executive to officers who are junior to him in rank; these officers will report their return from leave to the aid or executive. Officers senior in rank to the aid or executive desiring to leave the ship will obtain the required permission directly from the commanding officer, and upon their return from leave will report the same to him. All officers will report their permission to leave the ship, and their return, to the officer of the deck. The departure and return of officers senior to the aid or executive will be reported to the latter by the officer of the deck.

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

(6) The officer in command of a ship of war is not authorized to delegate his power, except for the carrying out of the details of the general duties to be performed by his authority. The command is his, and he can neither delegate the duties of it to another, nor avoid its burdens, nor escape its responsibilities; and his "aid or executive," in the exercise of the power given to him for "executing the orders of the commanding officer," must keep himself constantly informed of the commander's opinions and wishes thereon; and whenever and as soon as he may be informed or is in doubt as to such opinion or wishes, he must remedy such defect by prompt and personal application, to the end that the

authority of the captain may be used only to carry out his own views; and that he may not be, by its unwarranted exercise, in any measure relieved from his official responsibilities, which can neither be assumed by nor fall upon any other officer.

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

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

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

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

Officers in charge of departments.

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

CHAPTER III.

HONORS AND DISTINCTIONS.

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

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

Reception of the President.

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

Other U. S. ships present.

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

The President's ship the senior.

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

Ships falling in with the President.

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

The President passing other ships.

57. When the Vice President of the United States visits a ship of the Navy, he shall receive the same honors as prescribed in Art. 56, par. 1, except that the yards or rail shall not be manned, and there shall be but one salute of nineteen guns, which will be fired at his departure, the national ensign being displayed at the fore during the salute.

Reception of the Vice President.

58. When an ex-President of the United States visits a ship of the Navy, he shall receive the same honors as prescribed in Art. 56, par. 1, except that the yards or rail shall not be manned, and no flag shall be displayed in his honor, unless the reception takes place in a foreign port, when the national ensign shall be displayed at the main during the salutes.

Reception of an Ex-President.

59. When the president of a foreign republic or a foreign sovereign visits a ship of the Navy, the same honors as those prescribed in Art. 56, par. 1, shall be extended, except that the national ensign of the country represented shall be displayed at the main during the entire visit, and the national air of that country played by the band.

Reception of a foreign president or sovereign.

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

Reception of a member of a royal family.

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

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

62. None of the foregoing salutes shall be fired by any except ships authorized to salute according to Art. 120.

Ships authorized to salute.

SECTION 2.—CIVIL OFFICERS OF THE GOVERNMENT, MEMBERS OF THE DIPLOMATIC CORPS, AND CONSULS.

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

Reception of the Secretary of the Navy.

64. When the Assistant Secretary of the Navy visits officially a ship of the Navy, all officers of the vessel shall assemble, in dress uniform, on the side of the quarter-deck on which he enters. He shall be received at the gangway by the senior officer on board, accompanied by such other officers as he may designate. The full marine guard shall be paraded, and the crew formed in order forward of the guard. When the Assistant Secretary

The Assistant Secretary of the Navy.

reaches the deck, officers and men shall salute, the marine guard present arms, the drum give three ruffles, and the bugle sound three flourishes. The ruffles and flourishes shall be followed by a march by the band. The same ceremonies shall be observed when the Assistant Secretary of the Navy officially leaves the ship, and, in addition, a salute of fifteen guns shall be fired upon his leaving.

Members of the President's cabinet.

65. When a member of the President's cabinet other than the Secretary of the Navy officially visits a ship of the Navy, the same honors as prescribed in Art. 63 shall be extended except that the officers shall wear dress uniform and the national ensign shall be displayed at the fore during the salute.

Chief Justice of the Supreme Court.

66. When the Chief Justice of the Supreme Court of the United States visits officially a ship of the Navy, the same honors as prescribed in Art. 65 shall be extended.

Governor of a State or Territory.

67. When a Governor of one of the States of the United States visits officially a ship of the Navy within the waters of the State of which he is Governor, the same honors as prescribed in Art. 65 shall be extended.

A committee of Congress or the Speaker of the House of Representatives.

68. When the President of the Senate, a committee of Congress, or the Speaker of the House of Representatives visits officially a ship of the Navy, the same honors as prescribed in Art. 65 shall be extended.

Ambassador.

69. When an ambassador of the United States visits officially a ship of the Navy, within the waters of the nation to which he is accredited, he shall be received by the flag officer and captain, and such other officers as may be designated, in dress uniform, with a guard of marines, four ruffles and flourishes, and the band to play a march. Upon his departure a salute of nineteen guns shall be fired with the national ensign displayed at the fore during the salute.

Envoy extraordinary and minister plenipotentiary.

70. When an envoy extraordinary and minister plenipotentiary of the United States visits officially a ship of the Navy, within the waters of the nation to which he is accredited, he shall be received by the flag officer and captain, and such other officers as may be designated, in dress uniform, with a guard of marines, three ruffles and flourishes, and the band to play a march. Upon his departure a salute of fifteen guns shall be fired with the national ensign displayed at the fore during the salute.

Minister resident.

71. When a minister resident, or a diplomatic representative above the rank of chargé d'affaires and below that of envoy extraordinary and minister plenipotentiary of the United States, visits officially a ship of the Navy within the waters of the nation to which he is accredited, he shall be received in the same manner as provided in Art. 70, except that there shall be two ruffles and two flourishes and a salute of thirteen guns.

Chargé d'affaires.

72. A chargé d'affaires visiting a ship of the Navy under circumstances similar to those mentioned in Art. 70 shall receive the same honors as prescribed in Art. 71, except that the salute shall be eleven guns and one ruffle and flourish.

Consul general.

73. When a consul general visits officially a ship of the Navy, within the foreign port to which he belongs, he shall be received by the captain, and a sergeant's guard of marines shall be paraded. At his departure a salute of nine guns shall be fired with the national ensign displayed at the fore during the salute.

Consul.

74. A consul visiting a ship of the Navy as specified in Art. 73, shall receive the same honors as therein prescribed, except that the salute shall be seven guns.

Commercial agent or vice consul.

75. A commercial agent or a vice consul officially visiting a ship of the Navy within the foreign port to which he belongs, and where he is the only representative of the United States, shall be received by the captain with appropriate honors, and on his departure a salute of five guns shall be fired with the national ensign displayed at the fore during the salute.

SECTION 3.—NAVAL AND MILITARY OFFICERS.

Salutes.

76. (1) An admiral is entitled to a salute of seventeen guns and four ruffles and flourishes.

(2) A vice admiral is entitled to a salute of fifteen guns and three ruffles and flourishes.

(3) A rear admiral is entitled to a salute of thirteen guns and two ruffles and flourishes.

(4) A commodore is entitled to a salute of eleven guns and one ruffle and flourish.

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

A flag officer assumes command.

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

A flag officer relinquishes command.

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

A flag officer inspects a ship of his command.

Flag or pennant displayed from one ship only.

79. When a flag officer goes on board a ship of his command to make an official inspection he shall be received with the same honors as prescribed in Art. 77, except that he shall prescribe the dress to be worn, and his flag shall not be hoisted unless hauled down from his flagship. At no time shall his flag be displayed from more than one ship.

A flag officer visits a ship not under his command.

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

A flag officer senior member of a board of inspection.

81. If a ship shall be inspected by a board of inspection when a flag officer or commodore is senior member of the board, the same ceremonies shall be observed as in the preceding article. The flag of such senior member shall not be hoisted.

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

82. If a flag officer assumes command in the presence of another flag officer, his senior, the flag of the former shall not be saluted, but he shall salute the flag of his senior, which salute shall be returned according to the scale prescribed in Art. 76. If a flag officer assumes command in the presence of another flag officer his junior, then the salute provided for in Art. 77 shall be fired, and in addition he shall be saluted by the junior flag officer and by him only. This salute shall be returned according to the scale prescribed in Art. 76.

A flag officer leaving or returning to his flagship.

83. When a flag officer leaves or returns to his flagship, the marine guard shall be paraded and ruffles and flourishes given; he shall be accompanied to the gangway or received by the captain, the officer of the deck, the officers of his personal staff, and the junior officers of the watch. (See Arts. 90 and 98.)

Saluting a flag officer when passing.

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

A flag officer absent at night.

85. (1) If a flag officer is absent from his flagship at night with the intention of returning, his absence shall be indicated by three lights displayed at the peak. When a flag officer is about to leave his flagship officially during the day, a blue pennant shall be hoisted under his own flag, to indicate to the ships in company that the guards are to be paraded.

Masthead light for flagships.

(2) All flagships when in port or when at sea in company with other ships, shall carry a light at the mizzen masthead from sunset to daylight.

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

86. When a flag officer assumes or relinquishes command of a naval station, he shall receive the same honors, so far as practicable, as prescribed in Arts. 77 and 78.

Flag officers saluted by ships falling in with them.

87. When a ship of the Navy, other than a flagship, falls in with a flag officer afloat, he shall be saluted as provided in Art. 84, and not again saluted by this ship during his command, unless on the occasion of promotion or a visit of inspection. If two or more ships in company fall in for the first time with a flag officer, other than the one under whom they are serving, only the senior of the ships in company shall salute.

Flag officers saluted when meeting.

88. If a fleet or squadron falls in with another fleet or squadron, or if one flagship falls in with another, the flag officers in chief command will exchange salutes; the junior fleet or squadron commander first saluting the senior, the number of guns fired to be in accordance with Art. 76. These salutes shall not be repeated by the same commanders unless one or the other is in the meantime promoted.

Military officers visiting ships of the Navy.

89. When a major general or brigadier general of the United States Army visits officially a ship of the Navy, he shall be received and saluted in the same manner as prescribed in Art. 80, except that the major general commanding the Army shall be saluted with fifteen guns and three ruffles and flourishes.

Officers to be saluted.

90. No officer of the Navy, except flag officers, commodores, or officers holding the relative rank of commodore, and no officer of the Army, except those mentioned in Art. 89, shall be saluted with cannon. No officer in plain clothes shall be saluted with cannon or have a guard paraded in his honor.

Commodore.

91. The same ceremonies shall be observed in the case of a commodore commanding a squadron or naval station as in that of flag officer, with the exceptions noted in Art. 76.

A captain leaves or returns to his ship.

92. When a captain of a ship leaves or goes on board of the vessel under his command, he shall be attended at the side by the officer who in his absence succeeds to the command; if of or above the grade of lieutenant commander, a sergeant's guard of marines shall be paraded in his honor.

A captain visits another ship of the Navy.

93. When any captain of a ship visits officially another ship of the Navy, he shall be attended at his reception and departure by the commanding officer, and, if of or above the grade of lieutenant commander, a sergeant's guard of marines shall be paraded in his honor.

Field officers in command visiting ships of the Navy.

94. When an officer of the Army commanding a military post or station, of or above the grade of major and not above the grade of colonel, visits officially any ship of the Navy, he shall receive the same honors as prescribed in Art. 93.

SECTION 4.—HONORS AND DISTINCTIONS IN GENERAL.

Officer of the deck attends at the gangway.

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

Piping the side.

96. On the occasion of the official reception or departure of a civil, diplomatic, or consular official, or of any commissioned officer of the Navy or Army, the side shall be piped, provided the marine guard is not paraded. The side shall not be piped when the marine guard is paraded. The side shall not be piped for shore boats, but officers in them, if in uniform, may be so saluted on reaching or leaving the deck. Piping the side for officers may be dispensed with, without distinction of rank or grade, on board of the ship to which they are attached, by order of the captain, except when side arms are worn.

Side boys.

97. In ships where there are apprentices or other suitable enlisted men to act as side boys, they shall attend at the side when the side is piped as follows:

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

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

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

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

Side honors dispensed with.

98. All honors except such as social courtesy may demand shall be dispensed with at the reception and departure of all officers under the following circumstances:

(*a*) When they are in plain clothes.

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

(*c*) During the meal hours of the crew, for officers of the U. S. Navy.

Sentries to salute.

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

Use of gangways.

100. (1) The starboard gangway will be used by all commissioned officers and their visitors; the port gangway will be used by all other persons. If the construction of the ship or other circumstance makes a change in this rule expedient, the change may be made in the discretion of the commanding officer.

Salutes to the quarter-deck.

(2) Every officer or man, upon reaching the quarter-deck, or upon leaving it to go over the side, shall salute the national ensign. This salute shall be returned by the officers of the watch at hand.

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

101. Any officer or man, in uniform or not, when meeting, passing, or addressing, either ashore or afloat, his commanding officer, or an officer his senior in actual or relative rank, whether in uniform or not, shall salute him. An officer saluted shall return the salute. When several officers are together in uniform, the senior only shall return a salute. Personal salutes and other marks of respect due their rank, shall always be extended to officers of the Army and Marine Corps.

Form of salute.

102. (1) The salute for all officers and men, in uniform or not, when not under arms, shall be that prescribed in the Instructions for Infantry. Officers in boats shall salute as laid down in Art. 106.

(2) When no head covering is worn, the salute shall consist in standing at attention facing the officer saluted.

Salutes by the crew on shipboard.

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

Lights at the gangway.

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

Answering "the hail."

105. Except where there is a special countersign, boats shall vary their answer to a ship's hail, according to the senior officer who may be in the boat, as follows:

(*a*) Flag officer: "Flag."
(*b*) Commodore: "Broad pennant."
(*c*) Captain: The name of the ship under his command.
(*d*) Other commissioned officers: "Aye, aye."
(*e*) Other officers: "No, no."
(*f*) Petty officers, enlisted men, and marines: "Hello."
(*g*) Boats not intending to go alongside will answer: "Passing."

Salutes when in boats.

106. (1) When meeting or passing the boat of a flag officer or commodore with flag or broad pennant flying, boats flying narrow pennants shall salute by laying on oars; all other boats shall salute by tossing or trailing oars.

(2) Any officer in a boat meeting or passing his captain with pennant flying shall salute him by laying on oars; when the captain is not flying

his pennant, shall salute with the hand. Other captains senior in rank shall be saluted in the same manner.

(3) Every officer when meeting or passing a boat containing an officer his senior, in cases not herein provided for, whether in uniform or not, shall salute.

(4) The senior officer only in a boat saluted shall return the salute.

(5) A coxswain in charge of a boat meeting or passing officers in other boats, or when steering a boat extending or returning a salute, shall stand and salute.

(6) Boatkeepers, and all other men in boats not under way and not containing an officer, shall stand and salute when an officer goes alongside, leaves the side, or passes near them. They shall remain standing until the boat passes or reaches the ship's side. This shall not apply to men working on the ship's side.

(7) In boats under sail, or engaged in towing, or heavily laden, the salute with the hand only will be given.

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

Cheering.

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

How officers are addressed.

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

To dress ship.

109. Ships of the Navy shall be dressed as follows: The topgallant yards across and everything in order above the rail; a national ensign at the peak and at each masthead; the union jack displayed forward; and lines of signal and other flags and pennants, not national, extending from the water to the jib-boom end, thence to the fore topgallant masthead, to the main, to the mizzen, to the peak, to the spanker-boom end, and to the water. There shall be no ensign displayed at a masthead where the flag or pennant of a flag officer, commodore, or senior officer is flying. In ships having less than three masts, the disposition of decorations shall be as nearly in accord with the foregoing as possible.

To man yards.

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

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

Manning the rail.

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

Visits of courtesy.

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

Distinguished officials visiting navy yards.

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

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

Salute to a foreign port.

113. When a ship of the Navy enters a port of any foreign nation where there is a fort or battery or where a ship of war of that nation is lying, she shall fire a salute of twenty-one guns provided the captain is satisfied that the salute will be returned. In case two or more ships enter in company only the senior will salute. This shall be the first salute fired after entering the port. The ensign of the nation saluted shall be displayed at the main during the salute.

Salutes to foreign flag officers.

114. When a ship of the Navy falls in at sea with a friendly foreign ship of war flying the flag or pennant of a flag officer or commodore, she shall exchange salutes with such ship of war in the same manner as when meeting similar ships of the United States, as provided in Arts. 87 and 88, except that the salute will be returned gun for gun. In port, if several flag officers are to be saluted, the salutes shall be fired in the order of their rank; if of the same grade, priority shall be given, first, to the nationality of the port, and, second, to the length of service of the flag officers in their respective commands. As between flag officers of the same grade, the last comer will salute first. These salutes shall be fired as soon as possible after the usual boarding visits have been made.

Salutes to other foreign officials.

115. On the occasion of the first official visit of a foreign naval or military officer, a member of the diplomatic corps, or other distinguished official to a ship of the Navy, he is to receive the same honors as an official of the United States of the same grade or rank. A foreign official not thus provided for, when visiting a ship of the Navy, may be saluted either at his reception or departure with the number of guns he would be entitled to receive if visiting a ship of his own nation, or the number prescribed by the senior officer, not, however, to exceed nineteen. (See Arts. 112 and 132.) No personal flag of any foreign official shall be saluted except as prescribed in Arts. 62 and 114, unless assurance is received that the salute will be returned.

Nations not recognized.

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

When meeting foreign officials.

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

Lowering sail and dipping ensign.

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

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

National airs played in compliment.

(*a*) In the morning, after colors, the national air of the port, followed by the national airs of the ships of war present in the order of rank. (See Art. 114.)

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

SECTION 6.—SALUTES IN GENERAL.

120. Ships of the Navy shall not salute unless they belong to classes which have been designated by the Navy Department as saluting ships, or unless salutes are required upon special occasions of international courtesy.

Saluting ships.

A national salute.

121. A national salute shall consist of twenty-one guns.

Salutes in presence of a senior.

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

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

When salutes may be fired.

U. S. forts and cities.

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

Not to salute where forbidden by local authorities.

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

Boats while salute is firing.

126. Any boat having an official on board shall lay on oars, bows forward, during the firing of a salute in his honor.

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

Officials entitled to salutes visit in company.

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

Salute to an official making a passage.

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

When in doubt as to the rank of an official.

Not to use jib.

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

Salutes and ceremonies may be dispensed with.

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

When salutes are due.

132. The same official, whether naval, military, or civil, shall not be saluted by the same ship at the same place, or by a naval station, oftener than once in twelve months, or by more than one ship at the same place on the same day, unless such official is entitled to a salute of nineteen or more guns, or has been advanced in rank since the last salute. No port shall be saluted by the same ship oftener than once in twelve months. Exceptions may be made to this rule as a matter of courtesy to foreign authorities.

SECTION 7.—RETURN SALUTES.

Return salutes.

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

(1) Salutes to be returned gun for gun:

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

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

(2) Salutes not to be returned:

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

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

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

(*d*) Upon occasions of national festivals or anniversaries.

Foreign salute to the Secretary's flag.

134. When the flag of the Secretary of the Navy is saluted by a foreign ship or battery, it will be returned gun for gun.

Return salutes of flag officers.

135. When flag officers of the United States are saluted at sea or in port by ships of the United States, return salutes will be as follows:

(*a*) To a flag officer, gun for gun.

(*b*) To a commodore, eleven guns.

(*c*) To any other commanding officer, seven guns.

Salutes to flag officers, when not to be returned.

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

Salutes to U. S. ports to be returned by whom.

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

When salutes to U. S. officials may not be returned.

138. No salutes to officials of the United States are to be returned except those to the flag or pennant of a superior naval officer.

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

Salutes to functionaries mentioned in secs. 1 and 2.

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

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

National salutes.

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

Foreign national anniversaries or festivals.

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

Foreign flag officers.

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

Personal salutes to foreign officials.

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

Salutes to U. S. officials other than Naval.

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

SECTION 9.—ENSIGNS, FLAGS, AND PENNANTS.

Distinctive mark of ships of the Navy.

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

Insignia of command.

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

141. The national ensign on board a ship of the Navy at anchor shall be hoisted at 8 a. m., and kept flying until sunset, if the weather permits.

When the national ensign shall be displayed.

Whenever a ship comes to anchor or gets under way, if there is sufficient light for the ensign to be seen, it shall be hoisted, although earlier or later than the time specified. Unless there are good reasons to the contrary, the ensign shall be displayed when falling in with other ships of war, or when near the land, and especially when passing or approaching forts, lighthouses, or towns.

When the union jack shall be displayed.

142. When at anchor in port the union jack shall be displayed, weather and other circumstances permitting, above the bowsprit cap, or at some other suitable place forward.

143. The national ensign shall always be displayed from boats between 8 a. m. and sunset, when away from the ship, if in a foreign port. When

Boat ensign.

the ship is dressed, the ensigns of boats, which are absent from the ship, or at the booms, shall be displayed. An ensign shall also be displayed in a home port when boarding foreign vessels, and at such other times as may be prescribed by the commanding officer.

Flags of officers of the same grade.

144. When two or more flag officers meet, or two or more commodores, the senior only shall fly the blue flag or pennant, the next in seniority the red, and all others the white.

Senior officer's pennant.

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

Flag or pennant of an officer commanding a naval station.

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

Flag of an officer absent from his command.

147. On the occasion of the absence of a flag officer or commodore from his command for a period exceeding twenty-four hours, when in a port of the United States, his flag or pennant shall be hauled down, and the command shall devolve upon the line officer next in rank present in the squadron, subject to any directions from the flag officer.

In foreign port.

148. If in a foreign port, the same officer shall succeed to the command, and the flag or pennant shall be displayed from the ship in which the temporary commander is embarked, but without firing a salute.

Insignia of command in bow of boat.

149. Any flag or other officer in command afloat or at a naval station may, and upon official occasions and visits shall, carry on a staff at the bow of the boat in which he is embarked, a flag or pennant of the same character as that which is carried at the masthead of his flagship, or of the ship under his command.

Pennant of division commanders.

150. Officers commanding divisions shall not carry their divisional marks in the bow of a boat, or display them at a masthead when separated from the squadron or station to which they belong.

Ship not in U. S. service.

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

Meeting an officer in a boat not flying flag or pennant.

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

Mark upon the boat of a flag officer or commodore.

153. The boat of a flag officer or commodore shall carry the distinguishing mark of his command painted on each bow in the same colors as his flag or pennant.

Marks upon boat of commanding officers.

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

Chief of staff not in command.

155. A chief of staff not in command shall not carry a pennant in the bow of his boat.

Insignia of command may only be half-masted when, etc.

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

Distinctive mark carried in boats by diplomatic functionaries.

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

Honors to the national ensign.

158. (1) The following ceremonies shall be observed at "colors" on board ships in commission and at naval stations: The field music and band, if there be one, shall be present. At morning "colors" the music shall give three rolls and three flourishes. At the third roll the ensign shall be started from the deck and hoisted slowly to the peak or truck, during which the band shall play the "Star Spangled Banner." When the ensign leaves the deck or rail all sentries shall salute and remain at a salute until the band ceases to play the national air; all officers and men present shall stand facing the ensign and shall salute when it reaches the peak or truck.

(2) The same ceremonies shall be observed at sunset "colors," except that the music shall give three rolls and three flourishes before the ensign leaves the peak or truck; the band shall play "Hail Columbia," while the ensign is being hauled down, and all officers and men shall salute when the ensign touches the deck.

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

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

Half-masting the ensign.

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

Motions of the senior officer to be followed.

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

Answering a dip.

161. When any vessel salutes a ship of the Navy by dipping her national ensign, it shall be returned dip for dip.

Colors to be shown at daylight.

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

Ships with less than three masts.

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

SECTION 10.—VISITS OF CEREMONY.

Interchange of visits afloat.

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

Preliminary visits. Ships to be boarded on arrival, etc.

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

Return of a boarding visit.

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

Official visits. Officers of the same grade.

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

Officers of different grades.

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

Return visits of flag officers.

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

Return visits of commanding officers.

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

Visits of commanding officers other than the senior officers present.

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

Visits of wardroom officers.

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

Visits between naval stations and ships.

166. Visits of ceremony between officers of ships of the Navy and those of foreign naval and military stations, and between officers of naval stations and those of foreign ships of war, shall be governed by the rules laid down in Arts. 164 and 165 so far as officers of the United States Navy are concerned.

Visits between officers of the Navy.

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

Arrival of ships to be reported to commandants.

168. Whenever a ship of the Navy arrives in waters adjacent to a naval station of the United States, the commanding officer shall immediately notify the commandant of the station of her arrival.

Visits between naval officers and diplomatic and consular officers.

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

A flag officer or commodore.

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

A commanding officer.

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

Arrival in port to be announced.

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

Boats for visits.

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

Visits of courtesy to foreign officials.

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

Return visits of foreign officials.

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

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

172. In ports of the United States visits of ceremony between officers of the Navy and Army will be governed by the rules laid down in Arts. 164 and 165 for such visits between officers of the Navy and those of friendly foreign ships of war.

Return visits.

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

SECTION 11.—ANNIVERSARIES, SOLEMNITIES, AND HOLIDAYS.

Observance of national anniversaries of the United States.

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

Weather unfavorable.

(2) If, in the opinion of the senior officer present, the weather renders it necessary, the lines of flags and pennants may be dispensed with, and both they and the masthead flags may be hauled down after being hoisted.

A national anniversary occurring on Sunday.

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

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

Notification of intended celebration to be given to foreign authorities present.

176. Upon the occasion of the celebration of their national anniversaries by the authorities or ships of war of a friendly foreign nation in foreign or domestic ports, ships of the Navy present shall, on official intimation being received by the senior officer, dress ship with the foreign national ensign at the main and fire such salutes as are fired by the foreign authorities or ships, not, however, to exceed twenty-one guns. Under similar circumstances, ships of the Navy shall participate in the observance of national solemnities of foreign states. Upon all such occasions efforts shall be made to accord, so far as possible, with the foreign authorities in the time and manner of conducting the ceremonies.

Participation by ships of the Navy in celebrations of foreign national anniversaries.

177. The 1st of January, the 22d of February, the 4th of July, the 25th of December, and such other days as may be designated by the President, shall be regarded as holidays on board of ships of the Navy and at naval stations.

National holidays.

SECTION 12.—FUNERAL CEREMONIES.

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

On the death of the President.

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

On the death of an officer in the Navy.

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

A flag officer.

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

Captain of a ship.

ensign before lowering and retained at the masthead as the insignia of command of the deceased official's successor.

A commissioned officer.

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

A cadet, warrant officer, or clerk.

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

An enlisted man.

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

Minute guns fired by army post.

181. On the occasion of the funeral of a flag officer or commodore near a garrisoned fort of the United States, minute guns, not exceeding in number the officer's salute, may be expected to be fired from the fort when the funeral cortége moves after landing.

Burial at sea.

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

Volleys to be fired by the escort.

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

Funeral escorts.

(2) The funeral escort shall be as follows:

(a) Rear Admiral, three battalions of infantry and one battery of artillery.

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

(c) Captain, ten companies of infantry.

(d) Commander, six companies of infantry.

(e) Lieutenant commander, four companies of infantry.

(f) Lieutenant, two companies of infantry.

(g) Lieutenant (junior grade), or Ensign, one company of infantry.

(h) Naval cadet, Warrant officer, or Mate, one section of infantry.

(i) 1st class petty officer, 16 men commanded by a 1st class petty officer.

(j) 2d class petty officer, 14 men commanded by a 2d class petty officer.

(k) 3d class petty officer, 12 men commanded by a 3d class petty officer.

(l) All other enlisted men, 8 men commanded by a 3d class petty officer.

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

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

(5) The formation for funeral ceremonies will be that prescribed in "Instructions for infantry and artillery, United States Navy."

Burial at night.

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

Funeral in a foreign port.

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

Pallbearers.

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

Body bearers.

Flag or pennant of deceased.

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

Funeral procession of boats.

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

Band.
Escort.
Clergy.
Body and body bearers.
Pallbearers.
Mourners from ship of deceased in inverse order.
Mourners from other ships in inverse order, junior ships leading.
Mourners from foreign ships in inverse order, junior ships leading.

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

Funeral procession on shore.

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

Band.
Escort.
Clergy.
Body and pallbearers.
Body bearers.
Mourners in inverse order of rank:
(*a*) Enlisted men.
(*b*) Officers from ship of deceased.
(*c*) Other officers.
(*d*) Foreign officers.
Distinguished persons.
Delegations.
Societies.
Citizens.

190. The funeral procession shall be commanded, if practicable, by an officer as high in rank as the deceased. Officers and pallbearers shall wear the mourning badge on the left arm and sword hilt. The escort only shall be under arms. The ensigns of all boats shall be displayed in the same manner as the ensigns of their respective ships. Distinctive marks of command shall not be displayed at half-mast from ships or boats, except that of the deceased, if a flag officer, commodore, or captain. Whatever the grade or rate, the coffin shall be covered with the union jack, and in the case of an officer the chapeau or cap, epaulets, and the side arms of the deceased placed thereon.

Details of funerals.

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

Moving of procession.

(2) On the return from the place of interment, the column will move in quick time, the music will play a march, the mourning and muffling will be removed from colors and drums, and mourners will march in order of rank.

Death of an officer when not on sea duty.

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

193. On the death of a diplomatic or consular officer of the United States, the senior officer will, with the permission of the local authorities, land an armed escort, direct the attendance of officers and others, and make such other funeral arrangements as seem proper and as circumstances permit. The ensign and union jack of ships present shall be displayed at half-mast on the day of the funeral from 8 a. m. until the interment. No volleys of musketry shall be fired, but minute guns, not to exceed in number the salute of his grade, may be fired during the movement of the funeral procession.

Death of a diplomatic or consular official.

194. A civil official who was entitled to a salute is entitled to minute guns at his funeral. Volleys will be fired for naval or military persons only. Ships of the Navy when participating in the funeral ceremonies of a general officer of the Army may fire minute guns not exceeding in number the salute of his grade.

Of minute guns and volleys in general.

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

Funeral of a foreign official.

UNIFORM AND MEDALS.

196. No decoration received from a foreign government shall be publicly shown or exposed upon the person of any officer.

Decorations.

Badges and medals.

197. (1) The distinctive badges adopted by military societies of men who served in the armies and navies of the United States in the War of the Revolution, the War of Eighteen Hundred and Twelve, the Mexican War, and the War of the Rebellion respectively, may be worn upon all occasions of ceremony by officers and enlisted men of the Navy, who are members of said organizations in their own right, or by inheritance.

(2) The distinctive badge adopted by the regular Army and Navy Union of the United States may be worn, in their own right, upon all public occasions of ceremony by officers and enlisted men of the Navy of the United States who are members of said organization.

(3) Medals for special acts of gallantry other than those presented by foreign governments may be worn on similar occasions.

Uniform may be dispensed with.

198. Officers may dispense with wearing uniform when on duty at the Navy Department, Naval Observatory, under the Light-House Board, in the Coast Survey Office, and when employed on shore duty other than at navy yards and shore stations.

Uniform—when worn.

199. On all occasions of ceremony or duty and on social occasions when officers attend in an official capacity, uniform shall be worn.

Uniform, to be worn abroad.

200. In foreign ports on occasions of all reviews, public balls, entertainments given by naval or military authorities or messes, or by civil officials, and during all visits of ceremony, officers who attend from ships lying in the port shall appear in uniform.

Uniform at mess.

201. On special occasions, by permission of the captain, other uniform than the uniform of the day may be worn at mess, but all the members of any one mess shall appear in the same dress.

Uniform while entering or leaving port.

202. Undress uniform, without side arms and with gloves, shall be worn by all officers on the upper deck or in sight, when going in or out of port, unless overcoats or rain coats are prescribed.

Dress of chaplains.

203. During divine service chaplains may wear the vestments of the church to which they belong.

Swords—when worn.

204. Swords shall always be worn at quarters and upon leaving a ship, navy yard, or station, on military duty. When attending funerals the hilt shall be draped with black crape.

Plain clothes—when worn.

205. Plain clothes may be worn as provided for in the uniform regulations. When in foreign ports discretion must be observed in granting this privilege.

Uniform to be prescribed.

206. The senior officer shall regulate daily the uniform for officers and men. He shall also prescribe the dress to be worn on all occasions mentioned in Arts. 199 and 200 and at such other times as he may deem proper.

The crew to wear uniform only.

207. No member of the crew shall at any time, either on board ship or on shore, wear any dress but his prescribed uniform. Particular attention shall be paid that none but uniform underclothing is worn by the crew.

208. Enlisted men of the Navy who have received medals of honor, life-saving medals, or good-conduct medals, shall wear them at general muster, Sunday inspection, and on other occasions of dress or ceremony.

Medals and good-conduct badges must be worn.

SECTION 14.—REVEILLE AND TATTOO.

209. Reveille shall be beaten or sounded in port when all hands are called in the morning. Tattoo shall be beaten or sounded at 9 p. m.

Reveille. Tattoo.

210. In all ports of the United States, and all foreign ports where the local regulations admit, a morning and an evening gun shall be fired from all flagships, the former at the beginning of reveille, and the latter at the end of tattoo.

Morning and evening guns.

LANE LIBRARY

CHAPTER IV.

INSTRUCTIONS FOR OFFICERS IN GENERAL.

Observance of the regulations and all orders and circulars.

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

(2) All officers in their relations with foreign states, and with the governments or agents thereof, shall observe and obey the law of nations.

Officers ordered to duty by the Secretary of the Navy.

212. No officer shall order into service or assign to duty any officer who may be on leave of absence or on furlough, or make any change in the distribution or arrangement of officers or enlisted men established by the Secretary of the Navy except where required by the exigencies of the service on a foreign station, or as provided for in Art. 308, and he shall report such orders or changes to the Navy Department without delay, and the reasons therefor.

Acknowledging receipt of orders.

213. Officers shall promptly acknowledge the receipt of all orders, and immediately after reporting in obedience thereto, communicate the fact and the date of reporting.

Duty upon the receipt of orders.

214. An order from the Secretary of the Navy to an officer requiring him to proceed to any point, but fixing no date, and not expressing haste, shall be obeyed by leaving within four days after its receipt. If the order reads "without delay," he shall leave within forty-eight hours; if "immediately," within twelve hours; and all officers shall endorse on their orders the date and hour of their receipt.

Duty when reporting in obedience to written orders.

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

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

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

An order received contradicting or conflicting with another.

217. If an officer receives an order from a superior annulling, suspending, or modifying one from another superior, or one contrary to instructions or orders from the Secretary of the Navy, he shall exhibit his orders, unless confidential and he has been forbidden to do so, and represent the facts in writing to the superior from whom the last order was received. If, after such representation, the latter shall insist upon the execution of his order,

it shall be obeyed, and the officer receiving and executing it shall report the circumstances to the superior from whom he received the original order.

An officer diverting another from his duty.

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

Combinations of officers for certain purposes forbidden.

219. Combinations of officers for the purpose o influencing legislation, remonstrating against orders, or complaining of details of duty, are forbidden; and no person shall delay obedience to an order for the purpose of making remonstrance or complaint.

Language reflecting upon a superior.

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

Applications for orders.

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

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

Not to delay reporting in obedience to orders.

222. An application for the revocation or modification of orders to proceed, will not justify any delay in their execution, if the officer ordered is able to travel.

Address of officers.

223. Any officer not on duty shall inform the Bureau of Navigation of his address and report the date of any contemplated change of the same.

Usual residence of officers.

224. (1) Every officer shall keep the Bureau of Navigation informed of his usual residence. When ordered to his home, he shall, upon the receipt of the order, certify upon it his residence, which must in all cases correspond to that which he has previously reported to the Bureau of Navigation.

(2) An officer shall not change his usual residence without permission from the Department.

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

Officers returning from sea by order of a superior.

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

An officer under arrest or suspension.

226. An officer under arrest or suspension shall not leave the State or Territory of which he is a resident, or visit the Navy Department, without authority from the Secretary of the Navy.

Exchange of and absence from duty.

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

Orders involving travel.

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

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

Boat service not detached duty.

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

Senior line officer in boat.

230. Nothing in Art. 229 shall be construed as relieving the senior line officer in a boat from the responsibility for its safety and management under all circumstances.

Inspection of accounts.

231. Commanding and other officers shall afford facilities for the officers specified in Art. 1570 to inspect the accounts of pay officers.

Sea service.

232. No service shall be regarded as sea service except such as shall be performed at sea under the orders of a department, and in vessels employed by authority of law.

Officers may be placed on furlough.

233. Any officer on the active list of the Navy may be placed on furlough by order of the Secretary of the Navy. (See sec. 1442, R. S.)

Officers can not be diplomats or consuls.

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

Officers sha l not act as attorneys against the United States.

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

Publication of official documents and acting as correspondent forbidden.

236. All persons belonging to the Navy, or employed under the Navy Department, are forbidden to publish, or to cause or permit to be published, directly or indirectly, or to communicate by interviews, private letters or otherwise, except as required by their official duties, any information in regard to the foreign policy of the United States, or concerning the acts or measures of any department of the Government, or of any officer acting thereunder, or any comments or criticism thereon, or any official instructions, reports, or letters upon any subject whatever; or to furnish copies of the same to any person without the permission of the Navy Department. No person belonging to the Navy or employed under the Navy Department shall act as the correspondent of a newspaper, discuss in the public prints matters pertaining to the personnel of the naval service, or attempt to influence legislation in respect to the Navy, without the express authority and approval of the Department. Any violation of the provisions of this article will be noted in the record of the person concerned.

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

Information that will aid an enemy in time of war forbidden.

238. (1) Reports on the fitness of officers shall be made, on prescribed forms, to the Secretary of the Navy, on the last day of June and of December in each year; and whenever officers are detached from service or transferred.

Reports on the fitness of officers.

(2) Officers commanding squadrons shall report on the members of their personal staff and on the captains of ships; captains of ships, on all officers under their command; commandants of shore stations, on the members of their personal staff, on the captains of stationary ships, and on all other officers under their command not attached to ships; chiefs of bureaus, presidents of boards, and other heads of special service, on all officers serving under them.

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

Answers to queries.

Good.

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

Care in making reports.

(5) Special reports of distinguished conduct in battle, conspicuous acts of valor or devotion in the line of duty, or extraordinary courage, ability, or resource shown in time of peril or great responsibility, shall be made at any time as occasion arises. Serious misconduct or marked inefficiency shall also be made the subject of a special report.

Special reports.

(6) Captains of ships shall require from senior staff officers, and commandants of shore stations from heads of departments, and commanding officers of marine garrisons, or heads of special service, written reports on the professional fitness of their subordinates.

Reports from subordinates.

(7) Reports on naval cadets who have completed the four years' course shall be made at the end of each quarter, on the special forms issued by the Bureau of Navigation.

Reports on naval cadets.

(8) Commendatory letters in regard to officers, except as provided for warrant officers in Art. 1683 of these regulations, are forbidden.

Commendatory letters.

Intelligence duty.

239. Officers commanding squadrons or ships shall carefully observe the "General Instructions in regard to intelligence duty."

Women on board ship.

240. (1) Officers commanding squadrons or ships shall not permit women to reside on board of, or take passage in, any ship of the Navy in commission for sea service.

The observance of Sunday.

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

Saturday half holiday.

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

Officers of all grades.

241. Officers of all grades must carefully examine the rules governing commanders in chief and captains, under which frequent reference is made to the duty of subordinate officers.

CHAPTER V.

A COMMANDER IN CHIEF.

SECTION 1.—ON ASSUMING COMMAND.

Period of duty of a commander in chief.

242. The duties, prerogatives, and honors of a commander in chief commence on the date of hoisting his flag and continue until it is finally hauled down.

Title of an officer of flag rank.

243. An officer of flag rank shall be addressed in correspondence by his official title; in addition, if afloat, as commanding the particular force placed under him; and if commanding a naval station ashore, as commandant. He shall append the same to his official signature. The same rule shall apply to commodores. The title "commander in chief," when occurring in naval laws, regulations, and other documents, shall be held to refer to the officer in chief command of a fleet or squadron.

Officers on the staff of a flag officer.

244. Upon the date of assuming command, a commander in chief shall announce the fact in a general order to the fleet or squadron, setting forth the authority for his assumption of command. At the same time, or as soon thereafter as may be practicable, he shall announce the officers who are to serve upon his staff, both personal and fleet.

To become familiar with his command.

245. He shall, as soon as possible, make himself familiar with the condition and capabilities of the ships of his command and thoroughly inform himself as to the qualities of their officers and crews, armament, speed under different circumstances, economy of service, and capacity for warlike stores; as to the skill, capacity, judgment, and aptitude of their several captains; and as to such other matters as may be necessary in order to enable him to make the best selections of officers, men, or instruments for the performance of any important public duty.

To become familiar with his station.

246. He shall make himself familiar with the facilities for making repairs and obtaining supplies at the various ports within the limits of his station, and with the climatic and sanitary condition of the latter, in order that the service of ships may be directed as far as possible, with a view to their economic administration and efficient condition.

Equipment and condition of ships.

247. He shall use every exertion to equip the ships of his command expeditiously and keep them ready for service. If he discovers any defects in the ships, their armament, or equipment, whereby they are rendered unfit for their destined service, he shall report the details of such defects to the Secretary of the Navy.

248. He shall regulate exercises and sanitary duties in general instructions to the ships of his command. These instructions must be in accordance with the laws and regulations governing the Navy, the orders emanating from the Secretary of the Navy, and the usages of the naval service. Copies of all standing orders, instructions, and routine issued to a fleet or squadron, shall be forwarded to the Secretary of the Navy.

Routine, instructions, and orders.

SECTION 2.—GENERAL DUTIES.

Inspection.

249. (1) The commander in chief shall inspect every ship of his command as follows:

(*a*) As soon as practicable after assuming command, or after a ship has joined his command.

(*b*) Semiannually from the date of the first inspection.

(*c*) Immediately before the departure of a ship from his command, if not inspected within the previous six months.

(*d*) At such other times as he may deem necessary.

(2) The inspections prescribed in this Article, except the last, shall be conducted in a careful and deliberate manner, and full reports according to prescribed forms, with such additional information as may be important, shall be made to the Secretary of the Navy. The additional inspections provided for under "*d*" may be more or less complete and may be reported or not, at his discretion.

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

Details of inspection.

(2) The report of an inspection shall take into consideration the length of time a ship has been in commission, and mention any special circumstances that may have interfered with routine drills and duties, such as long continued special service, exposure to inclement or enervating weather, or prevailing sickness.

Circumstances affecting the condition of a ship reported on.

(3) The commander in chief shall be governed in making out his report, by the ability and readiness of a ship to perform any service or duty required, so far as these qualities depend upon the efforts of her personnel, and by his observation, if sufficiently extensive, of her proficiency at drills, accuracy at target practice, and other important qualities.

Report to be governed by general knowledge of a ship.

(4) He shall examine particularly into the means taken to preserve the hull, decks, steam machinery, boilers, guns and their carriages, masts, rigging, sails, and stores. He shall not fail to mention in his report any neglect on the part of the captain or any other officer to maintain the ship in the most efficient condition possible.

The efficient condition of the ship.

(5) He shall satisfy himself that all guns are sufficiently exercised to keep their crews efficient, and are fully prepared for service whenever the ship is cleared for action.

Exercise at guns.

(6) He shall make a most strict and careful inquiry and report as to the observance of the regulations in respect to closing water-tight doors.

Closing water-tight doors.

Improvements suggested.

(7) He shall examine into and report on any suggestions of the captain, or any of the other officers, calculated to increase the efficiency of the ship.

Sanitary condition.

(8) He shall examine into and report on the general sanitary condition of the ship.

Laws and regulations enforced.

(9) He shall satisfy himself that the laws and regulations governing the Navy, the particular instructions from the Navy Department, and the usages of the naval service are enforced.

Officers' messes and privileges.

(10) He shall inquire into the smoking orders, and ascertain if officers' messes are in a satisfactory condition and conducted with fairness to all officers and according to regulations, and shall cause any outstanding mess debts to be reported to him. He shall endeavor to provide for the comfort of officers in the administration of his command.

The clothing and bedding of the crew.

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

Provisions and mess arrangements of the crew.

Payment of money to the crew.

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

Special appliances for preserving the health of the crew.

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

To inquire into any subject bearing upon order, discipline, and efficiency.

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

Inspection of hospitals.

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

Squadron exercises.

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

Exercise at sea.

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

Exercise in port.

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

Exercise in general.

(4) He shall give the ships every possible opportunity for exercise so as to render them efficient in all respects.

Target practice.

(5) He shall require the allowance of ammunition of all arms for target practice to be expended every quarter in accordance with the instructions issued from time to time relating thereto, and he shall permit no omissions of regular target practice unless for urgent reasons, which he must report to the Secretary of the Navy.

Target practice under way.

(6) A portion of every quarter's allowance of ammunition for target practice with all arms shall be expended while cleared for action and under way.

Drills and target practice on shore.

(7) He shall, if possible, arrange for ships to land their crews for drill and for practice at target with small arms and artillery.

Exercises of the crew on shore.

(8) If practicable, he shall cause the crews of ships to be landed and exercised at camping, bivouacking, and marching, carrying provisions, spare ammunition, and other supplies necessary for a force that is to be self-sustaining, and equipped for occupying a hostile country.

Condition of boats.

(9) He shall require frequent exercises with the boats of the squadron, and satisfy himself that they are in a condition to perform any service likely to be required.

Signals.

(10) He shall require a detail of officers and men of every ship to become expert in the various methods of night and day signaling.

To encourage and require general useful instruction.

(11) He shall encourage a spirit of emulation in the instruction of officers and men in all that pertains to their profession. After men have become familiar with their stations for action, they shall be instructed in the duties of other stations, in order that in times of emergency they can serve at any gun or perform any useful duty. All members of the crew, whatever their rating, shall be taught the use of small arms of all kinds and exercised in boats until proficient. All members of the crew, including the artificer and special classes, shall be instructed in the use of great guns and torpedoes.

Extent of drill.

(12) In regulating the extent of drill he shall take into consideration the condition of ships and make relaxation in favor of those that excel.

Ships to visit all commercial ports within the limits of command.

253. He shall, so far as the public service will permit, require the ships to visit all the ports within the limits of his command where American commerce extends, unless otherwise directed by the Secretary of the Navy. He shall not send a ship beyond such limits except upon some urgent duty, which shall be reported at once.

Long delays in port forbidden.

254. He shall not permit ships to remain in port for long periods of time unless some public exigency requires it.

Shifting flag.

Officer to command flagship.

255. He may shift his flag to any ship under his command, reporting to the Secretary of the Navy his reasons for so doing, and he may designate any captain of his squadron to command the ship to which he shifts his flag, having due regard to the rank of the two officers to be changed, and provided the change is to be permanent.

Course to be steered.

256. He shall direct the course to be steered by the fleet or squadron when at sea and is responsible for its safe conduct.

Time signal and morning evolution.

257. When in company with other ships, he shall have a time signal made at 7 a. m. In port the morning evolution shall take place at colors.

258. (1) In the waters of the United States, he shall permit passengers on board the ships of his command only upon written permission from the Secretary of the Navy.

Passengers.

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

(3) The names of all passengers and the dates of their coming on board and departure from the ship shall be entered in the log and reported to the Navy Department.

259. The commander in chief shall issue orders regulating the extent of leave of absence which may be granted to officers and men to visit the shore when in squadron, and shall allow no officer to be absent on leave from the ship to which he belongs, when in squadron, for more then twenty-four hours, without written permission from himself.

To regulate leave when in squadron.

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

Correspondence.

Commander in chief only to correspond concerning his command.

(*a*) He has the sole right to correspond directly with the Navy Department concerning any official matter connected with the fleet or squadron.

General reports of movements to the Secretary of the Navy.

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

The condition and requirements of ships.

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

Keeping the ships efficient.

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

Report any infectious disease.

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

Yearly report.

(*f*) He shall each year transmit to the Secretary of the Navy in time to reach Washington by the 1st of October, a report for publication, covering all subjects necessary for a complete military review of his command and its operations, during the preceding fiscal year, and especially the following:

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

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

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

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

Monthly report of duties of ships.

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

Probable movements of ships reported.

(*h*) So far as practicable, he shall report the probable movements of ships, giving such information as may be necessary, in order to enable the Department to maintain telegraphic communication with them.

A list of letters forwarded monthly.

(*i*) He shall forward monthly a list of the numbers of his letters to the Secretary of the Navy, with a brief of the contents opposite each number.

Suggestions for improvements.

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

Relinquishing his command.

262. He shall not relinquish his command without the consent of the Secretary of the Navy, unless condemned by medical survey.

When relieved of command.

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

Not to leave his station until transfers are made.

264. He shall not leave his station or command until he is satisfied that all transfers of men and materials have been made in accordance with the regulations.

Senior officer succeeds to the command.

265. (1) Should the commander in chief die, become incapacitated, or leave his station permanently before being relieved by a successor appointed by the Secretary of the Navy, the senior officer of the fleet or squadron shall succeed him and exercise command as provided for in Art. 41. The latter shall cease to exercise command, however, on the receipt of official information of the arrival within the limits of the station of a flag officer duly appointed to command the fleet or squadron, without waiting to meet with or to receive an order from him.

Represented by chief of staff.

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

SECTION 3.—DUTIES IN TIME OF WAR.

General duties in time of war.

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

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

To furnish his captains with instructions.

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

To designate division commanders and their ships.

269. He shall, if possible, before going into action, communicate to the juniors in command, his chief of staff, and the captains his secret orders, private signals, and other information that will materially assist them if called upon to exercise command.

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

270. If in the near vicinity of a body of United States troops or allies of the United States, he shall maintain as far as possible a complete concert of action with its commander, and in case of an engagement assist him in all ways in his power.

Concert of action with the military forces.

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

Each captain to have a plan of battle.

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

To be prepared for battle when in presence of an enemy.

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

Display of the flag in battle.

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

To prevent the capture of important papers.

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

Reports after a battle.

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

Reports of any important service or duty.

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

Reports to be accompanied by illustrations.

Troops embarked on board of ships of his command.

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

To protect and convoy merchant vessels.

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

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

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

To observe the principles of international law and treaty obligations.

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

SECTION 4.—INTERCOURSE WITH FOREIGNERS.

To ascertain the custom as to the interchange of courtesies.

280. When not informed as to the officials present at a port visited whom it is usual to visit, or as to the interchange of other courtesies, he shall send an officer of his staff to the senior representative of the United States at the port, or in the absence of any such representative, to the highest local official, in order to inform himself.

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

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

To consider their requests.

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

Responsibility.

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

Communications with foreign officials.

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

Absence of diplomatic or consular official.

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

To exercise powers of a consul.

(*a*) To exercise the powers of a consul in relation to mariners of the United States.

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

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

Territorial authority.

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

No armed force to be landed.

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

No target practice without permission.

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

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

Violation of international law and treaty obligations.

286. The use of force against a foreign and friendly state, or against any one within the territories thereof, is illegal. The right of self-preservation, however, is a right which belongs to states as well as to individuals, and in the case of states it includes the protection of the state, its honor, and its possessions, and the lives and property of its citizens against arbitrary violence, actual or impending, whereby the state or its citizens may suffer irreparable injury. The conditions calling for the application of the right of self-preservation can not be defined beforehand, but must be left to the sound judgment of responsible officers, who are to perform their duties in this respect with all possible care and forbearance. In no case shall force be exercised in time of peace otherwise than as an application of the right of self-preservation as above defined. It can never be exercised with a view to inflicting punishment for acts already committed. It must be used only as a last resort, and then only to the extent which is absolutely necessary to accomplish the end required.

Use of force.

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

Landing an armed force in foreign territory.

288. The right of asylum for political or other refugees has no foundation in international law. In countries, however, where frequent insurrections occur, and constant instability of government exists, local usage sanctions the granting of asylum, but even in the waters of such countries officers should refuse all applications for asylum except when required by the interests of humanity in extreme or exceptional cases, such as the pursuit of a refugee by a mob. Officers must not directly or indirectly invite refugees to accept asylum.

Granting of asylum.

To protect the commerce of the United States.

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

Dealings with foreigners.

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

SECTION 5.—SUPPLIES AND REPAIRS.

Economy of the fleet.

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

Supplying ships with provisions and stores.

292. When on a foreign station, he shall cause separate requisitions for each ship to be made on the Bureau of Supplies and Accounts once in six months, or oftener if necessary, for stores pertaining to that bureau. He shall, at the same time, state to what point such supplies should be shipped in each case. He shall cause requisitions on the Paymaster General for other supplies to be made to fill anticipated wants, when he deems it for the best interests of his command to do so, and having due regard for economy.

Supplies of money.

293. (1) He shall be very careful to limit an approved requisition for money, either in the United States or in foreign ports, to the amount which will be actually required before another supply can be advantageously obtained, as shown by closely calculated estimates. He shall before leaving port inform himself, as far as possible, of the probable rates of exchange and the facilities for obtaining money in places he expects to visit, and also as to the coin usually current there, in order that he may know where and for what amounts to authorize the negotiation of bills of exchange.

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

Economy of fuel.

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

(2) He shall specify, when a ship of his command is about to proceed to sea, under what circumstances she shall steam or sail.

Disposition of stores, supplies, or munitions.

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

Transfer of stores when ships are about to sail for home.

296. When in command of a foreign station, he shall transfer from ships about to sail for home all supplies and stores which are not required by them and are needed by other ships of his command, and shall transfer to them, for transmission to the United States, such unserviceable stores as have been recommended to be turned into store.

Captains to report stores required and on hand.

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

Requisitions for supplies, repairs, and labor.

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

Cost of supplies, repairs, and labor.

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

Requisitions for supplies, repairs, or labor, approved by officers of his command.

299. When any ship of his command is separated from him and receives supplies, repairs, or labor on a requisition approved by an officer of his command, he shall require such officer to forward to him a report embodying the information contained in the requisition and its corresponding public bill, with a statement of any additional reasons tending to justify the expenditure. If this report is not satisfactory to him, he shall endorse upon it his opinion and forward it to the Secretary of the Navy.

Repairs on foreign stations.

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

Accountable for disbursement of public money or disposal of public stores.

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

When vessels are chartered.

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

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

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

SECTION 6.—PERSONNEL.

304. (1) All reports and charges against officers and men attached to ships on foreign stations shall be investigated, and if necessary the accused tried by court-martial on the station.

Officers and men on foreign stations accused of offenses.

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

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

305. Every reasonable precaution shall be taken to preserve the health of crews of ships serving in malarial and unhealthy regions. Kroomen may be employed for boat duty in ships on the west coast of tropical Africa.

Precautions on unhealthy stations.

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

Precautions when sending the sick home.

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

How the sick are to be sent home.

(2) He may, at his discretion, send home by other conveyance patients condemned by medical survey whose physical condition renders it necessary to avoid the climatic influences, delay, or other conditions affecting health to which they would be subjected in a public ship. Under these circumstances officers are entitled to a first-class passage, and others as their physical condition may require, but not above second-class.

308. (1) He shall, when in command of a foreign station, in the absence of instructions on the subject, transfer to ships about to sail for home all men whose terms of enlistment are about to expire, unless for some urgent reason connected with the public service it should be necessary to retain them. Men in such ships who have considerable time to serve shall be transferred to ships remaining on the station, if necessary to fill their complements. A man whose term of enlistment has expired may be reenlisted.

Ships on foreign stations about to sail for home.

(2) He shall endeavor to arrange the detail of officers for ships about to sail for home so that those who shall have been on continuous sea service for three years may reach the United States at the expiration of that time.

(3) He shall take advantage of every public conveyance to send home all prisoners and such other persons as may be necessary.

309. When an officer of his command is condemned by a medical survey, he shall forward for the Bureau of Navigation copies of the order for the survey and the report of the board. Two copies of the same shall be forwarded for the Bureau of Medicine and Surgery. Reports shall be made to the Bureau of Navigation when officers are transferred to hospitals for treatment, and when they return for duty.

Reports of medical surveys.

Officers transferred to or from hospitals.

The authority of consul on the high seas.

310. He has, when upon the high seas, the authority of a consul in relation to mariners of the United States.

Administration of ships of his command.

311. The commander in chief shall hold the same relation to the flagship in regard to its internal administration and discipline as to any other ship of his command. His importance is lessened by engaging in the details of duty of this particular ship, and the respect which ought to attach to her captain is weakened by any interference with him in the proper exercise of his authority.

CHAPTER VI.

A FLAG OFFICER OR COMMODORE NOT IN CHIEF COMMAND.

To obey the commander in chief.

312. Flag officers and others, not in chief command, shall obey without delay or modification all orders of the commander in chief. Signals made by the commander in chief shall be answered by the officers commanding squadrons and divisions; these officers shall repeat the signals to the ships of their commands.

Duties of commanders of squadrons and divisions.

313. (1) When a fleet is formed in accordance with Art. 268 the commanders of squadrons and divisions shall perform such of the duties laid down in Chap. V as the commander in chief may direct.

(2) When directed by the commander in chief, commanders of squadrons and divisions shall inspect the ships under their command and report the result to him.

(3) Commanders of squadrons and divisions shall make to the commander in chief such written suggestions and reports concerning the efficiency, discipline, and condition of the ships under their command as they may deem important.

(4) When an officer not in chief command is separated from his senior, and is in command of a squadron or division of ships on detached service, he shall, under the commander in chief and subject to his orders, routine, and instructions, be governed by the articles of Chap. V. Such officer shall assume the title of "commander of detached squadron (or division)," and, if not a flag officer, shall be governed by Arts. 145 and 150 in regard to the display of the insignia of seniority.

Separated from the commander in chief.

314. (1) If from any cause the commander of a squadron or division becomes separated from the commander in chief, he shall assume command of the ships, if any, within signal distance, not in sight of the commander in chief, including those of other squadron or division commanders his juniors, and then proceed to join the commander in chief with the utmost dispatch.

(2) When the commander of a squadron or division becomes separated from the commander in chief, he shall, upon rejoining him, submit a report of all of the facts and circumstances that caused the separation, and direct similar reports to be made by the captains of the ships under him, and forward them with his own.

May shift his flag or pennant.

315. If during an action the ship of a commander of a squadron or division becomes entirely disabled, he may shift his flag or pennant to another. Under no other circumstances, however, shall he do so without the authority of the commander in chief.

To aid the commander in chief.

316. During an action commanders of squadrons and divisions shall do their utmost to aid the commander in chief.

Reports of an action or any important service.

317. Commanders of squadrons and divisions shall, after an action or any important service, forward to the commander in chief their reports; also those of the captains under their command, prepared as laid down in Art. 275.

CHAPTER VII.

THE SENIOR OFFICER PRESENT.

318. (1) When two or more ships meet in port or at sea, the chief command during the time the ships are within signal distance of each other shall be exercised as laid down in Art. 18.

Command when two or more ships meet.

(2) Upon meeting, the ships shall hoist their ensigns and official numbers.

(3) When ships meet, and there is doubt as to which has the senior captain, the fact shall be ascertained by signal.

319. When ships meet in port, the junior commanding officer of one or more ships shall, if circumstances permit, call upon the senior commanding officer of one or more ships, show all the orders not secret under which he is acting, and inform him of the condition of his command. For the time being he shall consider himself subject to the authority of such senior.

Junior to show orders.

320. When the commanding officer of one or more ships arrives at a port within the limits of a foreign station, he shall, if the junior, immediately communicate with the commander in chief of that station, either by mail or telegraph, as expedient. He shall report to him the tenor of his orders, if not secret; the condition of his command; his proposed movements, and how communications may reach him. These reports will be continued from time to time, as necessary, or as required by a change of circumstances, until he has left the limits of his senior's command.

Duty of an officer in command when passing through the cruising limits of a senior.

321. A junior in command must, when meeting a senior, either at sea or in port, obtain permission by signal or otherwise to continue on his course, to anchor or get under way, to haul fires or get up steam, to communicate with the shore, or to perform any evolution or act of importance which would require the permission of his commander in chief, if the latter were present.

To obtain permission of the senior to perform evolution, etc.

322. (1) The senior officer shall not, in the absence of special instructions, take advantage of his superior rank to detain or divert from their destination the whole or any part of any forces which he may fall in with. His authority to do so, however, must be recognized without question, and, should the public interests imperatively demand it, he may employ temporarily the ships which he meets. If the captains of these ships have special instructions which forbid their being diverted from their course, they must inform the senior officer in order that he may give such instructions due consideration.

When the senior officer may direct or detain forces not under his immediate command.

(2) As soon as the cooperation of these ships ceases to be imperative, he shall order them to continue the service on which they were engaged when he met them, unless circumstances in the meantime render this inexpedient.

(3) He shall limit the exercise of command over training ships to such general matters of naval routine, discipline, and official intercourse as shall not interfere with the special service upon which they are employed.

Investigation of all serious damages by a board.

323. When serious damage, from whatsoever cause, is received by any vessel under his command, he shall order an investigation by a board of three officers, who shall be directed to report fully the circumstances and to state to whom, if to anyone, fault is to be attributed.

Reports to the officer in chief command.

324. He shall make to the officer in chief command a detailed report of any important circumstances in connection with, or duty performed by, the forces under him, requiring from his subordinates such reports as may be necessary.

To require exercise in signals.

325. He shall, when two or more ships are together, have frequent exercises in signals by day, and the same by night, each ship making and reading signals in turn. Entries of this exercise shall be made in the log. All enlisted persons of the seaman branch shall be exercised in signals until proficient, and then be given sufficient practice to keep up their knowledge.

Duties of flag officer discharged by senior officer.

326. The senior officer present shall discharge the duties of the flag officer in chief command, as laid down in paragraphs 3, 4, 7, and 9, Art. 252, and Arts. 256, 257, 258, 259, 265, 266, 269, 270, 271, 272, 273, 274, 277, 278, 279, 280, 281, 282, 283, 284, 286, 287, 288, 289, 290, 294, 298, 300, 301, 302, 307, and 309, and authority for that purpose is hereby conferred upon him.

CHAPTER VIII.

THE STAFF OF A FLAG OFFICER OR COMMODORE.

SECTION 1.—THE CHIEF OF STAFF.

327. If an officer is detailed by the Secretary of the Navy to act as chief of staff to a flag officer or commodore, he shall perform the duties of that office as laid down in these regulations; otherwise these duties shall be performed by the flag officer or commodore himself. If the latter considers the services of a chief of staff necessary, he shall represent the fact to the Secretary of the Navy, and suggest for the position some officer who, if practicable, shall be senior in rank to all other officers of the fleet, squadron, or division, to which he is thus assigned.

The detail of a chief of staff.

328. He shall be attached to the flagship, and subject to the orders of the flag officer in all matters of duty, and to him only. In addition to the duties herein prescribed, he shall assist the flag officer as the latter may require.

General duty.

329. The authority of the chief of staff is authority delegated by the flag officer, and officers of the personal and fleet staff shall be subject to the orders of the chief of staff in all matters pertaining to staff duty.

Authority.

330. The following papers shall be transmitted to the chief of staff, who will endorse upon them his opinion as to the disposition of their contents, and place them before the flag officer: All papers concerning the condition, efficiency, equipment, or repair of ships, or any of their appurtenances; applications for surveys; applications for leave, transfer, or discharge; requisitions for money, stores, or provisions; and all periodical returns, except those rendered to the accounting officers of the Treasury.

Papers to be transmitted to the chief of staff.

331. He shall keep a roster of all officers, with the times that their regular tours of service expire, and a summary of the returns concerning the crews of ships, so that he may at any time inform the flag officer fully concerning the personnel of his command.

Personnel of the command.

332. He shall always be prepared to supply the flag officer with any information concerning the amount of stores, provisions, and other munitions of war on board of the ships of his command; also those available in store or supply vessels, and at depots under his control.

Account of supplies.

333. He shall keep a journal of the operations and movements of ships, including such details as may be of importance as a matter of record, or for transmission to the Secretary of the Navy.

To keep a journal of events.

To keep a record of orders and signals.

334. He shall keep a record of all orders issued by the flag officer or by his authority. He will require the flag lieutenant to keep a record of all signals made and received by the flag, noting as nearly as possible the exact time of each signal.

To keep a record of a council of war.

335. When a flag officer holds a council of war, or discusses the operations of his command with the commanders of divisions, squadrons, or ships, the chief of staff shall be present and keep a record of the proceedings.

To issue the orders for the day.

336. He shall detail the picket vessels and guard ships, and make out the orders for all routine exercises. He shall issue to each ship the countersign for the day.

Signals.

337. (1) He shall require the flag lieutenant to keep the signal books correct, frequently inspecting them to see that all prescribed entries are made.

(2) He shall report to the flag officer, for transmission to the Navy Department, any defects discovered in the signal or tactical books, or any suggestions for their improvement that may occur to him as important.

(3) He shall give such directions as may be necessary regarding the methods of signaling.

Reports to the flag officer.

338. He shall report to the flag officer without delay all orders he may give, and any neglect of duty or disobedience of orders that he may observe.

Station and duty in battle.

339. His station in battle is near the flag officer, whom he shall assist in every manner possible. He shall assign competent officers to keep a record of all signals made, and to take notes of the movements of ships and other important events during the action.

Death of the flag officer.

340. Upon the detachment or death of a flag officer, or of the commander of a division or squadron, the officers composing his staff (except such as have been appointed by the Secretary of the Navy) shall cease to exercise their duties, unless reappointed by his successor. They may be temporarily appointed to continue their duties by the officer succeeding to temporary command, or may be assigned to other duty.

May succeed to command.

341. A chief of staff may succeed to the chief command in the manner prescribed in Art. 265.

Duties of a chief of staff to a junior.

342. The duties of a chief of staff, as well as of the personal and fleet staff, are the same, whether their superior is in chief command or in command of a division or squadron; and whether the superior be a flag officer or a commodore.

SECTION 2.—PERSONAL STAFF.

Personal staff.

343. The chief of staff, flag lieutenant, clerk, and aids shall constitute the personal staff of a flag officer.

Flag lieutenant and clerk.

344. (1) A flag officer, when ordered to a command afloat, may, at his discretion, nominate to the Secretary of the Navy a line officer not above the rank of lieutenant to serve on his staff as flag lieutenant, and a line officer not above the rank of lieutenant junior grade to serve as clerk.

(2) The flag lieutenant, in addition to his other duties, shall be the fleet signal officer.

Flag officer may select members of personal staff from his command.

345. (1) A flag officer may select any officer of his command to serve as flag lieutenant or clerk, provided his grade accords with the rules laid down in Art. 344.

(2) He may also, when necessary, select other line officers junior to the flag lieutenant to serve on his personal staff as aids, but shall not assign naval cadets to such duty.

Quarters of members of personal staff.

346. (1) Members of the personal staff of a flag officer shall be borne upon the books of the flagship, and assigned to quarters as follows: When of or above the grade of commander, to cabin accommodations after the captain of the flagship, and to the flag officer's mess; when below the grade of commander, to the wardroom with accommodations in accordance with their rank, after the executive and navigator; when of the grade of ensign, to the steerage with accommodations in accordance with their rank.

(2) When a flag officer transfers his flag to a ship other than the regular flagship, the members of his staff accompanying him shall not displace in their quarters the executive, navigator, or four senior watch officers of that ship, or any officer in the steerage who keeps a night watch.

Duties of members of personal staff.

347. (1) The duties of the members of the personal staff, other than those prescribed in these regulations, shall be entirely regulated by the chief of staff, subject to the flag officer.

(2) In all matters of general discipline, the members of the personal staff shall be subject to the internal regulations and routine of the ship in which they are embarked, as though they were a part of her complement.

(3) The members of the personal staff shall perform no duties exclusively connected with the personnel or material of the ship in which they are embarked, except under the direction of the captain of that ship.

(4) All boarding duty from the flagship in the name or on the service of the flag officer shall be performed by the members of the personal staff.

(5) Members of the personal staff other than the chief shall be assigned to stations in battle by the flag officer.

(6) The band, when not employed on duty for the flag officer, shall be considered as part of the ship's crew.

(7) The barge and barge's crew, when the barge is not manned for the flag officer, shall be regarded as part of the ship's force.

(8) The signal force of the flagship, while employed in making signals, shall be under the direction of the fleet signal officer, who shall inform the officer of the deck of the intention to make signals, but shall not be required to make known to him their purport.

SECTION 3.—FLEET STAFF.

Fleet staff.

348. (1) The surgeon, paymaster, engineer, and marine officer of the fleet shall constitute the fleet staff of a flag officer. They shall, when practicable, be selected from those having the relative rank of commander, or, in the case of a marine officer, the rank of major.

When appointed by the flag officer.

(2) When not designated by the Department, the senior medical, pay, engineer, and marine officers of the fleet or squadron may be detailed by the commander in chief to act as fleet-staff officers.

Duty of fleet staff.

349. The duties of the members of the fleet staff, as such, shall be in addition to those assigned them by the captain of the particular ship in which they are embarked.

Fleet staff embarked in flagship.

350. The members of the fleet staff shall be embarked in the flagship.

To inspect ships only when ordered.

351. The members of the fleet staff shall make no official inspection or examination on board of any ship, other than the one to which they are attached, except upon a written order from the flag officer, which shall be presented to the captain of the ship about to be inspected or examined.

Duty of surgeon of the fleet.

352. (1) The surgeon of the fleet shall perform the duties of senior medical officer of the ship to which he is attached.

(2) He shall, in general, perform such duties as are assigned him by the flag officer.

Medical stores for the fleet.

(3) He shall examine and pass upon all requisitions for medical stores for the ships of the fleet that require the approval of the flag officer. When requisitions on the Bureau of Medicine and Surgery are necessary, they shall be made by him.

Supervision over medical officers of the fleet.

(4) He shall, under the flag officer, exercise a general supervision over all medical officers of the fleet in their professional treatment and care of the sick, visiting each ship from time to time for that purpose. He shall consult with the medical officers of the fleet as to the treatment of difficult cases of sickness.

Inspection of a ship.

(5) He shall, when directed to inspect the sanitary condition of any ship, carefully examine the sick bay, dispensary, medical storeroom, hospital stores and medicine, medical journal and other records, and instruments. In cases of epidemics, or where there is much sickness on board, he shall examine the condition of the bunkers, holds, bilges, closets, food, water, or make any other inspections necessary to ascertain the cause of the sickness. He will make a written report, in detail, of the result to the flag officer, and he shall not fail to state therein if there is any evidence of neglect of duty on the part of any medical officer of the ship.

Suggestions to flag officer.

(6) It shall be his duty, whenever he deems it important, to make to the flag officer any suggestions or reports concerning the sanitary condition of the personnel of the fleet, the prevention of disease or how it may be checked, and the promotion of the care and comfort of the sick and wounded. All such suggestions and reports shall be made in writing.

Inspection of naval hospitals.

(7) He shall inspect quarterly if practicable, or oftener if ordered, the sanitary condition of all naval hospitals and other places for treating the sick of the Navy within the limits of the command of the flag officer, and the methods of treating the patients therein; he shall report to the flag officer in writing the result of his inspection.

A report of the killed and wounded.

(8) He shall, after an action and from the reports of the medical officers of the ships of the fleet, make and forward to the flag officer and to the Navy Department for the Bureau of Medicine and Surgery a tabulated report of all the killed and wounded.

Official reports and returns.

(9) All official reports, communications, and returns, whatever their destination, he shall forward through the chief of staff and flag officer. At the end of every quarter he shall forward to the Navy Department for the Bureau of Medicine and

Surgery a tabulated report of the sick of the fleet, and yearly a general sanitary report of the station. He shall approve and forward certificates of death and reports of medical surveys.

353. (1) The paymaster of the fleet shall also perform the duties of pay officer of the ship to which he is attached.

Duty of paymaster of the fleet.

(2) He shall, in general, perform such duties as are assigned him by the flag officer.

Supplies for the fleet.

(3) He shall examine and pass upon all requisitions for stores for the pay departments of ships of the fleet which require the approval of the flag officer.

Supervision over pay officers of the fleet

(4) He shall, under the flag officer, exercise a general supervision over all pay officers of the fleet in regard to the manner of keeping accounts and the performance of other technical duties connected with the pay department, visiting each ship from time to time for that purpose.

Inspection of pay department of a ship.

(5) He shall, when directed, carefully examine into the condition of all stores and supplies, the accounts and money in charge of the pay officer of any ship of the fleet, his method of performing technical duties, and generally satisfy himself as to the care, zeal, and attention shown by such pay officer. He shall make a written report of the result in detail to the flag officer, and he shall not fail to state therein if there is any evidence of neglect of duty on the part of the pay officer of the ship.

Suggestions to flag officer.

(6) It shall be his duty, whenever he deems it important, to make to the flag officer any suggestions or reports concerning supplies for the fleet, or for the promotion of efficiency, uniformity, and economy among the pay officers of the fleet while performing their official duties. All such suggestions and reports shall be made in writing.

Supplies available for the fleet.

(7) He shall keep an account of the supplies at naval depots and other places of deposit within the limits of the flag officer's command, and of the amount of provisions and clothing in the cruising ships of the fleet.

To procure cash for the fleet.

(8) He shall, under the direction of the flag officer, negotiate bills of exchange and procure supplies of money for the fleet. He shall pay out the same only on orders and requisitions duly approved.

To keep separate accounts.

(9) His accounts as paymaster of the fleet shall be kept separate from those of the flagship. Money and other supplies procured for the fleet shall not be used for the flagship except upon approved requisitions, in the same manner as supplied to other ships.

Purchases for the fleet.

(10) He shall make such purchases for the fleet, and under such conditions, as are prescribed by the flag officer.

Official reports and returns.

(11) All official reports, communications, and returns, whatever their destination, shall be forwarded through the chief of staff and flag officer, except such as are sent to the Treasury Department.

354. (1) The engineer of the fleet shall also perform the duties of senior engineer of the ship to which he is attached.

Duty of engineer of the fleet.

(2) He shall, in general, perform such duties as are assigned him by the flag officer.

Engineer stores for the fleet.

(3) He shall examine and pass upon all requisitions of ships of the fleet for stores that pertain to the Bureau of Steam Engineering and require the approval of the flag officer.

Supervision over senior engineers of the fleet.

(4) He shall, under the flag officer, exercise a general supervision over all senior engineers of the fleet in regard to the manner of caring for the engines, boilers, and other machinery in their charge and the general performance of their technical duties, visiting each ship from time to time for that purpose.

Inspection of engineer department of a ship.

(5) He shall, when directed, carefully examine all machinery connected with the motive power of any ship of the fleet and make himself thoroughly familiar with its construction, condition, requirements, care, and maintenance. He will also make himself familiar with the condition of all the dependencies of this machinery, the spare parts, tools, stores, and supplies on hand. He shall inform himself fully as to the manner in which the engineer officers of the ship perform their technical duties. He shall, if any repairs are necessary, carefully ascertain their nature and extent; he shall make a written report, in detail, of the result to the flag officer, and he shall not fail to state therein if there is any evidence of neglect of duty on the part of the engineer officers of the ship.

Suggestions.

(6) It shall be his duty, whenever he deems it important, to make to the flag officer any suggestions or reports concerning supplies of coal or engine stores for the fleet, the efficiency, condition, and preservation of the motive machinery of ships, and its dependencies, and any measures that will tend to improve any of the material of the fleet that pertains to the Bureau of Steam Engineering, or promote economy in its administration. All such suggestions and reports shall be made in writing.

Official reports and returns.

(7) All official reports, communications, and returns, whatever their destination, he shall forward through the chief of staff and flag officer. At the end of every quarter he shall make to the flag officer a detailed report, in duplicate, of the condition of the motive machinery and its dependencies upon each ship of the fleet. One copy will be retained by the flag officer and one forwarded to the Secretary of the Navy for the Bureau of Steam Engineering.

Duties of the marine officer of the fleet.

355. (1) The marine officer of the fleet shall, in addition to his duties as such, perform the duties of commanding officer of the marine guard of the flagship.

Inspection of guards.

(2) As marine officer of the fleet, he shall, when ordered to do so by the flag officer, make inspection of the marine guards of the ships of the squadron, and report in writing to the flag officer the result of such inspection.

Inspection to consist of.

(3) The inspection shall consist of a thorough examination into the condition of the guards and their proficiency in all drills and duties required of them, and into the care and condition of all arms, accouterments, clothing, and other Government property in that department, for which the officer or noncommissioned officer in charge is responsible.

Reports of distribution and battalion organization.

(4) He shall require, from officers and noncommissioned officers, in charge of guards of other ships of the squadron, monthly reports of the strength and distribution of such guards, and shall organize the marines of the squadron into a battalion for drill, instruction, or other duty on shore when required.

Monthly and quarterly reports to be forwarded through.

(5) All monthly and quarterly reports and returns, which may be required from the officers and noncommissioned officers in charge of guards of ships of the squadron, shall be forwarded through the marine officer of the fleet for examination or remark.

Marines to be landed for drill.

(6) He shall, when authorized to do so by the flag officer, collect the marines of the squadron on shore for drill and instruction.

Changes in the battalion organization.

(7) He shall, through the proper channel, keep the flag officer informed of any changes in the strength and organization of the battalion.

Duty as to drill and instruction on shore.

(8) He shall avail himself of any favorable or convenient opportunity for the drill and instruction of the marines of the squadron on shore, and shall exert himself to make them as efficient as possible in all drills and duties required of them.

CHAPTER IX.

THE CAPTAIN.

SECTION 1.—ASSUMING COMMAND AND FITTING OUT.

When ordered to a ship not in commission.

356. (1) An officer who has been ordered by the Navy Department for the command of a ship not yet in commission shall at once make a thorough personal examination of her, and inform himself as to her condition and state of preparation for service.

(2) He shall, if the ship be at a navy yard, exercise no authority or control over her preparation before she is transferred to his command, but shall keep himself constantly informed of the progress made and offer to the commandant such suggestions concerning the preparations as he considers essential or important to her efficiency.

(3) If, when the commandant signifies his intention of transferring the ship to his command, he considers her in an unfit condition to be commissioned, he shall represent the fact to the commandant in writing, stating the reasons.

Going into commission.

357. When the ship is to be placed in commission, she shall be formally transferred by the commandant, or by an officer representing him, who shall not be inferior to the captain in grade, as follows: As many of the officers and crew of the ship as circumstances permit, including a marine guard and music, shall be assembled and properly distributed on the quarter deck. When ready, the commandant or his representative shall cause the national ensign and the proper insignia of command to be hoisted, in accordance with Arts. 140 and 158, and turn the ship over to the captain; the latter shall then read his orders to command, assume charge of the ship, and cause a watch to be set.

Assuming command when commissioned.

358. (1) The captain upon assuming command of a ship when she is commissioned, becomes responsible for the discipline on board.

(2) He shall at once make himself familiar with the details of the material and personnel of his command, in order that he may make proper representations if any portion of either is unfit for the service to which the ship is destined.

(3) He shall apply to the commandant for detailed plans of the ship, and for such other information as can be given him concerning her condition and the repairs and changes made to her hull, machinery, and equipment.

(4) He shall use every exertion to complete the equipment of the ship and fit her for sea.

(5) He shall make requisition for such articles as are required to render her efficient.

(6) He shall make frequent verbal reports of her condition to the commandant, and on the last day of each week a written report in which he shall state all her deficiencies of material and personnel.

When supplied with an inferior crew.

359. If, when the crew is received on board after a ship has been commissioned, the captain believes that any members thereof are physically incompetent to perform properly the duties of their ratings, he shall so report in writing to the commandant and request a survey upon them.

To verify descriptions.

360. After going into commission, and as soon as practicable after the receipt of the crew on board, he shall have a general muster for the purpose of verifying the descriptions. The executive officer, with the senior medical and pay officers, shall constitute a board for that purpose; the board shall correct all errors found in the description of the men, also errors in dates and spelling, and shall note those who appear physically defective; a list of these corrections shall be submitted to the captain for his approval. Copies of the corrections made shall be transmitted by the captain to the Navy Department for the Bureau of Navigation. The same precautions shall be observed whenever men are received on board.

While fitting out.

361. (1) He shall pay particular attention to the equipment of the ship and endeavor to discover if there are any defects in her outfit and stores, including machinery, boilers, pumps, water-tight doors, bulkhead gates, valves, and cocks, access to bottoms and bilges, ventilation, fire extinguishing and distilling apparatus, spars, sails, rigging, guns, and implements, ammunition and ordnance stores, navigation supplies and instruments, clothing, provisions, and medical outfit.

(2) He shall cause to be examined all spare parts of machinery and other spare articles and ascertain if they are suitable for the purpose intended. He shall satisfy himself that the boats are tight, and that their outfits, including boat guns and their fittings and the hoisting apparatus, are efficient; and also that the battery can be manipulated effectively.

(3) Before leaving the navy yard, the captain shall require each officer in charge of a department to report to him in writing if all the stores as laid down in the allowance books have been received, and what defects or deficiencies, if any, exist in the material or personnel under his immediate supervision. He shall then report to the Navy Department the condition of the ship, her outfit, and equipment.

Assuming command of a ship in commission.

362. (1) If, when a captain joins the ship to which he has been ordered, she is already in commission and at a navy yard, the commanding officer shall call all hands to muster, and the captain shall read his orders and assume command. After taking command he shall proceed as though the ship had just been commissioned.

(2) If, when he joins, the ship is cruising, or on service, and without a permanent captain, he shall assume command as laid down in par. 1. The commanding officer shall transfer to him every article in his keeping that pertains to the captain, and afford all the information possible that will be of service in the administration and command of the ship. After taking command he shall hold the inspection provided for in Art. 363 and report the result to the Navy Department.

363. (1) The captain or commanding officer about to be relieved, shall, before the transfer is effected, make a thorough inspection of the ship in company with his successor, and cause the crew to be exercised in his presence. He shall point out any defects and account for them, and explain fully any peculiarities of construction or arrangement of the ship. A statement, in quadruplicate, of the inspection is to be drawn up, and, if satisfactory, signed by the officer succeeding him. If not satisfactory he shall state in what particular it is not so, and the officer relieved shall make such explanations as he may deem necessary, each over his own signature. One copy of this statement is to be forwarded to the Navy Department, one to the commander in chief of the station, and one shall be retained by each of the captains.

A captain relieving another of command.

(2) The captain about to be relieved shall deliver to his successor the originals or authenticated copies of all unexecuted orders, and take duplicate receipts for the same, forwarding one copy to the superior from whom the order was received. He shall also deliver to him copies of all general regulations and orders that are in force on board, all documents received for his guidance in command, and such other official correspondence and information concerning the ship and her qualities, the officers and crew, as may be of service to his successor. He shall deliver the signal books and the keys to all confidential signals; also all other books, rolls, and documents required by these regulations to be either kept or supervised by himself. Under no circumstances shall he carry away the original records of his official correspondence, original letters, documents, or papers concerning the ship or her officers and crew, but he may take authenticated copies of the same. He shall turn over to his successor the keys to the magazines and shell rooms and all articles of the ship's outfit in his possession. He shall sign the log, steam log, officers' journals, expenditure books, and all other papers requiring his approval, up to the date of his relief.

(3) After the formalities enumerated in paragraphs 1 and 2 have been completed, all hands shall be called to muster and the captain about to be relieved shall read his orders of detachment and turn over the command to his successor, who shall read his orders of command and assume charge.

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

364. When a captain is transferred from one command to another, he may take with him his steward, cook, and mess attendant; and the persons thus rendered supernumerary shall be transferred to fill the vacancies under the other command, or carried as supernumeraries until their disposition be arranged for by order from the Navy Department.

A captain transferred from one command to another.

SECTION 2.—ORGANIZATION.

365. The organization of ships of the Navy shall be governed by naval laws, regulations and orders from superior authority; all rules and routine orders of the captain shall be in accordance with the same.

Police and other regulations.

366. All general orders issued by the Secretary of the Navy shall be read to the officers and crew by the executive officer, under the direction of the captain, at the first general muster after their receipt and the fact entered in the log. Circulars, court-martial orders, and other official matter of like tenor shall be read in the same manner, or placed on bulletin boards or other conspicuous places where they can be read by officers and crew

General orders and circulars.

The captain will issue orders through the executive.

367. The captain shall issue all general orders relative to the duties of the ship through the executive officer and in other respects keep him informed of his own methods of performing duty, in order that in his absence this officer may exercise command intelligently and in accordance with his wishes.

Billets for the crew.

368. (1) He shall cause to be prepared for each member of the crew a billet which shall at least assign to him his rating, watch number, part of the ship, mess, boat, and station at quarters and fire quarters. These billets shall be given out when the crew goes on board.

Watch, quarter, station, fire, and boat bills.

(2) He shall, as soon as possible, cause complete watch, quarter, station, fire, and boat bills to be made out, framed, and hung up in some conspicuous position. These must be kept complete, correct, and accessible at all times during the cruise. The boat bill must contain full directions for abandoning ship, including arrangements for providing the necessary supplies of food and water. The fire bill must contain full directions for extinguishing a fire during quarters, when the regular alarm is not given.

Useful information to be made known to the crew.

(3) The articles for the government of the Navy, the daily routine, daily conduct reports, all police regulations, and routine orders concerning the ship's company shall also be kept hung up in a conspicuous position. Information concerning the movements of the ship, the mails, the address for letters, conduct classes and records, quarterly recommendations and standing, restriction lists, results of competitive drills, and other information of like nature interesting to the crew, and proper for them to know, should be published from time to time.

Crew stationed and exercised before sailing.

369. The ship shall not sail from a port in the United States until the crew has been watched, quartered, and stationed, and also exercised at all important stations.

To superintend evolutions and exercises.

370. The captain shall superintend all important evolutions, exercises, and inspections.

Preparation of the ship and crew for service.

371. (1) He shall carefully follow the directions laid down in the ordnance instructions in respect to all matters treated therein, unless inconsistent with these regulations or other later orders.

(2) Unless urgent duties prevent, or the weather renders it impossible, he shall have an exercise at general quarters at least once a week, and require each division to be drilled at least once a day, except on Saturday and Sunday, until the crew is proficient. In bad weather oral instructions under cover shall be substituted for open-air drills. When in port where there are United States marine barracks, the guard shall be landed and drilled in company with the guard at the barracks at least once a week, when practicable.

(3) He shall cause special instruction and exercise to be given to all men under his command who evince marked inclination or aptitude for any particular branch of their profession. Every incentive shall be given to develop and maintain the professional qualifications of such men, and opportunities shall be afforded them for improvement in that branch for which they are best fitted.

(4) Apprentices and seamen who exhibit mechanical ability shall be carefully instructed in all duties connected with the electric plant.

(5) Gunners' mates who are qualified shall be assigned, in turn, to duty in the dynamo room for a period not exceeding six consecutive months.

(6) The captain shall report semiannually to the Bureau of Navigation the names of the men who have been instructed in compliance with paragraphs 3, 4, and 5 of this article, the nature of the instruction, and the degree of proficiency attained by each man.

(7) He shall, so far as it is within his power, comply with and carry out the instructions concerning drills and exercises contained in Art. 252.

(8) The captain shall carefully observe the requirements of Art. 250, par. 5.

372. (1) He shall use all proper means to preserve the health of the crew, and from time to time consult with the senior medical officer in regard to sanitary measures to be adopted for that end.

Care of crew.

Cleanliness.

(2) He shall, so far as it is in his power, keep the ship thoroughly clean throughout, well ventilated, dry, at a comfortable temperature, and well supplied with light. He shall require the men to wash daily; when possible, supplies of fresh water shall be allowed for that purpose and for washing clothes. Bath and wash rooms shall be supplied with hot and cold water and kept open during the evening. Every effort shall be made to encourage cleanly personal habits. The hair and beard shall be kept short. At morning inspection, division officers shall carefully observe whether these rules have been followed, and, should it be necessary, any man may be punished for their infraction.

Clothing.

(3) He shall require division officers to inspect clothing once a month, just before the monthly requisitions are made out, and oftener if necessary, in order to ascertain that it is clean, properly marked, and of uniform pattern, that previous issues are duly accounted for, and to take note of any deficiencies; and he shall see that every man is provided with a proper amount of stowage space for his clothing. In granting clothing requisitions he shall have due regard to the necessities of the individuals of the crew and the state of their accounts; keeping them, if possible, out of debt. He will permit nothing but the regulation uniform to be worn; and in arranging the dress for the day he shall prescribe such as will not injuriously affect the health. At morning inspection, from which no one shall be excused unless positively necessary, a careful examination shall be made to see that the clothing is clean, neat, and in accordance with the order for the day. Every reasonable opportunity and facility shall be given to the crew to make, mend, mark, and wash their clothing.

Bedding.

(4) He shall require the bedding to be aired once a week, each piece being separately shaken out and hung up. All bedding shall be of the uniform pattern and color; each man shall have two mattress covers and change them frequently; the mattresses shall be picked over and the tickings washed at least once a year; blankets shall be washed as often as necessary; special facilities, if possible, being given to firemen, mechanics, and others whose bedding requires frequent inspections and much care.

Food and water.

(5) He shall see that all cooking and mess utensils are kept clean; that the food is wholesome and well cooked; and that the water is pure. Ships on the Asiatic station and elsewhere where pure water can not be obtained from the shore, shall distill all water used for cooking and drinking. No water shall be issued for drinking purposes unless it shall have been tested and approved by the senior medical officer. He shall require the senior medical officer to inspect frequently the fresh food purchased for the crew, and the fruit and other articles of food or drink offered for sale alongside.

Serving out of rations.

(6) He shall, when possible, require a junior officer, and one or more petty officers, to be present when rations are served out; they shall report if there is any cause for complaint in quantity or quality.

Hours for messing.

(7) He shall establish hours for messing, having a due regard for the duties of the ship and the health of the crew. The crew shall not be disturbed during meal hours when it can be avoided. The practice of conducting visitors through the messing spaces of the men during meal hours should be discouraged.

Precautions as to health of crew.

(8) He shall see that the crew is not exposed to the sun, or to night dews, when such exposure is injurious and can be prevented. Men who get wet shall be permitted to change their clothing as soon as possible. In ports where there is an infectious disease, or where contagious diseases are notoriously prevalent, the captain should restrict the amount of leave given or refuse it altogether, if he so deem necessary to preserve the health of the crew. When in unhealthy localities, and where necessary, the captain may engage native boatmen to attend the ship in order to preserve the health of the crew. Men suffering from disease shall not be granted liberty, except upon recommendation of the senior medical officer.

Care of bilges.

373. He shall, when fitting out, cause an examination to be made of the bilges or double bottoms to see that all parts are accessible. If otherwise, he shall represent the fact in writing to the commandant, and, if not remedied in a reasonable time, then to the Navy Department.

Care and preservation of iron and steel ships.

374. Captains of iron or steel ships shall give particular attention to the enforcement of the regulations for the care and preservation of such ships.

Ventilation conduits.

375. (1) The captain shall have men stationed to close the valves in the ventilation conduits whenever the fire alarm is sounded, or the signal given to close water-tight doors and valves.

(2) The branch pipes from the air conduits to the magazines and shell rooms shall be kept disconnected, except when the latter are in use.

Signals for closing water-tight doors and valves.

376. (1) Signals shall be provided to indicate that water-tight doors, valves, and traps must be closed. Care shall be taken that this signal shall be accessible to the officer of the deck and kept in readiness at all times, both at sea and in port. These signals must be so arranged that the men employed in remote compartments may hear them and not be in danger of being shut in; means of escape must be provided, and those stationed to close doors must also be required to make search for and give warning to men in distant compartments.

When doors and valves are closed as a precaution.

(2) The captain shall, during an action or when at sea in a fog or at night, and at other times when sudden collisions may occur, have as many of the water-tight doors and valves closed as practicable, taking into consderation the necessities of the occasion and the requirements of the officers and crew. Even in action, certain communications in the engine and fire rooms, coal bunkers, magazines, and ventilating conduits must be kept open until the last moment.

Men to be stationed to close doors and valves.

(3) He shall have men detailed who shall, upon the alarm of fire or when the signal is given, proceed with all possible speed to close the air ducts and water-tight doors which will insulate the fire and not interfere with the water supply, and then report them closed to the officer of their divis-

ion. There shall be a sufficient number of men so detailed to provide for all possible absentees from sickness or other causes.

Men so stationed to be exercised.

(4) He shall have frequent exercises without previous warning in order to practice the men so stationed at their duties, and shall cause to be entered in the log the time required fully to perform them.

All doors, valves, etc., to be worked once a week.

(5) He shall assure himself that the duty of examining and working once a week, all cocks, valves, slides, doors, outlets, and hatches in connection with the ventilating apparatus, pumps, and water-tight compartments is faithfully performed.

Fires for cooking

377. (1) All fires used for cooking shall be extinguished at tattoo, unless specially authorized by the captain to be continued longer for some specific purpose. When the weather is very warm they shall be extinguished as early as practicable, if by so doing the comfort of the crew is increased.

Lights extinguished at tattoo.

(2) All lights, except those in the cabins, offices, wardrooms, steerages, staterooms, and those designated by the captain as standing lights, shall be extinguished at tattoo.

Lights extinguished before tattoo.

(3) The lights on the lower decks should be reduced in number, unless required for the comfort of the crew, before tattoo. All lights in the holds, storerooms and orlops, and all open lights in the ship, except those in officers' quarters, must be extinguished before 7:30 p. m., or at the time of the evening inspection by the executive officer.

Lights in the wardroom.

(4) The lights in the wardroom and steerage country or in officers' messrooms, except one in each, shall be extinguished at 10 p. m., unless the time is extended on special occasions.

Standing lights.

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

Sufficient light at all times.

(6) During rainy or cloudy weather, and at other times if necessary, when the duties of the ship will permit, sufficient artificial light shall be supplied between decks for the crew to read, write, or engage in recreation.

Extra lights.

(7) Special lights for officers' use in their rooms, after hours, may be permitted by the captain, provided that they do not prevent those who may desire rest from sleeping.

Single electric lighting plants.

(8) Ships with single electric lighting plants shall always have on hand in the dynamo room and at other places throughout the ship, ready for use, lamps or lanterns that will give sufficient light for emergencies.

Quiet to be preserved after hours, except.

(9) The captain shall require quiet to be preserved in officers' quarters after 10 o'clock, except on occasions when a special extension of lights is granted as provided in par. 4 of this article.

Uncovered lights

(10) Uncovered lights shall never be left unattended in any part of the ship, and covered lights shall always be so secured as to prevent breaking or capsizing. Uncovered lights shall never be used in holds, storerooms, orlops, lockers, bilges, or other places below the berth deck, except to test the air.

Lights and fires when handling powder and explosives.

(11) Such lights and fires as the captain may deem dangerous shall be extinguished when the magazines are opened, or when handling or passing powder, explosives, or other dangerous combustibles.

Lights in time of war.

(12) In time of war, or when necessary to conceal a ship from an enemy, only such lights shall be used as are deemed advisable by the senior officer present.

Precautions to be taken against fire from spontaneous combustion and coal gas, coal, and coal bunkers.

378. (1) Except in emergencies coal shall not be taken on board in a condition that might render it dangerous. The bunkers containing such coal shall be carefully watched.

(2) Coal after having been received must be kept as dry as possible. Special precautions must be taken to prevent the leakage of water into the bunkers.

(3) When coal bunkers are not provided with permanent ventilators, the plates shall be removed for ventilation at least twice a week, and oftener if convenient, and kept removed for a period of several hours each time.

(4) No light except a miner's safety lamp is to be used inside the coal bunkers, until they have been found to contain no explosive gas; and special precautions in this respect are to be taken for a few days after coaling.

(5) Coal bags that have been used should be examined periodically, as fine coal dust remaining in them may produce spontaneous combustion.

Oil, tallow, paints, and waste.

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

(7) Oiled or painted canvas and other oiled or painted fabrics must not be stowed below, and when not in daily use must be frequently examined. Great caution is to be used when lights are taken into the paint room.

Inflammable liquids and oils; explosives and other dangerous stores.

(8) The captain shall not permit any private property in the nature of inflammable liquid or oil, explosives, or other dangerous stores liable to spontaneous combustion, to be placed on board. Private ammunition must be stowed in places provided for ship's ammunition of a similar character.

(9) He shall not permit any inflammable liquid or explosive oil to come on board for ship's use, except such as is permitted by the allowance books. Spirits of turpentine, alcohol, and all varnishes and liquid driers shall be kept in metallic tanks or vessels securely stowed on the upper deck; and none of these liquids shall be taken below except in small quantities for immediate use.

(10) The captain shall require the senior medical officer to give his personal attention to the safety of all inflammable medical stores. Acids must not be kept near combustible materials; and the latter, when in bottles, should be placed in lead-lined boxes.

(11) Once a month all oil lamps used for replacing the electric lights in case of accident, shall be lighted and kept burning for a sufficient length of time to insure their being in good order and ready for use.

(12) No mineral oil of any kind shall be used for lighting purposes unless authorized by the Navy Department. Care shall be exercised that all lights used by the navy yard and other shore mechanics are extinguished when work ceases for the day.

Matches.

(13) He shall permit on board no other than safety matches, and shall prescribe the necessary precautions to be observed in their use. They shall not be used in storerooms, holds, or orlops, and care shall be taken that persons about to enter the magazines and shell rooms have no matches about them.

Boilers and engines.

(14) He shall see that precautions are taken to guard against fire in the vicinity of the boilers and engines when steam is up, and for at least twelve hours after fires are hauled.

Ventilators and air conduits.

(15) He shall have all ventilators and air conduits periodically examined and cleaned out, in order to prevent the accumulation of rubbish and lint that might assist to spread a fire.

Electric lighting.

(16) He shall have the instructions for the care and preservation of electric lighting plants carefully followed. The use of electric lights greatly reduces the chances of fire, which can only occur from defective insulation or an improper use of the plant.

Precautions in general.

(17) He shall take such other proper precautions as may occur to him to guard against fire, and keep all fire extinguishing apparatus in order and ready for use. When in dry dock, and the fire pumps are useless, extra and stringent precautions must be taken.

Fire regulations and drill.

(18) Copies of Arts. 377 and 378 shall be hung up about the ship and the crew drilled at their fire stations at least once a week, the alarm being frequently sounded at night.

379. (1) The captain shall designate the parts of the ship where smoking is allowed for officers and crew, and if possible provide places where all may be comfortable.

Smoking.

(2) The crew shall be permitted to smoke from "all hands" to "turn to," during meal hours, and from the time hammocks are down until tattoo. The crew may also be permitted to smoke at other times, such as during holidays, on Saturday and Sunday afternoons, and for a limited period during night watches; but these are privileges which may be withheld, and should be if they lead to soiling the ship or to other abuses.

(3) Smoking shall never take place in any part of the ship below the gun deck, or in single-decked ships below the spar deck, except in the cabins and wardroom. Habitual smoking in the wardroom is prohibited. Smoking in the wardroom at any time shall be at the discretion of the captain, and shall not take place between the hours of 9 p. m. and 10 a. m., except under special circumstances.

(4) Smoking during divine service is forbidden.

(5) Smoking in the ship's boats, not on detached service, at any time during daylight, is forbidden.

(6) After the hammocks are down, the crew shall smoke only on the upper deck.

380. (1) The captain shall appoint some trustworthy person to perform the duty of mail orderly, to whom he will give authority to receive the mails from the post office and to sign receipts for all registered letters.

The mail.

(2) The mail for the ship's company shall be placed in the hands of the officer of the deck for distribution. The latter shall have the mail for the crew distributed by the master-at-arms.

(3) Lock boxes shall be conveniently placed in which mail for the post office may be deposited. They shall be kept locked; and the keys, when not in use by the mail orderly, shall be kept in the executive officer's office.

(4) The captain shall cause arrangements to be made for facilitating the purchase of postage stamps by members of the crew.

(5) He shall require the mail orderly to keep a book in which all registered letters received or sent to the post office shall be entered. Those delivered shall be signed for by the persons receiving them; those sent to the post office shall be signed for by the mail orderly, who shall on his return to the

ship deliver the post-office receipts to the senders of the letters, who shall acknowledge the same in the mail orderly's book.

Boats.

381. (1) He shall, when in port, and when sanitary requirements, exercises, and the duty of the ship permit, cause regular trips of the ship's boats to the shore to be made, at such hours as he may think proper, for the accommodation of officers and crew.

(2) He shall not permit boats to be absent from the ship at meal hours except on urgent public duty.

(3) He shall restrict the use of boats at night to a reasonable extent.

(4) When a ship is supplied with but one steam cutter it shall be used for the general service of the ship.

Rescuing persons overboard.

382. He shall require efficient means to be constantly kept in readiness for rescuing anyone who may fall overboard.

Quarters for inspection.

383. (1) He shall have quarters for inspection daily at 9.30 a. m., or earlier, except on Saturday, and an evening muster at quarters daily, except Sunday in port, at about sunset, unless the weather or some urgent necessity prevents. Quarters may be had on Saturday and Sunday as on other days and at other times, if necessary.

(2) Officers of divisions shall, at quarters, inspect the dress and personal appearance of the men of the division, and the condition and security of the battery. They shall ascertain if all are present or accounted for; and attend to such other duties as the routine of the ship may require.

(3) Every officer and man attached to the ship shall be assigned to a division, so that the captain may know at once of his presence or absence by the reports at quarters.

Officers' watches.

384. (1) The captain shall not permit officers to do duty in more than five, nor, if practicable, in less than three watches.

(2) When at sea, and in port during the night, except in cases of emergency, and as provided for in Art. 493, the regular watch officer only shall have charge of the deck.

(3) The captain shall regulate the manner of keeping watch both in port and at sea, having a due regard for the duties of the ship and the comfort of the officers.

Station bills at end of the cruise.

385. On going out of commission, he shall transmit the watch, quarter, station, fire, and boat bills to the Navy Department.

Magazines.

386. (1) He shall not permit the magazines to be opened without his knowledge and consent.

(2) Whenever the magazines are opened every necessary precaution must be taken to prevent accidents, and an officer must always be present to superintend the duty performed and to receive and return the keys.

(3) Whenever powder or any explosive is to be embarked or disembarked, a red flag must be hoisted at the fore and all unauthorized lights and fires extinguished.

(4) Powder removed from the magazines for saluting shall not remain out over night; it must be kept in tanks with the lids screwed down, and in charge of a sentry or other responsible person.

(5) The captain shall designate the places for stowing primers of dry gun cotton and fulminate fuzes. In no case shall they be kept near each other.

SECTION 8.—GENERAL DUTIES.

Telegraph movements of ships.

387. When acting singly he shall, by direct telegram, keep the Department advised of the movements of his ship.

Bill of health.

388. Before proceeding to sea, he shall require the senior medical officer to procure a bill of health.

Passengers.

389. (1) He shall permit passengers on board only under the following conditions:

(*a*) When in the waters of the United States, upon the permission of the Secretary of the Navy or upon the order of a superior, which order shall only be given under instructions from the Secretary.

(*b*) When in foreign waters, upon the written permission of the commander in chief or of the senior officer; or, if alone, in accordance with Art. 258.

(2) He shall not permit a passenger to interfere in the management of the ship in any way, except as provided for in Art. 44.

(3) The names of all passengers, and the dates of arrival on board and departure from the ship, must be entered in the log, and reported to the Navy Department.

(4) Before proceeding to sea, he shall satisfy himself that there are no unauthorized persons on board.

A captain always responsible for his acts.

390. A captain who departs from his orders or instructions under any circumstances, or takes official action at the request of any person, must do so upon his own responsibility and immediately report the circumstances to his superior.

Night order book.

391. He shall keep an order book in which shall be entered all orders given to the officer of the deck for the night. This book shall be preserved as a part of the official records of the ship.

Not to make signals when in squadron.

392. He shall not, when in squadron, make an official signal to any other than to the flagship of his immediate superior, except when necessary to repeat one made by the latter, or to report a danger; nor shall he make a signal of recognition to a strange ship without permission.

No independent movements when in squadron.

393. He shall not, when in squadron, perform any independent evolution without orders from the senior officer, except to avoid a collision or danger.

Notice of danger when in squadron.

394. If, when in squadron, he finds that the course directed is leading the ship under his command, or any other, into danger, he shall promptly give notice to the senior officer and to the ship endangered.

If separated from his squadron.

395. (1) If a ship is separated from the squadron to which she belongs, the captain must explain the cause of such separation to the officer in chief command at the time, and also to the commander in chief.

Entering port not designated.

(2) If a ship enters a port not designated or permitted by the instructions to her captain, he shall report to his immediate superior the cause for so doing and the delay necessary.

Reports to commander in chief.

396. He shall, when in squadron, forward directly to the commander in chief, unless otherwise directed by him, all routine reports concerning the organization, administration, duties, and discipline of the ship.

397. He shall report to the commander in chief, immediately after its occurrence, every instance when the ship under his command touches the ground, has a collision, a fire on board, any serious accident to hull, spars, machinery, or boilers, or other important events of like nature; he shall forward with the report a statement of all the circumstances attending the accident, also the report of the board, if one has been ordered.

Reports in case of damage to the ship.

398. (1) He shall, when in command of a flagship, have the following reports made to the commander in chief:

(*a*) When in port, the movements of all ships of war, mail steamers, and vessels that may be in danger from any cause.

Personal reports to commander in chief.

(*b*) When at sea, the discovery of land, lighthouses, light ships, strange sails, and all dangers, real or supposed; also the position of the ship at 8 a. m., 12 m., and 8 p. m.

(2) He shall, when in command of a ship at sea in company with the flagship, make by signal the same reports to the commander in chief as though he were in command of a flagship.

(3) He shall, when in port in company with the flagship and in command of a ship acting as guardship, report by signal to the commander in chief every event happening in port that is of interest to him in his official capacity.

Report on the qualities of the ship.

399. (1) He shall make, in accordance with the prescribed form, a quarterly report of the seagoing qualities of the ship to the Secretary of the Navy.

(2) He shall, when he deems it important, suggest any alterations which will, in his opinion, improve or render the ship more efficient, and, if practicable, state the probable cost of such alterations, but no change in the internal arrangement of the ship shall be made, except by the written authority of the Navy Department.

Reports to the officer in chief command.

400. He shall, when acting singly, report as required by Arts. 275, 324, 436, and 437.

Collisions with merchant vessels.

401. (1) In the event of a collision between a ship of the Navy and a merchant vessel, so serious, or under such circumstances as not to admit of immediate repair with the resources at hand, and therefore likely to involve damages, the captain shall report the facts immediately to the senior officer present, who shall order a board of three officers to ascertain all the attendant circumstances, injuries received by the merchant vessel, probable amount of damages, and which of the ships is responsible for the accident; and the master of the merchant vessel concerned shall be notified of the time and place of meeting of the board, and informed that the officers and men of his vessel will be given a hearing by the board, if such hearing is desired. The report shall be prepared in triplicate; one copy shall be forwarded without delay to the commander in chief for the Secretary of the Navy, one given to the master of the merchant vessel, and the remaining copy to the captain of the ship. When repairs have been effected on the spot, a certificate of the fact shall be taken from the master of the merchant vessel and forwarded, through the commander in chief, to the Secretary of the Navy.

(2) If the collision occurs in the waters of the United States, and results in the loss of life or damage to person or property, he shall inform the collector of the district in which it occurs, in accordance with the Act of June 20, 1874 (Laws Relating to the Navy, 1883; p. 100).

(3) He shall, if the collision occurs in a foreign port, take such measures as may be required by the port regulations, informing the captain of the port should it be necessary.

(4) The foregoing provisions of this article shall apply as far as practicable in all cases of collision by a ship of the Navy with a wharf, float, or other object.

(5) Whenever, in consequence of injuries sustained in the waters of a foreign port, by a United States vessel as a result of a collision between it and a foreign merchant vessel, clearly the fault of the latter, it may become necessary or desirable, on the part of the commanding officer of the former, to libel the latter vessel; such libel proceedings shall be instituted in the name of the United States, and not in the name of such commanding officer. In all such cases it shall be the duty of the commanding officer concerned, or of the senior officer present, according to circumstances, to immediately inform the Department of his action.

Loss of the ship.

402. (1) He shall, in case of the loss of the ship, remain by her with officers and crew as long as necessary and save as much Government property as possible. Every reasonable effort shall be made to save the log book, muster roll, accounts of officers and crew, and other valuable papers.

The captain the last to leave the ship.

(2) If it becomes necessary to abandon the ship, he should be the last person to leave her.

Crew and property saved, how disposed of.

(3) He shall make a report of the circumstances to the Secretary of the Navy as soon as possible; and, if wrecked within the United States, repair to the nearest naval station with the crew of the ship.

(4) He shall, if in a foreign country, lose no time, after making all efforts to save property, in returning with the officers and crew to the fleet or squadron to which they belong, or, if acting singly, to the United States. He shall take steps for the preservation of the Government property saved, until it shall be disposed of in such manner as the Department may direct.

Loss of accounts.

(5) He shall, in the event of the loss of accounts of any person in the Navy, caused by wreck or otherwise, proceed in accordance with Art. 1571.

Loss of descriptive lists.

(6) He shall, when the descriptive lists of any of the crew are lost, apply to the Navy Department for copies, forwarding a list containing their names and ratings.

Loss of clothing and bedding.

(7) He shall cause each officer of division to report to him the loss of clothing and bedding sustained by the crew on occasion of the loss or capture of the ship. These reports, carefully drawn up in a uniform manner, and duly signed by each officer of division and by himself, shall be forwarded to the Secretary of the Navy.

Expeditions sent from a ship.

403. On occasions of sending a boat or other expedition away from the ship on important duty, when it is to proceed beyond signal distance, the captain shall give the officer in command written orders.

When acting singly.

404. He shall, when not attached to a fleet or squadron and while senior officer, be governed by Art. 326.

Inspection when acting singly.

405. He shall, when not attached to a fleet or squadron, inspect the ship under his command in accordance with Arts. 248 and 249.

Intelligence reports.

406. He shall act in accordance with Art. 239 in regard to intelligence reports, and will require the officers of his command to cooperate with him in acquiring information for that purpose.

To seek late official information.

407. He shall, if practicable, when falling in with another ship of the Navy, compare signal books, general orders, and circulars, and take such other steps as may be necessary to obtain the latest information that may affect his command.

Signal and tactical books.

408. He shall consider par. 2, Art. 337, as applicable to himself, and act accordingly.

Customs examinations.

409. (1) He shall facilitate any examination which it may be the duty of a customs officer of the United States to make on board of the ship under his command.

(2) He shall not permit a foreign customs officer to make any examination whatsoever on board of the ship or boats under his command.

Search never to be permitted.

410. He shall not permit any ship of the Navy under his command to be searched by any person representing a foreign state, nor any of the officers or crew to be taken out of her, so long as he has the power to resist. If force is used, it must be repelled.

Man-of-war boats.

411. (1) In ports where war or insurrection exists or threatens, he shall always require the boats away from the ship to have some competent person in charge, and care shall be taken to make their national character evident at all times.

(2) The boats of a ship of war will be regarded in all matters concerning the rights, privileges, and comity of nations as parts of the ship herself.

Medical aid to persons not in the Navy.

412. He may require the medical officers of his command to render professional aid to persons not in the naval service, when such aid can be rendered without detriment to the interests of the Government, and is necessary and demanded by the laws of humanity or the principles of international courtesy.

Marriages on board.

413. (1) He shall not perform a marriage ceremony on board; nor shall he permit one to be performed when the ship is outside of the territory of the United States, except in accordance with the local laws and the laws of the State, Territory, or district in which the parties are domiciled and in presence of a minister or consul of the United States, who has consented to issue the certificates and make the returns required by the consular regulations.

(2) He shall report to the Secretary of the Navy all marriages occurring on board.

The log.

414. He shall examine the log daily and have corrected any inaccuracies or omissions he may observe. After it has been duly signed and submitted to the captain, no change or addition shall be made without his permission or direction, and any change or addition must be made by the officer in whose watch the event under consideration occurred. An officer of the watch shall not decline to make a change in or an addition to his log, when his attention is called to an inaccuracy or omission by the captain or navigator, unless he believes the proposed change or addition to be incorrect; in which event he shall, if required, explain in writing to the captain his reasons for this opinion. The captain may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature. He shall approve the log on the last day of every month and upon the day of relinquishing command.

The medical journal.

415. He shall, whenever he considers it necessary, inspect the medical journal.

The steam log.

416. He shall examine the steam log daily, and call the attention of the senior engineer officer to any inaccuracies or omissions he may observe. The senior engineer officer will cause the steam log to be corrected as pointed out by the captain, unless he believes the proposed entries to be incorrect; in which event he shall, if required, explain in writing to the captain the reasons for this opinion. The captain may then enter upon the steam log, over his own signature, any remarks concerning the particular inaccuracy or omission under consideration that he may deem proper. After the steam log has been examined by the captain no change or addition shall be made without his permission. He shall approve the steam log on the last day of every month and upon the day of relinquishing command.

The electrical journal.

417. He shall examine the electrical journal at least once a week, and approve it on the last day of every month and upon the day of relinquishing command.

Expenditure books.

418. He shall examine all expenditure books as occasion may require, and approve them on the last day of every month and upon the day of relinquishing command.

Binnacle list.

419. He shall examine and approve daily the binnacle or other list of officers and crew recommended to be excused from duty, and no names shall be added after it has been signed, without his permission.

Rockets and powder for signal purposes.

420. He shall designate the number of rockets and the amount of powder to be kept in readiness for signal purposes.

Cables slipped or lost.

421. He shall, if a cable has been slipped or parted, use every means possible to recover it.

High explosives to be removed.

422. When a ship under his command arrives at a navy yard for docking or for ordinary repairs, only high explosives need be removed.

Not required to act as pay officer.

423. He is not required to perform the duties of a pay officer. (See sec. 1432, R. S.)

Duties upon going out of commission.

424. He shall, upon going out of commission, satisfy himself before leaving the ship that the engines and boilers and their attachments have been put into the condition required by Art. 1583, and that all returns have been made and every article turned over to the proper authority. He will then forward to the Secretary of the Navy the original records of all official correspondence for the cruise concerning the ship, her officers and crew.

SECTION 4.—DUTIES IN TIME OF WAR.

General duties of captain in time of war.

425. He shall consider the provisions of Art. 267 as applicable to himself in reference to this section.

Station in battle.

426. His station in battle shall be such as will enable him to fight the ship to the best advantage.

When pacific relations are doubtful.

427. If he entertains any doubts in regard to the pacific relations of the United States with any foreign state, he shall be vigilant in watching the movements and acts of possible enemies, in order to prevent being surprised or taken at a disadvantage.

When an engagement is possible.

428. (1) He shall, when in presence of an enemy, or upon approaching a strange ship or on being approached by one, have the crew at quarters and the ship ready for battle.

(2) When in company with an enemy for a considerable length of time, as when both are at anchor in a neutral port, the officers and crew shall be kept on board and the ship at all times in a condition to be ready for action at a moment's notice; at night, one watch shall be kept at their stations for battle.

Communicating important information.

429. He shall, if possible, before going into action, communicate to his officers his plans for battle and such other information as will be of service to them should they succeed to the command of the ship.

When in squadron not to engage without orders.

430. He shall not, when in command of a ship forming part of a fleet or squadron, engage an enemy without an order from the commander in chief.

Will not retire from battle.

431. He shall not, without permission, retire from battle to assist a disabled ship, or to take possession of a captured one.

When an enemy strikes his flag.

432. He shall, when an enemy's ship in battle strikes her flag, continue the action with other ships of the enemy; but shall take possession of the surrendered ship as soon as practicable.

Taking possession of a captured vessel.

433. He shall, on taking possession of a prize, adopt such measures as may be necessary to prevent her from being recaptured. He shall remove such of the officers and crew as may be necessary, and take great care to preserve the log, all journals, signal books and signals, orders, instructions, letters, ship's papers, and any other documents of importance, or bearing upon the validity of the capture.

Prisoners of war.

434. He shall take care that all prisoners of war are treated with humanity; that their personal property is preserved and protected; that they are allowed the use of such of their effects as may be necessary for their health; and that they are supplied with rations properly cooked. He will, however, have them properly guarded and deprived of all means of escape or revolt.

If unable to continue the battle.

435. He shall, if the motive machinery is disabled and he is obliged to drop out of battle, make such repairs as he is able without delay, and bring the ship as soon as possible again into action.

To prepare for further service immediately after battle.

436. He shall, immediately after a battle, repair damages as far as possible and use every effort to prepare the ship for further service in action. He shall transmit to his superior in command a list of killed and wounded, and an account of deficiencies of ammunition, personnel, or material necessary for immediate service.

Reports after a battle.

437. He shall, after a battle, make full report thereof as prescribed in Art. 275. These reports must be accurate and explicit and contain all important details; the movements of ships should be illustrated; the force and direction of the wind and state of the sea given; the bearing, distance, and outlines of the land, if any is in sight, stated; and the efficiency of the ship and all munitions of war carefully noted.

To prevent the capture of important papers.

438. He shall, if compelled to surrender or about to be captured, attend personally to the destruction of his orders and other papers likely to be of use to an enemy.

General duties.

439. When acting singly he shall carry out the instructions prescribed in sec. 3, Chap. V, for a commander in chief, as far as they may be applicable.

SECTION 5.—INTERCOURSE WITH FOREIGNERS.

General duties in relation to foreigners.

440. He shall carefully note and conform to the instructions laid down in sec. 4, Chap. V.

Assistance to foreign vessels.

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

If refused assistance.

442. He shall, if refused assistance by any foreign official, report the circumstances to the officer in chief command and to the Secretary of the Navy.

SECTION 6.—NAVIGATION.

Draft of ship.

443. He shall, immediately before leaving and as soon as practicable after entering port, require the navigator to ascertain the draft of the ship forward, amidships, and aft, and enter it in the log.

Lookouts.

444. He shall always when under way and, if necessary, when at anchor, have a lookout stationed aloft during the day. At night he shall have as many lookouts stationed as are necessary. He shall require them to be proficient in their duties as lookouts.

Running and anchor lights.

445. (1) He shall take special care that the lights required by law, to prevent collisions at sea and in port, are kept in order and burning during the night, unless it be necessary to extinguish them for war purposes or while exercising as though engaged in war.

(2) He shall require that there be kept at hand, convenient for use, means for relighting or replacing any such light as may be extinguished.

Precautions to prevent collisions.

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

Course steered.

447. Unless in company with a senior, he is responsible for the course steered, and he is always responsible for the safe conduct of the ship.

Entries in the night order book.

448. He shall enter in the night order book each evening, for the information of the officer of the deck, the course and any necessary special precautions concerning the speed and navigation of the ship.

Piloting.

449. He shall pilot the ship under his command under all ordinary circumstances, but may, in accordance with the provisions of Art. 1599, employ a pilot when necessary.

Preparations for anchoring.

450. When in the vicinity of land or upon approaching an anchorage of any kind, he shall have the cables bent and the anchors ready for letting go.

When soundings shall be taken.

451. (1) When at sea and on soundings, he shall have casts of the lead taken frequently in order to verify the position.

(2) When going into or out of port or approaching an anchorage, shoals, or rocks, with or without a pilot on board, he shall keep the hand leads going, and, if necessary in order to obtain correct soundings, reduce the speed.

452. (1) He shall select a safe place to anchor. After anchoring, he shall have such bearings and angles taken and entered in the log as will enable the exact position of the ship to be located on the chart.

Anchoring.

(2) He shall, if the ship is anchored at a place not surveyed, and if practicable, have the depth of water and character of the bottom examined for at least three cables' lengths around the ship. The result shall be entered in the log.

453. (1) He shall keep himself informed of the error of the standard and binnacle compasses. He shall forward to the Navy Department a report of the result every time the local deviation is obtained.

Compasses.

(2) He shall carefully follow the instructions issued from time to time concerning the management of, and reports on, compasses.

454. He shall report to the Navy Department all important hydrographic or other information he may acquire concerning the navigation of ships.

Hydrographic information.

455. (1) He shall carefully preserve all information that he may receive or be able to procure concerning the safe navigation of the ship.

Sailing directions.

(2) He shall require the sailing directions, light and beacon lists, hydrographic notices, notices to mariners, and charts of the ship to be compared with those of other ships of the Navy which he may meet, having later information on these subjects than his own, and any differences shall be noted.

(3) He shall, when there is any doubt about the safe navigation of routes he proposes to take, or ports he intends to visit, make every effort to obtain from any reliable source, foreign or otherwise, all possible information that will aid him.

456. He shall, when his duties and other circumstances permit, make a careful survey and construct a chart of any shoals, harbors, or dangers to navigation that he may discover or find to be inaccurately located. He shall forward them through the usual official channels, with all the original data and computations used in their construction, to the Navy Department.

Surveys.

457. When passing in the vicinity of suspected dangers, or where there are indications of shoal water or danger not on the chart, he shall, unless there are good reasons to the contrary, make such search as the weather and other circumstances permit, forwarding to the Navy Department the results, with a track chart showing the traverses made and soundings taken. In the event of no search being made, he will report to the Navy Department the result of his observations and his reasons for the omission.

Suspected dangers.

SECTION 7.—SUPPLIES AND REPAIRS.

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

Economy in expenditure.

459. He shall not, unless absolutely necessary, place any one on an allowance of water of less than one gallon per day. He shall, when practicable, issue on the evening before wash days an allowance of fresh water to be used over night for soaking the soiled clothes of the crew.

Allowance of water.

Supplies, how obtained, etc.

460. He shall be governed by the provisions of Art. 295.

Requisitions and other papers submitted to senior officer.

461. He shall, before arriving in a port, cause to be submitted to him, by the heads of the several departments of the ship, requisitions for all supplies that may be necessary to render the ship efficient and ready for any service, and shall, immediately upon arrival, submit these requisitions to the commandant of the station, or senior officer present, together with reports of all repairs needed, requests for surveys, and all other papers requiring action. He shall call special attention to any article he may require that is in excess of allowance either in kind or quality.

Requisitions approved by himself.

462. He shall, when it becomes necessary to approve requisitions for supplies, repairs, or labor for the ship under his command, be governed by Arts. 298 and 301.

Supplies of money.

463. (1) He shall not, when the ship under his command is attached to a fleet or squadron, authorize bills of exchange to be negotiated without having previously obtained permission from the commander in chief, except in cases of emergency.

(2) When procuring supplies of money he shall be governed by Art. 293, par. 1.

(3) He shall, when the ship under his command is attached to a fleet or squadron and separated from the commander in chief, forward to him, whenever a bill of exchange is negotiated, an additional copy of the letter of advice required by these regulations to be sent to the Secretary of the Navy.

(4) All money received by negotiating bills of exchange shall be deposited on board ship without delay, by the pay officer, who shall make a report of the amount to the captain and to the officer of the deck.

Not to land spare articles.

464. He shall not, except in emergency, the nature of which shall be reported, land any spare spars, stores, or other articles belonging to the ship, at any port, without the written permission of his flag officer.

Examination of stores and spare articles.

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

Chain cables.

(2) At this quarterly examination particular attention shall be paid to the chain cables; they must be scaled and cleaned of rust and other foreign matter; the shackles, shackle bolts, forelock pins, and swivels will be carefully examined and put in order; and such parts as require it will be coated with blacking, tallow, or white lead.

Not to interfere with duty of commandant.

466. He shall exercise no control over the officers or mechanics of a navy yard or station where the ship under his command may be moored, unless by the permission or direction of the commandant, except in matters coming under the police regulations of the ship.

Repairs by ship's mechanics.

467. He shall, as far as possible and when in accordance with the interests of the Government, cause all repairs to the hull, machinery, spars, boats, and to all articles of equipment and outfit, to be made by the ship's mechanics.

Reports of requisitions and bills approved.

468. He shall, when approving requisitions or public bills for supplies, repairs, or labor, either for the ship under his command or for any other, carefully observe the instructions laid down in Art. 299.

469. He shall, after actual trial, report any deficiencies or excesses that may come to his notice, in the kind or quantity of articles in the allowance books. He shall require from any of the officers of his command who find these books defective, specific written statements giving the particulars wherein they are so, and shall embody this information in his report.

Allowance books.

Chartering vessels.

470. If it becomes necessary to charter a vessel for any purpose he shall follow the instructions laid down in Art. 302.

Investigation of all serious damages by a board.

471. He shall, when alone, carry out the instructions laid down in Arts. 303, 323, and 401.

SECTION 8.—PERSONNEL.

Persons who may be sent to the United States.

472. (1) He shall, when acting independently and not in the presence of a senior, send no other members of his command to the United States than the following:

(*a*) Persons whose terms of service have expired.

(*b*) Persons who have been condemned by medical survey.

(*c*) Persons charged with a crime or an offense for which they can not be tried on the spot by a court competent to award a sufficient punishment, in which case necessary witnesses shall also be sent.

(2) He shall follow the instructions laid down in Arts. 306 and 307, when applicable to him.

Service on unhealthy stations.

473. He shall carefully observe the instructions given in Art. 305.

Investigation of offenses.

474. (1) He shall, if possible, investigate in person all offenses. The investigation shall not be delegated to any other officer, unless in case of illness or absence from the ship.

Record and quarterly report of punishments.

(2) He shall have a record of punishments kept according to prescribed forms, including all minor punishments, such as extra duty and deprivation of leave, as well as confinement, and make quarterly reports of the same to the Navy Department.

Liberty and monthly money lists.

475. He shall cause to be prepared liberty lists and monthly money lists, which he shall carefully inspect before approval. He shall exercise great care that no injustice is done in the distribution of privileges in these respects.

To receive and consider requests of the crew.

476. (1) He shall, under reasonable restrictions as to time and place, receive and consider any request, report, or statement that any member of the crew may desire to make.

(2) He shall prescribe the means by which the members of the crew shall make known to him their desire to prefer a request, or to make a report or statement to him.

(3) Members of the crew who make frivolous, vexatious, or false reports or statements, knowing them to be such, shall be considered as guilty of a misdemeanor.

Merchant seamen not to be received on board as prisoners.

477. He shall not, while on a foreign station, receive on board as prisoners seamen from merchant vessels, unless the witnesses necessary to substantiate the charges against them are also received, or some certain means adopted to insure the presence of such witnesses on the arrival of the prisoners at the place where they are to be handed over to the civil authorities.

Complaints of merchant seamen.

478. He shall, when on a foreign station, if three or more of the crew of a merchant vessel of the United States complain to him of the quality of the provisions or water served out to them, proceed in accordance with the Revised Statutes, sec. 4565.

Distressed seamen.

479. He may, when on a foreign station, receive on board distressed seamen of the United States without reference to the established complement of the ship. They shall be entered as supernumeraries for rations and passage to the United States, provided they bind themselves to be amenable in all respects to the laws and regulations for the government of the Navy. Such persons, however, will not be received or entered upon the books of the ship without the authority of the senior officer present; and captains will keep the commander in chief fully informed of all transactions in regard to them.

Not to exceed the complement of the ship.

480. He shall not exceed the number of men allowed by the complement of the ship in any rating, except to make up a deficiency in some superior rating, or by express authority of the Secretary of the Navy, or, when on a foreign station, by authority of the commander in chief.

To inspect recruits.

481. He shall cause all recruits, previous to their enlistment, to be inspected and examined in accordance with the requirements of the enlistment returns.

Instruction for young seamen.

482. He shall cause the ordinary seamen, landsmen, and boys to be instructed in steering, heaving the lead, knotting and splicing, the use of the palm and needle, sailing and pulling in boats, exercise aloft, and generally in all the duties of seamen. If there are any who can not read and write, he will give them facilities to learn and encourage them in so doing. The instruction of apprentices will be carried on according to special instructions laid down in Chap. XXI, sec. 5.

Paying off.

483. He shall, on the ship's arrival at any port of the United States for the purpose of going out of commission, forward to the Navy Department a requisition for money to pay off such of the crew as may be ordered to be discharged, or whose term of service has expired.

Discharges.

484. (1) He shall take great care that all discharges are made out in accordance with the instructions laid down in Chap. XXI, sec. 3.

(2) He shall make all necessary efforts to prevent delay in discharging men whose terms of service have expired. To this end he shall advise the Navy Department in season of the discharges and medals that he may require, so as to receive them by the time it is expected to discharge the men, or, if on a foreign station, upon his arrival in the United States.

Deceased persons. Deaths to be entered in log.

485. (1) He shall cause to be entered in the log the name and rank or rating of any person who may die on board, and also a statement of the exact time of his death.

Report of deaths.

(2) He shall report to the Secretary of the Navy any death that may occur on board. In addition, information of the same shall be forwarded to the nearest relative or legal representative of the deceased, if the address of such person can be obtained. He is authorized to use the telegraph for this, if deemed expedient.

Effects of deceased persons.

(3) He shall, upon the death of any person on board the ship under his command, cause all of the effects of the deceased to be collected and inventoried. If the deceased was an officer, this shall be done by two officers of the ship; if a member of

the crew or other person, by the officer of his division or one detailed for the purpose. The inventories shall be made out in duplicate, and be duly attested and signed by the officers making them. Upon the completion of the inventory, the effects, if not of a perishable nature, shall be put up in packages of a convenient size and sealed with the seal of the ship. The captain shall retain one copy of the inventory himself, and shall deliver the other to the pay officer, who shall also take charge of the effects for safe-keeping.

Disposition of effects of deceased persons.

(4) If any of the effects of a deceased person are perishable and deteriorating, they shall be immediately sold at auction.

(5) All papers, medals, small trinkets, and keepsakes of value shall be forwarded to the legal representative, or, in default of such, to the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representative or of heirs at law, the articles mentioned shall be sent to the Bureau of Navigation for safe-keeping.

(6) When the executor or legal representative of the deceased person applies for his effects, all shall be delivered to him; except any money that may be found among them.

(7) The captain shall exercise his discretion as to causing the effects of deceased enlisted men to be sold at auction at the mast, or retaining them for transmission to the heirs, relatives, or friends. In exercising this discretion he will be governed by the wishes of the heirs, relatives, or friends, if possible to learn them before closing the accounts of the deceased. The proceeds of the sale, and all cash found among the effects, shall be credited by the pay officer on the accounts of the deceased.

(8) He shall cause the accounts of all deceased persons to be closed as soon as possible and forwarded to the Auditor for the Navy Department, together with the will, if any can be found. These accounts must be examined and approved by the captain.

Certificates of death, disability, and pension.

486. He shall sign the descriptive lists on all certificates of death, certificates of ordinary disability and certificates of pensions.

Effects of a deserter.

487. (1) He shall, when he declares any person a deserter, cause the effects of the latter to be collected and inventoried according to instructions laid down in Art 485, par. 3.

(2) These effects shall be sold at public auction at the mast, and the proceeds credited on the accounts of the deserter by the pay officer.

Effects of persons captured by an enemy.

488. The effects of persons captured shall be collected, inventoried, and placed in the custody of the paymaster of the ship, subject to the orders of the owner or his representative; but the same discretion may be exercised by the captain in reference to sale of the effects of captured enlisted men as in the case of enlisted men deceased.

Effects destroyed to prevent spread of disease.

489. He shall, if it becomes necessary to destroy clothing or other personal effects of officers or crew to prevent the spread of disease, order a survey as provided in Art. 1425.

Report of changes in muster roll.

490. He shall, on the eve of sailing from any port, forward to the Navy Department a report showing all changes that have taken place in the officers and crew of his command since the last similar report or muster roll was forwarded.

491. (1) He shall carefully examine the books, records, and returns pertaining to the crew, and shall have them kept and made in strict accordance with the regulations and with such instructions as may be issued by the Bureau of Navigation.

Books, records, and returns concerning the crew.

(2) He shall require the division and other officers to report in writing such information as may be necessary to enter in these books, records, and returns.

Officers absent when the ship is about to sail.

492. He shall, if any officers are absent when the ship is about to sail from a home port, report their names to the Navy Department, with such particulars concerning their absence as he may be able to furnish.

493. (1) He shall require all officers of his command to embrace every opportunity to improve themselves in their profession and to increase their knowledge of it.

The instruction of officers.

(2) He shall, on suitable occasions at sea during daylight, and in port, direct the line officers junior to the watch officers to take charge of the deck for the purpose of instruction, and to perform the duty of officer of the deck under the direction and subject to the orders of the watch officer on duty, who shall be responsible and who shall sign the log.

(3) He shall give line officers opportunities to gain experience in maneuvering the ship, and shall for this purpose, when suitable occasions occur, lay out targets or anchor buoys to represent an object to be rammed, blown up, or avoided.

(4) He shall require all line officers junior to the watch officers to acquire a thorough knowledge of the steam machinery and boilers of the ship, and to become proficient in their management, care, and preservation. To this end he shall direct them to stand watch in the engine or fire rooms in a manner best adapted to accomplish the desired purpose, having due regard for the duties of the ship.

(5) He shall, when at sea, require the watch officers of the ship, one each day in turn, to take astronomical and other observations and make the calculations necessary to obtain the position of the ship and the compass error, or for other necessary purposes of navigation, and report the results to him.

(6) He shall require all line officers junior to the watch officers to become skilled in practical navigation, and shall direct them to perform such duties in connection with the navigation of the ship as may be necessary to accomplish this end.

(7) He shall require naval cadets to keep a journal containing observations of a professional nature on the places visited, the winds and currents, the daily position of the ships, a track chart embracing the cruise of the ship, and essays on professional subjects, or descriptions of nautical and professional material which they may desire, or may be directed to prepare, in order to aid them at their final examination. He will examine these journals on the last day of every month and upon the day of relinquishing command and make such endorsement thereon as he may deem proper. He shall also require them to keep a navigation notebook.

(8) He shall, in addition to the other reports on officers required by the regulations, forward to the Secretary of the Navy at the end of each quarter a report in accordance with prescribed forms on the proficiency of naval cadets.

To deliver orders and communications.

494. He shall not withhold any orders or other communications received from a senior for any person under his command, except for good and sufficient reasons which he shall at once report to said senior.

When to exercise the power of a consul.

495. He has, when in a foreign port where there is no United States consul, or upon the high seas when senior officer, the authority of law to exercise the powers of a consul in regard to mariners of the United States.

Reports on the fitness of officers.

496. He shall carry out the instructions in regard to the reports on the fitness of officers, as laid down in Art. 238. When acting independently, these reports will be forwarded directly to the Secretary of the Navy.

Succession to command in case of the absence or disability of the captain.

497. (1) In the absence, or during the disability, of the captain, the senior line officer, not of the personal staff in a flagship, remaining on duty succeeds to all the responsibility and all the authority of the captain, except as stated below.

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

(3) When in command for any period during a temporary absence of the captain, he shall not change the general orders, routine, or other permanent dispositions of the captain.

CHAPTER X.

THE EXECUTIVE OFFICER.

SECTION 1.—GENERAL POWERS.

498. (1) The executive will be detailed as such by the Secretary of the Navy from among the officers of the line. He shall be next in rank to the captain.

Personality.

(2) If detached, absent, disabled, placed in arrest, or suspended from duty, his duties shall devolve upon the line officer next in rank below him

Authority.

499. (1) He has no authority independent of the captain.

(2) His orders shall be considered as proceeding from the captain and the details of duty hereinafter laid down shall be regarded as in execution of the captain's orders.

(3) While executing the orders of the captain he takes precedence over all other officers.

500. (1) The executive officer, when on board ship, shall regard himself as always on duty.

Duty.

(2) He shall receive all orders relating to the general duties of the ship directly from the captain, and shall transmit them to other officers as may be necessary. He is responsible for their execution. (See Art. 367.)

(3) He shall carry out all details of duty in connection with the organization, police, inspection, discipline, exercise, and efficient condition of the crew, and the cleanliness, good order, efficiency, and neat and trim appearance of the ship.

(4) He shall keep himself constantly informed of the policy of the captain in regard to the official administration of all matters of duty, in order that he may carry out the captain's wishes. (See Art. 367.)

(5) So far as his power extends, he shall correct all abuses, prevent infractions of discipline, and suppress disorder. He shall report to the captain any one who may disobey or disregard any law, naval regulation, or order.

SECTION 2.—DUTIES.

501. (1) The executive officer shall aid the captain in every way possible in performing the duties enumerated in Chap. IX, sec. 1.

Fitting out.

(2) He shall be constant in his attendance on board both before and after commissioning, and shall make himself familiar with every part of the ship and with all her appurtenances.

(3) He shall report to the captain any defects, or other matters of importance connected with the ship, that he may discover.

502. He shall inform himself, so far as possible, of the physical capacity, service, record, and experience of each man detailed for the crew, in order that he may station him to the best advantage. Should he have any doubt of a man's physical ability to perform the duty required of him, he shall report the fact to the captain.

Capacity of the crew.

503. (1) He shall carry out, under the direction of the captain, the details of duty enumerated in Chap. IX, sec. 2.

Organization.

(2) He shall prepare a berthing plan and have the berthing numbers put up before the crew goes on board, if possible.

(3) He shall prepare the billets to be delivered to the members of the crew when they go on board.

(4) He shall prepare the watch, quarter, station, fire, and boat bills as soon as possible, and have copies framed and hung in a conspicuous position.

(5) He shall keep these bills corrected as changes occur during the cruise.

(6) He shall require the junior line officers to keep correct watch, quarter, station, fire, and boat bills.

(7) He shall cause a copy of the articles for the government of the United States Navy, the daily routine, and all police regulations and routine orders concerning the ship's company, to be exhibited in a conspicuous position.

(8) He shall prepare, for the guidance of the officer of the deck, a routine book which shall contain the daily routine at sea and in port, and such orders and instructions as may be necessary concerning the manner of performing the duties of the ship over which he has supervision. This book shall be kept in a place where it is accessible to all.

(9) He shall keep a morning order book, in which he shall enter the instructions for the officer of the deck during the morning watch.

(10) He shall cause the pay officer to be informed whenever any changes are made in the number of men in a mess, in order that the proper allowances of food may be served out.

To supervise the manner of performing duty.

504. He shall see that the officers of the ship are vigilant in the performance of their duties; that they perform them in a uniform manner; and that they conform strictly to all orders.

505. He shall direct the officer of the deck in all matters concerning the general duties of the ship. When the captain is not on deck, he may direct the officer of the deck how to proceed in time of danger or during an emergency; or he may assume charge of the deck himself, and shall do so should it in his judgment be necessary, but he shall at once report to the captain the fact and his reasons for so doing.

To direct the officer of the deck.

506. He shall see that officers commanding divisions perform their duties carefully, thoroughly, uniformly, and in accordance with these regulations; that they thoroughly inspect and keep in order the ordnance and boats under their charge; that they keep correct clothing lists and make out necessary requisitions; that the issue of clothing, small stores, and money is made by divisions, and that an officer in each division shall witness the issue to his division; that officers are careful in their inspections of their divisions, their cloth-

Supervision over division officers.

ing and bedding; and that they are present and personally instruct the junior officers and men at all exercises. He shall endeavor to inculcate a spirit of emulation among the officers in respect to the efficiency, drill, bearing, and behavior of the men under their command.

Supervision over naval cadets.

507. He shall, under the captain, exercise particular supervision over the instruction of naval cadets.

508. In his administration of the police of the ship he shall give such orders to the marine officer as may be necessary. He shall satisfy himself that the sentries are properly placed and that they are attentive to their duties. He shall endeavor to cultivate among the marines a feeling of pride in the strict performance of all their duties.

Marines.

509. He shall take charge of the deck whenever all hands are called for any particular duty, exercise, or evolution, and, unless otherwise directed by the commanding officer, shall see that every officer of the ship fit for duty is at his station.

To take charge of the deck at all hands.

510. He shall require the warrant officers, or the mates in charge to report twice daily, at 8 a. m. and 8 p. m., the condition of the ship and her appurtenances, so far as their respective departments are concerned.

Reports from warrant officers.

511. He shall require all officers of the ship to exact a silent performance of duty, and the avoidance of all unnecessary noise, confusion, and singing out.

To prevent unnecessary noise.

512. He shall see that all dispositions ordered for safety at night, including the securing of storerooms, holds, orlops, watertight doors, etc., that are closed for the night, are completed by 7:30 p. m., or before.

Evening inspection.

513. He shall make frequent inspections of all the mess gear and stores of the crew, and of all cooking utensils, galleys, chests, and lockers.

Inspection of mess gear and lockers.

514. All parts of the ship shall be open to his inspection, and he shall make such inspections as the captain may direct.

Inspection of the ship.

515. He shall report to the captain the condition of the ship at 8 p. m.

To report condition of ship.

516. He shall detail a suitable anchor watch in accordance with the orders of the captain.

Anchor watch.

517. He shall not be required to keep a watch, but he may relieve the officer of deck for short periods as a matter of accommodation.

Keeping watch.

518. (1) He shall be the custodian of all of the keys of the ship, except those that are kept by the captain, and those of storerooms belonging to other departments than his own, and of receptacles for personal effects.

The custodian of the ship's keys.

(2) He shall keep in his possession ready for use duplicate keys to all parts of the ship, but shall not permit them to be used without authority from the captain, except at times when he himself may be in temporary command.

(3) Heads of departments shall have charge of the keys of their respective storerooms.

(4) None of the ship's keys shall be taken out of the ship.

Supervision over compartments, double bottoms, watertight doors and valves.

519. The executive officer shall be responsible for the cleanliness and good condition of all compartments and double bottoms, and of all the bulkheads, doors, valves, and pipes within them, excepting those specified as coming under the supervision of the chief engineer. He shall also be responsible for the cleanliness of the casings, and of the bulkheads around all machinery outside the engineer compartments, and all pipes (including the smoke pipes), hatches, ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the commanding officer.

Care of powder and explosives.

520. (1) He shall take stringent precautions to guard against accidents whenever the magazines or shell rooms are opened. (See Art. 386.)

(2) He shall cause to be posted such sentries as may be necessary in order to guard against the danger of igniting any explosive or dangerous compound.

(3) He shall be vigilant in the care of gun cotton, fulminate fuzes, and other compounds of like nature. (See Art. 386.)

Munitions of war on board.

521. He shall at all times keep himself informed of the condition and quantity of munitions of war on board.

Station and duties at quarters.

522. (1) At quarters he shall receive, and transmit as a whole to the captain, the reports from officers in charge of divisions.

(2) He shall make such disposition of officers and men as may be necessary in order to prepare for the inspections of the captain.

Clearing ship for action.

523. When the ship is cleared for action and officers commanding divisions have reported ready, he shall report to the captain. He shall then, if circumstances permit, inspect the ship and personally see that all proper and necessary dispositions for battle have been made, and report the result of this inspection to the captain.

Station in battle.

524. (1) In battle he shall look after the general working of the armament, and from time to time repair to any part of the ship where this duty may be performed to the best advantage.

Leads boarders.

(2) If boarders are called away he shall lead them.

After the battle.

525. He shall, after the battle, make out a detailed report comprising all the noteworthy incidents that have come to his notice, including a statement of the conduct of his subordinates, with particular mention of individual instances deserving praise or censure.

Preparations for funerals.

526. He shall superintend funeral preparations.

In time of danger.

527. In case of fire, or of any occurrence that may place the ship in danger, he shall exert himself to maintain order, and should it become necessary to abandon the ship, he shall, under the direction of the captain, see that the sick and wounded are first cared for.

Boats.

528. (1) He shall assign a line officer to each boat, who shall be responsible for her general condition, armament, equipment, and outfit, and for the proper instruction of her crew in their duties; and who shall, as a rule, command her when on special duty.

(2) He shall assign provisions and other articles to boats when they are sent on expeditions.

(3) If a boat is sent away from the ship at sea, he shall see that she is provided with sails, spars, oars, bucket, water, provisions, compass, lantern, candles, matches, rifles and cartridges, and such other articles as the special occasion or duty demands. A moderate supply of provisions and water shall be kept in all boats at sea.

(4) He shall, when at sea, keep the boats best adapted as lifeboats, one on each side, always ready for lowering. He shall see that in these boats are always kept life preservers, water, bread, a compass, and a lantern with a reserve supply of oil and means of ignition; that the detaching apparatus is in order and ready for use, the steering oar shipped, and such other dispositions made as will render these boats most effective and safe in a sea way and as lifeboats.

(5) He shall have the boat sails kept in readiness for use. If it is at any time necessary to unbend and stow them below for preservation, they shall be kept in bags, properly marked, with all their gear complete, so that they may be obtained without delay.

Life buoys.

529. He shall see that the life buoys are in order and constantly in readiness; that they are frequently tested by dropping, with a line attached for recovery; and that when at sea, or in a strong tide way, an efficient person is stationed by them.

Dress board.

530. (1) He shall prepare a dress board on which will be indicated the uniform of the crew, and place it in a conspicuous position.

(2) He shall require the crew to consult it, in order to avoid the noise and confusion incident to passing the word for a change of uniform.

Entering port.

531. Before entering port, he shall see that the ship presents a neat appearance in all respects, that the anchors are ready, the boats prepared for service, and all dispositions made for anchoring.

Anchors, chains, and moorings.

532. He shall consider himself responsible for the condition of the anchors, chains, and moorings of the ship. When moored, he shall keep himself informed of the condition of the hawse, and with the sanction of the captain, have it cleared when necessary.

Report book.

533. (1) He shall keep a report book with the columns headed in accordance with the information required, and so placed that officers, desiring to make against any member of the crew a report not requiring immediate attention, can have access to it and enter the report therein.

(2) Reports requiring immediate attention shall be made to the officer of the deck, who shall at once refer them to the executive officer.

Bumboats and traffic.

534. He shall regulate the bumboats and all traffic alongside or on board, and be watchful that no unauthorized articles for the crew, unwholesome fruit or food, obscene literature or pictures, or other improper articles, are introduced on board.

Ship's barber, tailor, and shoemaker.

535. He shall, with the approval of the captain, regulate the prices that the barber, tailor, and shoemaker, and other men performing services for the crew, shall be permitted to charge, bearing in mind that the charges should be moderate, as the men are already paid for their services.

536. He shall require that no ports shall be opened at sea without the captain's knowledge and consent; that they shall always be opened and closed by men specially appointed for that duty; that those on the lower decks shall be closed at sunset unless special authority is granted to keep them open; and that a report shall invariably be made to the officer of the deck when a port is opened or closed.

Air and gun ports at sea.

537. He shall never permit either gun or air ports to be opened when there is any probability that the sea will enter to a dangerous extent.

538. He shall, under the supervision of the captain, have charge of the preparation and keeping of all of the books, records, and returns required by the Bureau of Navigation concerning the crew. He shall be allowed a writer.

Records concerning the crew.

539. He shall act as recruiting officer of the ship and enlist such men as may be required, subject to the provisions of these regulations.

Recruiting officer.

540. (1) He shall, under orders and special directions from the captain, grant leave to officers junior to himself.

(2) He shall require officers who obtain leave from him to report their return to him.

Leave and liberty.

(3) He shall be charged with the preparation of the lists of men to be granted liberty, and with the preparation of the monthly money lists, and shall be especially careful that the men are treated in these respects with the utmost fairness.

541. The executive officer and the line officer next below him in rank shall not be absent from the ship at the same time, except on duty, or by the express permission of the captain.

Absenting himself from the ship.

SECTION 3.—DUTIES AS EQUIPMENT OFFICER.

542. The executive officer is the equipment officer of the ship, and shall perform the duties assigned to that officer and have charge of all stores and supplies of the Bureau of Equipment, except such as pertain to the navigator. He shall be allowed the services of an equipment yeoman.

The executive is the equipment officer.

543. When fitting out, he shall carefully examine all equipment stores and supplies and report to the captain any defects that he may discover.

When fitting out.

544. (1) When a ship is commissioned, he shall be furnished with invoices of all stores and supplies placed in his charge, and shall receipt for the same.

(2) If he finds any discrepancy, error, or omission in the invoices, he shall report it to the captain, who will have it rectified through a board of inspection before a receipt for the stores is given.

Invoices and receipts.

545. (1) He shall at once enter in the equipment books all receipts and expenditures of stores, and keep the accounts and render the returns prescribed in Chap. XXX (Accounts and Returns).

(2) Stores issued for the manufacture of articles shall be expended on the books, and the manufactured articles entered therein and duly accounted for.

Equipment books and returns.

(3) The executive officer, under the captain, shall control the expenditure of all equipment stores.

(4) He shall submit to the captain for his approval the weekly and monthly reports of receipts and expenditures of stores. (See Art. 418.)

(5) He shall forward to the Bureau of Equipment at the end of each quarter, returns of the following articles only, viz: Cordage, canvas, bunting, coal, wood, oil, soap, waste, polishing paste, concentrated lye, corn brooms, coir brooms, hickory brooms, hand scrub and deck scrub brushes.

(6) The quarterly return of these articles will be limited to showing the number or quantity on hand at the beginning of the quarter, the receipts and expenditures during the quarter, and the number or quantity on hand at the end of the quarter of articles which have been increased by receipts or diminished by expenditures during the quarter.

(7) At the end of the cruise he shall turn in the equipment books to the equipment officer of the yard where the ship is put out of commission.

Requisitions.

546. (1) All equipment supplies, except the regular outfit when the ship is commissioned, shall be procured on requisition.

(2) The executive officer shall make out all requisitions for equipment supplies under his charge.

Coal.

547. (1) Whenever coal is delivered on board a steamer, he shall enter it with the invoice price on the equipment books and immediately expend it as transferred to the engineer department.

(2) When transferring coal to the engineer department he shall furnish to the senior engineer an invoice of the same stating amount and price.

(3) When coal is received on board of a sailing ship for galley or other use, the executive officer shall keep an account of its expenditure in the same manner as of other equipment supplies.

Care of supplies.

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

Issue of supplies.

549. He shall issue equipment supplies for use in other departments only upon transfers approved by the captain.

Accountability.

550. While serving as equipment officer he shall be held accountable for the proper expenditure, transfer, or return into store of all equipment supplies for which he has receipted.

List of supplies required to be submitted to captain.

551. Before entering port from a cruise, he shall prepare a list of equipment supplies required and submit it to the captain on or before arrival.

Final survey at end of cruise.

552. When a ship is put out of commission, the executive officer and the carpenter shall not be detached, nor the equipment yeoman paid off or transferred, until the supplies that have been in the custody of the executive officer have been turned into store and the invoices thereof receipted by the general storekeeper.

SECTION 4.—DUTIES AS CONSTRUCTION OFFICER.

The executive is construction officer.

553. The executive officer is the construction officer of the ship, and shall perform the duties assigned to that officer. The carpenter, if there be one attached to the ship, shall be the assistant to the executive officer in this duty, and the equipment yeoman shall perform the clerical work connected with it.

554. (1) He shall have charge of all supplies and articles of outfit pertaining to the Bureau of Construction and Repair.

Duties of construction officer.

(2) He shall, in connection with these supplies and articles, perform all the duties in regard to examinations, invoices, receipts, accounts, issue, expenditure, preservation, care, survey, and preparation of requisitions, reports, and returns prescribed above for equipment stores. With the proper substitution of names, the rules for the performance of these duties will be found in Arts. 543, 544, 545, 546, 547, 548, 549, 550, 551, and 552.

(3) His quarterly report of property returns to the Bureau of Construction and Repair shall embrace only such supplies as are increased or diminished during the quarter. The quarterly return of these articles will be limited to showing the number or quantity on hand at the beginning of the quarter, the receipts and expenditures during the quarter, and the number or quantity on hand at the end of the quarter, of articles which have been increased by receipts or diminished by expenditures during the quarter.

CHAPTER XI.

THE NAVIGATOR AND ORDNANCE OFFICER.

SECTION 1.—DUTIES AS NAVIGATOR.

Definition.

555. (1) The navigator is the officer detailed by the Department to perform the navigation duties, and shall be the second line officer below the captain.

(2) If detached, absent, disabled, placed in arrest, or suspended from duty, his duties devolve upon the line officer next below him in rank.

General duties.

556. He shall be responsible for the care and good order of the steering gear in general, and of the compartments occupied by the steering machinery, the interior of the conning tower and chart house, navigator's storerooms and office.

When fitting out.

557. When fitting out, he shall make a careful inspection of all parts of the ship mentioned in Art. 556, and of everything connected with the navigation outfit. Should he discover any defects or deficiencies he shall immediately make a detailed written report to the captain.

Position of the ship.

558. (1) When under way, he shall report in writing to the captain the position of the ship at 8 a. m., at 12 m., and at 8 p. m., and at such other times as the captain may require.

(2) He shall, at any time, take such observations or make such calculations concerning the position of the ship as the captain may require.

Compasses.

559. (1) He shall keep the compass record and prepare the compass reports in accordance with the instructions laid down in the prescribed forms or issued from time to time.

(2) When the ship is under way and the weather permits, he shall each day ascertain by observation the error of the standard compass and report the result in writing to the captain.

(3) He shall prepare and keep corrected a table of compass deviations, which shall be so placed as to be accessible to the officer of the deck.

(4) All courses and bearings that are entered in the log, as well as bearings for computation, shall refer to the standard compass, and in case of bearings the ship's head "per standard compass" must be stated.

(5) He shall not move the standard compass, or any of its attachments or compensating magnets, or appurtenances, from the position in which they were placed and secured when the ship was commissioned, unless authorized by the captain.

(6) He shall frequently examine all the compasses of the ship and see that they are in good order and ready for use, and that the spare compasses are properly stored.

560. (1) He shall wind the chronometers daily, and carry out such instructions as may be given from time to time concerning their care, comparison, and rating. The chronometer comparison book shall be forwarded to the Bureau of Equipment at the end of the cruise.

Chronometers and clocks.

(2) He shall have the care of the deck clock and regulate the ship's time.

Deck clock.

561. He shall frequently examine the lead lines and other sounding gear, and all apparatus used for determining the speed of the ship, and see that they are in order and correctly and properly marked.

Lead lines and speed-measuring apparatus.

562. (1) He shall, previous to entering pilot water, study the charts, sailing directions, and other sources of information concerning the navigation of the ship therein, so that he may be prepared to give to the captain any information or assistance required concerning this duty.

Duties when approaching shoals, or in pilot water.

(2) He shall, when the ship is approaching land or shoals, or entering port, give his careful attention to the course of the ship and the depth of water, and shall promptly report to the captain any suspicion of approaching danger, and at once notify the officer of the deck.

(3) In such an emergency he shall advise the officer of the deck as to the proper course to be steered.

(4) The duties mentioned herein shall be performed whether there be a pilot on board or not.

563. He shall keep corrected to date all the charts, sailing directions, light and beacon lists of the ship, in accordance with personal observation, and such other reliable information as he may from time to time be supplied with, or be able to obtain.

Corrections to be made in charts, etc.

564. When hydrographic surveys are made, he shall construct on a large scale the charts of the ground surveyed, to be forwarded to the Department.

Hydrographic surveys.

565. When determining the position of places whose latitude or longitude, as laid down on charts or recorded in tables, is believed to be in error, he shall carefully note the particular spot at which the observations were taken, describing it in such a manner that it may be plotted on a chart, and shall state the number and nature of the observations and the manner in which they were taken. If he obtains the longitude by means of chronometers and meridian distances, he shall state the number of chronometers employed, their general character, the age of their rates, and the longitude he assumed as that of the place measured from. A copy of all data, as well as of the computations made, shall be forwarded by the captain to the Navy Department.

Latitude and longitude of places not well surveyed.

566. He shall, so far as practicable with the means and appliances at his command, make tidal and current observations at all places visited where careful observations of this kind have not been recorded, and endeavor to ascertain the set and strength of the tides, the limits of their rise and fall, and the time of high water immediately following the periods of a new or full moon.

Tidal observations.

567. He shall keep a book in which shall appear all original observations and computations, made for the purpose of navigating the ship, or a copy thereof, with results and dates. This book shall be regarded as an official record of his performance of his duties in the navigation of the ship, and shall be subject to examination

Book for computations.

by superior authority. At the end of the cruise it shall be forwarded by the captain to the Navy Department.

The log.

568. (1) He shall have charge of the preparation and care of the ship's log.

(2) When the ship is commissioned, he shall begin the log by entering and signing the remarks describing that part of the ceremony of going into commission which takes place previous to the setting of the watch.

(3) He shall carefully examine the deck log, see that it is prepared in accordance with the instructions issued from time to time, and call the attention of the watch officers to any inaccuracies or omissions in their entries. He shall then have it accurately and neatly copied into the smooth log before morning quarters each day, and he shall have it placed before the watch officers for signature.

(4) He shall enter each day in the deck log the course and distance made good, the ship's position, the variation of the compass, the amounts of coal and water expended, and the quantity of each remaining on hand at noon.

(5) After the smooth log has been duly signed by the watch officers and himself, and before 1 p. m. daily, he shall submit it to the captain, who will approve and sign it at the end of each month and also when the book in use has been filled out.

(6) The smooth log shall be forwarded to the Navy Department as soon as the book is filled out, and the deck logs shall be turned in to the equipment officer of the navy yard at the end of the cruise.

(7) The navigator shall have the services of a writer.

Meteorological observations.

569. The navigator shall carefully prepare all hydrographic reports and meteorological returns required, in accordance with instructions and forms issued from time to time, and submit them to the captain for transmission.

Duty in regard to equipment stores.

570. He shall perform the same duties in connection with the examination, invoice, receipt, account, issue, expenditure, preservation, care, survey, and the preparation of requisitions, reports, and returns of the supplies which pertain to the navigator, as are performed by the executive officer in connection with other equipment supplies.

Ship's library.

571. (1) He shall be responsible for the library books issued to the ship, and, if any which are not upon the invoice are needed, he shall make requisition for them.

(2) He shall make a quarterly return in detail of the books expended, received, and on hand.

(3) Books which are kept in the apartments of the flag officer or the captain shall be in charge of their respective clerks, who shall attend to the issue of such books for temporary use to officers and others, and shall be responsible for their care and preservation. They will report monthly to the navigator, in writing, any changes in the books on hand.

Detachment at the end of a cruise.

572. When a ship is put out of commission, the navigator shall not be detached, nor the chief quartermaster paid off or transferred, until the supplies that have been in the custody of the navigator have been turned into store and the invoices thereof receipted by the general storekeeper.

Chain cables.

573. The navigator shall inspect and overhaul the chain cables whenever necessary, and see that they are properly marked and in good order.

Draft of the ship.

574. He shall, immediately before leaving port, and as soon as possible after entering, carefully take the draft of the ship forward, amidships, and aft, and have it entered in the log.

Keeping watch.

575. (1) He shall not be required to keep a watch unless the number of commissioned line officers, junior to himself, is reduced below four.

(2) When the officer of the deck is required to take part in drills and exercises, the navigator shall take charge of the deck, unless another officer be designated for this duty by the captain.

(3) He may relieve the officer of the deck at any time as a matter of accommodation.

Electric apparatus.

576. He shall be charged with the care, preservation, efficiency, and working of all electrical apparatus and its appurtenances in the ship, and with the cleanliness and good condition of the dynamo room and electrical workshops.

When acting as executive officer.

577. When acting as executive officer during a temporary absence or disability of the latter, he shall endeavor to have the work of the ship carried on in all respects as it would be if the executive officer were on duty.

Station at quarters.

578. At quarters and in action he shall take charge of the deck and assist the captain as may be required.

Absenting himself from the ship.

579. He shall not absent himself from the ship during the absence of the captain and executive officer, except upon urgent public duty.

SECTION 2.—DUTIES AS ORDNANCE OFFICER.

Personality.

580. The navigator of each ship shall be the ordnance officer.

General duties.

581. He shall have charge of all material, stores, supplies, and articles of outfit pertaining to the Bureau of Ordnance, and be responsible for the care and preservation of the same, except as provided for in Art. 612, par. 1.

Duty in regard to ordnance stores.

582. He shall perform the same duties in connection with the examination, invoice, receipt, account, issue, expenditure, preservation, care, survey, and the preparation of requisitions, reports, and returns of ordnance stores and supplies, as are performed by the equipment officer in connection with equipment stores and supplies.

Duty in regard to the armament.

583. He shall be held responsible for the efficiency of the armament, and of all appurtenances connected therewith, together with the cleanliness and good condition of the storerooms, magazines, shell rooms, and ordnance workshops.

Torpedo officer.

584. He shall be responsible for seeing that the torpedo outfit is kept in order and ready for service. He shall carefully observe and carry out the directions laid down in the torpedo instructions.

When fitting out.

585. (1) When fitting out, he shall make a careful inspection of the battery, and its appurtenances, and of all arms, equipments, and other material belonging to the ordnance department; of the magazines and shell rooms, the passages, light boxes, flood cocks, outlet and overflow pipes, hose, hoisting and transporting gear, and all other appurtenances connected with the stowage, care, preservation, and service of the ammunition of the ship.

(2) He shall, during his inspection, ascertain whether the magazines and shell rooms are dry and their linings tight; the means for flooding and draining efficient and in order; the arrangement for stowage complete and ample; the lenses clean, carefully set, and without fracture; the lighting apparatus in order, well ventilated, ample in power, and capable of burning at least four hours; and the means for supplying ammunition to the battery safe, efficient, and ample.

(3) When the magazines and shell rooms are ready for the ammunition, and he is familiar with all their appurtenances, he shall report the fact to the executive officer.

(4) Should he discover any defects or deficiencies he shall immediately make a detailed written report of the facts to the captain.

Inspections during cruise.

586. During the cruise, he shall inspect the magazines and shell rooms and test all of the flood cocks once a week, reporting the result to the executive officer and causing it to be entered in the log.

Assistance of the gunner.

587. He shall, in the performance of his duties as ordnance officer, have the clerical assistance of the gunner, as provided in Art. 752, par. 4.

Detachment at the end of a cruise.

588. (1) When a ship is put out of commission, the ordnance officer and the gunner shall not be detached until the supplies that have been in the custody of the ordnance officer have been turned into store and the invoices thereof receipted by the general storekeeper.

(2) If there is no gunner on board, then the chief gunner's mate shall not be paid off or transferred except under circumstances permitting the detachment of a gunner.

CHAPTER XII.

OFFICERS OF THE DECK, AND OF GUN, TORPEDO, AND POWDER DIVISIONS.

SECTION 1.—OFFICER OF THE DECK.

Definition.

589. The officer of the deck is the officer on watch in charge of the ship.

Authority.

590. Every officer or other person in the ship, whatever may be his rank, who is subject to the orders of the captain, except the executive officer, shall be subordinate to the officer of the deck.

Responsibility.

591. The officer of the deck shall be responsible for the safety of the ship, subject, however, to any special orders he may have received from the captain.

General duties; before taking charge.

592. (1) He shall, before taking charge, make himself thoroughly acquainted with the position of the ship with reference to vessels in sight, and to any land, shoals, or rocks that may be near; with the general condition of the weather, the course, speed, condition, and amount of sail set, all unexecuted orders, and the orders of the captain for the night; with the condition of the running lights, and any other appliances required by law to be in operation or at hand in order to prevent collisions; and with the condition of the force on deck available for duty, and the general condition of the ship.

If out of station.

(2) He shall, before taking charge, when the ship is in a squadron, see that she is in her station; if out of her station, he will not take charge until he has reported the fact to the captain and received his orders.

When he may decline to relieve the deck.

(3) He may, when at sea, decline to relieve the deck until there is a watch up ready for duty. If the ship is in a perilous position he may also decline to relieve the deck until he has reported the fact to the captain and received his orders.

Keeping the ship out of danger.

(4) When at sea, and especially when approaching land or in pilot waters, he shall keep himself informed of the position of the ship; whether land or lights are in sight, or whether either are likely to be seen, and of all other particulars which may be of use to him in keeping the ship out of danger. If approaching land or shoals, he shall keep leadsmen in the chains, and have the anchors and chains clear and ready for use.

To remain on deck and be attentive.

(5) He shall remain on deck in charge until regularly relieved, and shall not engage in any occupation which may distract his attention from duty.

Care of the ship when under way.

(6) He shall see that the junior officers and the watch are at all times alert, at their stations, attentive and ready for duty; that every necessary precaution is taken to prevent accidents; that a boat is always ready for lowering, and the life buoys ready for letting go; if in a ship with sails, that the spars, sails, and rigging are protected from the heat of the smoke pipe as much as possible; that the lookouts are in place, and vigilant, and that they understand their duties; that the sails are properly set, the yards trimmed, and everything ready for shortening sail, particularly during squally weather; and that the spars and rigging are not unduly strained. He shall exercise great care that the ship is skillfully steered and kept on her course, and shall keep a correct account of the courses, the speed, and leeway made. He shall see that the running lights are kept bright from sunset to sunrise and their condition reported every half hour; that during a fog, when approaching vessels, and at all other times, the precautions required by law to prevent collisions are fully complied with; that when in pilot waters the leads are kept going, or that other means to ascertain the soundings are at hand, and are frequently used; and that nothing is placed near the compasses that will change their error.

To keep in station.

(7) When in company with other ships he shall be very careful to keep in station; if unable to do so, he shall report at once to the captain.

To consult the captain when on deck.

(8) When the captain is on the deck, the officer of the deck shall not change the course, make any different disposition of sails, alter the speed, or perform any important evolution without consulting him.

Reports to be made to the captain.

(9) He shall promptly report to the captain all land, shoals, rocks, lighthouses, beacons, buoys, discolored water, vessels, or wrecks discovered; all changes in the weather or shifts of wind; all signals made; all changes of sail, speed, or course by the senior officer present, or the ships in company; any change in course, speed, or disposition of sails, made by himself; any marked change in the barometer, force of the wind, state of the sea, or marked indications of bad weather; the display of storm signals on shore; all serious accidents; the winding of the chronometers; the hours at 8 a. m., meridian, and 8 p. m.; when at sea, the latitude at meridian, if obtainable; the movements of men-of-war, mail steamers, and other large vessels; and, in general, all occurrences worthy of notice.

Changing the course.

(10) He shall not, unless to avoid immediate danger, change the course without directions from the captain, and then he will report the change to him as soon as possible. When on soundings, he shall regard advice from the navigator as sufficient authority to change the course, but he shall at once report the change to the captain.

Precautions in time of war.

(11) In time of war, or when hostilities may be expected, he shall not make any dispositions that will interfere with the immediate use of the armament. If at any time he sights a suspicious ship or other object that may, by any possibility, have a hostile purpose, he shall instantly make preparations for battle, informing the captain at once.

Signals.

(12) He shall not make any official signal, either by day or by night, without authority from the captain, except to warn ships of immediate danger. He shall see that a good lookout is kept for signals; that none are answered until understood; and that the authorized appliances for making signals of all kinds are at hand and ready for use, by night as well as by day.

Closing water-tight doors.

(13) When there is danger of a collision he shall at once sound the signal for closing the water-tight doors.

Mustering the watch.

(14) At sea he shall always cause the watch to be mustered as soon as the former watch is relieved, and as frequently thereafter as may be necessary in order to keep all present alert and ready for duty.

Lifeboats.

(15) He shall require the coxswains of both lifeboats to report to him at sunset, of each day, the condition of the boats and crews, in respect to readiness for service; and he shall require the coxswain of the lifeboat's crew of the watch to make the same report at the beginning of each watch.

Inspections during the night.

(16) He shall see that the corporal of the guard, or other person detailed for the purpose, makes the rounds of the ship, visiting all accessible parts below the spar deck every half hour after 10 p. m., and until all hands or the idlers are called in the morning. During these rounds the corporal is to inspect the lights and the prisoners, and see if irregularities of any kind are taking place, reporting the result to the officer of the deck. The latter shall also require a junior officer of the watch, if there is one, to make these rounds every two hours, or oftener if necessary, when his services on deck can be dispensed with for the time being.

The routine.

593. The officer of the deck shall carry out the instructions laid down in the routine book, the weather and other circumstances permitting, modifying them as may be necessary to comply with the orders of the captain and executive officer.

Distinguishing marks.

594. At sea he shall carry a trumpet, and in port wear a sword belt and gloves, and carry a spyglass or binocular.

Boats.

595. (1) He shall keep himself informed concerning all boats that come alongside of, or depart from, the ship.

(2) When boats, tenders, or lighters come alongside with stores, he shall have them cleared, and at the same time exercise due diligence to see that no prohibited articles are introduced on board.

(3) He shall take care that all articles which are to be sent away from the ship are hoisted out, and stowed in the boats or vessels that are to receive them, in such a manner as to prevent injury.

(4) When the boats of the ship are manned, he shall inspect them and see that they are in good order, that they have their regular crews, and that the latter are suitably clothed in the uniform for the day.

(5) He shall report to the executive officer any contemplated movements of the ship's boats of which the latter is presumably not cognizant.

Stores and supplies.

596. (1) When stores or supplies for the ship come alongside, he shall report the fact to the executive officer and notify the officer to whose charge they belong.

(2) He shall enter in the log an accurate statement of all stores or supplies received on board during his watch, specifying their character and quantity.

Etiquette of the side.

597. (1) He shall see that all officials who come on board or leave the ship receive the side honors to which they are entitled.

(2) He shall see that all persons coming alongside or visiting the ship are courteously treated.

(3) Unless prevented by urgent duty, he shall be at the gangway to receive, and shall accompany to the side, all commissioned officers or distinguished visitors. When so prevented, he shall send a junior officer of the watch to represent him.

Hatch tarpaulins.

598. He shall not, without permission from superior authority, permit the hatch tarpaulins to be used for any purpose except covering the hatches.

Pets.

599. He shall not, without permission from superior authority, permit birds or animals to be brought on board to be kept as pets.

When washing decks.

600. When washing decks and the temperature permits, he shall require the crew to take off their shoes or boots and stockings, except those who are excused upon recommendation of the medical officer.

Turning over the engines when not under way.

601. Whenever it may be necessary to turn over the engines by steam when the ship is not under way, the officer of the deck shall first obtain permission to do so from the commanding officer, and shall station a junior officer of the watch or other competent person at the engine-room bell to give the necessary signals, taking every precaution against accident.

When in danger of dragging.

602. When at anchor in a strong tideway or with a strong wind blowing, he shall keep a drift lead over the side and, if possible, observe a range on shore, and take all other precautions necessary to ascertain at once if the ship drags.

Boarding books.

603. (1) He shall see that, when a boat is sent to board the ship of the senior officer, a notebook is carried in which verbal orders received must be immediately entered.

(2) The information derived from merchant vessels boarded shall be recorded permanently in a book kept for the purpose.

Boat keepers.

604. (1) He shall see that the keepers of the boats riding at the booms and astern unship the ensigns, except on prescribed occasions, that they lay in the oars, are generally attentive, and do not lounge about or leave their boats.

(2) He shall see that the boat keepers give the proper salutes as hereinbefore laid down.

Salutes, honors, and distinctions.

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

Leaving and returning to the ship.

606. (1) He shall require all persons over whom he has authority to report to him or his representative upon leaving the ship, stating that they have permission to do so; and also to report their return on board.

(2) The absence from the gangway of an officer of the watch at the time of the departure or return of any officer, is not to be construed by the latter as a sufficient reason for omitting this report.

(3) The officer of the deck shall report to the executive the departure and return of all officers senior to the executive.

The log.

607. (1) In addition to the entries in the log book required by the established forms, and by special instructions, he shall see that every circumstance of importance or interest occurring during his watch is noted in the deck log. Upon being relieved, he shall sign his name at the conclusion of his remarks.

(2) He shall exercise particular care that the meteorological observations are carefully taken and entered in the deck log, in accordance with instructions, and that the signs of approaching bad weather are noted and recorded.

(3) He shall enter the following particulars in the deck log:

(*a*) The name and rank, or rating, of all persons who may join or be detached from the ship; all transfers, discharges, deaths, and desertions; the names of all persons made prisoners by an enemy, and of all absent without leave; the names of all passengers, with times of coming aboard and leaving; the direction of the wind, state of the weather, courses steered, and distances sailed; the time when any particular evolution, exercise, or any other service was performed; the signal number or other record of all signals made, the time when, and by what ships, and to what ships, they were made; the nature and extent of all punishments inflicted, with the name of the offender and his offense; all ratings and disratings; the sighting of all vessels, land, lighthouses, and light-ships, and of all dangers to navigation.

(*b*) Any accident to the ship, including all cases of grounding, and the loss or injury of boats, spars, sails, rigging, and stores, with all the attendant circumstances and the extent of the injury.

(*c*) An itemized statement of all stores received, of the source from which, and the department for which, they have been received, and the amount and character of all public moneys received on board.

(*d*) An account of all stores condemned, or converted to any purpose other than that for which they were intended.

(*e*) An account of all stores loaned or otherwise sent out of the ship, and the authority therefor.

(*f*) The marks and numbers of each package which, on being opened, is found to contain less than is specified by the invoice, with a statement of the deficiency.

(*g*) All alterations made in the allowance of provisions, with the authority therefor.

(*h*) A mention of the employment of any hired vessel, with a statement of her tonnage, the name of her master or owner, the number of her crew, for what purpose she is employed, and the authority therefor.

(*i*) Every occasion upon which fires in the furnaces are lighted, banked, or hauled, with the hour of each change and its object. If the engines are in operation, the average revolutions made per minute and the average pressure of steam.

(*j*) The reading of all draft marks before leaving and after entering a port.

608. When at sea he shall require—

Examinations and reports.

(*a*) The boatswain, during the morning watch, to examine the condition of the rigging, and report the result.

(*b*) The carpenter, at the same time, to make a similar examination and report concerning the spars.

(*c*) The sailmaker, a similar examination and report concerning the sails.

(*d*) The carpenter, or one of his mates, to sound the well in each compartment, and examine all ports that should be barred, reporting the result at least twice during each watch. When water ballast is admitted, the carpenter himself shall examine the state of the water and report at 8 a. m. and 8 p. m.

(*e*) The gunner, or one of his mates, to examine the guns and see if they are properly secured, reporting the result at least twice during each watch.

609. (1) He shall see that a lookout is kept on the ship's boats that are in sight and under sail, and shall have means of rescue at hand in case of accident.

Ship's boats under sail.

(2) He shall direct the junior officers, or coxswains in charge of boats, to use sails when it can be done with propriety and without loss of time.

To instruct junior officers and crew.

610. He shall carefully and patiently instruct the junior officers and crew in their respective duties, pointing out any mistakes made and how they may be avoided.

Manner of performing duty.

611. (1) He must bear in mind that his manner of performing duty has a great influence upon the discipline of the crew and the efficiency of the ship; that he should be dignified, discreet, zealous, energetic, and subordinate, displaying a feeling of deference to superiors and a spirit of kindness to inferiors. He shall himself scrupulously obey all orders and regulations, and require the same of his subordinates. He shall avoid the use of harsh language, and, while never permitting any duty to be performed in a careless, indifferent, or dilatory manner, he shall protect the crew from all unnecessary annoyances.

(2) He shall, when giving orders, use only the phraseology customary in the service, without any unnecessary repetition; he shall use a decided and authoritative tone, sufficiently loud only for the occasion. He shall, when giving orders that are to be repeated or passed, use the exact words proper to pass them, and not permit any changes or additions by his subordinates. The crew must be taught to obey a simple and plain order, thereby avoiding much noise, confusion, repetition, and unseamanlike singing out.

SECTION 2.—OFFICERS OF GUN, TORPEDO, AND POWDER DIVISIONS.

Responsibility for ordnance material issued to divisions.

612. (1) Officers of gun, torpedo, and powder divisions shall be responsible for the care and preservation of all ordnance material, stores, supplies, and articles of outfit issued to their divisions.

To keep fully informed concerning the armament.

(2) They shall keep themselves fully informed of all regulations, instructions, and technical details concerning the care, preservation, and manipulation of the armament of the ship and its appurtenances, and the training of enlisted men.

Duty as instructors.

613. (1) They shall personally instruct and exercise their divisions with great guns, machine guns, artillery, small arms, boats, torpedoes, swords, signals, in setting-up exercises, and in all other exercises and instructions prescribed for enlisted men. They shall also, under their immediate supervision, afford every opportunity to the junior officers and petty officers to become proficient in exercising and handling men.

(2) They shall submit to the captain quarterly, for transmission to the Bureau of Navigation, a report of instruction in signaling of the enlisted persons of the seaman branch in their divisions.

Drills and inspections.

614. They shall, so far as applicable to them, observe the requirements of Arts. 252, 371, 372, and 506.

Fighting efficiency of divisions.

615. They shall endeavor to bring the divisions under their command to the highest possible state of fighting efficiency.

Instructions, accidents, and supervision over guns and arms.

616. (1) They shall, during exercise, follow the directions laid down in the official instructions, and take the necessary precautions to prevent accidents.

(2) They shall see that the men of their divisions keep the guns, arms, and all their appurtenances clean and in order, in accordance with the prescribed duties of each.

The fire bill.

617. They shall make themselves thoroughly conversant with the fire bill, and carefully carry out its requirements.

618. (1) The officer commanding the powder division shall, during quarters, when there is no line officer his senior present, have charge of the berth deck and all below it, in all matters requiring the exercise of military command. Should a fire occur during action within the limits of his command, he shall take charge of all hose and other means at hand for extinguishing it, and close the magazines and shell rooms, unless the fire is remote from them and the urgency for a supply of ammunition great. He must be prepared to close instantly such water-tight doors, valves, and gates as will tend to check the spreading of fire or to keep the ship afloat should her hull be pierced.

The officer commanding the powder division.

(2) He shall bear in mind that he occupies a most responsible position; and that, while he should make to the captain all reports possible, the safety of the ship may, in times of emergency, depend upon his acting immediately, before any instructions can reach him.

(3) The powder division shall be commanded by the senior watch officer of the ship, who shall also command the torpedo division when that division is stationed on or below the berth deck.

619. (1) The division officer shall, at such times each month as may be designated in the routine book, prepare the regular requisitions for clothing, small stores, or other articles required by the men of his division.

Requisitions by division officers.

(2) He shall, at any time, make out a special requisition for clothing that is absolutely necessary to preserve the health of any member of the division under his command.

(3) Blanks for these requisitions shall be supplied by the pay officer.

(4) These requisitions shall be made out in ink, the value of the articles being entered in the proper column, and all columns not required for use shall have a red-ink line ruled through them.

620. A division officer shall be present at and witness the issue of all clothing, small stores, and money to the members of his division, and attest the same as each issue or payment is made by affixing his signature to the certificate of delivery.

To witness the issue of all clothing, stores and money.

621. Division officers shall make quarterly, to the captain, a conduct report of the men of their divisions in accordance with the prescribed forms.

Conduct report.

622. (1) They shall make quarterly, to the captain, a written report containing the names of apprentices and others in their divisions whom, on account of good conduct, zeal, and ability displayed in the discharge of duty, they deem worthy of advancement in rating or conduct class; or whom, on account of bad conduct either on board or on shore, or from a want of zeal or ability displayed, they deem unworthy of the rating held or of the indulgences granted.

Duty in regard to rating and conduct.

(2) They shall encourage and endeavor to assist those who are specially desirous of improving themselves in knowledge, or of advancing in rating or conduct class.

623. (1) They shall, in addition to carrying out the instructions already laid down for inspections, take special care that all outer and under clothing, pea-jackets, caps, hats, and bedding of the men are, in respect to quality, pattern, and color, in accordance with the prescribed uniform.

Inspections.

(2) They shall see that all materials drawn are used for the purpose required; that all clothing is neatly made, marked, and kept in order,

and that none of it is sold; that the men are neat in person and clothing, and provided with regulation knives and laniards; and that underclothing is worn at all times unless dispensed with by order of the captain. All work done by the ship's tailor shall be submitted to the division officer for inspection and approval before it is accepted.

SECTION 3.—GENERAL DUTIES OF OFFICERS OF THE WATCH AND OF GUN, TORPEDO, AND POWDER DIVISIONS.

General duties of watch and division officers.

624. Watch and division officers shall punctually and zealously execute all orders received from the captain, executive officer, and other superior set over them; see that their subordinates on board perform with diligence the duties assigned them; be attentive to the conduct of the ship's company; check all profane, abusive, obscene, and improper language; suppress any unseemly noise, confusion, or disturbance; and report to the executive officer those who are guilty of any infraction of the laws, regulations, or orders by which they are governed.

Manner of performing duty.

625. They shall, in the performance of their duty, conform to the manner adopted and prescribed by the executive officer.

To keep copies of station bills and orders.

626. They shall keep a book containing a correct copy of the watch, quarter, station, fire, and boat bills, of all internal orders, of the routine book, and of other written instructions concerning the duty of the ship.

To take their stations at all hands.

627. They shall at once repair to their stations whenever the call for all hands is sounded, unless otherwise directed.

Supervision over battery and boats.

628. They shall exercise a careful supervision over the cleanliness and efficient condition of the battery, ordnance, equipments, and boats assigned to them, and shall report immediately to the executive officer any repairs or extra cleaning which may be necessary.

Information they are required to possess.

629. They shall at all times keep themselves thoroughly familiar with the instructions for keeping the log, and with the regulations for preventing collisions at sea.

CHAPTER XIII.

JUNIOR OFFICERS OF THE LINE.

Definition.

630. (1) The junior officers of the line are defined as being those of a rank below that of lieutenant of the junior grade, not assigned to regular duty as watch and division officers.

(2) They will not be ordered to other than sea duty until they shall have made one cruise in a cruising vessel of war after the completion of the prescribed six years' course.

When attached to a cruising ship.

631. They shall, when attached to a cruising ship, keep on hand a comparing watch, an approved treatise on navigation, one on marine surveying, one on seamanship, one on the marine steam engine, copies of the approved Ordnance Instructions, Infantry and Artillery Instructions, and Navy Regulations, also blank books for journals and navigation notebooks. It shall be considered commendable if they acquire and make use of other professional books.

Duty.

632. (1) They shall perform such duty as may be assigned them.

(2) When practicable an ensign shall not be required to perform the duties of a clerk more than six out of twelve successive months.

(3) Ensigns and naval cadets shall conform to the requirements of Art. 626, and shall submit to the executive officer the books referred to therein for inspection on the last day of each month.

(4) Naval cadets shall, in addition, keep a journal and navigation notebook in accordance with Art. 493, par. 6.

(5) In case there are no junior officers attached to a vessel, the duties of captain's clerk shall be performed by the ensign performing the duty of junior watch officer.

Navigation duties.

633. Ensigns and naval cadets shall perform such navigation duties as may be assigned them, and they shall make every effort to become skilled practical navigators.

Watch duty for ensigns.

634. Should an ensign be assigned permanently to duty as a watch and division officer, he shall mess in the wardroom and be assigned quarters as a wardroom officer.

Leave.

635. Naval cadets shall not be granted leave to go on shore unless they shall have satisfactorily performed all duties required of them.

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CHAPTER XIV.

MEDICAL OFFICERS.

SECTION 1.—THE SENIOR MEDICAL OFFICER.

When fitting out.

636. When fitting out, and as soon as possible after reporting for duty, the senior medical officer shall examine the sick bay, dispensary, medical storeroom, and other accommodations for the sick and wounded. Should he discover any defects or deficiencies in these accommodations he shall make a detailed written report of the facts to the captain.

To examine the crew.

637. As soon as practicable after going into commission, he shall examine the crew in order to compare the descriptive lists and ascertain if all of the members are physically qualified to perform the duties which will probably be required of them. If any are found disqualified he shall, with the approval of the captain, request that a survey be held upon them.

Vaccination.

638. During the examination required in Art. 640 he shall make a list of all who seem to require vaccination, which shall be performed as soon as the duties of the ship will permit, and repeated in case of failure until there is a reasonable assurance that the person is protected. The time to vaccinate, and the number to be vaccinated at any one time, shall be decided by the captain upon recommendation of the senior medical officer. All members of the crew received on board from time to time during the cruise, who are not known to be protected, shall be vaccinated as speedily as possible.

To take charge of sick bay.

639. He shall take charge of the sick bay, bathroom, and water-closets for the sick, the dispensary, and the medical storeroom, and see that they are kept dry, clean, sufficiently warm, and in good order; and that they are prepared for inspection at the same time as the other parts of the ship.

Attention paid to the sick.

640. (1) He shall, in addition to bestowing the most careful professional treatment possible upon the patients under his care, be attentive to their comfort and the cleanliness of their clothing, bedding, and persons.

(2) He shall take care that the attendants of the sick understand when it is necessary to summon the aid of a medical officer.

Professional treatment of the sick.

641. In difficult cases, he shall consult with the junior medical officers of the ship, or other medical officers of the Navy present, concerning the professional treatment of the patients.

Daily report of the sick.

642. He shall report to the captain daily by 10 a. m., in writing, the names and condition of the sick.

643. He shall prepare a binnacle list containing the names of those he recommends to be excused from duty, either wholly or in part, and submit it to the captain daily before 9.30 a. m. Additions and changes during the day shall be made when necessary.

Binnacle list.

644. He shall report to the captain immediately upon becoming aware of danger from any contagious or infectious disease, or of its appearance amongst the personnel of the ship. He shall, subject to the direction of the captain, use every means in his power to prevent the introduction of such a disease on board, or, if existing on board, to prevent it from spreading.

Contagious or infectious diseases.

645. He shall keep himself informed of the health of the port in which the ship is moored, and immediately report to the captain any facts that may influence the sanitary condition of the personnel of the ship.

Health of the port.

646. Whenever he deems it necessary, it shall be his duty to make to the captain written suggestions or reports concerning the sanitary condition of the personnel of the ship, the prevention or checking of disease, and the care and comfort of the sick and wounded. (See Art. 352, par. 6.)

Suggestions.

647. He shall carefully observe the general appearance of the personnel of the ship, and should he suspect the presence of disease in any person, he shall report the fact to the captain and make such recommendations as he may deem proper.

Precautions.

648. Whenever he or any of his assistants discover that any person has willfully produced, concealed, aggravated, or feigned any disease, he shall report the fact to the commanding officer, and enter it upon the report book of the ship, if so directed.

Malingering.

649. He shall, when directed, examine any of the crew to ascertain if they have concealed diseases requiring treatment. This duty may be delegated to junior medical officers only.

Concealed diseases.

650. When attendants for the sick, in addition to the regular established complement, are necessary, he shall report the fact to the captain, representing the degree of necessity existing, and the extent of additional service required.

Additional attendants for the sick.

651. He shall at all times have in readiness everything necessary for the relief of the wounded.

To be ready for relief of wounded.

652. He shall, at general and special exercises, when directed, distribute a sufficient number of tourniquets for all requirements, and instruct officers and men how to use them.

Tourniquets.

653. As soon as possible after a battle he shall make out careful duplicate reports of the killed and wounded, sending one copy to the captain, and the other through him to the surgeon of the fleet.

Reports of killed and wounded.

654. Whenever any person on board receives a wound or injury which may entitle him to a pension, he shall report the same in writing to the captain before the person is removed or discharged.

Persons entitled to pension.

655. He shall not give an unofficial certificate of ill health or of inability to perform any duty.

Unofficial certificates of ill health.

To inspect the provisions for the crew.

656. He shall, when required, inspect the provisions of the crew, and report any that are unsound or liable to cause illness. (See Art. 372, par. 5.)

Preparation of food.

657. He shall report to the captain any want of care or cleanliness in the preparation of food for the crew, or any instance that may come to his knowledge of neglect in regard to it which may be injurious to health.

Food for the sick.

658. He shall have the food for the sick frequently inspected by a medical officer, and shall report if it is not prepared properly or in accordance with his directions.

Testing water.

659. Whenever a supply of water is obtained from shore, either for drinking or cooking, and before it is taken on board, he shall institute as complete an analysis of it as possible with the means at hand, and report at once if any doubt exists as to its purity. All such analyses shall be recorded in the medical journal.

To examine food and drink offered for sale.

660. He shall, whenever necessary, examine the contents of boats attending the ship with articles of food or drink for sale, and report if the articles are, in his opinion, suitable to be consumed as food or drink. (See Art. 372, par. 5.)

To inspect cells and prisoners.

661. He shall make inspections of the cells and other places of confinement, as well as of the prisoners, and report the result to the captain.

Inspection of holds, etc.

662. He shall once in each week accompany the executive officer when that officer is inspecting the living spaces, holds and storerooms, and shall make to the captain, after said inspection, a written report of the sanitary condition of the vessel.

Medical survey.

663. Whenever in his opinion any person on board becomes unfit for further duty on account of ill health or injury, he shall report the fact to the captain and, if necessary, recommend a medical survey or transfer to a hospital.

Transfer of a patient.

664. (1) A patient, when transferred to a hospital, shall, if practicable, be accompanied by a medical officer.

(2) A patient, when transferred from the care of a medical officer of the Navy to that of any other person, shall be accompanied by a hospital ticket containing a complete record of the case as recorded in the medical journal. If transferred to the care of a medical officer, this statement shall be recorded in his medical journal or affixed to the case paper.

Patients in other than United States naval hospitals.

665. (1) When a patient is transferred to any other than a United States naval hospital, the date of transfer shall be noted in the medical journal, and the case continued therein until the patient returns to duty; or until the ship leaves port, if the patient is left behind.

(2) On the departure of the ship, if in a foreign port, the senior medical officer shall forward, through the captain, to the consul a record of the cases of all patients referred to in par. 1 of this article, who are left behind. The record in each instance shall state that it is to accompany the patient, if sent to the United States, or to be forwarded to the captain of the next ship arriving in the port.

(3) Upon the arrival of a ship in a foreign port, her medical officer shall take charge of all cases referred to in par. 2, and continue their record in his medical journal as laid down in par. 1 of this article.

(3) When practicable he shall frequently [illegible] in other [illegible] journal report. He shall inform himself of their condition, report their progress to the captain, and suggest any measures that he may consider necessary for their welfare.

(4) The hospital expenses of such persons shall be paid from the proper appropriation under the Bureau of Medicine and Surgery. When persons are [illegible] in a ship, the items of expense incurred on their account shall be included in the expenses noted in the quarterly report of sick.

(5) When such persons are transferred or received a report of the [illegible] shall be made to the surgeon of the fleet, and if in a port of the United States to the Bureau of Medicine and Surgery.

666. The senior medical officer of a ship returning to the United States shall, when persons are received for transportation to hospital, enter such persons in the journal and account for them as the sick of the ship. He shall note in the journal the result of their cases as entered in the hospital tickets, and after endorsing on the hospital tickets anything of interest in their cases that may have happened while under his charge, he shall forward the hospital tickets with the persons when transferred to hospital.

667. (1) He shall prepare duplicate certificates of death and forward them through the captain to the Bureau of Medicine and Surgery and shall furnish a copy to the surgeon of the fleet. See Art. [illegible]

Certificates of death.

(2) The statement as to origin of disease or disability [illegible] therein, with reasons for the opinion expressed as to whether or not it was incurred in line of duty.

668. (1) He shall keep a medical journal, which shall be subject at any time to the inspection of the captain and the surgeon of the fleet.

Medical journal.

(2) He shall, upon the completion of a medical journal, forward it with the next quarterly reports to the Bureau of Medicine and Surgery.

669. He and all other medical officers of the ship shall forward all official reports, communications, and returns, whatever their destination, through the captain.

670. (1) In order that the Naval Academy records of the physical condition of naval cadets may be complete, and that the Board of Medical Officers making the final examinations of cadets before final graduation may have all necessary information, the senior medical officers shall—when cadets are detached from seagoing ships, either for transfer to other ships, or to return to the United States, or upon the completion of a cruise—make duplicate reports to the captain, of the physical condition of the naval cadets during their service on board said ship, and at its termination; also, a full account of all cases of illness or injuries that may have occurred to them.

Reports on naval cadets.

(2) These reports will be forwarded by the captain to the Navy Department.

671. (1) When a ship is commissioned, he shall be furnished with triplicate invoices of all articles in her medical outfit; they shall be duly signed by the director of the naval laboratory and approved by the commandant.

Invoices and receipts of medical stores and supplies.

(2) When delivered to him, he shall take charge of all articles of the medical outfit that are duly invoiced and, when satisfied that they correspond in character and amount to specifications of the invoices, he shall receipt for them. These

invoices and receipts must be approved by the captain, after which the medical officer will retain the original, forwarding the duplicate to the director of the laboratory and triplicate to the Bureau of Medicine and Surgery.

(3) Medical stores transferred from the naval laboratory to a ship, after the invoices of her regular outfit have been signed and disposed of, shall be invoiced and receipted for in like manner.

(4) When medical stores are transferred from a store ship, storehouse, or depot to a ship, the invoices and receipts must be made in triplicate, approved by the senior officer, and disposed of in the same manner as though at a navy yard.

(5) When medical stores are transferred from one ship in commission to another, the invoices and receipts shall be made in duplicate and approved by the senior officer. The officer transferring and the officer receiving the stores shall each sign both copies, the latter retaining the original and the former the duplicate.

(6) If the senior medical officer finds any discrepancy, error, or omission in the invoices of stores he shall report it to the captain, who shall have the invoices corrected before they are receipted.

(7) All invoices of medical stores shall be kept on file for future reference, and, when the ship goes out of commission, shall be transferred to the medical officer of the navy yard with the medical outfit and its inventory.

Requisitions.

672. (1) Requisitions for medical stores and supplies that may be needed, shall be made by the senior medical officer on the prescribed forms, for the ensuing six months, as follows:

(*a*) For hospitals—on the 1st of March and September.

(*b*) For ships in commission—On the 1st of April and October.

(*c*) For receiving ships, yards, and stations—On the 1st of May and November.

(2) The quantities of medicine required shall correspond in amount to the packages mentioned in the supply table, and the column "On hand" shall always be filled opposite the articles required.

Ships on detached service.

(3) When serving in a ship not attached to a squadron, and without the United States, he shall make semiannual requisitions for medical stores on the pay officer of the ship.

Special requisitions.

(4) Special requisitions for indispensable articles not in the supply table, or for articles that are in the supply table, that will be needed before the time for the semiannual requisition, may be made at any time.

Medical stores and supplies.

673. (1) The allowances in the supply table are intended as the basis of supplies for a ship when fitting out for a cruise. Needful additions may subsequently be made from time to time by requisitions, but it is not necessary or expected that these additions shall bring the amount of supplies on hand fully up to that given in the supply table.

Not to be purchased.

(2) Timely requisitions for stores and supplies must be made to cover ordinary expenditures, but they shall not be filled by purchase, if it can be avoided

Stores from other departments.

(3) When any of the stores and supplies on board. in charge of other officers, are necessary for the sick, they may be obtained upon requisition duly approved by the captain. A receipt for them shall be given.

Washing and extra provisions.

674. Washing and extra provisions and groceries for the sick, shall be obtained by open purchase on duly approved requisitions.

Surgical instruments.

675. Surgical instruments and appliances shall not be replaced by others, unless condemned by a board of survey; and all that are condemned shall be turned in at a navy yard.

Medical storeroom.

676. The senior medical officer shall see that only medical stores and supplies, and spirits and wines that are the property of the Government, are kept in the medical storeroom. He shall retain the key himself, subject to the provisions of Art. 518, and never permit it to pass into the custody of an enlisted man without permission of the captain. The storeroom shall not be opened, except in the presence of an officer, unless in an emergency.

Custody of spirits, wines, and malt liquors.

677. He shall not permit any spirits, wines, or malt liquors, the property of the Government and under his charge, to be placed in the possession of any enlisted or appointed man, except in small quantities for immediate consumption by patients.

Loss of medical stores.

678. In the event of discovering any loss or destruction of medical stores, surgical instruments, or furniture, he shall report the fact immediately to the captain.

Medical outfit when going out of commission.

679. When the ship goes out of commission, he shall carefully pack all medical supplies, including books and blank forms, and transfer them to the senior medical officer of the navy yard. They shall be accompanied by an accurate inventory in triplicate, made out in the order of the supply table, stating the quantity and condition of the articles. The inventory shall be signed by the senior medical officer and the captain.

Transfer of stores.

680. (1) When stores and supplies are transferred from the charge of one medical officer to another, triplicate receipts must be passed.

(2) Whenever a medical officer is relieved from duty, he shall transfer to his successor all public property in his charge.

Bill of health.

681. (1) In all cases, unless otherwise directed, he shall procure a bill of health before leaving port.

(2) Upon arrival of the ship in port, he shall be prepared to receive the health officer and exhibit to him the bill of health; also to answer any questions that may be asked concerning the sanitary condition of the ship.

Meteorological observations.

682. (1) He shall make entries in the medical journal of thermometric and hygrometric observations taken daily at 9 a. m., and of observations for determining carbonic acid impurities in the air of the berth deck taken weekly at 10 p. m., and occasionally at other hours, especially when abnormal conditions exist.

(2) In order that these observations may be of value the following precautions are necessary:

(*a*) That the readings of the wet and dry bulb thermometers are accurate.

(*b*) That water is always supplied to the wet bulb thermometer, and that the cotton siphon is frequently renewed.

(3) When steam is used for warming the ship, a note to that effect shall be made.

(4) A note shall be made of any peculiar conditions, local or general, tending to modify the state of the atmosphere; the object of these entries being to determine the relation between the atmospheric and sanitary condition of ships.

Reports of epidemic or contagious diseases.

683. During the prevalence of epidemic or contagious diseases on foreign stations, especially in ports of the Gulf of Mexico, the West Indies, and South Atlantic station, the senior medical officer shall forward to the Bureau of Medicine and Surgery all reliable information relating thereto that he may be able to procure.

Sanitary report.

684. On the 1st of January of each year and at the end of the cruise, he shall make to the Bureau of Medicine and Surgery a sanitary report, which shall include a report of the sanitary condition of the ship and station, accounts of epidemics, recommendations or cautions that may be of service to other ships visiting the ports, information of the health of the personnel of ships on the station, and any facts not generally known of professional interest concerning ports visited.

Station and duty in battle.

685. In battle he shall have charge of the sick and wounded and shall be stationed at a place designated by the captain.

Station and duty at quarters.

686. (1) He shall be stationed in the sick bay at quarters.

(2) He shall take charge of the surgeon's division and the sick, require their presence at the sick bay if able to come, and make the usual report as to absentees.

Surgeon's division.

687. (1) The surgeon's division shall consist of all junior medical officers of the ship, the apothecary, and baymen.

(2) For the issue of money, small stores, and clothing, the enlisted men of his division shall form part of the powder division.

A report of breaches of discipline to be made.

688. He shall cause to be entered upon the report book the names of any subordinates of the surgeon's division, or of the sick or their attendants, who may be guilty of any breaches of discipline.

Duty in connection with summary courts-martial.

689. He shall endorse upon the record of every summary court-martial, the sentence of which involves confinement for a period exceeding ten days, on diminished rations, or on bread and water, his opinion as to whether the infliction of such sentence would produce serious injury to the health of the person sentenced, in form as follows: "From an examination of ——— ———, and of the place where he is to be confined, I am of the opinion that the execution of the foregoing sentence will (not) produce serious injury to his health."

SECTION 2.—JUNIOR MEDICAL OFFICERS.

Absence or disability of the senior medical officer.

690. In the absence, or during the disability, of the senior medical officer, the medical officer next in rank on board shall perform his duties.

General duty of junior medical officers.

691. (1) Junior medical officers shall at all times conform to the directions of the senior medical officer in regard to the professional treatment, care, and comfort of the sick and wounded.

(2) They shall be unremitting in their attention to the sick and wounded, and shall exact from those under their direction a rigid performance of their duties.

(3) They shall personally see that the medicines are properly weighed, measured, and labeled for distribution, and that they are administered by competent persons.

To keep the medical journal.

692. They shall, subject to the direction of the senior medical officer, keep the medical journal and prepare the regular reports and returns, unless the senior medical officer prefers to perform this duty himself.

To consult with the senior medical officer.

693. They shall keep the senior medical officer fully informed as to the condition of all patients, and frequently consult with him in regard to their professional treatment.

To obtain permission from the senior medical officer.

694. They shall obtain permission from the senior medical officer to be absent from the ship, before asking permission from the commanding officer, or executive, as the case may be. Should the senior medical officer refuse to grant such permission he shall report his reasons for so doing to the captain.

CHAPTER XV.

PAY OFFICERS.

Assignment to duty.

695. In general, the higher and more important duties of pay officers will be assigned to the senior grades. Passed assistant and assistant paymasters may, when required, be assigned as assistants to pay officers of a higher grade.

Bonds.

696. (1) Before entering upon the duties of his office, every pay officer shall give bond for the faithful performance thereof, with sufficient surety, to be approved by the Secretary of the Navy.

(2) He shall give a new bond, with sufficient surety, every four years, or whenever required to do so by the Secretary of the Navy; and all such bonds shall be examined every two years for the purpose of ascertaining the sufficiency of the surety thereon.

(3) A pay officer's bond takes effect from the date of its approval by the Secretary of the Navy.

(4) The issuing of a new appointment and commission to any pay officer shall not affect or annul any existing bond, but the same shall remain in force and apply to such new appointment and commission.

(5) The bond of a pay officer acting as an assistant to another pay officer covers the public property actually in his custody, and for which he has receipted, but does not release the senior from a proper supervision over the acts of his subordinate.

Copies of orders sent to Auditor for the Navy Department.

697. Pay officers shall immediately forward to the Auditor for the Navy Department copies of orders received, attaching them to, or detaching them from, any ship or station. They shall endorse on these copies, over their signature, the date upon which they actually begin duty, or are relieved from it, and shall keep the Auditor advised of their addresses.

Excess or deficiency of public money to be reported.

698. A pay officer who at any time discovers an excess or deficiency of the public money in his custody shall immediately report the fact to his commanding officer.

Pay officers as assistants.

699. A pay officer acting as an assistant to another shall not be held to any pecuniary responsibility, except for property placed in his custody and for which he shall have receipted.

Clerical assistance.

700. (1) The general inspector of the pay corps, a paymaster of the fleet, a pay officer of a ship with a complement of more than one hundred and seventy-five persons, a pay officer of a supply steamer, store vessel, receiving ship, shore station, or the naval academy, or a pay officer detailed as inspector of provisions and clothing, shall be allowed a clerk.

(2) The pay officer of a ship shall be allowed the services of a yeoman.

(3) A pay officer shall be allowed the assistance of one person when settling his accounts after detachment; it shall be a clerk, if he has recently had one, otherwise a yeoman. Additional assistance of any kind requires the special authority of the Secretary of the Navy.

Duty on board ship when fitting out.

701. The pay officer of a ship fitting out shall, upon joining her, carefully examine the storerooms and other spaces allotted for the stowage of provisions and supplies in his charge; and shall report in writing to the captain their capacity and any defects or deficiencies in their arrangement.

The pay division.

702. (1) The pay division shall consist of the senior pay officer and such of his assistants as are not quartered elsewhere.

(2) It will muster at quarters at a place designated by the captain.

(3) The senior pay officer shall take charge of the division and make the usual report in regard to absentees.

(4) In battle, the members of the division shall be stationed by the captain where they will be of the greatest service.

(5) For the issue of money, small stores, and clothing, the enlisted men of this division shall form part of the powder division.

Care of storerooms and stores.

703. (1) The senior pay officer shall take charge of the store and other rooms which are kept locked, keeping the keys in his custody. He shall see that store and other rooms assigned to the pay department are clean, dry, well ventilated, and in good order, and that they are prepared for inspection at the same time as the other parts of the ship.

(2) He shall see that no private articles are stowed in these rooms; and that they are not used as sleeping apartments without the captain's knowledge and authority.

(3) He shall see that stores in his charge are properly cared for as hereinafter provided.

Loss of, or damage to, public property.

704. The pay officer shall, in the event of discovering deterioration, loss, or destruction of any of the public property in his charge, immediately report the fact to his commanding officer.

Transmitting official papers.

705. (1) Pay officers shall forward all official reports, communications, and returns, whatever their character, through the captain, except those for the Treasury Department.

(2) Applications to the Comptroller of the Treasury, under the act approved July 31, 1894, for his decision upon any question involving a payment, will, however, be forwarded through the usual official channels to the Navy Department for transmission to that officer.

Suggestions.

706. Whenever he deems it necessary, it shall be the duty of the pay officer to make written suggestions or reports to the captain concerning supplies and stores for the ship.

In case of fire or shipwreck.

707. In case of fire or shipwreck, it shall be the special duty of the pay officer to secure and preserve the accounts of officers and men, the public money, and such other public papers and property, in the order of their value, as circumstances permit.

708. The pay officer of a ship shall transmit to the Navy Department, on the first day of each quarter, a list of officers then attached to the ship, stating opposite the name of each the date of his orders to the station or ship, and the date of his reporting on board; this list shall also show the changes that have taken place since the last report, with the dates of orders and of detachments.

To transmit a list of officers.

Restrictions on services of pay clerks and yeomen.

709. A clerk or yeoman shall not sign an official paper for the pay officer; all such papers shall be signed by the pay officer himself.

710. (1) In the event of the death of a pay officer on duty, or of his being pronounced by competent medical authority to be deranged or disabled in mind or body, to such an extent as seriously to incapacitate him for the performance of his duties, or in event of its being necessary to relieve a pay officer from duty for any cause whatever, the commanding officer of the ship or station to which he has been or is attached shall immediately take possession of the safe and of the keys of the storerooms of such pay officer, and report all the facts in the case to the senior officer present. The latter shall, without delay, direct a board of officers to take an inventory of the papers, money, and stores then on hand; and shall appoint a suitable person to take charge of the same, and to perform the duties of such pay officer until otherwise directed by competent authority.

Death or incapacity of a pay officer afloat.

(2) The senior officer present shall also appoint another suitable person to complete the vouchers, transfer the accounts, close up the books, and to have the custody of the same and of all papers necessary to the complete settlement of the account of such pay officer, and to be responsible for their proper transmission to the Department.

(3) Both the above-named appointees shall be present when the above inventories are taken, and shall be furnished with copies thereof; which copies, duly certified, shall be considered satisfactory vouchers for the money and stores thus ascertained to be on hand.

(4) If a pay officer unable to settle his accounts shall, while of sound mind, have nominated in writing the person to be selected to have custody of the books, vouchers, and other papers, and to complete accounts as above mentioned, the senior officer present shall, unless manifestly contrary to the public interest, conform to such nomination, and shall inform the Department without delay of his entire action in the matter; but nothing in this paragraph shall apply to a pay officer relieved from duty for misconduct.

711. When the office of paymaster or assistant paymaster becomes vacant, by death or otherwise, in ships at sea, or on foreign stations, or on the Pacific coast of the United States, the senior officer present may make an acting appointment of any fit person, who shall perform the duties thereof until another paymaster or assistant paymaster shall report for duty. (Sec. 1381, R. S.)

Acting pay officers.

CHAPTER XVI.

ENGINEER OFFICERS.

SECTION 1.—THE SENIOR ENGINEER.

712. (1) Upon joining a ship fitting out, the senior engineer shall carefully examine all parts of the steam machinery used for motive power of the ship and her steam boats, the boilers, coal bunkers, steam pumps, fan blowers and ventilating engines, steam heaters, evaporators and distilling apparatus, ash, anchor, and other hoisting engines, refrigerating machinery, steam-steering engines, hydraulic-accumulator engines, turret-turning engines, storerooms for engine supplies, tanks and cisterns, all steam connections and all other steam machinery of whatever description.

Duty when fitting out.

(2) Should he discover any defects or deficiencies, he shall immediately make a detailed written report of the facts to the captain.

713. (1) He shall be responsible for the preservation and efficient working of the motive engines of the ship and of her boats and their dependencies; of the turret engines, steam pumps, steam heaters, steam connections and pipes, distilling apparatus, refrigerating engines, ventilating fans, and fire pumps.

Responsibility and duty.

(2) He shall also be responsible for the cleanliness and good condition of all bulkheads, doors, valves, pipes and machinery within the engine rooms; of the boiler rooms, shaft alleys, coal bunkers, firemen's wash rooms, engineer storerooms and workshops; of all compartments and double bottoms within the line of such bulkheads, together with those compartments and double bottoms accessible only through the engineer compartments.

(3) He shall also be responsible for the efficiency and good condition of all valves, cocks, and pipes within the engineer compartments connected with hand pumps; and he shall see that the suction and bilge wells are kept free from ashes, dirt, and grease.

714. (1) He shall from time to time make inspections of steam machinery under the cognizance of other bureaus and report to the captain any repairs or adjustments which, in his judgment, may be needed. He shall have immediate charge of all such repairs, but shall not put the machinery out of use for such purpose, except by order of the captain. He shall submit separate quarterly reports of the condition of said machinery to be forwarded for the information of each bureau concerned.

Machinery under other bureaus.

(2) He shall perform such other professional duties as may be assigned him by the captain.

715. (1) He shall perform the same duties in connection with the examination, invoice, receipts, account, issue, expenditures, preservation, care, survey, and preparation of requisitions, reports and returns, of engine stores and supplies, as are assigned to the equipment officer in connection with equipment stores and supplies. He will be allowed the services of an engineer yeoman.

Duty in regard to engine stores.

(2) After making the proper substitution of names, the regulations for the performance of these duties will be found in Arts. 543, 544, 545, 546, 548, 549, 550, 551, and 552.

To keep a coal account.

716. He shall keep an account of the expenditure of coal for various purposes, and shall furnish the executive officer with such information as he may desire for making the required coal report.

The engineer division.

717. (1) The engineer division shall consist of the senior engineer, the junior engineers, and naval cadets of the engineer division, and the enlisted men of the engineer department.

(2) It shall be mustered at quarters at such place or places as may be designated by the captain.

(3) The senior engineer shall at quarters take charge of the division, except those of its members who are stationed in the powder division. He shall make the usual report in regard to absentees, and perform such of the duties laid down in Arts. 622, 623, 624, and 625, as may be required.

Station bills.

718. (1) He shall make out watch, quarter, station, fire, and cleaning bills. They shall, after approval by the captain, be hung up in a conspicuous place in the engine room.

(2) These bills shall clearly show the duty and station of every officer and man of his department under all conditions of service.

(3) For ordinary steaming the force shall be divided into three watches.

Station.

719. (1) He shall attend in the engine rooms when going into or out of port; getting under way, or coming to anchor; when passing through intricate channels, and at other times when the performance of any evolution requires careful attention to the working of the engines.

(2) He shall frequently visit the engine room during the day, and at any time during the day or night when his presence or services there may be necessary.

(3) When in the engine room, he shall be responsible for all duty performed there.

(4) Every evening, when not steaming, he shall carefully inspect the steam engineering department and satisfy himself that everything is secure for the night; that there is no probability of accident from fire, from the introduction of sea water, or from other causes, and that all of the rules and routine orders of the ship are being obeyed. He shall then report the condition of his department to the executive officer, if he is junior, by relative rank, to the executive; if senior, to the captain. He shall also, when at sea, make a similar report at 8 p. m.

(5) He shall not be required to keep a watch unless, in the opinion of the captain, it becomes necessary.

Duties of subordinates.

720. (1) He shall assign to the junior engineer officers their routine duties in connection with the care, preservation, and repair of machinery.

(2) When naval cadets of the engineer division are ordered to the ship, he shall see that they acquire a knowledge of the practical duties of their profession. When, in his opinion, they may safely be entrusted with the charge of a watch under steam, by day or by night, or with a day's duty, he shall recommend them to the captain for such assignment.

(3) He shall require all his subordinates to become familiar with all machinery in his department. To this end he shall give them, and cause his assistants to give them, such instruction as may be necessary in order to render all familiar with the management of the engines and their dependencies.

721. (1) In the arrangement of stores and use of lights, he shall take every possible precaution to prevent fire.

Precautions to prevent fire.

(2) He shall see that the apparatus in his charge for extinguishing fire is always kept ready for use.

(3) He shall require the temperature of the coal bunkers to be taken every watch and recorded in the steam log. Should there be any indication of spontaneous combustion, it shall at once be reported to the officer of the deck.

Lighting and hauling fires.

722. He shall not permit fires to be lighted or hauled, except in cases of emergency, without orders from the commanding officer.

When to turn the engines.

723. He shall not permit the main engines to be turned except in obedience to a signal from, or by permission of, the officer of the deck.

To report any infractions of discipline.

724. He shall be careful that all duty under his supervision is performed in a diligent, faithful, zealous, and orderly manner. He shall report any officer or man who fails in this respect or who, while under him, commits any breach of discipline.

Examinations, inspections, and reports.

725. (1) Each day before 10 a. m. he shall examine the engine and fire rooms, coal bunkers, storerooms, and other parts of his department, and see that they are clean and in good order, ready for inspection, and that the work of the day is progressing in a satisfactory manner.

(2) He shall report to the captain whenever a boiler is injured; also any accident or derangement to the motive engines or their dependencies.

(3) He shall report to the captain at noon each day, when steaming, the number of revolutions of the screw or screws for the past twenty-four hours, the average number per minute when in operation, the amount of coal consumed for the preceding twenty-four hours, and the amount remaining on hand.

Coal bunkers.

726. (1) He shall frequently examine the coal bunkers, with the view of ascertaining the quantity of coal actually on hand, as compared with the amount called for by the coal account. Should he discover any excess or deficiency, he shall report it at once to the captain.

(2) He shall inspect the bunkers before coaling, in order to ascertain their condition and the condition of all water-tight openings; and he shall see that no unauthorized materials are stowed in the bunkers.

(3) After coaling he shall report to the captain what bunkers are filled, whether the coaling ports and scuttles have been so closed as to be water-tight, and what water-tight doors and hatches are closed.

Reporting work necessary on arriving in port.

727. (1) Whenever a vessel arrives in port the senior engineer shall report to the captain in writing all work needed for the proper care and preservation of the machinery and boilers, stating separately the work that can be postponed, if necessary, and that which can not without injury be delayed. He shall note opposite each item whether the work can, or can not, be done by the force on board, together with an estimate of the time required. No machinery shall be put out of use for repairs except by the consent of the captain.

(2) Should no repairs to the machinery or boilers be needed, the senior engineer shall report that fact to the captain in writing. The date and nature of the report shall, in every case, be entered upon the steam log.

Suggestions.

728. Whenever he deems it necessary, it shall be his duty to make written suggestions or reports to the captain concerning the motive machinery and its dependencies, or other fittings of the ship for which he is responsible.

Transmitting official papers.

729. He shall forward all official reports, communications, and returns, through the captain.

Steam log.

730. (1) He shall supervise the keeping of the steam log, beginning it upon the day the ship is placed in commission.

(2) He shall, as soon after noon each day as practicable, present the steam log, complete to date, to the captain for his inspection.

(3) He shall furnish to the navigator daily the data required for the ship's log.

(4) Entries in the steam log pertaining to matters and events outside of the engine and fire rooms, such as wind, weather, speed, state of the sea, sail carried, course steered, draft of water, etc., shall be copied from the ship's log, when recorded there.

(5) He shall prepare and, at the end of each quarter, submit to the captain for transmission to the Navy Department a smooth copy of the steam log, which must be signed and approved in the same manner as the original.

Synopsis of steam log.

731. (1) He shall make for transmission to the Navy Department, in accordance with the forms supplied for that purpose, a quarterly report, which shall contain a synopsis of the steam log and a brief description of the condition of the motive machinery and its dependencies. It shall describe particularly the state of the main cylinders, valves, and valve gear, all cranks, shafts, and journals; of the thrust and stern bearings and screws; of the condenser; of the air and circulating pumps; of the boilers, steam drums, up-takes and other attachments; and any casualty or breakage that may have occurred during the quarter, with all attending circumstances. In short, this report should be an intelligent summary which will enable the Navy Department to judge of the service the ship is able to perform, so far as her motive power is concerned.

(2) When the ship is serving in squadron, a copy of this report shall be sent to the engineer of the fleet.

To inform executive officer concerning conduct of men.

732. The senior engineer shall keep the executive officer informed of the sobriety and obedience of the enlisted men of the engineer department, and of their proficiency in their respective ratings.

SECTION 2.—JUNIOR ENGINEER OFFICERS.

Absence or disability of the senior engineer.

733. During the temporary absence or disability of the senior engineer, the engineer officer next in rank remaining on board shall perform the duties of the senior in addition to his own. Should, however, the absence or disability of the senior extend for a considerable period, the captain may, at his discretion, relieve the engineer officer next in rank of his duties as a junior.

Watches of junior engineer officers.

734. The watches of junior engineers shall be arranged by the captain in accordance with the number on board fit for duty and the requirements of the ship.

735. (1) The engineer of the watch shall use every effort to maintain the motive machinery and its dependencies in an efficient condition, and to prevent any accident or injury to the same.

Engineer of the watch.—Duty.

(2) He shall be prepared to execute immediately any order received from the deck, by signal or otherwise.

Orders from the deck.

(3) He shall report at once to the officer of the deck any derangement, or probable derangement, of machinery which may affect the maneuvering powers of the ship. He shall not alter the speed of the engines without orders from deck, except through necessity.

Duty in connection with the senior engineer.

(4) He shall acquaint the senior engineer as soon as he discovers anything going wrong with the machinery or boilers.

(5) He shall faithfully execute and observe all instructions and directions received from the senior engineer in reference to the use, care, and preservation of the motive machinery, and other professional duties with which the senior engineer is charged by these regulations.

Instructions from superior authority.

(6) He shall at all times carry out any instructions he may receive from proper authority.

To preserve order.

(7) He shall preserve order among his subordinates in the engine and fire rooms, and place upon the report book the names of any men who are guilty of any infractions of discipline.

Steam log.

(8) He shall keep the steam log and make such entries as are required by the instructions contained therein.

To prevent waste.

(9) So far as is in his power, he shall prevent any waste of coal, oil, or other stores.

Not to absent himself.

(10) He shall not absent himself from the place of his duties during his watch unless regularly relieved.

Reports, how made.

(11) Reports to the officer of the deck and senior engineer shall, when possible, be made through voice tubes. When this can not be done, they shall be carried by some intelligent subordinate; in the case of important reports both means shall be employed.

736. Junior engineer officers shall obtain permission from the senior engineer to be absent from the ship before asking permission from the captain or executive officer, as the case may be. Should the senior engineer officer refuse to grant such permission, he shall report his reasons for so doing to the captain.

Permission to leave the ship.

CHAPTER XVII.

THE CHAPLAIN.

737. (1) The chaplain shall perform divine service and offer prayers on board of the ship to which he is attached at such times as the captain may prescribe; also on board other ships to which chaplains are not attached, or at shore stations and naval hospitals, when so directed by the senior officer present.

Duties.

(2) He shall be permitted to conduct public worship according to the manner and forms of the church of which he is a minister.

(3) He shall facilitate, so far as possible, the performance of divine service by clergymen of churches other than his own, who may be permitted by the captain to visit the ship for that purpose.

(4) He may, with the sanction of the captain, form voluntary classes for religious instruction.

738. (1) He shall visit the sick frequently, unless the condition of the sick renders such visits unadvisable.

(2) Under the direction of the captain, he shall supervise the instruction of boys, and of such other persons in the Navy as may need to be taught the elementary principles of reading, writing, arithmetic, and geography. He shall report in writing to the captain at the end of each week the character of instruction given, the number of hours under instruction, and the progress made by each person.

739. He shall always report at quarters for inspection when on board. His duty in battle is to aid the wounded, and his station at quarters for battle and for inspection, shall be as the captain may direct.

740. Chaplains shall report annually to the Secretary of the Navy the official services performed by them. (R. S. Sec. 1398.)

CHAPTER XVIII.

NAVAL CONSTRUCTORS.

741. Assistant Naval Constructors shall, when practicable, be detailed for service afloat in such squadrons as the Department may designate.

742. An Assistant Naval Constructor, detailed for sea service, shall be attached to each vessel of the fleet in turn, and shall perform such duties as may be assigned him by the commander in chief or by the captain of the ship to which attached.

Duties.

743. (1) Upon joining a ship he shall immediately make himself familiar with her plans, construction, means of interior communication, water-tight doors, ventilating apparatus, disposition of weights, coal bunkers, storerooms, quarters for officers and men, and all hull and other fittings pertaining to the Bureau of Construction and Repair. As opportunity offers, he shall carefully observe and note under all conditions of service, the stability, rolling, pitching, turning power, speed, and all other qualities of the vessel affected by the design; also the methods of stowing and purchasing anchors and boats, of stowing and handling coal, the condition and working of the steering gear, windlasses and other fittings.

(2) He shall make quarterly reports of his observations to the captain of the ship who shall forward the same to the Bureau of Construction and Repair, through the commander in chief, with such remarks as may be deemed necessary.

(3) He shall, when practicable, under the direction of the captain, supervise all repairs and other work under the cognizance of the Bureau of Construction and Repair, which may be done upon a ship in a private or foreign dockyard or establishment, shall keep the captain informed of the progress of such work, and upon its completion shall make to him a detailed written report of the same.

(4) He shall examine all foreign ships and naval establishments he may be permitted to visit, and shall make detailed reports thereon of all matters that may be of interest to the Bureau of Construction and Repair.

744. He shall be assigned to quarters in accordance with his rank.

CHAPTER XIX.

WARRANT OFFICERS.

SECTION 1.—GENERAL DUTIES

745. (1) Warrant officers shall act as assistants to the heads of departments to which they belong; the boatswain and sailmaker to the equipment officer, the gunner to the ordnance officer, and the carpenter to the construction officer.

General duty.

(2) They shall also perform such other duties as may be assigned them by superior authority.

(3) In their absence their duties shall be performed by the chief mates of their departments.

746. (1) They shall critically examine all stores and spare articles received and report any defect or deficiency. Spare articles shall be tried in place, to ascertain if they fit and are in all respects suitable for the purpose intended.

Stores and supplies.

(2) They shall exercise a careful supervision over the expenditure of stores, exert themselves to the utmost to prevent any waste or loss, and see that all issues are applied to the purposes intended. They shall be responsible for articles issued from storerooms for use, with the intention of being returned.

Expenditure of stores.

(3) They shall, upon the discovery of any loss or deterioration of stores, or damage to or defects in the ship, at once report the same to the head of department.

To report losses, etc.

(4) When a ship goes out of commission they shall exercise great care that all stores and articles of outfit are carefully tallied and properly stored without loss or injury.

Going out of commission.

747. They shall report the condition of their respective departments to the executive officer daily, at 8 a. m. and at 8 p. m.

Daily reports.

SECTION 2.—THE BOATSWAIN.

748. (1) The boatswain shall frequently examine the spars and rigging. Should he discover any signs of weakness, or any defects, he shall report the same to the executive officer, and, if requiring immediate attention, to the officer of the deck.

Special duties.

(2) He shall, when at sea, go aloft every morning and examine the rigging on each mast, reporting the result to the officer of the deck.

To go aloft at sea.

(3) When at sea, he shall also pay particular attention to the securing of the anchors, boats, and other movable articles.

Security of articles at sea.

(4) He shall pay particular attention to the ground tackle of the ship, in order that it may be always ready for use and in good condition. When at anchor he shall see that nothing interferes with a readiness to veer, slip, or bring to the chain, or to let go the spare anchors.

Ground tackle.

Supervision of work.

(5) He shall always supervise any work going on in his department.

When to be on deck.

(6) He shall be on deck generally during the day; also during the night when his services are needed.

To report when any repairs are necessary.

749. He shall always report to the executive officer any repairs to rigging or other work in his department that he deems necessary.

Duty in connection with stores.

750. (1) He shall be accountable to the executive officer for the condition of all boatswain's stores, whether in use or not.

(2) He shall take care when stowing the hold and yeoman's storeroom, that such articles as may be needed in an emergency are kept accessible.

Station.

751. His station at quarters and at all hands shall be as the captain may direct.

SECTION 3.—THE GUNNER.

Special duties.

752. (1) The gunner shall faithfully comply with the ordnance instructions in reference to the care, preservation, and use of ordnance material.

Armament.

(2) When at sea, he shall carefully attend to the security of the battery, and use every effort, at all times, to prevent injury to any part of the armament.

Supervision of work.

(3) He shall faithfully supervise all ordnance work, and carefully collect data for the ordnance returns.

Clerical duty.

(4) He shall perform any clerical services for the ordnance officer that the latter may require in connection with his duties as such.

Life buoys.

(5) He shall be responsible for the efficient condition of the life buoys, and shall test them as often as necessary in order to insure their good condition. They must be kept ready for use at sea and in port, and kept primed or ready for lighting between sunset and sunrise.

To report when any repairs are necessary.

753. He shall always report to the executive and ordnance officers any repairs to the armament, or other work in his department, that he deems necessary.

Duty in connection with stores.

754. (1) He shall be accountable to the executive and ordnance officers for the condition of the armament and ordnance stores.

(2) He shall issue no ordnance stores without authority from the ordnance officer.

Station.

755. His station at quarters shall be in accordance with the ordnance instructions. When all hands are called, it shall be where the captain may direct.

SECTION 4.—THE CARPENTER.

Special duties.

756. (1) The carpenter shall make himself familiar with the regulations and such other instructions as may be issued from time to time concerning the care, preservation, and repair of ships, and shall strictly carry them out.

Supervision of work.

(2) He shall supervise the work done by the mechanics placed under him.

Fire apparatus and pumps.

(3) He shall see that all fire extinguishing apparatus except the steam fire pumps and their appurtenances (which are under the charge of the senior engineer), are kept in order and always ready for immediate use. He shall be held accountable for the good condition of all hand pumps, with their attachments, pipes, drains, valves, and other appurtenances.

Battening down hatches.

(4) He shall keep in place and ready for use at all times the apparatus used for battening down hatches.

Air and other ports.

(5) He shall see that the air and all other ports are kept in good order and water-tight. They shall only be opened at sea by permission of the executive officer, and both their opening and closing shall be reported to the officer of the deck.

Lightning conductors.

(6) He shall frequently examine the lightning conductors and see that they are kept in good condition.

Repairing damages in action.

(7) He shall, so far as possible, keep at hand and ready for use apparatus for repairing damages received in action.

Draft of the ship.

(8) He shall take the draft of the ship when entering and just before leaving port, and report it to the navigator.

Responsibility.

(9) He shall, except where otherwise directed, be held responsible for the cleanliness and good condition of all capstans, windlasses, steering engines, winches, pumps, valves, air ducts, and pipes. So far as possible, the mechanics under him shall be utilized in the care and operation of the machinery under his charge, but such additional men shall be detailed as may be necessary for their proper care and operation.

Assistance to be given executive officer.

(10) He shall assist the executive officer in the inspection and care of all compartments, water-tight doors, double bottoms, and mechanical devices for the management and safety of the vessel.

Examination of spars.

(11) When at sea, he shall examine the spars during every morning watch and report their condition to the officer of the deck.

To report necessary repairs.

757. He shall always report to the executive officer any repairs that he may deem necessary.

Duty in connection with stores.

758. He shall be accountable to the executive officer for the condition of all construction stores, whether in use or not.

Station.

759. His duty in action is to repair damages. His station at quarters for inspection and at all hands shall be as the captain may direct.

SECTION 5.—THE SAILMAKER

Special duties.

760. (1) The sailmaker shall frequently examine the sail rooms to see if the sails are dry, free from vermin, and properly tallied.

Painted and oiled canvas.

(2) He shall take great care that no painted or oiled canvas or other material that may produce spontaneous combustion is stowed in the sail room.

Supervision of work.

(3) He shall supervise the work done by the sailmaker's gang.

Inspection of sails.

(4) He shall every day when at sea, during the morning watch, make an inspection of the sails bent, and report their condition to the officer of the deck.

To report necessary repairs.

761. He shall always report to the executive officer any repairs of sails, or other work in his department, that he deems necessary.

Duty in connection with stores.

762. He shall be accountable to the executive officer for the condition of all sailmaker's stores, whether in use or not.

Station.

763. His station at quarters and at all hands shall be as the captain may direct.

CHAPTER XX.

PETTY OFFICERS AND CREW.

SECTION 1.—THE MASTER AT ARMS.

Position.

764. (1) The senior master-at-arms is the chief petty officer and chief of police of the ship. The other masters-at-arms are his assistants.

General duty.

(2) He shall exercise a strict surveillance over the conduct of the crew.

Berth-deck messes.

(3) He shall have charge of the messes of the crew, and is responsible for the maintenance of order and decorum therein.

Preservation of order.

4) He shall exert himself to the utmost to preserve order, insure cleanliness, and prevent any infractions of discipline in all parts of the ship.

Reports.

(5) He shall when necessary arrest offenders and report at once to the officer of the deck or to the executive officer any violation of the regulations.

Record of punishments.

765. He shall keep a record of punishments involving confinement, and shall report to the officer of the deck for entry in the log all cases of confinement and release of prisoners.

Report of prisoners.

766. At 9 a. m. daily he shall submit to the executive officer a report of all persons confined, with a statement of their offenses, the manner and date of confinement, and the authority by which the confinement was ordered.

Release of prisoners in times of great danger.

767. In case of serious fire, or of any sudden danger whereby the safety of the ship is imperiled, and when time will not permit a reference to superior authority, he shall release all prisoners at once, reporting the fact immediately to the officer of the deck.

Inspections.

768. He shall examine the holds and storerooms to see if they have been closed at the appointed hour, the lights extinguished, and the keys turned in, and report the result to the executive officer when the latter makes his evening rounds.

Police duties.

769. (1) He shall be vigilant in his efforts to prevent liquor and other prohibited articles from being smuggled on board, and to prevent any of the crew from leaving the ship without authority. In cases where his suspicions have been aroused, he shall make report accordingly.

To see that lights and fires are extinguished.

(2) At 8, 9, and 10 p. m. he shall make the rounds to see that fires and lights are extinguished as prescribed, reporting the result of his inspection to the officer of the deck.

Injury to property.

(3) He shall take great care that no Government property is injured, or taken out of the ship without authority.

Prevention thieving.

(4) He shall use every possible effort to prevent thieving and to detect any person who may be guilty thereof.

To care for private property found.

(5) He shall take charge of all unclaimed private property found on board until instructions are given him as to its final disposition.

Prevention of improper conduct.

(6) He shall check all profane and bad language, quarreling, gambling, and unseemly noises, and use every effort to prevent improper conduct in any form.

Bumboats.

770. He shall examine the bumboats and report the presence of any unwholesome or objectionable articles therein. He shall note the prices charged and report to the executive officer any exorbitant demands or cases of unfair dealing.

Smoking.

771. He shall have charge of the smoking lantern and shall see that it is kept lighted during smoking hours only. He shall take care that there is no smoking in unauthorized places and that the galley fires and other lights are not used by smokers.

Absentees at muster.

772. At general muster, he shall answer for the members of the crew who are absent without leave or in confinement.

Effects of the absent and dead.

773. (1) He shall take charge of the effects of all absent and deceased members of the crew and hold them until disposed of by order of superior authority.

(2) He shall take charge of the bag and hammock of any one who is absent without leave, or whom he suspects of an intention to desert, reporting his action immediately to the officer of the deck.

(3) He shall take charge of the effects of liberty men when so directed.

(4) He shall be present at the sale of the effects of deserters and deceased persons.

Opening the magazine.

774. When the magazine is about to be opened he shall first see that all unauthorized lights and fires are extinguished, and report the fact to the officer of the deck.

Clearing lower decks.

775. When an order is given to clear the lower decks he shall see that it is obeyed at once and that no unauthorized persons remain below.

Prisoners.

776. (1) In addition to the requirements of par. 18, Art. 8, "Articles for the government of the Navy," he shall be watchful over the prisoners and visit them at least once every four hours during the day, and oftener if necessary, to ascertain their condition and needs.

(2) While he must suppress disorder among prisoners and report all delinquents, he shall be reasonable and not unduly severe in his demands.

(3) When confining prisoners he shall take care to have sufficient assistance at hand. He must always be prepared, so far as possible, to confine additional prisoners.

Absence of master at arms.

777. During the absence of the senior master-at-arms his duties shall be performed by the master-at-arms next in rank; and if there be no junior master-at-arms, by some one designated to act in that capacity.

SECTION 2.—OTHER MEMBERS OF THE CREW.

Yeomen and apothecary.

To keep accounts.

Precautions as to lights and fires.

778. (1) The yeomen and the apothecary shall exercise vigilance and care over the stores to which they have access.

(2) They shall keep such accounts of public stores as may be prescribed from time to time.

(3) They shall see that the regulations concerning lights in the storerooms to which they have access are strictly observed, and that every precaution is taken to prevent fire or other accident.

Petty officers.

779. (1) Petty officers shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty.

(2) They shall aid to the utmost of their ability in maintaining good order, discipline, and all that concerns the efficiency of the command.

The crew.

780. The members of the crew must, on all occasions, yield a ready, cheerful, and prompt obedience to those placed over them; obey all orders and regulations; be attentive to their duties and to any instructions they may receive; avoid difficulties with each other; be neat in their persons and dress; and each should endeavor by his own good conduct, respectful bearing, and zeal to promote the efficiency of the entire command.

CHAPTER XXI.

ENLISTMENTS, DISCHARGES, ETC.

SECTION 1.—RECRUITING STATIONS.

781. (1) Officers detailed for recruiting duty shall guard against the enlistment of improper, unsound, or incompetent persons.

Officers on recruiting duty; general duties.

(2) They shall make themselves familiar with all laws and regulations regarding enlistments.

(3) They shall be present daily at the rendezvous from 9 a. m. to 3 p. m., and later, if necessary.

(4) The junior officers attached to a rendezvous are assistants to the commanding officer, and shall not act as his substitute unless he is unable to attend.

782. (1) The officer in command is the recruiting officer. He shall, in order to guard against illegal enlistments, personally inspect and question those offering to enlist. He shall examine into their qualifications and determine their fitness and capacity.

Commanding officers personally to inspect recruits.

Enlistment records and recruits to be sent to receiving ship.

(2) On enlisting a person for the service he shall direct him to repair without delay on board the receiving ship, and shall forward to his commanding officer at the same time an enlistment record prepared at the rendezvous and signed by himself and the medical officer.

Duplicate shipping articles.

(3) He shall preserve records of all enlistments in the book provided by the Bureau of Navigation.

When authorized to pay in advance.

(4) No advance shall be allowed unless specially authorized by the Navy Department.

Weekly and daily returns to be made.

(5) He shall make every Saturday evening to the Navy Department a weekly report of enlistments, stating the number enlisted in each rating during the week, and to the commandant of the station a daily report, using the prescribed forms.

Endorsement in cases of reenlistment.

(6) He shall write over his official signature, on the face of every honorable discharge or continuous-service certificate presented, the date of reenlistment.

783. (1) Every person before being enlisted must pass the physical examination prescribed in the medical instructions.

Examination of recruits.

(2) Each recruit shall be required to declare on oath, in presence of the commanding officer of the ship or rendezvous, that he makes a true statement of his age to the best of his knowledge and belief.

Enlistment of non-English speaking persons.

(3) No person shall be enlisted who does not understand and speak the English language.

Ordinary seamen and seamen.

(4) No person, except an honorably discharged ex-apprentice, shall be enlisted as ordinary seaman, unless he shall have been two years at sea, nor as seaman unless he shall have been four years at sea, before the mast. In both cases applicants shall be required to pass a satisfactory examination.

Machinists.

(5) A candidate for enlistment as a machinist must be a machinist by trade, must know the names and uses of the various parts of marine engines and boilers, and must be able to perform work with various tools in a machine shop, including bench work.

(6) He must be able to write legibly and must understand arithmetic.

(7) He must be physically sound, and at the date of first enlistment must be not less than twenty-one nor more than thirty-five years of age.

(8) Machinists who have had no experience at sea with marine engines will be enlisted as "Machinists, second-class."

(9) Machinists who have had experience at sea with marine engines for one year, may be enlisted as "Machinists, first-class."

(10) No person will be enlisted as chief machinist unless he holds a permanent appointment as such.

(11) The examination of candidates for enlistment as machinists, regarding their knowledge of engines and boilers must be made in the engine rooms of ships; and regarding their knowledge of machine work, in the workshops of navy yards.

(12) Chief machinists will have charge of engine-room watches. Machinists, first-class, will, if qualified, be given charge of an engine-room watch when there are not a sufficient number of chief machinists on board to perform this duty.

(13) Machinists, second-class, will be assigned to duty as water tenders and oilers. All machinists will perform such other duties as may be assigned them.

SECTION 2.—RECEIVING SHIPS.

Duties of commanding officer.

784. (1) The commanding officer of a receiving ship shall receipt daily to the officer commanding the rendezvous for the recruits sent on board; and if, after an examination by himself and the medical officer, they shall be found fit for the service, he shall cause them to be entered on the books and paid such advance as may be allowed; and he shall receipt to the recruiting officer for their enlistment records and other papers.

Clothing list.

(2) He shall have the clothing and bedding of all recruits carefully examined and marked, and lists of them taken when they are first received. He shall not allow them to keep on board any clothing not authorized by the regulations.

To give orders for all issues to recruits.

(3) He shall not allow clothing or small stores to be issued to recruits without his written order.

To guard against desertion.

(4) He shall adopt proper precautions to prevent desertion, and shall not allow any recruits liberty to go on shore, if in debt, without the consent of the commandant of the station.

Records and returns.

785. (1) The executive officer shall keep copies of the descriptive lists of all recruits, and a record of all transfers and other changes.

Separate books for crew.

(2) Separate books shall be kept for the crew of the ship.

Weekly report of changes.

(3) A return for each week, ending on Saturday, and signed by the commanding officer, shall be made to the Navy Department, showing all changes in recruits that have taken place by reason of death, desertion, discharge, apprehension, surrender, or transfer.

Monthly report of men enlisted.

(4) Enlistment records shall be forwarded to the bureau as enlistments occur; and a list of the recruits received, with their ratings and the numbers of their enlistment records, shall be transmitted at the end of each month.

786. If the captain of a ship to which men are transferred finds cause of complaint or dissatisfaction with them, the commandant shall, upon the captain's request, order a survey, on the report of which he shall decide the case; but no men shall be returned and exchanged except by the commandant's written order, in which the reasons for the same shall be given.

Surveys in case of dissatisfaction with draft received.

787. (1) The captain, under the direction of the commandant of the station, shall have recruits drilled at the guns, howitzers, small arms, sails, heaving the lead, exercising in boats, etc. Particular attention shall be paid to the instruction of apprentices and landsmen.

Exercises and instruction of recruits.

(2) Recruits shall not be employed on duties not connected with the receiving ship, except by the specific order of the commandant; and when so employed they shall remain under the direction of officers of the Navy. Except in an emergency, commandants of navy yards shall not require or authorize the employment of enlisted men in a yard upon duties other than such as are connected with the equipment of ships, or with the preparation of their outfit or stores.

Employed at work outside.

788. The captain and other officers attached to a receiving ship shall conform to the regulations for other ships in commission, as far as applicable, and shall live and mess on board, unless specially exempted by the Secretary of the Navy.

Officers to live and mess on board.

SECTION 3.—ENLISTMENTS, DISCHARGES, RATING, AND DISRATING.

789. (1) Enlistments are authorized—

(*a*) At naval rendezvous and on board of receiving ships established by the Navy Department.

(*b*) On board of cruising ships when necessary to fill vacancies in complements, except in ports where rendezvous or receiving ships are established.

Enlistments, where authorized.

(*c*) On board vessels of the Coast Survey and Fish Commission, and at naval stations when necessary to fill vacancies in an established complement.

(2) Boys will be enlisted as apprentices on board the receiving ships at Boston, New York, and Philadelphia, at the training station, Newport, R. I., and by special authority of the Department, on board the receiving ship at Mare Island, Cal.

(3) Any general-service man discharged from a cruising ship by reason of expiration of service may be reenlisted on board of said ship to fill the vacancy created by such discharge.

790. (1) Enlistments for duty on board cruising vessels of the Navy shall be for the term of three years, general service.

(2) Enlistments for duty on board vessels of the Coast Survey shall be for the term of "cruise," not to exceed five years.

Terms of enlistment.

(3) Enlistments for duty on board receiving or stationary ships, tugs, or boats, at naval stations and for vessels of the Fish Commission shall be for the term of one year, special service; except that the Department will, as occasion may arise, assign to such ships men who have served twenty years as enlisted men in the general service of the Navy, who shall receive all the benefits of their continuous-service certificates.

Enlistments by order of the Navy Department.

791. No person shall be enlisted for the naval service unless pronounced fit by the commanding and medical officers, except by special authority in each case from the Navy Department. Special care shall be taken in enlisting men for the artificer class to see that they have knowledge of the trades required.

Persons with physical disabilities enlisted.

792. In the case of persons having physical disabilities, who have been enlisted by order of the Navy Department, the physical condition of the enlisted men must be fully described in the enlistment records, in order that no improper claims for pensions may be allowed.

Terms of enlistments.

793. (1) Boys between the ages of fourteen and eighteen years may be enlisted to serve in the Navy until they shall arrive at the age of twenty-one years; other persons may be enlisted to serve for a period not exceeding five years, unless sooner discharged by direction of the President. (Sec. 1418, R. S.)

Enlistment of minors.

(2) Minors* between the ages of fourteen and eighteen years shall not be enlisted for the naval service without the consent of their parents or guardians. (Sec. 1419, R. S.)

Who may not be enlisted.

(3) No minor under the age of fourteen years, no insane or intoxicated person, and no deserter from the naval or military service of the United States shall be enlisted in the naval service. (Sec. 1420, R. S.)

Deserters and persons dishonorably discharged.

(4) In order to prevent the enlistment of deserters and persons dishonorably discharged, no one who has already been in the service of the United States shall be enlisted without showing his discharge therefrom. Should it be claimed that the discharge has been lost, the circumstances shall be reported to the Navy Department for decision.

Discharge lost.

Beneficiaries.

(5) Beneficiaries and pensioners who have been admitted to the Naval Home shall not be enlisted.

Continuous-service men.

794. (1) Every person holding a continuous-service certificate upon which there is endorsed an "honorable" or "ordinary" discharge, and every person holding an honorable discharge, upon the expiration of a three years' enlistment, shall, on presenting himself for reenlistment within three months from the date of his discharge as shown thereon, be immediately reenlisted, provided he is physically qualified, and answers to the descriptive list of his discharge.

Discharge lost.

(2) Should any person claim that his discharge has been lost, the case, with such means of identifying the person as can be obtained, shall be reported to the Navy Department for verification.

(3) The holder of a continuous-service certificate which is endorsed "discharged with bad-conduct discharge," "dishonorably discharged," or "not recommended for reenlistment," shall not be reenlisted.

Continuous-service men physically disqualified.

795. Should any person eligible for continuous service be found physically disqualified for reenlistment, a copy of the record of his medical examination shall be forwarded immediately to the Navy Department, with the recommendations of the medical and commanding officers. Should the Department not authorize the reenlistment of the applicant, an endorsement to the effect that the applicant is physically disqualified shall be

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*In the case of a minor over eighteen years of age, the consent of parent or guardian is not necessary to make valid the enlistment, which may or may not be for a longer period than during the term of his minority.—[Opinion of Attorney General, dated April 16, 1896, published in Circular No. 71, dated April 21, 1896.]

made on his discharge, and said discharge shall not thereafter entitle the holder thereof to reenlistment. Pending a reply from the Department, the discharge shall be held by the recruiting officer, and the holder may, if he so elect, remain during such time on board ship.

Shipping articles to be read to all recruits.

796. (1) The shipping articles and laws relating to enlistments must be read and explained by the recruiting officer to every person about to be enlisted.

Fraudulent enlistment.

(2) Fraudulent enlistment, and the receipt of any pay or allowance thereunder, is an offense against naval discipline and is punishable by general court-martial. (Act approved March 3, 1893.)

Full name to be recorded.

(3) The full name of every person enlisted, including all Christian names, shall be written in the first entry of the first and final sheets of the enlistment record.

797. (1) First enlistment in the Navy will be made in the following ratings only: Seamen, ordinary seamen, apprentices third-class, landsmen, shipwrights, blacksmiths, plumbers and fitters, sailmakers, machinists first and second class, boilermakers, coppersmiths, firemen first and second class, coal passers, apothecaries, painters, officers' stewards and cooks, mess attendants, ship's cooks fourth class, bandmasters, musicians first and second class, buglers.

Ratings in which first enlistment will be made.

(2) Men enlisted as landsmen for special positions shall have the fact stated on their enlistment records.

(3) Ship's cooks and baymen may, within three months from date of honorable discharge, reenlist in the rating in which discharged.

Ages upon first enlistment.

(4) Ages upon first enlistment shall not exceed the following: Landsmen, 25 years; baymen, mess attendants, and ordinary seamen, 30 years; seamen, mechanics, engineer's force, and landsmen with trades, 35 years.

Apothecaries.

(5) A candidate for examination and first enlistment as apothecary must be a graduate of some recognized college of pharmacy, and must be between twenty-one and twenty-eight years of age.

(6) Apothecaries for duty on cruising vessels will be enlisted for three years, general service, and will receive the benefits of honorable discharge and continuous service. Those for duty on receiving and stationary ships, or for duty on vessels of the Fish Commission, will be enlisted for one year, special service; those for duty on vessels of the Coast Survey will be enlisted for the cruise, not to exceed five years.

(7) Applications for first enlistment as apothecary must be referred to the Bureau of Navigation.

(8) When practicable, applicants for the position of apothecary will be examined by a board of three medical officers. They must pass the usual physical examination, and must present testimonials or certificates as to character, good habits, and sobriety. They will also be required to pass a satisfactory professional examination.

Petty officers.

798. (1) Petty officers shall be selected from continuous-service men, preferably ex-apprentices and seamen gunners, and will, when practicable, be detailed for ships by the Department.

(2) Captains of ships in home waters, or on the North Atlantic station, must immediately inform the Department when vacancies occur for petty officers and submit, with recommendations, the names and records of men qualified for the vacant positions. Captains of ships on foreign stations will fill vacant positions of petty officers, report their action to the Department, and submit the records of the men upon whom acting appointments have been conferred.

(3) When a man is selected for the position of a petty officer, the captain shall issue to him an acting appointment, which shall hold good for six months unless revoked for cause. Such acting appointment may be revoked at any time by the captain of the ship, should the petty officer prove not qualified for the position he may be holding. Petty officers holding acting appointments shall receive the pay of the rating.

(4) When a petty officer has served satisfactorily in every respect under an acting appointment for the probationary period designated, the captain shall recommend him to the Department for a permanent appointment. Should the Department not approve the recommendation for a permanent appointment, or should the captain consider further probationary service advisable, the acting appointment may be renewed.

(5) Should a petty officer holding a permanent appointment be advanced to a higher rating, or transferred to another rating in the same class, he shall be given an acting appointment in said rating and be required to serve under such appointment a probationary period of three months, subject to the rules given in paragraphs 3 and 4 of this Article.

(6) When an acting appointment is renewed or revoked, the word "Renewed" or "Revoked," with the cause of revocation, shall be endorsed across its face over the signature of the captain.

(7) Special-service men may be rated as petty officers on board of stationary ships and at naval stations, but shall not be given appointments as such.

(8) Continuous-service certificates, acting and permanent appointments, are the property of the men to whom they have been issued, and must be delivered to them upon transfer or discharge. While the men are serving on board of a ship, their certificates and appointments shall be deposited with the captain for safe-keeping.

(9) A petty officer who has received an appointment from the Department shall not be disrated except by sentence of a general or summary court-martial.

Transfer or discharge of a petty officer.

799. (1) Enlistment records shall show the dates of issue, renewal, and revocation of all appointments, both acting and permanent.

(2) The transfer of a petty officer holding an acting appointment from one cruising ship to another, to a receiving ship, or to a hospital, shall not involve reduction in rating; but the probationary service required to obtain a permanent appointment must be passed in cruising ships.

(3) At the end of his enlistment, a petty officer shall be discharged in the rating of the appointment, permanent or acting, in which he may be then serving.

(4) A petty officer, honorably discharged with a permanent appointment, who presents himself for reenlistment within three months from date of discharge, shall, if physically qualified, be enlisted in the rating of said appointment.

(5) A petty officer, honorably discharged with an acting appointment, who reenlists within three months from date of discharge, shall receive credit for the probationary service performed under said appointment.

Advancements in ratings.

800. (1) As far as practicable each class of petty officers shall be recruited from the next lower class, and they shall be advanced but one class at a time.

(2) Special reports shall be made to the Department, by the captain, of any petty officers who may show marked ability for the positions of chief petty officers.

(3) Ordinary seamen and landsmen may, when qualified, be advanced to fill vacancies in the ratings of seaman and ordinary seaman, respectively.

Persons entitled to honorable discharge.

801. (1) Any person in the Navy, enlisted for general service, who is recommended by his captain for a testimonial for fidelity, obedience, and ability during his term of service, and who is a desirable person to retain, shall, upon the expiration of his enlistment, receive an honorable discharge.

(2) When deciding upon the claim of an enlisted man to an honorable discharge, the captain must give due weight to the recommendations of all other captains under whom the man may have served during his current enlistment, as shown by his enlistment record.

Persons entitled to an ordinary discharge.

802. The following persons are entitled to an ordinary discharge only:

(*a*) All who enlisted for other than general service.

(*b*) All general-service men who are not recommended by the captain for a testimonial for fidelity, obedience, and ability during their term of service.

(*c*) All who are discharged before the expiration of their term of enlistment at their own request, or for their own convenience.

Dishonorable or bad-conduct discharge.

803. (1) A dishonorable discharge can be given only in accordance with the sentence of a general court-martial.

(2) A bad conduct discharge can be given only by sentence of a general or summary court-martial. Discharge by sentence of a summary court-martial can not be given effect in a foreign port.

(3) When a dishonorable or bad-conduct discharge is given, an ordinary discharge form shall be used, and the words "dishonorable discharge," or "discharged for bad conduct by sentence of a general (or summary) court-martial" shall be written across the face and signed by the captain.

Form of discharge.

804. (1) Whenever any enlisted man, not holding a continuous-service certificate, is discharged from the naval service, either the form of honorable or that of ordinary discharge shall be used.

(2) If the person discharged holds a continuous-service certificate, neither form of discharge will be necessary, but the appropriate column of the certificate shall be filled out, and the character of the discharge, such as "honorable," "ordinary," "bad conduct," or "dishonorable" shall be designated therein; if either of the last two, a brief statement of the cause shall be made in an endorsement.

(3) When an ordinary discharge is given, the captain shall endorse across its face, over his signature, whether or not the man is recommended for reenlistment. The same endorsement shall be made on the enlistment record with the reasons for such recommendation.

Discharge to contain descriptive list, etc.

805. Every discharge must contain the enlistment record, conduct record, descriptive list, and state of account.

Discharges without the United States.

806. (1) No person shall be discharged outside of the United States unless by order of the Navy Department, or in accordance with the sentence of a general court-martial, with the following exceptions:

(*a*) Upon the expiration of the term of enlistment of a man enlisted within the United States, whose detention on board is not essential to the public interests, he may be discharged upon his own written request, by order of the senior officer present; provided said request states that the applicant waives all claim for transportation at public expense and all consular aid.

(*b*) Men who have enlisted outside of the United States, upon the expiration of their terms of enlistment, or the recommendation of a board of survey.

(*c*) Men whose discharge by purchase has been authorized.

(2) Whenever a man who enlisted within the United States is discharged in a foreign port, or a man who enlisted in an Atlantic port is discharged in a Pacific port of the United States, or a man who enlisted in a Pacific port is discharged in an Atlantic port of the United States, in accordance with his written request, in which he waives all claim to transportation to the United States, or to the Pacific or Atlantic coasts of the United States, the original of such request must be forwarded to the Bureau of Navigation and a duplicate thereof must be entered in full, after the last quarterly entry, on the enlistment record of the man, which duplicate must be signed by the applicant in the presence of a commissioned officer of the Navy, who must also sign this record as witness to such signature.

(3) All other written requests of enlisted men regarding discharge while absent from the United States, or from the coasts of the United States where they may have enlisted, in which claims to transportation at Government expense may be waived, must, if granted, be entered on the enlistment record in the same manner.

Discharges within the United States.

807. Any person serving in the Navy may, when within the United States, be discharged by the written order of the senior officer present for either of the following reasons, but not otherwise, except by authority from the Navy Department:

(*a*) Upon the expiration of his term of service, whether enlisted within or without the United States.

(*b*) By sentence of a general or summary court-martial.

When entitled to discharge.

808. Enlisted persons in the naval service of the United States are only entitled to their discharge upon the expiration of their term of service.

Discharge for cause or by purchase.

809. (1) No enlisted person in the naval service of the United States shall be discharged therefrom, before the expiration of his term of enlistment, except for cause, or by purchase.

(2) Discharge by purchase is not an absolute and unconditional right, but a privilege which may be granted by the Navy Department.

(3) No enlisted man can purchase his discharge while he is in debt to the Government, or until he has served at least three months of his enlistment.

(4) An enlisted man procuring discharge by purchase thereby forfeits all benefits due to continuous service or honorable discharge.

(5) Applications for discharge by purchase will not be considered unless based upon valid reasons, which must be fully set forth by the applicant, and verified by the commanding officer if practicable.

(6) No man will be allowed to purchase his discharge a second time.

(7) When the vessel upon which an applicant for discharge is serving is in United States waters, or attached to the North Atlantic Station, applications for such discharge will be made to the Department through the proper channels. If the vessel is on a foreign station such application will be made to the commander in chief, who will take such action as he may deem proper, provided the applicant, in his application, waives all claim to transportation or consular aid. Should the commander in chief not grant the discharge, application may then be made to the Department, through the prescribed channels.

(8) The price of discharge during the fourth month of enlistment will be twenty-five per cent of the yearly pay of the applicant; during the fifth month thirty per cent, and so on, increasing five per cent per month until the fourteenth month, when the maximum price is reached; during the fifteenth month the price will be ninety-five per cent of the maximum price; in the sixteenth month, ninety per cent, and so on, decreasing five

per cent per month, until the thirty-fourth month, when he may apply for discharge without payment.

(9) In addition to the purchase price of discharge as prescribed in paragraph 8 of this Article, men who have received three months' extra pay in consideration of reenlistment shall be required to refund the amount of such extra pay as a condition precedent to the purchase of discharge.

(10) Applications for discharge from men who have served less than four months of their enlistment or reenlistment will not be considered.

Returned deserters to serve out full time.

810. Persons who are apprehended or who surrender themselves as deserters or stragglers from the Navy, shall not be entitled to discharge until they have served out the period of their unauthorized absence.

Yeomen.

811. Yeomen shall not be discharged until the stores under their charge shall have been examined and satisfactorily accounted for.

No honorable discharge forms at hand.

812. Should there be no honorable discharge forms at hand upon the expiration of the term of enlistment of any person who is entitled to receive one, an ordinary discharge form may be used; the words "entitled to honorable discharge," however, must be written across the face and signed by the captain. The holder thereof may, by communicating with the Bureau of Navigation, Navy Department, exchange such a paper for an honorable discharge.

Exchange of discharge for con-continuous-service certificate.

813. (1) Any person who, upon the expiration of a three years' enlistment, receives an honorable discharge, or a recommendation for reenlistment endorsed upon an ordinary discharge, shall, upon reenlistment for three years within three months from the date of his discharge, receive in exchange for said discharge a continuous-service certificate.

(2) When said discharge is surrendered for exchange, the date of reenlistment shall be endorsed in red ink across its face, over the signature of the commander of the ship or rendezvous where the man reenlisted, and also the amount of the gratuity credited to his account, over the signature of the pay officer. The discharge shall then be forwarded to the Bureau of Navigation.

Continuous-service certificates issued by Bureau of Navigation.

814. Continuous-service certificates shall be prepared and issued by the Bureau of Navigation to men who make application for and are entitled thereto, upon the receipt of the discharge from the commander of the ship or rendezvous where the men reenlist. The increase of pay for continuous service shall begin immediately upon reenlistment.

Continuous-service men not recommended for reenlistment.

815. When any person holding a continuous-service certificate is discharged, who, in the opinion of his captain, is unworthy to be retained in the service, the words "Not recommended for reenlistment" shall be endorsed upon his certificate and enlistment record, with the reasons therefor.

Advantages of continuous-service certificates.

816. (1) The continuous-service certificate shall confer all the benefits of an honorable discharge in cases where persons are recommended therefor, and must always state, in the proper column, whether the discharge is "honorable," "ordinary," "for bad conduct," or "dishonorable."

(2) In the old form of "honorable discharge and continuous-service certificates" the character of discharge will be written in the column headed "Date of discharge," immediately above the date.

(3) A continuous-service certificate entitles the holder to three months' extra pay or bounty, provided his last discharge is marked "honorable" and the reenlistment takes place within three months.

Desirable men, rating best qualified to fill.

817. When any person whose retention in the service is desirable shall be transferred or discharged, an endorsement in red ink to that effect and the rating for which best qualified, shall be made upon his enlistment record by the captain.

Rates for discharge.

818. Persons in lower ratings than petty officer, discharged by reason of the expiration of their enlistment, shall also be discharged in the rating in which they are serving.

819. (1) The order of the captain to the executive officer to discharge a person may be verbal.

Details of discharge.

(2) The order to the pay officer to pay off a person and close his account must be in writing.

(3) The name and rating of the person discharged, cause of discharge, and any claim waived must be entered in the log.

820. (1) Marks for professional qualifications and conduct, recommendations for honorable discharge and good-conduct medal, offenses committed and punishments awarded, must be entered upon the enlistment record of every enlisted person promptly at the end of each quarter, and upon his transfer, discharge, desertion or death; and these entries must be immediately signed by the captain.

Enlistment records, entries to be made on.

Additional entries in cases of discharge or death.

(2) The following additional information, in cases of discharge or death, must be written on the enlistment record and signed by the captain, who shall then forward it to the Bureau of Navigation:

(*a*) *Discharge.*—Date, place, cause, authority for, character of, state of account.

(*b*) *Death.*—Date, place, cause, place of burial, state of account.

Enlisted men not discharged upon promotion.

821. An enlisted man rated as mate or appointed a warrant officer or clerk is not thereby discharged from his enlistment.

Reduction of an enlisted petty officer.

822. Should an enlisted petty officer be reduced by sentence of a court-martial to a rating below that of a petty officer, the privilege of reenlistment as such in his next enlistment is forfeited.

Artificers to have trades of ratings.

823. Men shall not be appointed as petty officers in the artificer branch unless they have the trade represented in the rating.

824. (1) No person shall be reduced below the rating in which he was received on board, except as provided for in Art. 798, par. 3, by order of the Navy Department, or by sentence of a court-martial.

Restrictions as to disratings.

(2) A summary court-martial may disrate any rated person for incompetency.

Men transferred for discharge not to be disrated.

825. The rating and pay of enlisted persons who may be transferred for discharge upon expiration of enlistment or on account of having a short time to serve, shall not be changed by such transfer.

Changes in rating.

826. Whenever a change of rating takes place the captain shall give to the pay officer an order in writing, stating the change of rating and the date from which it takes effect.

827. Any alien of the age of twenty-one years and upward who has enlisted or may enlist in the United States Navy or Marine Corps, and has served or may hereafter serve five consecutive years in the United States Navy, or one enlistment in the United States Marine Corps, and has been or may hereafter be honorably discharged, shall be admitted to become a citizen of the United States upon his petition, without any previous declaration of his intention to become such; and the court admitting such alien shall, in addition to proof of good moral character, be satisfied by competent proof of such person's service in and honorable discharge from the United States Navy or Marine Corps. (Act of Congress, approved July 26, 1894.)

Naturalization.

828. (1) Every continuous-service seaman, of good standing as to character and conduct, who is conversant with the drills, routines, and customs of the service, the handling and care of ordnance and electrical material, who displays ability to command and instruct men, and who has successfully completed the prescribed course of instruction for seamen gunners, shall receive, from the Bureau of Navigation, a certificate as seaman gunner.

Qualifications for seamen gunners.

(2) Inspectors of ordnance shall make to the Bureau of Navigation reports of the proficiency of seamen, who may be given, under their supervision, the prescribed course of instruction for seamen gunners.

(3) Men holding certificates as seamen gunners are entitled to the pay prescribed for said rating, and are entitled to reenlist as such.

829. Landsmen enlisted for baymen shall be given a course of instruction on board a receiving ship or at a naval hospital before being drafted for service in a sea-going ship.

Baymen.

830. Buglers will be supplied from the station at Newport, upon application to the Navy Department; but no person detailed for such duty shall hold the rate or receive the pay of bugler during his term of service as an apprentice.

Buglers.

All changes in ratings to be logged.

831. Every change in rating, with the reason therefor, shall be fully entered in the log.

SECTION 6.—TRANSFERS.

832. The transfer of an enlisted man from one ship or station to another, other than as provided for in Art. 833, shall only be made as follows:

From one ship or station to another.

(*a*) In home ports, by order of the Bureau of Navigation.

(*b*) For temporary service between the ships of a fleet or squadron on the coast of the United States, by the commander in chief; by the commander in chief of a fleet or squadron, or the senior officer, in foreign waters, when the interests of the service require it; but the Bureau of Navigation shall be informed without delay of such changes.

833. (1) Sick persons may be sent to a hospital at any time upon recommendation of a medical board of survey, by order of a commandant or senior officer present.

Removal of sick to hospital.

(2) When any petty officer or enlisted person is sent from a ship within the limits of the United States to a hospital for treatment, or from a ship on a foreign station to a hospital within the limits of that station, his accounts shall be retained on board the vessel to which he is attached, and he shall continue to hold the rating in which he was serving.

(3) Such issues as may be necessary for the health and comfort of men in hospitals in the United States during the absence of the ships to which

they are attached shall, upon the order of the commandant of the station, be made by the pay officer of the nearest receiving ship in the manner prescribed in Art. 1314, for issues of clothing and small stores to supernumeraries entitled to pay.

(4) The transfer of a petty officer or an enlisted man to a hospital for treatment shall not be considered as creating a vacancy, except when the ship to which he was attached is about to leave the limits of the United States for a foreign port, or when he is sent from a ship in a foreign port to a hospital in the United States. In such cases his accounts shall be transferred to the receiving ship nearest the hospital, and the vacancy thus made may be filled.

(5) In cases when there is a probability that men will be under treatment for an indefinite period, authority will be granted by the Department to transfer their accounts to a receiving ship, and to fill their vacancies.

(6) The pay of an enlisted man, when at a hospital in the United States, ceases when his term of enlistment expires; he may be retained for treatment. When at a hospital on a foreign station, his pay continues until he is returned to the United States, even after his term of enlistment has expired.

Sick persons transferred to Philadelphia hospital.

(7) Persons transferred to the naval hospital at Philadelphia shall be directed to report to the Governor of the Naval Home.

Transfer of prisoners sent to a penitentiary.

834. When prisoners are sent to a penitentiary in accordance with a sentence of court-martial, their accounts shall be forwarded to the receiving ship nearest the place of confinement, accompanied by a letter of advice.

Transfer papers.

835. (1) In every case of transfer of a man from one ship or station to another, the following papers shall be transmitted:

(*a*) Enlistment record, with all entries to date of transfer, signed by the captain and the medical officer.

(*b*) Clothing list.

(*c*) Transfer accounts.

(2) When sent to a naval hospital, a conduct report shall accompany the hospital ticket, and one shall be returned with the man when discharged. A memorandum of his accounts, when they are not transferred to the nearest receiving ship, shall be furnished the commandant of the station.

Men transferred without their accounts.

836. When men are transferred to a command without their accounts and other transfer papers, the commanding officer shall, if necessary to obtain the accounts and papers, report the fact without delay to the Navy Department, giving the names and ratings of the men and such other information as can be obtained.

Transfers between home stations.

837. When men are transferred from one station or ship to another on the Atlantic coast they shall be supplied with cooked rations, if the period of transit be less than twenty-four hours.

SECTION 5.—APPRENTICES.

Age limits and term of enlistment for apprentices.

838. Boys between the ages of fourteen and seventeen years may, with the consent of their parents or guardians, be enlisted to serve in the Navy until they shall arrive at the age of twenty-one years.

Bureau of Navigation controls enlistment and training.

839. The enlistment and training of apprentices for the Navy will be conducted under the direction and supervision of the Bureau of Navigation.

Enlistment, where made.

840. Apprentices shall be enlisted only on board such receiving and stationary ships as the Department may direct.

Parent or guardian to accompany boy wishing to enlist.

841. Each boy presenting himself for enlistment must be accompanied by his father, or by his mother in case the father be deceased, or by his legally appointed guardian in case he has neither father nor mother living, and the parent or guardian presenting the boy must sign the prescribed "consent, declaration, and oath" which forms part of the shipping articles.

When parent or guardian is unable to appear.

842. In cases where parents or guardians may, by reason of distance, infirmity, or other causes, be unable to appear at the place of enlistment, they will, on written application to the commanding officer of either of the ships upon which enlistments are made, be furnished with the printed form of "consent, declaration, and oath," in duplicate, by executing which the enlistment will be perfected should the boys be accepted by the board of examining officers.

Necessary qualifications for boys.

843. (1) Boys enlisted for the service must be of robust frame, intelligent, of perfectly sound and healthy constitution, free from any physical defects or malformation, and not subject to fits.

Must be able to read and write.

(2) They must be able to read and write. In special cases, where the boy shows a general intelligence and is otherwise qualified, he may be enlisted notwithstanding that his reading and writing are imperfect.

Agreement to serve must be explained to recruits.

(3) All boys enlisting as apprentices must voluntarily sign an agreement to serve in the Navy until twenty-one years of age, which agreement must, before being signed, be carefully read and explained to each boy by the recruiting officer.

To be enlisted as third-class apprentices.

(4) All boys shall be enlisted as third-class apprentices, and shall be continued in this rating while at the training station and while in training ships.

Must be of good character.

(5) No boy who has been convicted of crime or is of known bad character shall be enlisted.

Board to examine recruits.

844. The board of examining officers for enlisting boys shall consist of the captain, one line officer, and the senior medical officer of the ship.

Discharge of apprentices.

845. (1) No apprentice will be discharged from the service before the expiration of his enlistment except for inaptitude for the service, or upon the sentence of a court-martial or the recommendation of a medical board of survey, or by purchase.

Discharge for inaptitude.

(2) Discharges for inaptitude will be ordered only by the Bureau of Navigation.

Copies of descriptive list to be sent to receiving ships.

(3) Whenever an apprentice is discharged for bad conduct or inaptitude a copy of his descriptive list shall be sent to every receiving ship where apprentices are enlisted.

Apprentices may obtain discharge by purchase.

(4) Apprentices may apply for discharge by purchase, during the first eighteen months of enlistment.

(5) The price of discharge during the first three months will be the whole amount of pay from date of enlistment to date of discharge; during the fourth month, thirty per cent of one

year's pay; during the fifth month, thirty-five per cent of one year's pay, and so on, increasing five per cent per month until the eighteenth month, when the price will be one full year's pay.

(6) In addition to the above-specified sum all applications must be accompanied by a deposit equal to the value of the outfit of clothing received, less any amount that may be due the applicant on the paymaster's books.

(7) All applications must be accompanied by the consent of parent or guardian in the same manner as was required at the time of enlistment.

When value of outfit must be refunded.

(8) Should any apprentice during his minority be discharged at his own request, or at the request of his parents, guardians, or friends, the value of the outfit of clothing given to him at enlistment must be checked against his account, and any indebtedness to the United States must be refunded.

Parents to be notified before discharged.

(9) Before discharging an apprentice under the provisions of this article, the captain shall, if practicable, notify his parents or guardian, and allow a reasonable time for means to be sent to defray the boy's expenses to his home.

Time as apprentices to count as continuous service.

846. Apprentices who are honorably discharged at the expiration of their enlistment shall, upon reenlistment within three months from the date of discharge, be entitled to all the benefits of continuous service for the period of service during minority.

Entitled to benefit of pension laws.

847. Boys while serving as apprentices in the Navy are entitled to the benefit of the naval pension laws.

Transfer of recruits to training stations.

848. As soon after enlistment as practicable, apprentices will be transferred to the training station at Newport; and no apprentice shall be retained at other stations for a longer period than one month. Commandants of other stations shall give notice to the commandant of the training station when drafts of apprentices are to be sent, in order that arrangements may be made to receive them.

Duties of commandant of training station.

849. The commandant of the training station shall be charged with the general superintendence and government of the station, and the care of the grounds, buildings, and ships connected with it.

All officers and others under his direction.

850. All officers, instructors, and apprentices, attached to or temporarily serving at the station shall be under his command. The officers shall perform such duties of instruction and drill as he may assign them.

Commandant to establish routines, etc.

851. He shall establish the course of instruction, the dietary, and the routines of study and exercises at the station, subject to the approval of the Bureau of Navigation.

Officers to be borne on the books of stationary ships.

852. The commandant and the officers on duty at the training station shall be borne on the books of the stationary training ship thereto attached.

Instruction of apprentices.

853. (1) Apprentices shall remain at the training station for a period of six months, during which they shall receive instruction in reading, writing, arithmetic, and the rudiments of the seaman's profession. At the termination of the period of instruction at the training station, they shall be transferred to the cruising training ships.

(2) Should any apprentice be reported not qualified, from sickness or other cause, for transfer to a cruising training ship, he may, with the approval of the bureau, be retained for a further period of six months.

Permanent board.

854. The commandant shall appoint a permanent board, consisting of the line officer next in rank and the officers in charge of departments of instruction, who shall scrutinize quarterly the record and relative merit of each apprentice, and recommend for discharge such apprentices as show no aptitude for the service, or make no progress in instruction, or whose example may be injurious to their companions, or whose habits unfit them for the service. Such apprentices shall be reported to the Bureau of Navigation for such action as may be deemed advisable. A boy found deficient, but considered worthy of further trial, may be continued if recommended by the board. The board shall also designate, when required, those apprentices who are found, upon examination, to be qualified for transfer to the cruising training ships.

Use of tobacco forbidden.

855. Apprentices shall not be allowed to use tobacco in any form while serving at the training station or on board a stationary ship.

Character of discipline.

856. The discipline on board the training ships must be enforced with firmness and consistency. Mild means may be employed at first, to be followed by severer measures if the former fail to correct offenses.

Advancement in rating.

857. (1) Deserving boys transferred from a cruising training ship for service in regular cruising ships shall be rated and transferred as apprentices, second class.

(2) Boys transferred for service as apprentices, third class, shall, if qualified, be advanced to apprentices, second class, after six months' service in regular cruising ships.

Service on cruising training ships.

858. The cruising training ships shall make a summer and a winter cruise, and no apprentice shall, except in cases of emergency, be transferred to the general service until he shall have made both cruises.

Half of the apprentices to be transferred at one time.

859. When practicable, one-half of the number of apprentices on board the cruising training ships will be changed every six months. Apprentices who have made two cruises will, unless recommended for discharge, be transferred to ships of the general service.

Recommendations for discharge at end of cruise.

860. (1) At the end of a cruise, the captain of each cruising training ship shall forward to the Bureau of Navigation a list of such apprentices who have made one cruise as should, in his opinion, be discharged for inaptitude.

Bureau to be informed of number required to fill complement.

(2) He shall inform the bureau at the same time of the number of apprentices that will be required to fill his complement after transfers and discharges.

Inspection of food issued to apprentices.

861. He shall pay careful attention to the sanitary conditions of his command, and make frequent inspections of the quantity and quality of the food issued to the apprentices.

Captain of cruising training ship responsible for care and instruction of apprentices.

862. He shall be responsible for the proper care and instruction of the apprentices under his command. The course of instruction begun at the training station shall be continued progressively on board the cruising training ships, and the routine of exercises and the system of discipline for apprentices shall be based upon those in force at the training station.

Regulations of ship to be posted.

863. The regulations governing the behavior of apprentices, together with the scale of punishments for various offenses, shall be posted in a conspicuous place on board of each training ship.

Leave of absence at end of cruise.

864. When practicable, apprentices whose conduct warrants the indulgence shall at the end of a cruise be granted a leave of absence not to exceed ten days, such leave to be granted only to those who are out of debt or who make a deposit to cover indebtedness.

Quarterly examination and advancement in rating.

865. (1) A quarterly examination shall be held on board of each cruising training ship by a board composed of the executive officer, the navigator, and the senior watch officer. They shall make a report of the result to the captain, accompanied by such recommendations, for his guidance and information, as are required in Arts. 857 and 860.

Report of quarterly board to be recorded in conduct book.

(2) The marks given by this board shall be entered in the appropriate columns of the conduct book and enlistment records.

The crews of cruising training ships to be composed of selected men.

866. The crews of the cruising training ships will be composed of men especially adapted for that particular service, as regards character, intelligence, and professional qualifications. Whenever a cruising training ship visits a naval station, the Bureau of Navigation may authorize the transfer to the receiving ship of persons reported by the captain as unsuitable for the training service, and shall require a careful selection to be made of persons to fill all vacancies.

Status of apprentices on cruising ships of general service.

867. (1) On board cruising ships in the general service, apprentices shall form a part of the regular complement.

To take the place of ordinary seamen.

(2) When the number of apprentices available for transfer will permit, they will be detailed to ships by the Bureau of Navigation in place of an equal number of ordinary seamen.

Vacancies among apprentices may be filled by ordinary seamen.

(3) In such cases, whenever vacancies occur among the apprentices which can not be filled by others, they shall be filled by ordinary seamen until the regular complement is reestablished.

Apprentices, how stationed in cruising ships.

868. (1) Apprentices in the general service shall be stationed in different parts of the ship, their stations being changed, as far as practicable, every three months in order to acquaint them with the working of all parts.

Restrictions upon detail for special duties.

(2) They shall not be detailed for duty as messengers for a longer period than three months, nor shall they be detailed for duty in the fire room or as mess cooks, unless in case of necessity.

Instruction to be continued on cruising ships.

869. The instruction of apprentices shall be continued in general cruising ships, as nearly as possible in conformity with the instruction on cruising training ships.

Quarterly examinations on cruising ships.

870. Captains of ships having apprentices on board shall cause them to be examined quarterly by a board of three officers, and the marks thus obtained entered on the conduct book and enlistment records.

Advancement in rating on cruising ships in general service.

871. Properly qualified apprentices shall be rated apprentice, first class, after they shall have served one year in cruising ships of war.

To be sent home on expiration of enlistment.

872. Apprentices whose terms of enlistment expire abroad shall be sent to the United States for discharge, unless they desire to reenlist.

Apprentices acting as buglers.

873. All orders and regulations in regard to the advancement in rating and the instruction of apprentices on board cruising ships, either of the training squadron or the general service, shall apply to apprentices who may be performing the duty of bugler.

SECTION 6.—DESERTIONS.

All officers to check desertion and straggling.

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

Desertion and absence without leave defined.

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

Absence for ten days.

876. Absence without leave, with a probability that the person does not intend to desert, shall at first be regarded as straggling, but at the end of ten days as desertion.

Surrender after departure of ship.

877. If a man deserts his ship which is about to sail, or overstays his leave until after the ship sails, with manifest intention of escaping his duty, and delivers himself on board another ship as a straggler, such offense shall be considered as desertion.

Entries to be made.

878. The captain shall cause the proper entries of the facts, of which he shall be the judge, to be made in the log and on the pay officer's books.

The date of desertion.

879. In case of desertion from duty, the date of desertion shall be the date when the man leaves his duty. When the desertion is from leave, the date of desertion shall be the date at which the leave expired.

880. The provisions of the six foregoing articles in this section are intended for guidance in making the proper entries on the records when men absent themselves, but not for the guidance of courts-martial in judicially determining whether a man is guilty of desertion.

Amount of reward authorized.

881. A reward not exceeding twenty dollars may be offered for the recovery of a deserter, and one not exceeding ten dollars for the recovery of a straggler. The reward offered should not exceed what is necessary to secure the arrest, and in neither case shall it be paid until the man is delivered on board the ship to which he belongs, or, if she has left the port, to the senior officer present. A reward paid for the apprehension and delivery of a deserter or straggler shall be checked against his account.

Aid of civil authorities in apprehending absentees.

882. In all cases in which the aid of the civil authorities is required, descriptive lists, signed by the captain and stating the amount of the reward offered, shall, in the United States, be sent to the headquarters of the police and, if necessary, to the United States Marshal; and in foreign ports to the consul of the United States.

Offer of rewards.

883. The offer of a reward shall clearly state that the man must be delivered on board a ship of the Navy in the port where the desertion occurred, and specify the time within which the delivery must take place.

Reward for apprehending an officer not to be offered.

884. A reward for the apprehension of an officer shall not be offered unless specially authorized by the Department, or on a foreign station by the commander in chief.

Extra expenses may be paid.

885. In addition to the reward authorized, such expenses as have been fairly incurred for lodging, subsistence, and travel of the deserter or straggler may in special cases be paid and checked against his account, but no claim for loss of time or for subsistence of any person apprehending or delivering such deserter or straggler shall be entertained.

Checkage of rewards not a punishment.

886. The checkage of rewards paid shall not be regarded as any part of the punishment to which a deserter or straggler is liable.

Removal of desertion mark.

887. The letter "R" marked against a person's name on the ship's books signifies desertion, and no application for its removal will be entertained until the Navy Department is furnished with sufficient evidence that there was no intention to desert. But the captain of the ship may cause the removal of the mark of desertion at any time before the end of the current quarter, upon being satisfied that the entry is incorrect.

Reports of deserters and stragglers.

888. Before sailing from a port in the United States, the captain shall forward to the commandant of the nearest naval station a report of deserters and men absent without leave, containing their descriptive lists and a statement of rewards offered. The enlistment records of persons who have been declared deserters shall be forwarded to the Navy Department, and shall contain the following information: Date of desertion, place, attendant circumstances, and state of account.

Stragglers and deserters may be received only on board receiving ships.

889. Captains of cruising ships at naval stations within the United States, where there is a receiving ship, shall in no case receive on board stragglers or deserters from other ships. Such persons shall be received on board receiving ships, and notice thereof shall be sent immediately to the Navy Department.

Persons separated from their ship to join the nearest command.

890. If any person in the Navy becomes unavoidably separated from his ship by reason of shipwreck or any other circumstance except capture by an enemy, it shall be his duty to proceed at once to the nearest ship, squadron, or station and report himself to the officer in command. In the event of failure to do this he will be regarded as a deserter, and no claim for wages will be allowed unless he shall prove to the satisfaction of the Department that he was prevented by circumstances beyond his control.

Persons deserting to a foreign man-of-war.

891. If a deserter from a ship of the Navy in a foreign port takes refuge on board a foreign ship of war of a nationality other than that of the port, the senior officer present shall make a formal request for his delivery to the senior naval officer present of the nation to which said foreign ship belongs. Should the request not be complied with, he shall report the case and circumstances immediately to the Navy Department.

Extradition of persons in the Navy charged with crime.

892. If any person belonging to the Navy charged with crime shall desert in the waters of any foreign state between which and the United States a treaty of extradition for the apprehension and delivery of persons charged with crime exists, the senior officer present shall take measures for his recovery in accordance with the provisions of such treaty.

Force not used within foreign jurisdiction.

893. In no case shall force be used to recover deserters within foreign territorial limits or on board foreign ships.

Deserters forfeit rights of citizenship.

894. Every person who deserts from the naval service of the United States is deemed to have voluntarily relinquished and forfeited his rights of citizenship, as well as his right to become a citizen; and such deserters shall be forever incapable of holding any office of trust or profit under the United States, or of exercising any rights of citizens thereof.

Penalties for enticing, aiding, or harboring deserters.

895. Every person who entices or aids any person in the naval service to desert, or who harbors or conceals any such person, knowing him to be a deserter, or who refuses to give up such person on the demand of any officer authorized to receive him, is liable to punishment by imprisonment and fine, to be enforced in any court of the United States having jurisdiction.

SECTION 7.—REWARDS AND PRIVILEGES.

Advancement to warrant officers.

896. Enlisted men distinguishing themselves in battle, or by extraordinary heroism in the line of their profession, may be promoted to warrant officers, if found fitted, upon the recommendation of their commanding officer, approved by the flag officer and the Secretary of the Navy. And upon such recommendation they shall receive a gratuity of one hundred dollars and a medal of honor prepared under the direction of the Secretary of the Navy.

Medals of honor.

897. Any enlisted person in the Navy or Marine Corps may receive a medal of honor for an act of extraordinary heroism and gallantry performed in the line of his profession, upon recommendation of his captain or commanding officer, approved by the Secretary of the Navy.

Life-saving medals.

898. (1) Any person in the naval service who shall within the United States or on board any American vessel endanger his own life in saving or endeavoring to save the lives of others from the perils of the sea, is entitled to receive from the Government a life-saving medal as follows:

Two classes of medals.

(*a*) The medal of the first class is given only in cases of extreme and heroic daring.

(*b*) The medal of the second class is given in cases not sufficiently distinguished to deserve the medal of the first class.

Evidence required.

(2) No award of either medal will be made to any person until sufficient evidence of his deserving shall have been presented to the Secretary of the Treasury through the Secretary of the Navy.

Special reports to be made of distinguished conduct.

899. (1) All acts of heroism and gallantry referred to in Arts. 896 to 898 shall be promptly reported to the Secretary of the Navy.

(2) These reports must carefully and fully set forth all the attending circumstances, in order that the degree of reward may be made commensurate with the daring displayed.

Good-conduct medals.

900. (1) Any man serving under a continuous-service certificate shall, at the expiration of his second term of enlistment, upon the recommendation of his captain, receive a good-conduct medal.

(2) Captains shall recommend for good-conduct medals those only who are distinguished for obedience, sobriety, industry, courage, neatness, and proficiency.

(3) A person who has received one medal will, if subsequently recommended, be given a clasp, with the name of the ship in which he last served engraved thereon.

(4) Medals and clasps will be supplied by the Bureau of Navigation.

(5) Clasps shall be worn above the medal on the same ribbon.

(6) Good-conduct medals are given in recognition of good behavior and faithful service, and no person shall be deprived of them or of the advantages attached to them, except by a sentence of a general court-martial. The captain may, however, forbid the wearing of medals by any person undergoing punishment or restriction of privileges.

Crews of stationary ships to be selected from men of twenty years' service.

901. (1) The crews of the receiving and stationary ships will be composed, as far as practicable, of men that have served twenty years at general service in the Navy, and preference will be given to those that have served under continuous-service certificates.

To receive all benefits of continuous service, etc.

(2) Such persons while serving on board of receiving and stationary ships shall receive all the benefits of honorable discharge and continuous service.

Homes on board receiving ships between enlistments.

902. (1) Any person receiving an honorable discharge from the naval service shall be permitted to elect a home on board any receiving ship so long as his conduct is such as to warrant that privilege, during any portion of the three months granted by law as the limit of time within which to receive the pecuniary benefit of such discharge.

(2) Application for entry on board a receiving ship under this article must be made to the commandant of the station to which the receiving ship is attached.

(3) Every person so received shall be allowed one ration, which shall not be commuted, but he shall not be entitled to pay except as provided upon reenlistment.

(4) Separate muster rolls shall be made of persons availing themselves of this privilege, and they shall not be received until they have signed an agreement to conform in all respects to the laws and regulations of the Navy and to the rules and discipline of the ship.

(5) All persons received on board a receiving ship under the provisions of this article shall be required to wear their uniform while on board the ship. They shall not be called upon to take part in drills nor to perform any labor, except to help in the usual morning watch work, cleaning the part of the ship in which they live. They shall be granted by the captain such leaves of absence as they may desire.

Conduct classes.

903. (1) The enlisted men of every ship of the Navy shall be arranged, according to conduct and without regard to rating, in four classes, viz: first, second, third, fourth.

(2) When the crew is first received on board, the captain shall assign the men to conduct classes upon any available information as to previous service and character, such as the possession of good-conduct medals, honorable discharges, or continuous-service certificates, and the record of conduct since enlistment. He shall, however, give to the men the benefit of any doubt, and enable them to begin their new association under as favorable conditions as possible.

(3) At the end of each month those whose conduct warrants it shall be advanced not more than one class, until they shall have reached the first class; but reduction in class may be made at any time, when justified by misconduct, and shall not be limited to one class.

(4) The captain shall cause to be published each month a list of the crew, arranged in conduct classes, showing the date upon which every person

who has been reduced in class may be entitled, by good conduct, to advancement.

(5) When any person shall be reduced in rating, or otherwise punished for bad conduct, it will involve his being transferred to a lower conduct class at the discretion of the captain.

(6) The crew shall be allowed to draw money, monthly, in accordance with their conduct classes, as follows:

(*a*) First-class conduct men, the amount due in excess of the amount required to be retained to their credit.

(*b*) Second-class conduct men, one-half of one month's pay, or so much thereof as may be due in excess of the amount required to be retained to their credit.

(*c*) Third-class conduct men, one-third of one month's pay, or so much thereof as may be due in excess of the amount required to be retained to their credit.

(*d*) Fourth-class conduct men, one-fourth of one-month's pay, or so much thereof as may be due in excess of the amount required to be retained to their credit.

(7) The granting of liberty on shore and other privileges will also depend upon the conduct class, and the captain shall establish rules defining the privileges or restrictions for each class.

(8) The requisite qualifications for first-class conduct men are strict attention to duty, implicit and ready obedience, sobriety, alacrity, courageous conduct, neatness of person and of dress, quick and respectful demeanor, and general usefulness in their respective ratings. From these at the end of six months shall be formed a special class of men upon whom special reliance may be placed.

(9) Second, third, and fourth class conduct men shall be graded according to the evidence which they give of the possession of the above qualities or any of them, in a greater or less degree.

(10) First-class conduct men shall be allowed every indulgence compatible with the demands of duty and with the exigencies of the service; and in respect to privileges a clear distinction should be made between them and the rest of the crew. Special privileges shall be allowed the special class when it is possible to extend these to a small number and not possible to extend them to all of the first class.

Conditions as to the granting of liberty.

904. Unless the exigencies of the service or the unhealthiness of the port prevent giving liberty to the crew, no person shall be deprived of liberty on shore for more than three months except he is confined by sentence of court-martial, or under arrest for trial by court-martial, or his conduct when ashore is of such a character as to bring discredit upon the service.

Restriction as to issue of monthly money.

905. The captain shall not permit money to be paid to the crew at sea, nor until the necessary duties are performed after anchoring in port.

Medals to be given publicly.

906. Good conduct and other medals shall, when practicable, be presented by the captain at a general or special muster of the officers and crew.

Conduct books.

907. (1) The captain shall cause a conduct book to be kept by the executive officer, which shall contain an exact copy of all entries made upon the enlistment record of each member of the crew during his period of service on board. These entries shall be made promptly at the end of each quarter, also upon the transfer, discharge, desertion, or death of any person, and shall be in strict accordance with the regulations and with such instructions as may be issued by the Bureau of Navigation.

To be sent to Department.

(2) At the expiration of a cruise the conduct book shall be forwarded to the Bureau of Navigation.

Messes to be organized by executive officer.

908. The executive officer shall arrange the petty officers and crew in messes, according to the customs of the service, having in view the space available for accommodating each mess, and shall assign to each a cook.

General arrangements of messes.

909. The petty officers and men of the crew shall be divided into messes in the following manner: Petty officers of the chief, first and second classes shall be messed separately from the remainder of the crew. The petty officers of the third class and the men shall be divided into messes of equal size, in accordance with their arrangement in divisions.

Mess cooks.

910. The mess cooks shall be selected only from men of the lowest ratings except in cases of absolute necessity. Apprentices shall not be detailed for that duty, unless temporarily and in case of necessity. Petty officers shall not be required to perform the duty of mess cooks.

Messing and berthing of boys.

911. Boys may be distributed among the messes, but apprentices should be berthed in their parts of the ship, near a responsible petty officer.

Responsibility of caterers of messes.

912. The caterer or cook of each mess shall be responsible for the safe-keeping and proper expenditure of mess money confided to his care by the members of the mess.

CHAPTER XXII.

MARINES.

SECTION 1.—GENERAL REGULATIONS.

913. (1) The Marine Corps shall, at all times, be subject to the laws and regulations established for the government of the Navy, except when detached for service with the Army by order of the President; and when so detached they shall be subject to the rules and articles of war prescribed for the government of the Army. (Sec. 1621, R. S.)

(2) No officer of the Marine Corps shall exercise command over any navy yard or vessel of the United States. (Sec. 1617, R. S.)

COMMANDANT OF THE CORPS.

Where stationed.

914. The Commandant shall be stationed at headquarters of the Marine Corps, Washington, D. C.

Responsibility for efficiency and discipline of corps.

915. He shall be responsible to the Secretary of the Navy for the general efficiency and discipline of the corps.

916. (1) He shall, under the direction of the Secretary of the Navy, issue such orders for the movement of officers and troops, and such general orders and instructions for their guidance as may, from time to time, be necessary.

Issue of orders.

(2) All orders issued to officers of the Marine Corps to perform any duty at a naval station, whether permanent, temporary, or special, shall require them to report to the commandant of the station.

Issue of orders in commandant's absence.

917. In the absence of the commandant on duty or leave, or by reason of sickness, disability, retirement, or death, the business of his office shall be conducted by the adjutant and inspector, who shall sign, with his actual rank and as acting commandant, all official papers, including the approval of vouchers for the payment of public money.

Recruiting service.

918. The commandant shall exercise general supervision and control over the recruiting service of the corps, and over the necessary expenses thereof, including the establishment of recruiting offices, and shall, from time to time, according to the necessities of the service, detail officers and men therefor.

Supervision of estimates and expenditures.

919. (1) For the purpose of securing an economical administration in the details of the service, he shall exercise a general supervision over all expenditures and supplies needed for the maintenance or connected with the management of the corps. It shall be his duty to see that all estimates of appropriations, required for the support and employment of the corps, are based upon proper considerations and made for legal objects.

(2) Whenever it is necessary to procure supplies of any sort from the Army, the colonel commandant, upon being informed thereof, will request the issue of the same, and upon approval by him of the properly prepared vouchers, will request a transfer in the Treasury Department of the amount necessary to pay for the articles, from the Marine Corps appropriation to the proper one of the Army, notifying the quartermaster of the same.

Approval of bills.

920. The approval by him of bills of expenses when such approval will, by existing instructions of the Treasury or Navy Department, authorize the payment of money, is to have the force of an order for such payment, and is always to be accompanied by the date of the approval, and the sum for which the bill is approved, written in words at length.

Distribution of officers and men.

921. The commandant of the corps shall make such distribution of officers and men, for duty at the several shore stations, as shall appear to him to be most advantageous for the interests of the service, and shall from time to time, when required by the Department, furnish guards for vessels of the Navy, according to the authorized scale of allowance. He shall also, upon proper application, cause vacancies in such guards to be filled, and shall direct the necessary transfers of officers and men for that purpose.

Discharge of enlisted men.

922. (1) Enlisted men of the corps, serving within the United States, shall be discharged by order of the commandant on expiration of their term of enlistment, or in pursuance of the sentence of a general or summary court-martial, or by reason of unfitness for service from causes properly ascertained. Cases of discharge which involve forfeiture of retained pay shall be referred to the Department for its action. Special discharges shall not be issued by the commandant except in cases of urgent necessity, and when such discharges will not, in his opinion, be prejudicial to the interests of the service.

(2) Enlisted men of the corps may obtain their discharge by purchase, but such discharge is not an absolute and unconditional right; it is a privilege which may be granted by the Navy Department.

(3) Applications for discharge by purchase will be made to the colonel commandant, through the proper channels, to be referred by him to the Secretary of the Navy, but will not be considered unless based upon valid reasons, which must be fully set forth by the applicant and verified, if practicable, by the commanding officer.

(4) Applicants for discharge by purchase on foreign stations must state in their applications that they waive all claims to transportation or consular aid.

(5) No enlisted man of the Marine Corps can purchase his discharge while he is in debt to the Government, or until he has served at least one year of his enlistment, and he will not be allowed to purchase his discharge a second time.

(6) For privates, drummers, and fifers, the price of discharge will be: In the first enlistment, one hundred dollars ($100) during the thirteenth month, and one dollar and fifty cents ($1.50) additional during each month thereafter until the expiration of two years from the date of enlistment. The maximum price reached during the twenty-fourth month will be reduced three dollars ($3.00) per month during the third year, and four dollars ($4.00) per month during the fourth year; and the minimum price reached during the forty-eighth month will remain the same until the expiration of the enlistment.

(7) In the first reenlistment, fifty dollars ($50.00) during the thirteenth month, and three dollars ($3.00) additional during each month thereafter

until the expiration of two years from the date of reenlistment. The maximum price reached during the twenty-fourth month will be reduced two dollars and fifty cents ($2.50) per month during the third and fourth years; and the minimum price reached during the forty-eighth month will remain the same until the expiration of the reenlistment. In the second reenlistment, forty dollars ($40.00) during the thirteenth month, which sum will be increased and decreased thereafter as prescribed above for the first reenlistment.

(8) For noncommissioned officers and musicians of the band, the price of discharge will be that prescribed for privates, drummers, and fifers, with the following amounts added thereto: for corporals and third-class musicians, five dollars ($5.00); for sergeants and second-class musicians, ten dollars ($10.00); and for the noncommissioned staff, first sergeants, and first-class musicians, fifteen dollars ($15.00).

(9) After fifteen years, service men may be discharged upon settlement of accounts if the interests of the service will permit.

(10) Men serving in a second or third enlistment, but who are not receiving the benefits of reenlistment pay, will be treated as though serving in their first enlistment.

(11) No discharge by purchase will be delivered to a man unless the amount due the United States for such purchase (giving credits for retained pay, detained pay, and undrawn clothing, which will be entered on the final statements of account by the paymaster, United States Marine Corps) is paid to the soldier's immediate commanding officer, who will at once forward such amount to the paymaster, United States Marine Corps, to be turned into the Treasury of the United States.

(12) Enlisted men, discharged as herein provided, shall not receive the travel allowances provided in sec. 1290, R. S., and they shall be debarred from again enlisting in the United States Marine Corps for two months from the date of discharge.

(13) On foreign stations marines may be reenlisted, but not received for first enlistment.

Marine band.

923. The marine band shall be stationed at headquarters, and shall be under the immediate control and direction of the commandant of the corps.

Return of deserters.

924. The commandant of the corps shall, when practicable, in the case of deserters or stragglers apprehended or surrendering themselves at stations within the limits of the United States, order their return to the vessels or stations to which they belong, and cause the expenses attending their return to be charged against their accounts.

Monthly returns.

925. The commandant of the corps shall make to the Secretary of the Navy a monthly return of the strength of the corps, and the disposition of the officers and men.

Inspections.

926. He shall, under orders from the Secretary of the Navy, make visits of inspection to the various stations of the corps at such times as he may deem proper in the interests of the service.

Annual report to the Secretary of the Navy.

927. He shall report annually to the Secretary of the Navy the condition and wants of the corps, together with the necessary estimates, in duplicate, of appropriations required for its support.

Receipt of orders.

928. Officers of the Marine Corps shall acknowledge the receipt of all orders from headquarters and promptly inform the commandant of the corps that they have reported in obedience thereto.

Report of address.

929. An officer of the Marine Corps on leave of absence or on the retired list shall report to the adjutant and inspector his address and any change of residence.

Marksmanship or conduct badges.

930. Badges for marksmanship or good conduct may be bestowed upon the enlisted men by the commandant of the corps, under such rules as may be established, with the approval of the Secretary of the Navy.

THE STAFF.

Command and direction.

931. The officers composing the staff of the corps are under the immediate command of the commandant, and shall perform their duties under his direction.

THE ADJUTANT AND INSPECTOR.

Station.

932. (1) The adjutant and inspector shall be stationed at headquarters United States Marine Corps.

Roster, returns, and inspections.

(2) He shall keep a roster of all officers and enlisted men of the corps, and make a monthly return of the same to the commandant. When ordered by the commandant, he shall inspect the different posts of the corps and money accounts of the disbursing officers, and report in writing the result of his inspection.

Blank forms.

(3) Blank forms of muster rolls and other returns made to this office shall be furnished upon requisition made to the adjutant and inspector, forwarded through the proper channels.

Repository of records.

(4) The office of the adjutant and inspector is the repository of the records of the Marine Corps which relate to its personnel, and to the military history of every commissioned officer and enlisted man. It also contains the records of all appointments, promotions, resignations, deaths, and other casualties, and furnishes necessary information on these points for the annual Navy Register, and other purposes.

Blank forms.

(5) Rules for keeping the principal record books, forms for making rolls, returns, etc., will be furnished the proper officers on application to the adjutant and inspector.

THE QUARTERMASTER.

Station.

933. (1) The quartermaster shall be stationed at headquarters United States Marine Corps.

Purchase of supplies and military stores, means of transportation.

(2) It shall be his duty, under the direction of the commandant, to purchase and distribute to the Marine Corps all military stores, clothing, rations, and supplies requisite for its use other than those mentioned in Art. 919, par. 2; to furnish means of transportation for the Marine Corps, its military stores and supplies; to erect and repair public buildings authorized by law, and to pay all incidental expenses of the Marine Corps.

(3) When bills in hand are prepared for payment they shall be forwarded by the quartermaster to the Bureau of Supplies and Accounts, where the necessary steps will be taken to have the amount requisite for the payment of the bills received placed to the credit of the quartermaster in the proper depository.

(4) For the amount necessary for the quartermaster to make payments on account of commutation of rations, quarters, and fuel, and for the pay

of mechanics and extra-duty pay of enlisted men detailed as such, etc., the quartermaster shall make monthly requisition for an estimated sum sufficient to meet such payments. These requisitions must specify in detail the several purposes for which the money is required and the amount for each. All bills of whatever kind shall, however, be forwarded to the Bureau of Supplies and Accounts to be remitted for. The bills shall be prepared in triplicate, one copy to be retained for use in that bureau, except in the case of the assistant quartermaster at headquarters, which will be prepared in quadruplicate. The quartermaster will deposit to the credit of the United States monthly the amount received during the current month on account of fuel furnished to officers.

(5) He will make a quarterly statement to the Paymaster General of the Navy, of payments made by him out of advances to pay for labor and other expenses, not embraced in the vouchers for payment of which special remittance is made. The disbursements by the quartermaster will be classified and arranged by the Bureau of Supplies and Accounts. These statements should agree in amount with the payments reported to have been made out of these advances in the monthly money statements for the quarter, and should contain lists, by appropriations, stating to whom paid, the amount, and the post or special object to which the expenditures should be charged.

Money account to Auditor.

(6) He shall transmit to the Auditor for the Navy Department quarterly, an account current embracing all receipts and expenditures of funds for the above purposes, accompanied by all vouchers necessary to substantiate the accounts.

Contracts for supplies.

(7) It is the duty of the quartermaster to invite proposals annually for supplies for the Marine Corps, and to prepare and make contracts for the same, in accordance with law, under the direction of the Secretary of the Navy.

Quarters, barracks, and other buildings.

(8) The quarters, barracks, and other public buildings provided for the use of officers and enlisted men of the Marine Corps, are under the direction of the quartermaster of the corps, and he shall make an inspection of such buildings, and of all other public property, whenever ordered by the commandant of the corps, reporting to the latter, in writing, the condition of said buildings and property, with recommendations as to changes and needed repairs, and an estimated cost thereof.

Responsibility for public property.

(9) Every officer, noncommissioned officer, or other person who receives property belonging to the Marine Corps, is responsible and will be held strictly accountable for its proper care and preservation, rendering quarterly accounts of such property, with all necessary vouchers, to the Bureau of Supplies and Accounts of the Navy Department, and to the quartermaster of the corps. He shall also make quarterly returns to the chief of ordnance, United States Army, of arms belonging to the War Department in his charge.

ASSISTANT QUARTERMASTERS.

Duties of assistant quartermaster at Philadelphia.

934. The assistant quartermaster at Philadelphia shall, under the direction of the quartermaster, receive and issue all camp and garrison equipage, and shall be charged with the manufacture and issue of clothing for the enlisted men of the Marine Corps. Requisitions for the above-mentioned articles shall be made upon the assistant quartermaster at Philadelphia, and forwarded through the regular channels.

935. The assistant quartermaster on duty at headquarters shall, under the direction of the quartermaster, be charged with the care and issue of all arms, accoutrements, military stores and equipments, stationery, books, blanks, furniture, and other property (except buildings) at headquarters, and will procure such articles of public property as may be required at that station. Requisitions for the above-mentioned articles shall be made upon him and forwarded through the regular channels.

Duties of assistant quartermaster at Washington.

THE PAYMASTER.

Station.

936. (1) The paymaster shall be stationed at headquarters United States Marine Corps.

Duties.

(2) He shall, under the direction of the commandant, receive and expend the funds for the pay of the Marine Corps.

Payments.

(3) He shall pay officers and clerks monthly.

(4) Payments to the enlisted men will be made as follows:

(*a*) At the headquarters of the Marine Corps, and at the marine barracks and navy yard, Washington, in person each month.

(*b*) At other marine barracks, by check covering the entire monthly payment at each post; or,

(*c*) By enclosing in a separate sealed envelope the exact amount in currency due each man, with his name and the amount marked thereon.

(5) Checks or currency, as the commanding officer of marines at the post may prefer, will be sent him for the payment of enlisted men, and the payments will be made under his direction. If checks are used they will be sent by registered mail; if currency, by express.

Money account to Auditor.

(6) He shall transmit, quarterly, to the Auditor for the Navy Department an account current, embracing the funds with which he is charged, accompanied with all vouchers necessary to substantiate the account.

SECTION 2.—SERVICE ON SHORE.

MARINES AT NAVY YARDS AND MARINE BARRACKS.

Responsibility for discipline and efficiency of command.

937. The commanding officer of marines at a navy yard or marine barracks shall be responsible for the discipline and efficiency of his command.

Authority of commanding officer.

938. The commanding officer of marines at a navy yard or marine barracks is vested by law with the same authority for the purpose of enforcing discipline among the officers and men under his command as that which rests, for similar purposes, in the commander of a vessel.

Posting sentinels. Daily report of force.

939. He shall cause such sentinels to be posted as may be directed by the commandant of the station, and report to him daily the number and disposition of the force under his command.

Countersign.

940. Unless the commandant of the station thinks proper to issue the countersign himself, the commanding officer shall transmit it every morning in writing and under seal for the ensuing night to the commandant and to such other officers, and such only, as the commandant may designate.

Police and government of marines in barracks.

941. The police and government of marines when in barracks, within or without a navy yard, shall be under the direction of the commanding officer of marines, but must not conflict with the general police regulations of the commandant of the station.

Granting liberty.

942. Customary liberty to noncommissioned officers, musicians, and privates shall be granted by the commanding officer of marines.

Pay checked when absent without leave.

943. The pay of any enlisted man absent from his command without leave, or after his leave has expired, shall be checked against his account for the time he is so absent.

Instruction of command.

944. (1) The commanding officer of marines is responsible for the instruction of his command. He shall assemble the officers for theoretical instruction as often as he may deem necessary, and when he is unable to attend to this duty in person, it shall devolve upon the officer next in rank. The theoretical instruction of officers shall embrace all the movements in the tactics, the manual of exercise of great guns, rapid fire, and machine guns, signals and any other prescribed drills, and all regulations relating to their duties as officers.

(2) He shall cause the noncommissioned officers of his command to be thoroughly instructed in the prescribed drill regulations for infantry and field artillery, in the Navy signal-drill instructions, in rifle firing, and any other drills and instructions authorized from time to time.

Battalion drill; exercise at guns.

945. The officers and enlisted men of the command shall, if practicable, be exercised each week in the "School of the Battalion," and at the great guns, rapid fire, and machine guns.

Weekly inspection of marines.

946. He shall have full-dress inspection on Monday of each week, and dress parade daily, when the weather and other circumstances will permit, except Saturdays and Sundays.

Weekly sanitary inspection.

Court-martial prisoners.

947. At least once in each week the men's quarters, arms and accoutrements, and the guardroom, cells, prison and grounds, shall be inspected in person by the commanding officer of marines, who shall make a thorough examination, and assure himself that all military, police, and sanitary regulations in force are properly observed, and that all prisoners, including those in confinement under sentence of court-martial, are properly cared for.

"Orderly room."

948. When practicable, he shall assign a room in barracks, to be known as the "orderly room," for the use of noncommissioned officers.

File of general orders.

949. He shall keep in his office a file of all orders and circulars relating to his command, and shall cause all general orders affecting the officers and enlisted men to be published at the first parade following the receipt of such orders.

Articles of war and police regulations.

950. He shall cause the Articles for the Government of the Navy, or, when detached for service with the Army, the Articles of War, and the police and other regulations of the command to be read to the troops at least once in each month.

951. When ordered to detail a detachment for service on board ship, he shall carefully select men of good character for such duty, and shall make such selection without unnecessary delay, in order that they may have time for preparation. Men having less than three years to serve shall not be detailed for duty on board a vessel destined to a foreign station; nor, except in cases of emergency, shall recruits be detailed for service afloat.

Selection of men for sea service.

952. In order that a fair proportion of sea service may be performed by enlisted men during each term of enlistment, commanding officers of marines, when making details for guards or transferring men to vessels to fill vacancies, shall select well-drilled soldiers who have never served at sea, or men who have had a tour of shore service, in preference to men who have already been at sea a full cruise during their existing enlistment, or had but recently returned before the expiration of their previous enlistment. Men who have never served at sea shall not be retained more than one year, and no enlisted man of the corps shall remain more than two years, continuously, on board a receiving ship. No marine shall be transferred from a shore station to a seagoing ship for duty without a complete outfit of uniform.

Details to be governed by equitable rules.

953. The commanding officer of marines shall not detail privates for duty as corporals, nor corporals for duty as sergeants, prior to their examination for promotion, for longer periods than one month, and he shall be careful to select for such examinations men of good character and with a good record.

Privates not to be detailed as corporals, nor corporals as sergeants.

954. (1) Noncommissioned officers of the Marine Corps, serving on shore in the United States, shall not be reduced, except with the approval of the commandant of the corps, or by the sentence of a court-martial; and no enlisted man serving on shore shall be promoted to be a noncommissioned officer, except upon the recommendation of the commanding officer of marines, and the report of a board of two officers of the Marine Corps, to be ordered by the commandant of the station, whose report shall be forwarded to the commandant of the corps. Upon approving the report, the commandant of the corps shall issue a warrant.

Reduction and promotion of noncommissioned officers.

(2) Applications for the reduction of noncommissioned officers serving at shore stations will be addressed to the colonel commandant and sent through the commandant of the station.

955. The examination of privates to be corporals shall consist of reading, writing, and the simple rules of arithmetic, a knowledge of the duties of a corporal, and of the school of the soldier, the company, and the manual of guard duty; for corporals to be sergeants, the above with the addition of a knowledge of extended-order drill, the duties of a sergeant, and the keeping of necessary accounts, making out muster rolls, and the various blanks and returns required to be rendered by a sergeant in charge of a detachment. Sergeants are not required to stand an examination for appointment as first sergeant.

Examinations.

956. (1) The commanding officer of marines shall arrange the enlisted men of his command in the order of good conduct, in four classes, viz: first, second, third, and fourth.

(2) When such classification is first made, preference shall be given to men with good records and of long standing in the service, and such changes in classification shall, from time to time, be made as may be warranted by the conduct of the men.

System of rewards. Classification of enlisted men.

957. First-class conduct men shall be granted every privilege consistent with discipline and the demands of duty. From them shall be formed a special class of men upon whom full reliance may be placed. For men in lower classes such restrictions shall be established by the commanding officer as he may deem proper.

First-class conduct men.

958. The punishment for offenses committed by persons belonging to the Marine Corps is to be inflicted in accordance with the provisions of the Articles for the Government of the Navy. The limitations prescribed by Arts. 24 and 25 must be strictly observed by commanding officers of marines, and under no circumstances shall an offender be placed on guard, or required to perform extra guard duty, as a punishment. For the trial of offenses which the commanding officer of marines may deem deserving of greater punishment than he is authorized to inflict under the provisions of Art. 24, but not sufficient to require trial by general court-martial, he may order a summary court-martial, in pursuance of Art. 26. Offenses which, in his opinion, require the trial of the offender by a general court-martial shall be reported by him to the commandant of the station, who shall himself dispose of the matter, or, if he concurs in the expediency of trying the offender by general court-martial, shall forward the papers in the case, with his recommendation thereon, to the Secretary of the Navy, through the commandant of the corps.

Punishments.

959. (1) The commanding officer of marines shall cause to be kept a register of all punishments inflicted by him, and transmit a monthly report thereof to the commandant of the corps.

Register of punishments.

(2) Punishments inflicted upon commissioned officers shall be reported without delay to the commandant of the station and to the commandant of the corps.

Punishments of commissioned officers.

960. The commanding officer of marines shall include, in his daily report to the commandant of the station, a list of punishments inflicted, and the names of men dropped from the rolls, or apprehended, or who have surrendered as deserters, within the preceding twenty-four hours.

Daily report to commandant of station.

961. (1) He shall recommend to the commandant of the corps the discharge of enlisted men properly ascertained to be "unfit for the service." He shall, in all cases, endorse upon the discharge the character of the person discharged; and, in the case of deserters, the date or dates of desertion.

Discharge of men unfit for the service.

(2) In all cases where marines serving at shore stations are to be discharged from the service, their staff returns, with information as to cause of discharge, will be forwarded to the colonel commandant, who will issue and forward the necessary discharge.

962. On the first day of each month, he shall forward, through the proper channel, to the adjutant and inspector of the corps, a muster roll of his command, on which shall be entered all leaves of absence granted, by any authority, to officers of the command during the preceding month. The muster roll shall be free from erasures or interlineations, and shall contain in the column of remarks such information regarding the conduct and military history of enlisted men as the commandant of the corps may direct.

Monthly muster rolls.

963. The regulations for the recruiting service of the Army shall be applied to the recruiting service of the Marine Corps as far as practicable.

Recruiting service.

964. (1) No person shall be enlisted or reenlisted in the corps except as a private, drummer, fifer, or apprentice. Upon the reenlistment of a person who, at the time of his discharge, held a warrant as a noncommissioned officer, his warrant shall be forwarded to the commandant of the corps for his action.

Enlistments and reenlistments.

(2) Men who enlist in the Marine Corps, having formerly held warrants as noncommissioned officers in the Army, will not be recommended for appointment as noncommissioned officers in the Marine Corps without examination.

965. The commanding officer of marines shall be the recruiting officer of his command, and his name shall appear as such on the enlistment papers and in the descriptive list, which list must be signed by him, and on which must be stated, under the head of remarks, the date and place of enlistment of the recruit.

Descriptive lists.

966. When men are transferred from his command, he shall forward with their returns a transfer descriptive list of each man, signed by himself and the senior medical officer of the station. Descriptive lists shall, under the head of remarks, contain the dates of promotions, reductions, and the reasons therefor, with such other information concerning the military history of the men as may be known to the commanding officer.

Transfer descriptive lists.

967. (1) When a deserter or straggler is apprehended or surrenders himself, the commanding officer of marines shall immediately report the fact through the proper channel to the commandant of the corps, and also to the commandant of the station or commanding officer of ship to which the deserter or straggler belongs.

Arrest or surrender of deserters.

(2) The staff returns of deserters will be forwarded to the colonel commandant.

968. The marine detachment serving within a navy yard shall be subject to the orders of the commandant of the station, but no part of the detachment shall be relieved or withdrawn except by the order of the commandant of the corps, approved by the Secretary of the Navy.

Authority of commandant of station.

969. Deficiencies in the complement of marines on board ships on the eve of sailing may, by the order of the commandant of the station, be supplied by the commanding officer of marines, who shall, without delay, report the circumstances to the commandant of the corps. A similar report shall also be made to the Navy Department by the commandant of the station.

Deficiencies in complement of vessels.

970. (1) When an officer of the Marine Corps is ordered to relieve another in command of the marines within a navy yard or station, he shall report himself, on his arrival, to the commandant of the station. Marine officers ordered to duty at a naval station shall report first to the commandant of the station, and then to the commanding officer of marines.

Transfer of officers.

(2) The exercise and formation of marines at parades, reviews, inspections, escorts, guard mounting, funerals, and salutes, shall be the same as those prescribed for the Navy. Duties of sentinels and internal regulations for camp and garrison duties shall be the same as those prescribed for the Army.

Exercises, formation, camp and garrison duties.

971. The line officer next in rank to the commanding officer shall, in addition to his other duties at the station, have charge of and be responsible for the arms, accoutrements, and clothing furnished for the command. He shall be allowed a competent enlisted man to assist him in these duties. All issues of clothing will be witnessed by a commissioned officer, who shall attest the same as each issue is made by affixing his signature.

Charge of arms, accoutrements, and clothing.

972. Officers serving with detachments shall assist their commanding officers in making out rolls, reports, and returns, keeping the books of detachments, attending to issues, and in all other matters connected with the welfare of the command.

Preparation of reports.

973. At each station a commissioned officer of the command shall be detailed daily by the commanding officer of marines for duty as officer of the day. The duties of officer of the day shall be conducted in accordance with instructions and regulations established for the Army.

Officer of the day.

974. The officer of the day shall visit the guards and the sentinels at such times, during his tour of duty, as may be prescribed by the Army Regulations.

To visit the guard.

975. The officer of the day shall attend all roll calls, and shall inspect the men at all mess formations.

Roll calls and mess formations.

976. The grounds, quarters, kitchen, bakehouse, mess room, cells, and sinks shall be thoroughly inspected by the officer of the day at the hour designated by the commanding officer of marines.

Inspection of grounds, etc.

977. The officer of the day shall inspect the provisions issued, and shall report to the commanding officer if they are not of good quality. He shall also inspect the meals to see that the rations are properly cooked and served.

Inspection of provisions.

978. In case of fire at the station, the officer of the day shall immediately have the long roll sounded, and inform the commandant of the station and the commanding officer of marines, and carry out the fire regulations of the station.

Long roll in case of fire.

979. Officers and marines in garrison shall wear the prescribed uniform.

Uniform.

980. The uniform of the day, which shall be designated by the commanding officer of marines, shall be strictly adhered to by the officers and men of the command.

Uniform of the day.

981. When marines are transferred from one station to another, the officer transferring them shall at the same time forward their returns to the officer to whom they are transferred.

Transfer of marines.

982. All official communications to and from officers and enlisted men of the corps, serving at shore stations, shall be forwarded through the commanding officer of marines and the commandant of the station.

Forwarding official communications.

983. All communications relating to details of officers, applications for leaves of absence for officers, and furloughs for enlisted men, exceeding seven days, or for the extension thereof, and applications for orders, or for the revocation of orders, must be addressed to the commandant of the corps, and forwarded through the proper channels. Applications for discharge from enlisted men, whether by purchase or not, must also be

Applications for leave of absence, furloughs, etc.

addressed to the commandant of the corps, and forwarded through the proper channels.

Communications from officers and staff officers.

984. All official communications between staff officers of the corps and other officers, except letters containing money or checks, shall be forwarded through the commandant of the corps. All official communications from staff officers of the corps, except letters containing money or checks, shall also be forwarded through the commandant of the corps.

Battalion drill to include guards of receiving ship, and others.

985. In order that all marines at a station may be instructed and exercised in the school of the battalion, the guards of receiving ships and of vessels temporarily at a navy yard shall, under the direction of the commandant of the station, be landed for the purpose of receiving such instruction and exercise in conjunction with the marines at the barracks, under the commanding officer of marines.

Subordinate officers in temporary charge of battalion.

986. For the purpose of instruction, the commanding officer of marines may, at his discretion and under his personal supervision only, place subordinate officers, without regard to rank, temporarily in charge of the battalion at battalion drill.

Exercise at great guns. Target practice.

987. (1) Officers and enlisted men shall, when practicable, be exercised at great guns, rapid firing and machine guns, and in pulling boats. They shall also be frequently exercised at target practice, and in the use of the signal code of the Navy.

(2) Monthly reports of all drills and exercises shall be made through the commandant of the station to the adjutant and inspector of the corps.

Payment of enlisted men.

988. Enlisted men of the marine corps serving at navy yards or barracks, shall be paid monthly. No officer shall, under any circumstances, employ an enlisted man as a servant.

COUNCIL OF ADMINISTRATION.

989. A post council of administration shall be convened by the commanding officer of marines, whenever he deems it necessary, and at least once in every two months.

Proceedings of council.

990. (1) The council of administration shall be convened as provided in the United States Army Regulations; shall be for the objects stated therein, and shall be conducted in accordance therewith. (Pars. 287–293, United States Army Regulations, 1895.)

(2) Councils of administration are assembled to audit the bakery and company funds; to ascertain and examine the sources from which, and methods by which, they have accrued, and to recommend expenditures therefrom. Post councils are also called to deliberate upon and recommend action, within the limits allowed by regulations, upon such subjects affecting the welfare and economy of the post as commanding officers may submit to them for that purpose. The post council shall consist of the three officers on duty at the post next in rank to the commanding officer. If there are not on duty at a post three officers junior in rank to the commanding officer, the council shall consist of the number so present. If only the commanding officer is present, he himself shall act.

(3) The junior member of the council of administration shall record its proceedings in a book to be kept for that purpose, which he will submit

to the commanding officer. Should the latter disapprove the conclusions, and the council, after reconsideration, adhere to them, a copy of the entire proceedings shall be sent by the commanding officer to the commandant of the corps, whose decisions thereon, upon all questions not involving pecuniary responsibility, shall be final. Upon questions involving pecuniary responsibility, appeal may be taken to the Secretary of the Navy.

(4) The proceedings of a post council shall be signed by the president and the recorder. The recorder, after entering them with the final orders thereon in the council book, shall deposit the book with the commanding officer. The approval or objections of the officer ordering the council shall be signed by his own hand.

(5) The post council shall prescribe the quantity and kind of goods and merchandise which the post trader shall be required to keep on hand to meet the wants and necessities of the command; shall inspect his books, papers, weights, and measures; shall fix the tariff of prices of goods, and shall determine the tax to be levied, as provided in par. 353, United States Army Regulations, 1889. It shall fix the laundry charges, the prices which tradesmen shall receive for making and repairing the uniforms of enlisted men, and, when directed, shall submit regulations for the post school.

(6) The commanding officer who approves the appropriations of a post council shall be held responsible for all expenditures not made in accordance with the regulations.

(7) The purchase from bakery or company fund of any article which can be obtained on requisition from the quartermaster's department is forbidden.

(8) In case of loss of bakery or company fund, the circumstances shall be carefully investigated by a post council of administration, and reported with an opinion as to responsibility, through the proper channels, to the commandant of the corps for decision.

BAKERY FUND.

991. (1) At posts where fresh vegetables in adequate quantities can be readily obtained, a loaf of bread weighing eighteen ounces will generally be a sufficient allowance per man; but the weight may be increased, within the limit of the flour ration, at the discretion of the commanding officer, upon the recommendation of the post council of administration. The saving on the flour ration, ordinarily thirty-three per cent, shall be disposed of by the post treasurer for the benefit of the troops. Bread may be baked from it for sale to civilian employees and others, and the residue will be sold. The proceeds of such sale, after deducting the expense of the bakery, shall, at the end of every two months, be transferred to the company fund by the post council of administration. The bakery fund shall be under the supervision of the post council. It shall be collected and held by the post treasurer (an officer appointed by the commanding officer), who shall also act as post librarian.

Post treasurer.

(2) The post treasurer shall open an account with the fund which shall be subject, at all times, to the inspection of the commanding officer. He shall make payments or purchases on the warrants of the commanding officer, which shall be drawn in pursuance of specific resolves of the council.

(3) When an officer is relieved from duty as post treasurer, he shall close his accounts and turn them over to the commanding officer, who shall order a council of administration to audit the same.

COMPANY FUND.

992. (1) The company fund, which shall be kept in the hands of the commanding officer or post treasurer, shall consist of the gross amount of all moneys received from the following sources:

(*a*) The savings arising from an economical use of rations.

(*b*) The money received from the bakery fund after deducting the expenses of the bakery.

(*c*) The tax on the post trader not to exceed ten cents per man for all officers and enlisted men of the command.

(*d*) The sale of kitchen refuse.

(*e*) Voluntary contributions from different sources.

(*f*) Sale of surplus garden products.

(*g*) Sale of animals and fowl belonging to the post.

(*h*) Gross receipts from the amusement room.

(*i*) Sale of articles purchased, as authorized by secs. *e*, *f*, and *g* of par. 2.

(2) The company fund shall be disbursed for the following purposes:

(*a*) For food, or articles to produce food; for the improvement of the soldiers' table fare.

(*b*) For extra compensation to the head cook, at the following rates per diem: Twenty cents when cooking for one company, twenty-five for two, thirty-five for three, and forty cents for four or more companies. Assistants shall serve without extra pay, as this is a duty of instruction. They shall be carefully instructed in the art of preparing, cooking, and serving food. The head cook shall be inspected and mustered in the post kitchen. He shall be excused from ordinary post duties, but shall attend target practice when practicable.

(*c*) For dish towels, insect and vermin destroying preparations, knife brick, and other substances necessary for the cleansing of kitchen and mess utensils.

(*d*) For aprons and jackets necessary in the kitchen and mess room.

(*e*) For books, outdoor games, and appurtenances of athletic sports.

(*f*) For the various articles necessary to establish and conduct an amusement room and to keep its resources in repair.

(*g*) For kitchen, mess, and barrack furniture, in addition to such as is issued by the quartermaster's office.

(3) Expenditures authorized by secs. *e*, *f*, and *g* of par. 2, shall in no case exceed the amounts received from secs. *c*, *d*, *e*, *f*, *g*, *h*, and *i* of par. 1.

(4) At posts where there is no post trader, the amount expended, as authorized by secs. *e*, *f*, and *g* of par. 2, shall not exceed the amounts received from secs. *d*, *e*, *f*, *g*, *h*, and *i* of par. 1.

(5) Every financial transaction, of which a company fund is capable, shall be submitted in itemized form to the council of administration to be audited.

POST BAKERY.

993. (1) Bread shall be baked in post bakeries when practicable. At all permanent posts a suitable building for the purpose, and the necessary fuel, utensils, and furniture therefor, shall be provided by the quartermaster's department. The ovens shall be constructed and kept in repair by the quartermaster's department. The post treasurer, under the supervision of the commanding officer, shall have charge of the bakery.

(2) A competent enlisted man shall be detailed as chief baker, and, if necessary, one or more enlisted men as assistant bakers.

(3) Extra pay to post bakers is authorized at the following rates, to be paid from the bakery fund in the hands of the post treasurer: The chief baker at a post of one company shall receive twenty-five cents per day,

two companies thirty-five cents, three companies forty cents, four or more companies fifty cents. Each necessary assistant shall receive ten cents per day less than the chief baker, when his extra pay is forty cents and under, and fifteen cents less when his extra pay is fifty cents.

(4) The expenses of the bakery shall be restricted to the extra-duty pay of the bakers; the purchase of malt, hops, potatoes, and of such utensils as are not furnished by the supply department. These expenses must be paid from the saving effected by the issue of bread instead of the flour ration.

(5) The chief baker shall be inspected and mustered at the post bakery.

(6) He shall be excused from ordinary post duties, but shall attend target practice when practicable.

POST TRADER.

994. (1) There may be allowed for each command of marines stationed at a navy yard or barracks a post trader, who shall be appointed by the Secretary of the Navy upon the recommendation of the council of administration, approved by the commanding officer of marines and the commandant of the station.

(2) Post traders appointed by the Secretary of the Navy for any post or station in the Marine Corps, shall be subject to the regulations of the United States Army, 1889, governing post traders, Art. XL, or to such regulations as may be established by the Secretary of the Navy.

Restrictions upon post traders.

995. Post traders shall actually carry on the business themselves, and shall not farm out, sublet, transfer, sell, or assign the business to others. In the transaction of the business they shall be governed by such general instructions as may be issued for that purpose by the commandant of the corps. The account of the post trader is not a lien on the soldiers' pay, and he has no security for sales made to them.

SECTION 3.—SERVICE AFLOAT.

Orders for service.

996. When a ship is ready to receive the marine guard, the commandant of the station, having previously caused the captain of the ship to be informed of the order, shall direct the commanding officer of marines to send the detachment to the designated place of embarkation.

Officers for sea service.

997. A detachment of marines joining a ship of war for sea service must always be accompanied by all its officers, unless prevented by written order of the Secretary of the Navy, or by illness; the latter to be certified by surgeon's certificate.

Entry on ship's books.

998. When marines are received on board they are to be entered separately on the books, and are to be in all respects upon the same footing as the seamen with regard to rations.

Marines on shipboard.

999. (1) The marine guard is a distinct part of the complement of the ship, and forms a division in the detail of the whole force for battle. It shall be thoroughly drilled and instructed at the guns of the main and secondary batteries, and may be stationed as a division, under its own officers, at either or both of such batteries, as the captain may direct. If impracticable to so assign the marines as a division, they shall be detailed as gun's crews, the marine officer or officers to command as many of such crews as practicable, and after the assignments above outlined, surplus men, if any, shall be distributed as the captain deems most effective for battle.

(2) Marines serving on board ship shall be entitled to the same privileges and subject to the same discipline as the rest of the crew.

(3) The senior marine officer serving with a detachment afloat has none of the independent authority that is vested in the commanding officer of marines at a shore station, and can assign no punishment or restriction.

(4) The transfer of marines from a receiving or other ship to a hospital, and their discharge therefrom, shall be governed by the same rules as are provided in Art. 833 for enlisted men of the Navy, the permanent transfers under pars. 4 and 5 of that Article being made to the marine barracks nearest the hospital.

Official correspondence.

1000. All official correspondence between officers and enlisted men and the commandant or staff of the corps, relating to the detail, efficiency, or requirements of the command, shall be addressed to the captain of the ship. Communications from enlisted men shall be forwarded through the marine officer and executive officer to the captain of the ship.

Supply of clothing.

1001. The marines shall be furnished, by the pay officer, with clothing and small stores, when the commanding officer of marines shall certify that they require them, and the commanding officer of the ship approves the issue.

Health and comfort of marines.

1002. The commanding officer of marines shall be attentive to the health, comfort, and cleanliness of his men, as well as to their instruction, soldier-like appearance, and efficiency. He shall submit quarterly to the adjutant and inspector of the corps, through the captain, detailed reports of drills, target practice, and instruction, on prescribed blank forms.

Charge of arms and accoutrements.

1003. The commanding officer of marines is to have charge of the arms, accoutrements, and clothing belonging to his detachment, and shall be accountable for them. He shall be careful to have these articles kept in good order, reporting to the captain any injury that may result from neglect or misconduct, in order that the responsibility therefor may be fixed, and damage be recovered. The clothing shall be inspected at least once in each month by the commanding officer of marines, and in case of any loss or abuse he shall make report to the captain. He shall see that the arms, accoutrements, and all Government property in the possession of marines deceased, or absent without leave, and any uniform clothing, for which the marine officer is responsible, are collected and preserved, to be disposed of as provided by law and regulation.

Repairs of arms.

1004. If repairs of the arms or accoutrements become necessary, the commanding officer of marines shall apply to the executive officer for such assistance as may be needed, or request authority to turn them in for repairs at headquarters, according to the importance of the repairs required.

Daily report.

1005. (1) The commanding officer of marines shall make to the captain a daily morning report of the state of the guard on the prescribed forms.

Daily inspections.

(2) He shall examine daily, before quarters, the quarters occupied by the marines, their clothes lockers, the gun racks, and the marine storeroom, and assure himself that they are clean, in good order, and ready for inspection.

Reports of exercise of marines.

1006. The marines shall be exercised at prescribed drills and instructions by their officers, at such times and places as the captain may appoint.

Boat exercise.

1007. Marine officers on board seagoing ships shall exercise the marines in pulling boats at such times as the captain may direct.

Inspection.

1008. At the usual morning and evening quarters the marines shall be formed for inspection, under their own officers.

Subject to orders.

1009. When not on guard or on duty as sentinels, the marines shall be subject to the orders of their superiors in rank, in the same manner as the rest of the crew.

1010. All general orders to sentinels shall be approved by the captain, and shall pass through the senior officer of marines. The officer of the deck shall, when necessary, give special orders to sentinels, and when such orders are of an important character, he shall inform the executive officer and marine officer. Orders to sentinels shall be communicated to them by the sergeant or corporal of the guard. The marine officer shall visit sentinels frequently, and satisfy himself that they understand their orders and duties.

Orders to sentinels.

1011. Reports against marines shall be entered in the daily report book. Any misbehavior of the marines on guard, or on duty as sentinels, is to be reported to the officer of the deck, who shall report it to the executive officer. The senior marine officer, when on board, shall be present at the mast when offenses committed by marines are to be investigated.

Offenses of marines.

1012. Enlisted men of the Marine Corps serving on board ship shall not be assigned to duty as master-at-arms, ship's writer, schoolmaster, yeoman, or apothecary, except in case of emergency, to be determined by the captain. When necessary to make such assignment, it shall continue only until a suitable person can be selected for the required duty. In detailing marines for any work or labor not included in their usual guard, post, and deck duties, regard shall be had to the amount of guard and post duty required of them at the time.

Assignment of men to other duties.

1013. Marines may be detailed for duty as orderlies for the commander in chief and for the captain, but they shall not be assigned to duty as messengers. Noncommissioned officers shall not be detailed as mess cooks.

Orderly duty.

1014. Noncommissioned officers of the marine guard of a ship shall not be reduced in rating, except in pursuance of the sentence of a court-martial, and the authority of a summary court-martial to inflict the punishment of reduction in rating is limited to reduction to the next inferior rating.

Reduction of noncommissioned officers.

1015. (1) When a vacancy is thus created, or occurs by death or discharge, out of the United States, the commanding officer of the guard, if there be one, shall recommend, and the captain shall designate, some one of the guard for promotion to the vacancy. The captain shall appoint a board, to consist of the commanding officer of the guard, when there is one, and two line officers, to examine the person so designated, under the regulations herein prescribed, as to his qualifications for promotion. If reported qualified, the promotion shall, if the captain approves, be made by him, the appointment to continue until the termination of the cruise, unless vacated by order of the appointing authority, as in the case of probationary petty officers. If there be no commanding officer of the guard, an additional line officer shall be placed on the board.

Vacancies occurring abroad.

Vacancies occurring in the United States.

(2) When a vacancy in the guard of a ship, from the causes above stated, occurs in the United States, the commandant of the corps, upon the recommendation of the commanding officer of the guard, approved by the captain, shall, after examination, as above, promote one of the guard to fill it, and shall issue a warrant accordingly; otherwise he may fill it by the transfer of a noncommissioned officer from some other quarter.

Examinations for promotion.

1016. The examinations for promotion to fill vacancies in the guards of ships shall be similar to those prescribed in the case of marines serving on shore.

Discharges in the United States.

1017. (1) Enlisted men of the Marine Corps on board ships in the United States, who are to be discharged from the service pursuant to sentence of court-martial, shall be discharged from the ship in which they may be serving at the time, and their staff returns, with information as to cause of discharge, shall be at once forwarded to the colonel commandant, who will issue and forward such discharge upon receipt of orders from the Department.

(2) In other cases where marines serving on board ship are to be discharged from the service, they will, whenever practicable, be transferred, upon orders from the colonel commandant, to the nearest marine barracks, together with their staff returns, which will be forwarded to the colonel commandant by the commanding officer of marines. Where this method is not practicable, they will be similarly transferred upon orders from the captain of the ship.

(3) The staff returns of deserters from ships will be at once forwarded to the colonel commandant.

Discharges abroad.

1018. A marine may be discharged from a ship on a foreign station at the expiration of his term of enlistment, by order of the senior officer present, but only upon executing an agreement in writing to waive all claims to consular aid and to transportation to place of enlistment. In such case, the staff returns will be sent to the commandant of the corps, together with the written agreement of the marine, a sufficient time in advance to enable his accounts to be settled and the discharge to be given him when his enlistment expires.

Presence of officers for duty.

1019. When more than one marine officer is attached to a ship, one such officer shall, at all times, be present on board for duty, unless on particular occasions, to be judged of by the captain.

Allowance of monthly money.

1020. In regulating the allowance of monthly money to a marine on board ship, the money value of his average monthly allowance of clothing shall be reckoned as a part of his pay for such purpose.

Muster rolls and clothing accounts.

1021. The muster rolls, and clothing and other accounts shall be kept by the officer in command of the guard, who shall forward them, as well as al' other required returns, through the proper channel.

Conduct and liberty lists.

1022. The marine officer shall keep the executive officer informed of the proficiency in rating, sobriety, and obedience of the marines, and shall make recommendations to him regarding their liberty.

Battalion drill on shore.

1023. The officers and men of the Marine Corps serving in a fleet or squadron shall be organized as a battalion, and shall be landed, at such times and places as the commander in chief may direct, for exercise in prescribed drills and duties, under the command of the senior marine officer in the fleet or squadron.

Service with a mixed detachment.

1024. When serving on shore with a mixed detachment, composed of seamen and marines, the marines shall always be placed on the right in battalion or other military formation, and the senior officer of the line of the Navy, or of the marine corps, according to rank, shall command the detachment.

Superintendent of small-arm practice.

1025. The fleet officer of marines may be detailed by the commander in chief as superintendent of small-arm target practice. A marine officer on board ship may be detailed by the captain as superintendent of small-arm target practice.

Intelligence reports.

1026. Officers of the Marine Corps attached to seagoing ships may be required to make intelligence reports upon such subjects as the captain of the ship may direct.

Guards.

1027. On board ships having a guard of less than twenty privates, the guard of the day shall consist of one noncommissioned officer and eight privates. On board ships with guards having more than twenty privates, the guard of the day shall consist of one noncommissioned officer and ten privates. A sergeant's guard shall consist of a sergeant and sixteen privates; a lieutenant's guard shall consist of one lieutenant, two noncommissioned officers, and sixteen privates. A captain's guard shall be the full guard of a ship.

Guard mounting.

1028. Where practicable, regular details shall be made for guard each day, and the ceremony of guard mounting shall be carried out as nearly as possible as at barracks on shore.

Inspection of marine guards.

1029. The marine guard of a ship attached to a fleet or squadron shall be inspected by the fleet officer of marines, at such times as the commander in chief may direct. Reports of such inspection shall be forwarded to the commander in chief and to the commandant of the corps.

Going out of commission.

1030. When a ship is to be put out of commission, the officers and enlisted men of the guard may be required to remain on board until all the other officers are detached, the crew discharged or removed, and the ship turned over to the officers of the navy yard or station.

CHAPTER XXIII.

NAVAL ADMINISTRATION AND DISCIPLINE.

SECTION 1.—THE EXERCISE OF AUTHORITY.

Duty of subordinates.

1031. All persons in the Navy are required to obey, readily and strictly, and to execute promptly, the lawful orders of their superiors.

Exercise of authority.

1032. Superiors of every grade are forbidden to injure those under their command by tyrannical or capricious conduct, or by abusive language. Authority over subordinates is to be exercised with firmness, but with justice and kindness.

Punishments.

1033. Punishment shall be in strict conformity with the laws for the government of the Navy.

Inquiry into complaints of misconduct.

1034. (1) In order to avoid unnecessary recourse to courts of inquiry and general courts-martial, it is directed that where an officer or other person shall be reported for grave misconduct to his immediate commanding officer, the latter shall institute a careful inquiry into the circumstances on which the complaint is founded. To this end he shall call upon the complainant for a written statement of the case, together with a list of his witnesses, mentioning where they may be found, and a memorandum of any documentary evidence bearing upon the case which it may be in his power to produce.

Accused to make explanation.

(2) He shall also call upon the accused for such counter statement or explanation as he may wish to make, and for a list of the persons he desires to have questioned in his behalf.

Reports, complaints, etc.

1035. Officers making reports or complaints shall confine themselves exclusively to facts; and statements submitted in reply to or in explanation thereof must be couched in temperate language and relate specifically to the matters referred to therein. Officers to whom such reports or complaints are submitted for statement must not reply by making counter charges. Officers desiring to prefer charges against others should make them independently. Opinions must not be expressed nor the motives of others impugned.

Captain to take action upon reports not necessary to refer to higher authority.

1036. If, after the investigation of a report against an officer or other person in the Navy, the captain shall not deem the offense one requiring the action either of a court of inquiry or court-martial, he shall himself take such action as he may think necessary, within the limits of punishment allowed him by law.

1037. If, upon such investigation, the commanding officer shall be satisfied that the charge is such as to call for judicial action, he shall transmit to the Secretary of the Navy, or to the commander in chief of the fleet or squadron, as the case may require, a particular statement of the misconduct with which the accused is charged, embracing such detail of the circumstances and of the time and place at which they occurred, with lists of witnesses, as may enable the convening authority to decide upon the propriety and expediency of ordering a court, and to frame charges and specifications should it be ordered. Under such circumstances the accused may be continued under suspension or arrest to await the decision of the convening authority.

Cases requiring trial.

1038. Should the decision of the Secretary or commander in chief be that no trial is to take place, the accused shall be at once released and restored to duty. But if it be decided that the accused shall be brought to trial, the court shall be assembled for that purpose as soon as the nature of the case and the interests of the public service will allow, unless, meanwhile, such information or explanation shall reach the convening authority as to make it advisable to withdraw the charges and restore the accused to duty.

Further proceedings.

1039. Whenever an accusation is made against an officer, either by report or by endorsement upon a communication, a copy of such report or endorsement shall be furnished at the time to the officer accused.

Accused to be furnished with copy of accusation.

1040. The captain of a ship or other competent authority may release temporarily and put on duty an officer under suspension or arrest, should an emergency of the service or other sufficient cause make such measure necessary. The order for temporary release shall be in writing and shall assign the reasons. Should the officer be under charges, they need not be withdrawn; and such temporary release and restoration to duty shall not be a bar to any subsequent investigation or trial of the case that the convening authority may think proper to order, or to the investigation of any complaint the accused may make in regard to the suspension or arrest.

Temporary release no bar to future trial or investigation.

1041. Offenses shall not be allowed to accumulate in order that sufficient matter may thus be collectively obtained for a trial, without giving due notice to the offender; and no officer who has been formally reprimanded for an offense shall be subsequently tried therefor, nor shall the same be subject again to inquiry except when it may be indispensable to prove a particular habit charged.

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

1042. No person in the Navy shall be tried by court-martial or punished for any crime or offense which shall appear to have been committed more than two years before the issuing of the order for such trial, unless by reason of having absented himself from the United States, or of some other manifest impediment, he shall not have been amenable to justice within that period. In case of absence from the United States, the time of such absence shall be excluded in computing the period of the limitation; provided, that in cases of desertion said limitation shall not begin until the end of the term of enlistment of the offender.

Limitation of time for ordering trial.

1043. (1) In the event of a riot or quarrel between persons belonging to the Navy, it shall be the duty of the senior line officer present to suppress the disturbance, and, if necessary, to arrest those engaged in it, even though they be his superiors in rank; and all persons belonging to the Navy who may be present

Power of all officers to suppress quarrels.

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

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

SECTION 2.—ARREST.

Penalty for breach of arrest.

1044. (1) Every officer, when placed in arrest, shall deliver up his sword through the arresting officer to the captain of the ship, commander in chief of the fleet or squadron, or commandant of the navy yard or station. He shall confine himself to the limits assigned him, either at the time of his arrest or afterward, under pain of dismissal from the service.

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

Unnecessary confinement.

1045. No officer placed under suspension or arrest shall be confined to his room, or restrained from the proper use of any part of the ship to which before his suspension or arrest he had a right, except the quarter-deck, poop, and bridges, unless such confinement or restraint shall be necessary for the safety of the ship, or the preservation of good order and discipline; and neither the confinement nor the additional restraint shall be imposed for any longer time than shall be absolutely necessary.

Arrest or suspension of a pay officer.

1046. (1) Whenever a commanding officer shall order a pay officer under suspension or arrest, he shall take possession of the safe and of the keys of the pay department's storerooms, and immediately cause a seal to be placed on the safe in the presence of the pay officer suspended. The senior officer present shall immediately thereupon direct a board, consisting of at least three officers, to take an inventory of the money and papers, and, except in an extreme emergency, of the stores, and shall appoint a suitable person to take immediate charge thereof.

Action in the restoration of a pay officer to duty.

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

When inventory of stores can not be taken.

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

Accounts in cases of temporary suspension.

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

Books and vouchers of pay officers in arrest.

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

Officers in arrest can not insist on being tried.

1047. No officer who may have been placed in arrest has any right to insist upon being tried by court-martial, or to persist in considering himself under the restraint of such arrest after he shall have been released by proper authority, or to refuse to return to the exercise of his duty.

SECTION 3.—PUNISHMENTS.

All punishments to be according to law.

1048. The authority to punish offenses being strictly defined by law, no deviation from the limits prescribed will be tolerated.

Authority of captain.

1049. Captains of ships only are empowered by law to inflict punishment of their own authority; and they are not empowered to impose upon persons under their command any other punishment than those prescribed in Art. 24 of the Articles for the Government of the Navy, except in pursuance of the sentence of a general or summary court-martial.

Restraint of prisoners to be tried.

1050. When any enlisted person is confined for a longer time than ten days to await trial by court-martial, the captain shall keep in view the fact that this confinement is protracted simply to insure the appearance of the prisoner before the court by which he is to be tried. He should not, therefore, be subjected to greater rigor than is necessary to effect that object.

Treatment of prisoners.

1051. The captain shall use every endeavor to assure himself that subordinates exercise no cruelty toward persons in confinement, and that the latter suffer no unusual treatment without his knowledge and authority.

Investigation of reports.

1052. (1) All reports of misconduct shall be investigated by the captain before punishment is adjudged. At morning inspection he shall be furnished by the executive officer with a list of persons reported for offenses during the preceding day. After inquiring into the facts in each case at the mast, giving to both accuser and accused an impartial hearing, he shall assign a punishment when necessary and affix his signature in the report book.

Release of prisoners.

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

Investigation to be delayed.

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

Punishments on Sunday.

1053. All punishments consisting of extra duties shall be discontinued on Sunday.

Dimensions of ship's prisons.

1054. Cells for the confinement of prisoners shall not be less than 6 feet long and 3½ feet broad, with the full height between decks, and shall be properly ventilated. They shall not be altered without the authority of the Navy Department, except as provided in Art. 1055.

1055. (1) Prisoners shall not be confined in any other spaces than those which have been designated by the Navy Department as prisons or spaces proper to be used as such. In case of necessity extra spaces may be authorized by a commander in chief on a foreign station, by a senior officer present, or by a captain of a ship acting singly. In such cases the senior medical officer shall be called upon to give an opinion respecting the fitness of such place for such use.

Prisons and other spaces used for confinement.

(2) Care shall be taken not to confine intoxicated men in such a place or manner as may be dangerous in their condition.

Confinement of intoxicated men.

1056. No officer shall take part personally in the arrest of a drunken man further than may be absolutely necessary, but the arrest shall always be made by persons not above the grade of petty officer, who are to be instructed to use no greater force than that required to restrain or confine the offender.

Personal interference in the arrest of drunken men.

1057. The captain may restrict or confine a commissioned or warrant officer to the limits of the ship to which he may be attached, for an offense, which, in the captain's judgment, merits such punishment; but such restriction or confinement shall not continue longer than ten days.

The captain may restrict or confine any officer.

1058. All punishments inflicted by the captain, or by his order, except private reprimands, shall be fully entered upon the ship's log. This entry shall include the name, rank, or rating of the offender, the date and nature of the offense, and the kind and degree of punishment. The date of every suspension, arrest, confinement, and restoration to duty shall also be entered upon the log.

Punishments inflicted by captain to be entered in log book.

1059. An admonition or caution in the ordinary course of duty shall not be considered as a reprimand in the sense of punishment.

An admonition or caution in the course of duty.

1060. Whenever any person in the Navy who shall have been placed under suspension, arrest, or confinement, or otherwise punished for misconduct, shall be released and entirely discharged by competent authority, such discharge shall be a bar to further disciplinary proceedings in the case by any naval authority.

Entire discharge from arrest or punishment a final bar.

1061. Officers in command of fleets, squadrons, naval stations, navy yards, and ships shall forward to the Bureau of Navigation, at the end of each quarter, reports of all punishments inflicted upon officers under their command. These reports shall contain all the information required by Art. 1058 to be entered upon a ship's log.

Reports of suspension, arrest, or confinement of officers.

SECTION 4.—REDRESS OF WRONGS.

1062. If any person in the Navy considers himself oppressed by his superior, or observes in him any misconduct, he shall not fail in his respectful bearing toward him, but shall represent such oppression or misconduct to the proper authority. He will be held accountable if his representations are found to be vexatious, frivolous, or false.

Oppression or misconduct of superior.

1063. Any application for redress of wrong shall be made in writing through the immediate commanding officer to the commander in chief of the fleet or squadron, or to the senior officer present, and it shall be the duty of the latter to take such action in the matter as, in his judgment, justice and the good of the service demand.

Application for redress.

1064. If, in the opinion of the commander in chief or senior officer present, a trial by court-martial is necessary, and the alleged wrong shall have occurred within the waters of the United States, he shall submit a succinct report of the case, together with all the correspondence relating thereto, to the Secretary of the Navy, unless, as commander in chief of a fleet or squadron within the waters of the United States, he be expressly authorized by the President to order courts-martial. Officers empowered to order courts-martial will in such case proceed at once to prefer charges against the offender and convene a court for his trial.

Report of facts.

1065. No officer has the right to demand a court-martial on himself or others, the granting of a trial resting solely in the discretion of the officer authorized to convene a court.

Officers can not demand their trial.

SECTION 5.—APARTMENTS.

1066. A flag officer or commodore commanding a fleet, squadron, or division, when embarked in a ship having two cabins on different decks, may select either of them; the other shall be occupied by the captain of the ship.

Apartments of flag officers and commodores.

1067. The captain of a ship which has two cabins, in case there is no flag officer or commodore embarked, may occupy either of them.

Apartments of captain.

1068. A chief of staff of a rank not below that of commander, other than the captain of the flagship, shall be provided for in the cabin and mess of the commander in chief. (See Art. 346.)

Apartments of chief of staff.

1069. In a ship having two cabins on the same deck, if there is a flag officer or commodore on board, he shall occupy the larger of the cabins and the captain the other. The captain shall not be required to share his accommodations with a chief of staff.

Two cabins on the same deck.

1070. Where there is but one cabin available, the commander in chief, the captain, and the chief of staff, if there be one of or above the rank of commander, shall occupy it jointly, and the choice of accommodation shall be in the order named.

Flagship with single cabin.

1071. (1) When the wardroom staterooms are arranged symmetrically on both sides of the ship, the forward room on the starboard side shall be occupied by the executive officer and the next room by the navigator. All other rooms on the starboard side shall be occupied by line officers in the order of rank.

Staterooms of wardroom officers.

(2) On the port side the forward room shall be occupied by the senior engineer officer, in charge of the engineer department, the second by the paymaster, the third by the senior medical officer, the fourth by the marine officer, the fifth by the chaplain, the others by the remaining staff officers entitled to quarters in the wardroom, in the order of their rank.

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

(4) In ships having staterooms arranged otherwise than as above mentioned, the rooms shall be occupied as designated by the Department. To this end, before the ship is commissioned, a plan of assignment of quarters will be supplied from the Department.

Personal staff may be accommodated in cabin.

1072. A commander in chief may assign quarters in his own cabin to any member of his personal staff; and such officer shall have no title to quarters elsewhere while so accommodated. (Art. 346.) In such case he shall mess with the flag officer.

Wardroom officers.

1073. All commissioned officers not in command, above the rank of ensign, shall be wardroom officers. Ensigns assigned to duty as watch and division officers shall also be wardroom officers.

Steerage officers.

1074. Ensigns, not watch and division officers, and officers of the Navy and Marine Corps having the relative rank of ensign, naval cadets, and clerks, shall occupy the steerage.

Warrant officers' rooms.

1075. Each warrant officer shall have a room forward of the steerage if there is sufficient space; if not, two of them shall occupy one room jointly.

Passengers.

1076. No officer embarked as a passenger shall be entitled to a stateroom to the exclusion of any officer belonging to the complement of the ship.

SECTION 6.—OFFICERS' MESSES.

Messing of officers.

1077. Officers shall mess in the apartments set apart for them, except as hereinafter provided. Separate messes shall not be formed in the same apartment, nor shall meals be taken in rooms or at other places than at the regular mess table, except in case of sickness.

Cabin messes.

1078. Cabin officers in ships with two cabins may, if they prefer it, form one mess. A commander in chief may have any of his personal staff in his mess; but in such case they must be permanently accommodated with quarters in his cabin. (See Art. 1072.)

Officers as passengers.

1079. Officers embarked as passengers shall mess in the apartment to which they would belong if attached to the ship.

Senior line officer to preside at mess.

1080. In all officers' messes the senior line officer present shall preside and have the power to preserve order. (See Art. 1043.)

Caterer.

1081. Each mess of officers shall elect a caterer, who shall have charge of all matters relating to the service and expenditures of the mess. He shall keep an account of all receipts and expenditures, from which an abstract of the financial condition of the mess may at any time be ascertained. At the close of each month he shall render to the mess a statement of the accounts of the mess, with his receipts and expenditures, together with any bills remaining unpaid. These accounts shall be audited by a committee of not more than three officers elected by the mess. He shall incur no indebtedness which can not be discharged by the funds appropriated for the mess, and he shall see that all bills are paid before leaving port. If, however, from the unexpected sailing of the ship, or from circumstances beyond his control, he is forced to leave any bills unpaid, he shall report the number and amount

to the captain, who will take all measures to have them paid as soon as possible. All officers of a mess are eligible to election as caterer, and if elected shall so serve, but no officer shall be required to serve as caterer more than two months consecutively.

Mess bills of officers.

1082. Every officer attached to a seagoing ship shall pay monthly, in advance, the full amount of the mess bill to the caterer of his mess; and no officer shall be excused from such payment unless ordered on detached duty or sent to a hospital.

Distilled spirits.

1083. Distilled spirits shall be admitted on board vessels of war only upon the order and under the control of the medical officers of such vessels, and to be used only for medical purposes.

Wine messes.

1084. Wardroom and steerage officers may form wine messes, but no officer shall be required to become a member thereof. Suitable locker room for wine-mess stores will be provided when fitting a ship for sea.

SECTION 7.—GENERAL INSTRUCTIONS.

Officers to acquaint themselves with naval laws, general orders, etc.

1085. It is incumbent on every officer of the Navy, upon whom the discipline of the service devolves in any degree, to make himself familiar with the laws relating thereto, and with the regulations and general orders of the Department for the government of the Navy.

Report of knowledge of frauds, etc.

1086. If any person under the Navy Department has knowledge of any fraud, collusion, or improper conduct on the part of any purchasing or other agent, or contractor, or on the part of any person employed in superintending repairs, receiving or receipting for supplies, or has knowledge of any fraud, collusion, or improper conduct in any matters connected with the naval service, he shall report the same immediately in writing over his proper signature, to his immediate superior, specifying the particular act or acts of misconduct, fraud, neglect, or collusion, and the means of proving the same.

Where a robbery occurs.

1087. In case of robbery, or on the discovery of loss of money or other public property, the person responsible for its custody shall immediately report the occurrence, and the senior officer present shall order a board of three officers to investigate the case and to report fully all the circumstances connected therewith, which report shall be forwarded to the Secretary of the Navy, with a statement from the senior officer.

Gratuities from contractors.

1088. No person employed in the Navy or under the Navy Department shall take or receive, directly or indirectly, any emolument or gratuity from any contractor or other person furnishing supplies, or act as agent or attorney for such person.

Certificates of officers.

1089. Officers shall not give certificates to persons with whom they have had official dealings, or to inventors whose works they may have examined.

Dealings with enlisted men.

1090. Officers shall not borrow money or accept deposits from, or have any pecuniary dealings with, enlisted men, except as provided in Art. 1489, for deposits with the pay officer.

1091. (1) Officers serving afloat shall before leaving port pay, or provide for paying, any debts they may have incurred. No officer shall at any time or place contract debts without a reasonable expectation of being able to discharge them.

Incurring debts.

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

1092. When gold, silver, or jewels shall be placed on board any ship for freight or safe-keeping, the captain shall sign bills of lading for the amount and be responsible for the same. The usual percentage shall be demanded from the shippers and its amount shall be divided as follows: one-fourth to the commander in chief; one-half to the captain of the ship; one-fourth to the Navy pension fund. But in order to entitle the commander in chief of the squadron to receive any part of the amount, he must have signified to the captain of the ship, in writing, his readiness to unite with him in the responsibility for the care of the treasure or other valuables. When a commander in chief does not participate in a division, two-thirds shall inure to the captain of the ship and the remainder to the pension fund.

Gold, etc., taken as freight.

1093. All petitions, remonstrances, memorials, and communications from any officer or officers of the Navy or Marine Corps, whether on the active or retired list, addressed to Congress or to either house thereof, or to any committee of Congress, on any subject of legislation relating to the Navy, pending, proposed, or suggested, shall be forwarded through the Navy Department, and not otherwise, except by authority of the Department.

All communications to Congress shall pass through the Department.

1094. Any officer of the Navy who may be required to take official action under any regulation of the Department, or any law governing or referring thereto, who may desire instructions or explanation as to the force, meaning, or effect of such law or regulation, shall address his communication of inquiry through the proper official channel to the Secretary of the Navy.

Inquiries as to interpretation of regulations or law.

1095. No person in the Navy serving on board ship shall engage in trade, or introduce any article on board for the purpose of trade without authority.

Persons on board ship not to engage in trade.

1096. Officers shall avoid any unnecessary expenditure of public money or stores, and so far as may be in their power prevent the same in others. Officers shall be held accountable for any wasteful or improper expenditure that they may direct, authorize, or knowingly permit.

Responsibility for expenditure of money or stores.

1097. All votes, resolutions, or publications in praise or censure of any person in the naval service are forbidden.

Testimonials and publications forbidden.

1098. The articles for the government of the Navy shall be kept posted in a conspicuous place and read aloud to the officers and crew at general muster once in every month. All general orders issued by the Navy Department or the commander in chief, which may in any degree affect the crew, and have not been previously published, shall be read at the same muster.

Articles for government of Navy; general orders.

1099. Gambling is prohibited on board ship, in navy yards, and in all other places belonging to or under the control of the Navy Department.

Gambling.

1100. No storeroom or office shall be used for a sleeping apartment except by authority, nor shall any such room be used for any other purpose than the public service for which it is allotted, unless in cases of emergency; such emergency and consequent changes being immediately reported to the Department.

Storerooms not to be used for other purposes.

1101. Every officer attached to a ship of the Navy in commission, not a subordinate in a division, shall be required to report his presence on board at quarters when not absent on leave.

All officers to report at quarters.

1102. Officers shall report to their immediate superiors all offenses committed by persons belonging to the Navy or Marine Corps, while on shore, which may come under their observation.

Offenses committed on shore to be reported.

1103. The use of sheath knives on board ship by the crew is forbidden. Every man of the seaman class shall carry a jackknife attached to a lanyard.

Sheath knives forbidden.

CHAPTER XXIV.

MEDICAL INSTRUCTIONS.

SECTION 1.—PHYSICAL EXAMINATION OF RECRUITS.

1104. Whenever any person is examined for enlistment in the Navy or Marine Corps, whether for general or special service, and whether subsequently enlisted or rejected, his name and the particulars constituting his descriptive list shall at once be entered on the list of persons examined (Form X), by the medical officer or the senior member of the board making the examination, who shall then sign his initials on a line with the entry. This record shall be kept at every rendezvous, station, or ship where physical examinations are made and shall be retained there as the original official record of such examination.

Records of examinations.

1105. No person other than a medical officer shall be permitted to conduct any part of a physical examination, to make any measurement, or to make an original entry on any record of enlistment.

Only medical officers to conduct examinations.

1106. Every such examination must be completed according to the official forms, and shall in no case be suspended on the recognition of a disqualifying defect.

Examinations must be completed in every case.

1107. Medical officers shall exercise great care in the performance of this duty. Whenever hospital tickets or reports of medical survey represent a disability to have existed prior to enlistment, the fact shall be reported to the Bureau of Medicine and Surgery; and the medical officer who passed such recruit shall be held accountable for the improper enlistment.

Care to be exercised in examinations.

1108. An applicant for enlistment having been found to be clean and sober, the medical officer shall proceed to make a thorough inspection of his body. While permitted to use his own discretion as to the routine of procedure, he shall make inquiry on all points indicated below:

Examination of the body.

(*a*) The applicant, entirely nude, is to stand before the examiner, in a bright light, and present successively front, rear, and sides. (*Retarded development, deformity or asymmetry of body or limbs; knock-knees, bowlegs, or splayfeet, especially in minors; spinal curvatures; feebleness of constitution; strumous or other cachexia; emaciation; obesity; cutaneous or other external disease; glandular swellings or other tumors; nodes; varicosities; cicatrices; indications of medical treatment; leech bites, blister stains, seton or scarification scars; and evidences of smallpox or successful vaccination.*)

General surface.

(*b*) Applicant to present dorsal and palmar surfaces of both hands; to flex and extend every finger; to grasp with thumb and forefinger, and with whole hand, to flex and extend, pronate and supinate wrists and forearms; to perform all the motions

Extremities and articulations.

of shoulder joints, especially circumduction; to extend arms at right angles to body, and then bend elbow and touch the shoulders with the fingers; to elevate extended arms above the head, palm to palm, then dorsum to dorsum; to evert and invert the feet; to stand on tiptoe, coming down upon the heels quickly, and then lifting toes from floor; to flex each thigh alternately upon the abdomen, and, while standing on one leg, to hop; to perform all the motions of the hip joint; and to walk backward and forward slowly and at double-quick.

Thorax.

(*c*) Note effect of these violent exercises on heart and lungs; observe movements of chest during prolonged inspiration and expiration; examine by percussion and auscultation front and rear. (*Incipient pulmonary phthisis, valvular disease.*)

Abdomen, groins, and genitals.

(*d*) With hands on the head and chin up, applicant to cough violently (*relaxation of umbilical and inguinal regions; hernia; concealed venereal disease, especially beneath prepuce and within urethra; varicocele; orchitis and other abnormal condition of testes*).

Spine and perineum.

(*e*) Applicant to bend body forward, with knees stiffened, feet wide apart, hands touching the floor, and nates exposed to strong light (*hemorrhoids; prolapsus; fistulæ*). While the applicant is stooping make firm pressure on each spinous process of the vertebræ (*noting spinal tenderness*).

Head, face, and neck.

(*f*) Motions of head, neck, and lower jaw.

(*aa*) Cranium (*malformations, depressions, cicatrices, tinea, etc.*).

(*bb*) Ears (*polypi, otorrhœa, perforation, dullness of hearing*).

(*cc*) Eyes (*absence of ciliæ; tarsal redness; obstructed puncta; corneal opacities; adhesions of iris; defective vision; color-blindness; abnormal conditions of conjunctivæ, etc.*).

(*dd*) Nose (*polypi; ozœna; chronic nasal catarrh*).

(*ee*) Mouth, teeth, tongue, fauces (*hypertrophied tonsils; syphilitic affections; impediments of speech*).

Intelligence.

1109. The intelligence of the applicant will be evident from the character of his replies to inquiries respecting former residence and occupation, family history, etc.

Age.

1110. The age of the applicant must be constantly kept in view by medical examiners in determining the standard of physical fitness.

Entries upon "List of persons examined."

1111. The following instructions shall be strictly followed in preparing the list of persons examined (Form X):

Names.

(*a*) The whole name (Christian, middle, and surname) to be legibly written out, without abbreviation; and correctly spelled, preference being given to the original spelling of foreigners' names; the surname to precede, and to be distinguished by being underlined.

Date of birth.

(*b*) Year, month, and day of birth to be ascertained whenever possible.

Place of birth.

(*c*) Specify city, town, or other locality of birth, whatever the nationality.

Complexion, hair, and eyes.

(*d*) Color is not to be described as simply "light" or "dark," but the character and degree shall be as accurately stated as possible; as *complexion, pallid; sallow; fair* (only when decidedly clear); *ruddy; florid; dark* (tawny, sunburnt, or tanned); *very dark* (swarthy, dusky); *mulatto, negro.* Hair, *flaxen; sandy* (yellowish red); *auburn* (reddish brown); *brown* (light, dark, or very dark); *black;* also whether *thin, bald, curly, straight, wool.* Eyes, *blue, gray;*

blue-gray; yellow-gray; hazel (light brown); *brown; dark brown; bicolored* (as when the pupillary border is of a different color from rest of iris); also state when the two eyes are of different colors.

Other personal characteristics.

(*e*) Note any prominent physical trait not inconsistent with bodily vigor, or not in such degree as to constitute cause for rejection—*leanness* or *the reverse; hirsuteness;* slight *asymmetry* of body or limbs, *knock-knees, bowlegs,* or *splayfeet; peculiarities of teeth* and *genitalia;* slight *varicocele* or *circocele,* etc. In this connection examiners are to remember that imperfections that might pass in men should reject boys. Note causes of rejection.

Family history.

(*f*) Note any fact suggesting predisposition or tendency to, or exemption from, morbid action (*longevity, disease, insanity, or sickness of parents or near relatives*).

Age.

(*g*) Age to be expressed in years and months; and the month to be always the month concluded, and not the month current.

Weight.

(*h*) Body nude. Accuracy of scales to be ascertained before using.

Height.

(*i*) Height to be expressed in inches; the body to be erect, the chin neither elevated nor depressed, the feet and knees touching, legs stiff, and arms hanging perpendicularly.

(*j*) The height and measurement of boys must be as follows:

Age.	Height not less than—	Weight not less than—	Chest measurement* not less than—
Fourteen years	4 feet 9 inches	70 pounds	26 inches.
Fifteen years	4 feet 11 inches	80 pounds	27 inches.
Sixteen years	5 feet 1 inch	90 pounds	28 inches.

* Breathing naturally.

Thorax.

(*k*) Circumference of thorax to express the mean of the greatest circumference after forced inspiration and of the least after forced expiration, measured by a tapeline horizontally at the precise level of the nipples; the difference between the greatest and least circumferences being entered as expansion.

Vision.

(*l*) Vision to be expressed as a fraction, of which the numerator will be the distance at which Snellen's 20-foot test can be determined, and the denominator 20.

Color perception.

(*m*) Color perception to be always carefully determined. The usual examination is by Holmgren's method, which may be briefly described as follows: The worsteds are placed in a pile in the center of a piece of white muslin, which is spread out on a flat surface in a good daylight. The green test skein is placed aside upon the white cloth, and the person to be examined is directed to select the various shades of the same color from the pile, and place them by the sides of the sample. The color-blind will make mistakes in the selection of the shades; or a hesitating manner with a disposition to take the wrong shades may show a feeble chromatic sense. The purple test skein is then used. If the test with the green skein has shown the person examined to be color-blind, and on the second or purple test he selects only the purple skeins, he is incompletely color-blind; but if he places with the purple shades of blue or violet, or both, he is completely red-blind. If, however, he selects to be placed with the purple shades of green or gray, he is completely green-blind. The red test skein need not necessarily be used, but it may be employed to confirm the diagnosis already made; for the red blind will select, to match the red skein, shades of green or brown which to the

normal sense seem darker than the red, while the green-blind will select the shades of green or brown which seem lighter.

Health, sickness, etc.

(*n*) Enter in last column, in every case of rejection, the disability unfitting the applicant for service, and in other cases any abnormal condition, former grave illness, or serious injury not inconsistent with present bodily vigor. In reexamination of minors and continuous-service men, here enter statement of health since previous examination, and affix signature of the medical officer making the reexamination.

Entries to be made on enlistment records.

1112. (1) The examination having been concluded, and the candidate found qualified for the service, the medical examiner shall enter his descriptive list upon the blank enlistment records furnished by the Bureau of Navigation or the Commandant of the Marine Corps, and, having signed it, shall transmit the record to the commanding officer of the ship, station, rendezvous, or post.

(2) Upon the transfer at any time of an enlisted person, the medical officer shall make the necessary entries upon the enlistment records.

When defects are waived by Navy Department.

1113. In cases where physical disqualifications are waived by the Navy Department, the medical examiner shall fully describe the same on Form X and other records of enlistment, and at once report the fact to the Bureau of Medicine and Surgery. (Art. 792.)

Reexamination of recruits transferred from a rendezvous.

1114. Recruits enlisted at a rendezvous on shore shall be reexamined as soon as they arrive on board a receiving ship, and any defects that may be discovered reported at once to the commanding officer.

Recruits to be vaccinated.

1115. Recruits shall be immediately vaccinated, and in cases of failure the operation shall be repeated until the medical officer is convinced that the person is protected. Results of vaccination shall be reported on the quarterly report of sick.

SECTION 2.—HOSPITALS.

Officers admitted to hospitals.

1116. (1) When officers are admitted into a naval hospital, they are entitled to remain under treatment and to have all the advantages of such hospital until cured, unless in the case of chronic disorders which, after a sufficient period, shall appear to the medical officer in charge to be not susceptible of cure. Of such cases he shall make a report to the commandant of the station and request a medical survey thereon. If a survey recommends a continuance of treatment, the officer or officers surveyed may remain until a subsequent survey shall recommend a discharge.

(2) When a medical survey, duly approved, shall recommend an officer's discharge from hospital, it shall be at the option of such officer, if disabled or decrepit, to be transferred to the naval home.

(3) A copy of all the papers in such cases shall be forwarded by the commandant to the Secretary of the Navy.

Sick and disabled officers entitled to medical attendance.

1117. Sick, wounded, or disabled officers are entitled to the benefits of naval, medical, and surgical attendance, either within or without a naval hospital, so long as they remain sick, wounded, or disabled. The fact that an officer has been treated within a naval hospital for four months, or for a longer period, shall not be considered as a bar to his readmission to the same, or to any other hospital.

1118. The medical officer in charge of a naval hospital is responsible for the care and treatment of the sick, and for the discipline, cleanliness, and economy of the institution, which it is his duty to keep always in an efficient condition; and to this end he shall exact from subordinates, employees, and patients, a proper obedience to his orders, and to the laws and regulations of the Navy. Medical officers and all persons employed in the hospital shall perform such duties as may be assigned to them by the medical officer in charge.

Responsibility of medical officers in charge.

1119. Except in cases of emergency, which shall be immediately reported to the Bureau of Medicine and Surgery, no changes shall be made in the hospital buildings, furniture, and grounds—such as destroying or removing trees, or disturbing the soil around them; and no bills for purchases and repairs shall be contracted without the permission of the bureau.

No changes to be made in buildings or grounds.

1120. The medical officer in charge shall inspect all medicines, provisions, and medical supplies that may be received, or shall cause them to be inspected by a junior medical officer, who shall report to him their condition. A record of the inspection shall be entered on the daily journal.

Inspection of medicines, supplies, etc.

1121. He shall direct the medical officers in charge of wards to present their case papers to him once each week for examination, and will assure himself that they are accurately and carefully kept.

Examination of case papers.

1122. (1) He shall detail a medical officer who, in addition to such other professional duties as may be assigned him, shall perform the duty of "officer of the day" for twenty-four hours, commencing at 10 a. m.

Medical officer of the day.

(2) The officer of the day, upon going on duty at 10 a. m., shall make a tour of inspection through the wards, kitchens, mess, and other rooms occupied by patients and employees. A similar inspection shall be made during the afternoon, at a different hour daily; and another at night, after the patients are in bed.

(3) A list of patients and employees who have received passes shall be furnished the officer of the day as early as practicable every morning, and all patients and others will be required to report their return to him.

1123. The officer of the day shall keep a journal, which he shall sign at the end of his term of duty at 10 a. m., in which he shall make a brief record of the following points, that are to be noted at the time of occurrence: The condition of the wards, kitchens, mess, smoking, and other rooms at each inspection; the condition of the meals served as to quality and quantity; the names and diseases of patients admitted, and the places from which they are received; the names, number of days subsisted, and disposition made of patients discharged, and whether the necessary papers in each case are correct and complete; the names and condition of patients and employees who have returned, or who have overstaid their leave; the confinement and discharge of offenders, and cause of punishment; the appointment and discharge of employees; the reporting and detachment of officers, or their going upon and returning from leave; the record of inspection of all articles; the object and findings of all boards of survey; and all other matters occurring during his term of duty which it may be desirable to record.

Daily journal.

1124. Medical officers in charge of wards shall be held responsible for their order and neatness, and for the good condition of all within them. They shall exercise a personal supervision over the comfort and welfare of the sick, visiting them at least twice daily, and oftener in severe cases; and they shall assure themselves that their directions as to medicines, dressings, regimen, etc., are accurately and promptly carried out. They will personally take the temperature of patients, and will never allow this duty to be performed by the nurses.

Medical officers in charge of wards.

1125. Patients should be accompanied, upon admission, with hospital tickets (Form G), but they may be admitted without this paper in cases of emergency, when the medical officer shall report the fact to the commandant of the station with a statement of the emergency, and cause the necessary hospital ticket to be supplied.

Patients should be accompanied with hospital tickets.

1126. Convalescent patients may be detailed for light service, but shall in no case be retained in the hospital for that purpose after they are fit for duty.

Convalescents to be discharged when fit for duty.

1127. No patient in hospital shall be entitled to any service except that of the regular hospital attendants; nor shall any one, except medical officers on duty, patients, and employees of the hospital, be subsisted or lodged without permission of the Bureau of Medicine and Surgery.

Attendants.

1128. For patients, diet tables prepared by the Bureau of Medicine and Surgery will be followed when practicable; but the allowance to attendants' messes may be varied at the discretion of the medical officer in charge, provided the value of the ration be not exceeded.

Diet tables.

1129. For each ward shall be kept a special diet list (Form P), which shall be revised and corrected every morning by the medical officer in charge of the ward.

Special diet list.

1130. When a patient is admitted, the following forms shall be observed:

(*a*) When the hospital ticket is found correct, endorse and file it, with accompanying papers relating to the case. If defective, return it to the medical officer who signed it, through the usual channels, if he is at hand; otherwise, through the bureau.

(*b*) Enter the name, etc., (1) in the general alphabetical register of patients (Form E), which is the permanent hospital record, for future reference; and (2) in the abstract of patients (Form F).

(*c*) Open case paper (Form H).

(*d*) If the patient is an enlisted person from the receiving or other ship, or from neighboring marine barracks, send ration notice, through the commandant, to the commanding officer of the ship or barracks.

Forms to be observed upon receipt of a patient.

1131. When patients are left in hospital after the sailing of the ship from which they were sent, the medical officer in charge shall report to the commandant of the station as soon as they are in a position to justify their removal, making a particular statement of the facts and circumstances connected with each case.

Patients left in hospital after sailing of ship.

1132. (1) No person in hospital shall be discharged from the service for physical disability, except upon the recommendation of a board of medical survey.

Discharges for disability.

(2) In reports of survey the name of the ship from which the person was received shall always be noted.

1133. A copy of the report of survey, and of any other paper relating to the patient, shall be appended to the case paper, which shall be signed at its conclusion, or on detachment of the officer, by the medical officer in charge of the patients' ward. Case papers shall be verified by the signature of the medical officer in charge of the hospital.

Records of cases of persons surveyed.

1134. (1) When a patient is discharged from the hospital, the fact shall be entered upon the register of patients and also upon the case paper. The latter is then to be filed, with the hospital ticket attached.

Discharge of patients from hospital.

(2) A ration notice shall be forwarded, as directed, upon the entry of a patient. (Art. 1130.)

1135. On every Monday, a report of sick (Form I) for the preceding week shall be made in triplicate; one copy of which shall be sent to the commandant of the station, one to the Bureau of Medicine and Surgery, and the other retained for the files of the hospital as a basis for the report of the following week.

Weekly report of sick.

1136. All regulations for a hospital shall be submitted to the Secretary of the Navy.

Regulations to be submitted to Secretary.

SECTION 3.—GENERAL INSTRUCTIONS.

1137. (1) The senior medical officer of every ship, station, or place of duty, except at hospitals where case papers are used, shall keep, or cause to be kept by a medical officer subordinate to him, a medical journal, which must be a complete and succinct history of the medical affairs coming within his province. In this, and in all other records, especial regard must be paid to neatness, accuracy, and uniformity.

Medical journal.

(2) While it is impossible to give directions so minute as to cover every detail, and much must be left to an intelligent discretion, the principal points in keeping this journal are the following:

Instructions for keeping journal.

(*a*) Patient's name in full, also his grade or rate; both from the muster roll.

(*b*) Age, —— years.

(*c*) Native of ——.

(*d*) Color, ——.

(*e*) Enlisted at ——, on the —— day of ——, 18—.

(*f*) Disease; with explanatory remarks, if necessary.

(*g*) Time and place of occurrence, or dates between which there was continuous exposure to morbific cause.

(*h*) Whether considered to be in line of duty or not in line of duty; state all facts that can be elicited, distinguishing between the testimony of the patient himself and that of any other witness, and in express terms accepting or rejecting that of the patient and giving reasons for so doing.

(*i*) Medical officers will observe conciseness in clinical reporting. Common symptoms of ephemeral diseases need not be noted; the simple nosological title will suffice in such cases, as "diarrhœa acuta," "constipatio," "catarrhus," with statement of origin.

(*j*) The medical journal must be indexed daily.

(*k*) Any evidence that could have any bearing on a claim for pension must be fully noted.

Instructions for indexing.

(3) The journal will be indexed in the following manner:

(*a*) Henry Ashton first appears at page 1, where the description of him is complete; he reappears at page 34, where reference is made to page 1; again at page 67, and new reference. (See page 1.)

Ashton (Henry), 1, 34, 67, 89, 121, 156 ..... A in Index.
Brown (John), 2, 31, 42, 51 ..... B in Index.
Bunce (Philip), 4, 75, 108 ..... B in Index.
Cullen (William), 4, 19, 63 ..... C in Index.
Davis (Henry), 3 ..... D in Index.

(*b*) When the first line allotted to any name is filled, take up that name again on the next blank line below; *e. g.*, Ashton (Henry); 190, 234.

(*c*) The journal may thus be traced for a full history of each case:

A in the margin means admitted.
D in margin means discharged to duty.
Dsd in margin means deserted.
Dd in margin means died.
H in margin means sent to hospital.
T in margin means transferred somewhere.
L in margin means invalided to the United States.

Order of names.

(4) On each successive day the names of the patients shall be recorded in the order of admission, with mention of the changes in the condition and treatment until the final disposition of the case.

Change of diagnosis.

(5) Should a change of diagnosis become necessary, the case must be closed by the discharge of the patient, and reopened by his admission with the new diagnosis, except in cases of intercurrent affections depending upon the original cause of disease, when the record may be continued. This rule applies alike to case papers and journals.

A patient readmitted.

(6) A patient readmitted with a disease for which he has previously been treated and discharged shall be regarded as a new case.

Temperature, pulse, etc.

(7) Records of the temperature, pulse, respiration, and excreta of important cases shall be kept (Form Q) and appended to the journal or case papers.

In case of death.

(8) In case of death, post-mortem examinations should be made, when practicable, and the results fully recorded in the journal or on case paper.

Mention of general duties.

(9) After the completion of the daily record connected with the sick, mention shall be made of all matters relating to the duties of the medical officer, such as sanitary inspections, recommendations made to the captain, and vaccinations.

Record of each day.

(10) The record of each day shall include all admissions, discharges, deaths, and other occurrences up to midnight of that day.

One-day patients.

(11) In all cases where a patient is admitted and discharged upon the same day, he shall be noted as having been upon the sick list one day.

Responsibility for accuracy of journal.

(12) The senior medical officer of the ship or station is responsible for the accuracy of the journal and case paper, which must always be written by a medical officer.

Signatures to entries.

(13) Whenever a medical journal is kept, the medical officer who holds sick call shall make the entries in the journal over his own signature. The journal shall be inspected daily by the senior medical officer, who shall attach his signature to indicate the correctness of the record, and shall make any additional entries he may deem proper.

Sickness of a trivial character.

(14) When a patient is treated whose sickness is of so trivial a character that a relief from duty is not necessary, his name shall be entered upon the index of the journal, and the prescription ordered shall be appended to the record of the day. All expenditures of liquors shall be recorded in the same manner.

Prescription book.

1138. Issues of medicine or medical stores to persons other than those in the Navy shall be noted in a prescription book kept for the purpose.

1139. (1) The quarterly abstract of patients (Form F) shall accord with and accompany the report of sick (Art. 1140), and shall contain the name, rate, disease, origin, and disposition of every case admitted on the journal. The names shall be arranged in order of admission, as many sheets only being used as will contain all the entries. Under the head "origin" shall be written "duty" or "not duty," as expressive of the opinion of the medical officer in regard to the connection of the disease or injury with the line of duty; and under the head of "remarks" a statement of the facts upon which this opinion is based. When transmitting this abstract to the bureau, it should be sent in a pasteboard tube, or rolled over a firm center to avoid folding and breaking.

Abstract of patients.

(2) The yearly abstract of patients (Form F^2) shall include all the names of patients entered on the quarterly abstracts for the year, arranged alphabetically.

1140. (1) Medical officers will be careful to avoid inaccuracies or deficiencies in the quarterly report of sick (Form K) upon which is based the annual statistical report of the Surgeon General. To this end it is directed that a list of patients be kept, in which shall be inscribed the name of every person as soon as he is entered upon the journal. From this list Forms K and F are to be prepared; and if it be accurate, the result will be an exact accordance of these two returns with the journal.

Quarterly report of sick.

(2) A duplicate report of sick shall be forwarded from every cruising ship to the surgeon of the fleet.

1141. (1) The senior medical officer of each station, hospital, and ship will be held responsible and accountable for all public property under his control belonging to the medical department of the Navy.

Accountability for property expended.

(2) Medical officers will forward to the Bureau of Medicine and Surgery, with the return of property (Form D), a concise account of the authority and reasons for expenditure and disposition of all property expended, other than medicines, hospital stores, surgical appliances, and stationery.

(3) They will not be released from responsibility for the value of any surgical instruments or furniture, unless the expenditure shall have been authorized by the bureau or a board of survey.

(4) The property return from ships in squadron shall be forwarded through the surgeon of the fleet, who will ascertain whether or not expenditures were made with due regard to efficiency and economy, and will report to the bureau any instances of wastefulness or unauthorized expenditure.

1142. A yearly return of books shall be made on the first of January from every hospital or station supplied with a library, giving the authors' names (alphabetically), the titles, and the number of volumes. On the first day of each subsequent quarter of the year this return shall be compared with the books on hand, and a supplementary report made of the additions and losses, if any, which have occurred during the quarter.

Yearly return of books.

1143. A list of persons examined, embracing the particulars on Form X, shall be kept by all boards of medical examiners, and by all medical officers charged with the physical examination of candidates for appointment as officers in the Navy, and of officers for promotion, returns of which shall be made as directed in Art. 1144.

Records of examinations for promotion or appointment.

1144. The abstract of enlistments and rejections will be compiled from the list of persons examined. In this return the names shall be arranged in alphabetical order, the surnames first, and in the case of rejections the cause of rejection shall be fully stated. The abstract should be sent to the bureau in pasteboard case, or in a rolled form around a firm center to avoid breaking by folding.

Abstract of enlistments and rejections.

1145. The senior medical officer of each hospital and shore station shall keep, or cause to be kept, a bill book, in which shall be entered a copy of the items of every voucher forwarded to the bureau for approval, noting the number of the form on which the voucher was made, the date, and in whose favor. This bill book shall be retained as one of the permanent records.

Bill book.

1146. Apothecaries and all other persons employed in the medical department of the Navy are prohibited from accepting donations or bequests from patients or contractors, or from the friends of either, and from acting as administrator or executor for, or receiving on deposit any article of value from any patient.

Employees to have no financial dealings with patients.

1147. Any medical officer desirous of making investigations may apply to the Bureau of Medicine and Surgery for a microscope and attachments, which, when furnished, will be under his personal charge, and he shall be responsible for its care and preservation. While it is in his charge he will be required to forward to the bureau, at the end of each quarter, mounted specimens, illustrative of the work upon which he is engaged; and when his investigations have ended he shall return the microscope and attachments to the bureau. He will be required to supply any deficiencies in the microscope or attachments (other than those supplied for expenditure), which may be noted on its return.

Microscopes.

1148. (1) Authority for admission to the Army and Navy General Hospital at Hot Springs, Ark., may be obtained by officers and enlisted men of the Navy and Marine Corps, both on the active and retired lists, from the Surgeon General of the Navy on the report of a board of medical survey, or, when that is impracticable, on the certificate of a naval medical officer, which shall set forth clearly the particular disability under which the applicant labors.

Army and Navy hospital at Hot Springs, Ark.

(2) The hospital accommodation will be divided between applicants from the military and naval services and the Marine Corps. The length of treatment in hospital will be determined by the medical officer in charge.

CHAPTER XXV.

PAY AND ALLOWANCES.

SECTION 1.—PAY OF THE NAVY.

Pay of officers regulated by Congress.

1149. The pay of officers of the Navy on the active and the retired lists is regulated by Congress.

Pay of volunteer officers.

1150. When a volunteer naval service is authorized by law, the officers therein shall be entitled to receive the same pay as officers of the same grades, respectively, in the regular Navy. (Sec. 1559, R. S.)

Extra pay or emoluments forbidden.

1151. No officer or other person whose salary, pay, or emoluments are fixed by law or regulations shall receive any additional pay, extra allowance, or compensation for the disbursement of public money, or for any other service or duty, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation.

Hospital fund.

1152. The Secretary of the Navy shall deduct from the pay due each officer, seaman, and marine in the Navy at the rate of twenty cents per month for each person, to be applied to the fund for naval hospitals. (Sec. 4808, R. S.)

Chiefs of bureau.

1153. The pay of chiefs of bureau in the Navy Department shall be the highest pay of the grade to which they belong, but not below that of commodore.

Sea pay.

1154. (1) Officers shall be entitled to sea pay while attached to and serving on board of any ship in commission under the control of the Navy Department, the Coast Survey, or the Fish Commission.

Distinct from sea service.

(2) Credit for sea service does not necessarily depend upon the right to draw sea pay.

Sea pay continues while temporarily absent.

(3) An officer temporarily absent from a ship in commission to which he is attached, shall continue to receive sea pay.

While returning from abroad in a ship of the Navy.

(4) If ordered home from abroad, he shall continue to receive sea pay until his arrival in the United States, provided he returns in a ship of the Navy; and shall also receive a ration or commutation therefor.

When sea pay begins.

1155. An officer's sea pay shall begin from the date of reporting for duty on board the ship designated in his orders, provided the ship be actually in commission. If the ship should not be in commission, he shall receive other duty pay from the date of reporting until she is commissioned, when his sea pay will begin.

Fleet staff officers.

1156. (1) No officer shall be entitled to the pay of surgeon, paymaster, or engineer of the fleet unless he shall have been specially designated or ordered as such by the Secretary of the Navy.

(2) The pay of fleet officers, as such, shall not begin until the flagship reaches her station, unless the flag officer should assume command, in presence of the squadron, before it leaves a United States port.

Persons acting as paymasters abroad.

1157. Any person performing the duties of paymaster or assistant paymaster in a ship at sea by appointment of the senior officer present in case of vacancy of such office, as provided in Art. 710, shall be entitled to receive the pay of such grade while so acting. (Sec. 1564, R. S.)

Other-duty pay.

1158. (1) Officers of the Navy when performing, under orders, any duty which does not entitle them to sea pay (Art. 1154) shall receive shore or other-duty pay.

Officers traveling under orders.

(2) An officer proceeding to a station or returning from one, under orders not given at his own request or for his convenience or accommodation, shall receive other-duty pay while traveling from or to his domicile or station, provided there shall be no unnecessary delay on his part.

When ordered from one ship to another.

(3) When detached from one ship and ordered to another, both being in commission, without any intervening order, he shall receive other-duty pay while in transit.

Before an examining board.

(4) An officer not attached to a ship in commission, when ordered to appear before an examining board, shall receive other-duty pay while waiting for or while actually under examination.

When member of or witness before court.

(5) Officers not on sea pay, who are members of or witnesses before courts or boards, shall receive other-duty pay from the time of leaving their domiciles until their return thereto by order of proper authority, though they may have been in the interval temporarily relieved from attendance by the president of the court or board.

When ordered for trial or investigation.

(6) An officer ordered for trial before a court-martial, or investigation by a court of inquiry shall, while in attendance before such court, if acquitted or exonerated, receive sea pay if he be at the time on sea duty, otherwise other-duty pay; and if convicted or found blameworthy, leave or waiting-orders pay.

When ordered to duty under Coast Survey or Fish Commission.

(7) Officers ordered to report by letter to the Secretary of the Treasury for duty in the Coast Survey, or to the Commissioner of Fish and Fisheries for duty under the Fish Commission, shall not be entitled to other-duty pay until they leave their domiciles in obedience to orders from the Secretary of the Treasury or the Commissioner of Fish and Fisheries, as the case may be.

Leave or waiting-orders pay.

1159. (1) Officers of the Navy on the active list, when not on duty or on furlough, shall receive the leave or waiting-orders pay of their respective grades.

Officers traveling abroad.

(2) An officer shall receive waiting-orders pay while returning to the United States from a foreign station, when detached at his own request with permission to return after an unnecessary delay; or while traveling abroad, if not on duty.

Suspension from duty by sentence of court-martial.

(3) An officer suspended from duty by sentence of court-martial shall receive waiting-orders pay, unless otherwise provided in the sentence.

Settling accounts.

(4) Pay officers shall receive other-duty pay while settling their accounts; not, however, for a longer period than hereinafter specified. Beyond that period they shall receive waiting-orders pay.

Furlough pay.

1160. (1) Officers on furlough shall receive only one-half of the pay to which they would have been entitled if on leave of absence. (Sec. 1557, R. S.)

(2) An officer furloughed for a specified time shall receive waiting-orders pay from the expiration of that period.

(3) If ordered to duty and detached therefrom before the expiration of the specified term of furlough, he shall when detached receive waiting-orders pay.

Retired pay.

1161. (1) There shall be no promotion or increase of pay in the retired list of the Navy, but the rank and pay of officers on the retired list shall remain the same as they are when such officers are retired. (Act August 5, 1882.)

Pay after retirement, if on active duty.

(2) An officer shall receive only the retired pay of his grade after the date of his retirement, even though he may have been kept on active duty after that date; except in time of war, if detailed by the President, by and with the advice and consent of the Senate, for the command of a ship or squadron, when he shall receive the full pay of his grade.

An officer wholly retired.

1162. An officer of the Navy wholly retired is entitled to one year's waiting-orders pay of his grade, and his name shall be omitted from the Navy Register.

Pay on original entry into the service.

1163. (1) The pay of an officer of the Navy upon his original entry into the service, except when he is required to give an official bond, shall begin upon the date of his taking the oath of office, if his acceptance of the appointment bears the same or a prior date; or upon the date of acceptance, if the latter bears a later date. Where he is required to give a bond, his pay shall begin upon the date of the approval of his bond by the Secretary of the Navy.

(2) An officer not bonded, on first claiming pay after his entry into the service, shall furnish the pay officer with a copy of his appointment and oath of allegiance, or of the letter accompanying his commission or warrant, certified by himself to be correct; and in his certificate he shall state the date of his acceptance of the appointment and of his taking the oath required. An assistant paymaster shall furnish a certified copy of the letter approving his bond, in addition to the above.

Dates for longevity pay.

1164. An officer shall not be credited with the increased pay allowed for length of service or promotion, until the case has been referred by himself, or by the pay officer having his accounts, to the Auditor for the Navy Department, who will furnish the date upon which such increase begins.

Promotion of pay officer.

1165. A pay officer when promoted is entitled to increased pay from the date of his promotion, his bond in the lower grade being binding until his new bond in the higher grade is approved.

Personal accounts of pay officers.

1166. The personal accounts of a pay officer shall not be taken up by another pay officer, unless such transfer be authorized by the Auditor for the Navy Department.

1167. (1) When an officer is granted leave of absence, placed on furlough, or directed to await orders, his account shall be transferred to the Auditor for the Navy Department or to the pay officer of such shore station as he may prefer.

Accounts of officers not on duty.

(2) The accounts of officers who are paid through the office of the Auditor for the Navy Department will be settled only at the end of each quarter of the calendar year, or at the period of their transfer to some disbursing officer.

Temporary leave of absence.

1168. A temporary leave of absence does not detach an officer from duty nor affect his rate of pay.

1169. An officer whose orders involve a change in the rate of his pay shall present them to the pay officer having his accounts, for the preparation of such copies of the orders and endorsements as he may require. The officer shall certify the copies and also the time he left or arrived at his station or domicile.

Orders involving a change of rate of pay.

Preparatory orders.

1170. Preparatory orders do not change the rate of pay of an officer receiving them.

1171. If an officer fails to pass the examination preliminary to promotion, and passes upon a subsequent one, or if he fails to attend when ordered or permitted to be thus examined, for any cause other than physical disability, and afterward, on examination, is found qualified and promoted, his pay for the higher grade will begin on the date of his new commission.

Officers failing to pass examination for promotion at proper time.

1172. Officers resigning from the service or dismissed shall be paid up to, and inclusive of, the day upon which they receive official notice of such dismissal or of the acceptance of resignation, unless some other date is particularly mentioned as the date from which it shall take effect.

Officers leaving the service.

1173. (1) The pay to be allowed to petty officers and the pay and bounty upon enlistment of seamen, ordinary seamen, firemen, and coal passers in the naval service shall be fixed by the President. (See sec. 1569, R. S.)

Pay of enlisted men fixed by the President.

(2) Each enlisted person in the Navy, other than an apprentice, shall, during his enlistment, be required to keep to his credit on the rolls of the pay officer at least one month's pay of the rating in which he is serving.

(3) Each apprentice shall, in like manner, be required to keep to his credit at least two months' pay of his rating.

1174. (1) Any person who, after having enlisted in the Navy for a term of three years and received an honorable discharge or a recommendation for reenlistment upon the expiration of his term of service, reenlists for three years within three months from the date of his discharge, shall receive an increase of one dollar per month, to the pay prescribed for the rating in which he serves, for each consecutive reenlistment.

Continuous-service men, additional pay for.

(2) Should the holder of any discharge from the Navy fail to reenlist within three months from the date of its issue, he will receive no pecuniary advantage on account of his previous naval service.

When additional pay is not allowed.

1175. Any person holding an honorable discharge, who reenlists for three years within three months from the date of its issue, shall be entitled to a gratuity equal to three months' pay, reckoned at the same rate he was being paid when last discharged. (See sec. 1573, R. S.)

Honorable-discharge men, gratuity for.

1176. (1) All petty officers and persons of inferior rating, serving either on foreign stations or in home squadrons, who may be detained in the service after the expiration of their enlistment, under the provisions of sec. 1422 of the Revised Statutes, or who may reenter to serve until the return to an Atlantic or Pacific port of the vessel to which they belong, and until their regular discharge therefrom, shall receive, for the time during which they are so detained or shall so serve beyond their original terms of enlistment, an addition of one-fourth of their former pay.

Detention beyond expiration of enlistment.

(2) In order to sustain a charge for such additional payment, the pay officer must produce, upon the settlement of his account, a certificate of the captain that the persons to whom such additional compensation has been allowed did reenlist as aforesaid, or were detained by him under the section referred to.

1177. Every seaman, ordinary seaman, or landsman who performs the duty of a fireman or coal passer shall be entitled to receive, in addition to his compensation as seaman, ordinary seaman, or landsman, a compensation at the rate of thirty-three cents a day for the time he is employed as fireman or coal passer. (See sec. 1570, R. S.)

Seamen performing duty in engine department.

1178. A seaman transferred to a merchant ship in distress and paid thereon, is not entitled to be paid by the United States for the time so engaged; but it shall be the duty of his commanding officer to stipulate that such seaman's wages shall equal his pay in the Navy, and the amount agreed upon shall be entered upon the articles.

Seamen transferred to a ship in distress.

1179. Petty officers or enlisted men absent from their stations or duty without leave, or after their leave has expired, shall forfeit all pay accruing during such unauthorized absence.

Men absent without leave to forfeit pay.

1180. Money paid for rewards or expenses of deserters or stragglers, and checked against their personal accounts, is regarded as an authorized overpayment, and must in all cases be shown on public bills approved by the commanding officer.

Rewards paid for deserters, etc.

1181. The checkage of a loss of pay against a person's account, in accordance with regulation or the sentence of a court-martial, shall be made upon the written order of his commanding officer to the pay officer, which order shall be filed with the accounts.

Vouchers for checkage of loss of pay.

SECTION 2.—PAY AND ALLOWANCES OF MARINE CORPS.

1182. (1) The officers of the Marine Corps shall be entitled to receive the same pay and allowances, and the enlisted men shall be entitled to receive the same pay and bounty for reenlisting, as are or may be provided by or in pursuance of law for the officers and enlisted men of like grades in the infantry of the Army. (Sec. 1612, R. S.)

Marine pay same as that of infantry.

(2) In determining the allowances referred to in the foregoing paragraph of this article the U. S. Army Regulations shall govern as far as practicable.

1183. (1) All officers of the Marine Corps are entitled to ten per cent in addition to their current yearly pay, as given in the pay tables, for each and every period of five years' service, provided the total amount of such increase shall not exceed forty per cent of their current yearly pay; and provided further, that the pay of a colonel

Longevity pay.

shall not exceed four thousand five hundred dollars per annum, and that of a lieutenant-colonel four thousand dollars per annum.

(2) In calculating the increased pay of marine officers for length of service, the whole term of service from the date of original entry shall be taken, and not alone the period of service in the rank which they hold.

Hospital fund.

1184. The Secretary of the Navy shall deduct from the pay due each of the officers and enlisted men of the Marine Corps at the rate of twenty cents per month for each officer and marine, to be applied to the fund for Navy hospitals. (Sec. 1614, R. S.)

Rates of pay during leave of absence.

1185. (1) Marine officers when absent on account of sickness or wounds, or lawfully absent from duty and waiting orders, shall receive full pay; when absent with leave, for other causes, full pay during such absence not exceeding in the aggregate thirty days in one year, and half pay during such absence exceeding thirty days in one year, except as hereafter provided. When absent without leave, they shall forfeit all pay during such absence, unless the absence is excused as unavoidable.

Accumulation of leave of absence.

(2) All officers on duty shall be allowed, in the discretion of the Secretary of the Navy, sixty days' leave of absence without deduction of pay or allowance, provided that the same be taken once in two years; and the leave of absence may be extended to three months, if taken once only in three years, or four months if taken only once in four years.

Pay of retired marine officers.

1186. Marine officers retired from active service shall receive seventy-five per cent of the pay of the rank upon which they are retired, including the percentage added for length of service.

Marine officers wholly retired.

1187. Marine officers wholly retired from the service shall be entitled to receive, upon their retirement, one year's pay and allowances of the highest rank held by them at the time of their retirement.

Salaries to be paid monthly.

1188. The annual salaries of marine officers shall be paid in monthly payments by the paymaster. Pay officers of the Navy will, in making such payments, follow the method pursued by the paymaster of the Marine Corps.

Additional allowances.

1189. (1) No allowances shall be made to officers in addition to their pay, except as herein provided.

Forage; no commutation allowed.

(2) Marine officers are entitled to draw forage from the quartermaster's department if it be allowed by law and army regulations, but no commutation for forage shall be paid.

Fuel.

(3) Allowance of or commutation for fuel is prohibited; but fuel may be furnished to officers on the active list by the quartermaster's department at rates established by law, and according to army regulations.

Quarters, and commutation therefor.

(4) At all posts and stations where there are public quarters belonging to the United States, officers may be furnished with quarters in kind in such public quarters, and not elsewhere. At places where there are no public quarters available, commutation therefor may be paid as allowed by the rules and regulations of the Army.

1190. Enlisted men of the Marine Corps are entitled to an annual allowance of uniform clothing. Any articles drawn in excess of this allowance shall be charged against them, and for articles not drawn they shall receive pay according to the annual estimated value thereof; but such amounts shall not be paid until final discharge from the service.

Allowance of clothing to enlisted men.

1191. (1) All enlisted men serving on a first period of five years' service shall be entitled to one dollar per month for the third year, two dollars per month for the fourth year, and three dollars per month for the fifth year's service, in addition to the prescribed pay, which additional amounts will be retained until expiration of service, and paid only upon final settlement and honorable discharge.

Regulations in regard to retained pay.

(2) The sum of one dollar per month shall be retained from the pay of all men serving under a reenlistment. This sum is not included in the rates of pay as published in the official Navy Register, and shall be credited and paid only as prescribed in this article for retained pay on a first enlistment.

(3) Interest at the rate of four per cent per annum shall be allowed on the retained pay provided for in this article, from the end of the year of the man's enlistment in which it shall have accrued.

1192. (1) The musicians of the marine band shall be entitled to receive at the rate of four dollars a month each, in addition to their pay as noncommissioned officers, musicians, or privates of the Marine Corps, so long as they shall perform, by the order of the Secretary of the Navy or other superior officer, on the capitol grounds or the President's grounds. (See sec. 1613, R. S.)

Musicians of the marine band.

(2) The provisions of Art. 1191 do not apply to the marine band.

1193. Enlisted men of the Marine Corps when retired shall receive three-fourths of their pay and allowances at the time of retirement, including commutation for subsistence and clothing, but not including fuel and quarters. They shall have the usual allowance for travel to their places of enlistment.

Pay and allowances of enlisted men retired from active service.

SECTION 3.—SUBSISTENCE.

1194. (1) All officers of the Navy are entitled to one ration or to commutation therefor, while attached to or doing duty on board of a seagoing vessel. (See sec. 1578, R. S.)

Rations, or commutation therefor, when allowed.

(2) All enlisted men and boys in the Navy attached to any United States vessel or station and doing duty thereon, and naval cadets, shall be allowed a ration or commutation thereof. (See sec. 1579, R. S.)

(3) The noncommissioned officers, privates, and musicians of the Marine Corps attached to ships of the Navy shall each be entitled to receive one Navy ration daily. (Sec. 1615, R. S.)

(4) Enlisted men on board a ship for duty or passage, but not borne upon the rolls, are supernumeraries entitled to pay and shall be rationed with the crew upon the order of the captain.

(5) The rations of enlisted men shall be commuted only upon the order of the captain.

1195. (1) Rations shall not be allowed to officers on the retired list. (Sec. 1595, R. S.)

Rations, when not allowed.

(2) The law does not provide for the allowance of rations to commissioned officers of the Marine Corps.

1196. Prisoners embarked in a ship of the Navy shall be subsisted as follows, the sums allowed to be credited to the mess and paid by the pay officer for each person: In the cabin at two dollars per day; in the wardroom at one dollar and fifty cents per day; and in any other officers' mess at one dollar per day. If not in an officers' mess, one ration will be allowed. No other charge shall be made, nor shall any person thus conveyed be required to pay any compensation to the mess in which he may live.

Subsistence of prisoners embarked in ships of the Navy.

1197. For the subsistence of pilots, one dollar and fifty cents per day will be allowed to a wardroom mess, and one dollar per day to any other officers' mess. When messed in any other than an officers' mess, or by themselves, they will be allowed one ration.

Subsistence of pilots.

1198. Vouchers for payments to messes for subsistence of authorized passengers must give a list of the persons subsisted, the length of time subsisted, and by what mess.

Vouchers for subsistence of passengers.

1199. (1) No allowance will be made to any mess for the subsistence of officers ordered to take passage in a ship of the Navy.

(2) There being no allowance for a minister or other civil officer for whom passage may be ordered in a Government ship, provision must be made and the expense defrayed by such passenger himself.

No allowance for subsistence of naval or civil officers as passengers.

1200. The value of one ration per day shall be deducted from the pay of every naval officer, seaman, or marine admitted into a naval hospital during his continuance therein, which amount shall be credited to the naval hospital fund by the pay officers on whose books such persons are borne.

Deduction of value of ration from pay of persons in hospital.

1201. Officers of the Navy on sea service are entitled to their rations while temporarily doing the duty of the ship on shore.

Rations of officers temporarily on shore.

1202. A pay clerk, assisting a pay officer to settle his accounts, will be allowed pay, but not rations during the time so employed.

Pay clerks assisting in settlement of accounts.

1203. Officers and men of the Navy or Marine Corps under orders to act on shore in cooperation with the land troops, will be rationed, upon requisition of the commanding officer, by the subsistence department of the Army.

Subsistence while cooperating with Army.

SECTION 4.—ADVANCES.

1204. The President of the United States may direct such advance as he may deem necessary and proper to such persons in the naval service as may be employed on distant stations, where the discharge of the pay and emoluments to which they are entitled can not be regularly effected. (Sec. 1563, R. S.)

Authority for advance of pay.

1205. Overpayments, other than such as are produced by authorized advances, will be invariably disallowed, whether made in money, clothing, or small stores, excepting payments for the commutation of rations, and such advances in clothing or small stores as may have been made by the previous order of the captain of a ship, upon the ground that they were necessary to the health and comfort of the men, which order must be produced. A general approval of the roll in which the advances are charged will not be sufficient.

Restrictions as to overpayments.

1206. (1) All officers of the Navy and Marine Corps, when ordered to duty on board of vessels attached to the Asiatic, South Atlantic, European, or Pacific stations, or to vessels detailed for duty on said stations, shall be entitled to an advance of pay equal to three months' sea pay, and when ordered to other sea duty to an advance of pay equal to two months' sea pay, provided they have not received an advance of pay within the previous twelve months.

Advances to officers ordered to foreign duty.

(2) This advance will be paid by any purchasing pay officer on the presentation of his orders by any officer of the Navy.

Transfer from one ship to another.

(3) Officers transferred from one ship to another, both being in commission for sea service, are not entitled to an advance of pay on account of such transfer.

Advances not checked until ship sails.

(4) Officers are entitled to receive the pay due them up to the date of sailing, without reference to the advance received. Should the ship, however, be detained beyond the time covered in such advance, officers shall have the amount checked against them by the pay officer; but may, upon proper application, receive an additional advance at the discretion of the Secretary of the Navy.

Duty of officer making the advance.

(5) The purchasing pay officer shall, on paying an advance, endorse upon the original order of the officer receiving it the date and the amount advanced; and he shall also notify the pay officer of the ship, without delay, of every such advance paid. A certified copy of the order upon which advanced pay is furnished should in all cases accompany the voucher.

Duty of officers receiving an advance.

(6) Every officer who, after being ordered to duty, receives an advance of pay shall immediately give notice thereof to the pay officer taking up his accounts, and no officer shall knowingly receive pay which should be checked against such advance.

Duty of pay officer of ship.

(7) In cases where such advance of pay has been made, the pay officer of the ship on board of which the officer receiving it reports for duty shall, without delay, inform both the Auditor for the Navy Department and the purchasing pay officer who made the advance, of the name of the ship to which such officer is first attached, the officer's name and rank, the date of the order, amount of pay advanced, and from whom received.

Pay clerks.

(8) Pay clerks may, upon application to the Secretary of the Navy, be allowed an advance as herein provided.

1207. When an advance shall be made to an officer, on competent authority, for travel in foreign countries or to join or return from a ship on a foreign station, he shall immediately on performing such travel transmit a statement to the Auditor for the Navy Department, accompanied, when possible, by substantiating vouchers, showing in detail the necessary expenditures he has incurred for such travel, and shall also transmit at the same time the original order under which it was performed.

Advances on orders to travel abroad.

1208. The ration is not pay and will not be commuted in advance, nor shall commuted rations go to liquidate indebtedness to the Government, except when desired by the individuals commuting them.

Ration money distinct from pay.

1209. In all cases of advances or overpayments stated on the rolls, the name of the pay officer making such advance or overpayment, as well as the station or ship, should be entered over the amount.

Entry on rolls of advances or overpayments.

1210. (1) Recruiting officers shall make no advance of pay except by express orders; and in all cases of making advances the amount advanced to petty officers, if any such enlistment should be authorized, shall not exceed the amount advanced for seamen; and good security is to be taken for all advance until the person receiving it shall have been received and mustered on board of a ship of the United States.

Advances to recruits.

(2) Recruiting officers shall not pay any advance or bounty money except to the person entitled to receive it; and they must produce his receipt, together with a certificate from the commanding officer of the ship to which the person may be sent, that he had been actually received on board.

(3) Recruits will be provided with necessary clothing and small stores upon the written order of the captain of the ship, and if an advance in money has not been paid, the amount of such issues shall be deducted from the advance.

(4) The pay officer of a receiving ship, when recruits are received to whom an advance has been paid, shall certify to the recruiting officer that the amounts of money paid to the recruits, as exhibited by the accounts received, have been duly charged to them.

SECTION 5.—ALLOTMENTS.

1211. Every assignment of wages due to persons enlisted in the naval service, and all powers of attorney or other authority to draw, receipt for, or transfer the same shall be void, unless attested by the commanding officer and paymaster. The assignment of wages must specify the precise time when they commence. (Sec. 1576, R. S.)

Assignments of pay to be attested.

1212. (1) Each person in the Navy and Marine Corps serving on board a seagoing ship, except apprentices on cruising training ships, shall, with the approval of his commanding officer, be allowed to allot such portion of his pay for the support of his family or other relatives, or for his own savings, as he may desire; subject, in the case of enlisted persons, to the regulations fixing the amount of pay to be retained to their credit.

Allotments.

(2) Allotments shall be made out by the pay officer at the earliest possible moment after a ship is commissioned; and, after approval, shall be promptly forwarded by him, as herein required, in order to insure payment when due.

Made out by pay officer.

(3) An allotment shall be executed in duplicate, and in the case of an enlisted person, witnessed by the commanding officer and paymaster. After having been signed, it must be approved by the commanding officer, and registered by the pay officer, who shall be responsible for its deduction from the grantor's pay. Both copies shall be forwarded to the Auditor for the Navy Department, who will forward to the purchasing pay officer the copy intended for him. An allotment shall be made payable on the last day of the month, and for a stated term. In special cases it may be registered at the Auditor's office.

How made, registered, and paid.

(4) The death, discharge, resignation, forfeiture of pay by sentence of court-martial, or desertion of a person who has an allotment running will be cause for stopping the same, and the pay officer of the ship to which the person was attached shall notify the Auditor for the Navy Department by the first opportunity that may occur; in default of which the

Death or discharge of person having allotment.

pay officer will be held liable for amounts paid by the purchasing pay officer in consequence of such neglect. When an allotment is stopped, the pay officer shall charge the allotment for as many months in advance as will probably be required for information to reach the Auditor.

Expiration of, by limitation or otherwise.

(5) Immediately upon the return of a ship to the United States, at the expiration of her cruise, the pay officer shall send to the Auditor for the Navy Department a list of the allotments to be stopped. He shall also notify that office of the expiration of any allotment by limitation, stating the amount checked by himself and the last month for which checked.

Cases of capture, allotments to continue.

(6) In cases of the capture of officers or men who have made allotments which may expire after their capture, the monthly payments of the same shall be continued until otherwise ordered.

Advance not to interfere with allotment.

1213. An indebtedness arising from an authorized advance shall not interfere with the registry of an allotment; it shall be registered to be paid at once in the same manner as if no advance had been made.

Apprentices can not leave allotments, except.

1214. Boys enlisted to serve until they are twenty-one years of age shall not be permitted to allot any part of their pay until they shall have been transferred to the general service, and have two months' pay due them on the account books of the ship.

Men transferred to hospital, allotment to continue.

1215. The allotment of men transferred from a sea-going ship to a hospital shall be continued the same as if at sea.

Allotments to be stopped before discharge of persons in debt.

1216. When the grantor of an allotment is soon entitled to discharge, and is so much in debt to the United States that it will require the whole or a part of his allotted pay to cancel his obligation, the pay officer shall inform the commanding officer and shall stop such allotment by the usual process, giving the facts as reason therefor.

Death of persons to whom allotments are payable.

1217. Upon receiving information of the death of any person to whom an allotment is payable by him, a purchasing pay officer shall immediately apprise the Auditor for the Navy Department of the fact.

Transfer of accounts of persons having allotments.

1218. (1) A pay officer shall, upon transferring the accounts of any person having an allotment, immediately inform the Auditor for the Navy Department of the fact, giving the name of the ship and of the pay officer to whom the transfer is made, and stating the whole sum checked by himself and the last month for which checked.

(2) When a pay officer is relieved and transfers the accounts of officers and crew to a successor, he shall, without waiting for his final accounts to be made up, immediately notify the Auditor for the Navy Department of the transfer of allotments.

Allotments once discontinued not to be renewed, except.

1219. (1) When an allotment is discontinued, at the request of the person making it, before the expiration of the term for which it is granted, it shall not be renewed within that term except by permission of the Navy Department, on satisfactory reasons being given for such discontinuance and renewal.

(2) Correspondence on the subject of allotments that have been granted must be with the Auditor for the Navy Department.

SECTION 6.—TRAVEL.

Mileage.

1220. (1) Officers of the Navy traveling under orders in the United States shall be allowed eight cents per mile, while so engaged, in lieu of their actual expenses.

Allowance for travel abroad.

(2) Officers of the Navy traveling abroad under orders shall travel by the most direct route, the occasion and necessity for such order to be certified by the officer issuing the same; and shall receive, in lieu of mileage, only their actual and reasonable expenses, certified over their own signatures and approved by the Secretary of the Navy.

Allowances only for travel actually performed.

(3) No officer shall be paid mileage except for travel actually performed at his own expense and in obedience to orders.

Orders must have approval of Secretary.

(4) No allowance shall be made for traveling expenses unless the same be incurred on the order of the Secretary of the Navy, or the allowance be approved by him.

Terminal points to be designated in orders.

(5) Orders of officers involving travel must designate the place from which, and the point or points to which, the travel is to be performed.

Pay clerks.

(6) When pay officers are detached from duty, the clerks to said officers will be ordered to perform only the travel necessary to reach their homes.

Mileage not allowed when traveling by Government conveyance.

1221. (1) Officers and other persons in the Navy traveling by Government conveyance, under orders or authority derived from the Navy Department, shall not be paid mileage.

Permissory orders do not entitle to mileage.

(2) An order merely permitting an officer to appear before an examining board or a court of inquiry does not entitle him to mileage.

(3) An order detaching an officer from a ship abroad and granting him permission to return home does not entitle him to traveling expenses or mileage.

Expenses for attending funerals.

(4) No expenses for travel to attend the funeral of a naval officer who dies in the United States shall be allowed.

Mileage, by whom paid.

1222. (1) Mileage for travel in the United States will be paid upon the presentation of original orders, issued or approved by the Navy Department, at any navy pay office or by the pay officers of the stations at Portsmouth, Key West, Pensacola, Newport, and New London.

Certificate required as voucher.

(2) An officer shall certify to such copies of his orders as may be required as vouchers by the pay officer; also, that he actually performed the travel in obedience to such orders, at his own expense, and without transportation in a Government conveyance. In drawing mileage to his home, he shall certify upon his orders his residence, which must correspond to his usual residence, as recorded in the Bureau of Navigation.

Calculation of distances for mileage.

(3) Bills for mileage shall show the process by which the whole distance was calculated, giving the distance from point to point and stating how obtained, if not from the official tables of distances published by the War Department.

(4) When a doubt exists as to the distance traveled, the certificate of the officer, stating the route by which he traveled, with the distance thereon, and that it was the shortest usual route, shall be received as evidence, if the post-office records do not determine it.

1223. (1) Allowances for travel performed out of the United States will be paid only upon the order of the Auditor for the Navy Department, to whom the original orders requiring such travel must be presented. The expenses must be shown by vouchers in the usual form, unless the officer certifies that it was not practicable to obtain them, in which case his own certificate to a detailed statement of the actual and necessary expenses will be received as sufficient evidence.

Expenses for travel abroad, how paid.

(2) Detention at any place on the way must be certified by the officer to have been necessarily incurred in awaiting the next conveyance.

Necessary detention.

(3) The amount of baggage for which necessary expenses of transportation may be allowed (sec. 1566, R. S.) shall not exceed five hundred pounds for commanding officers and four hundred pounds for other officers.

Allowance of baggage.

(4) The cost of transportation of public property of the United States, in charge of an officer traveling abroad, shall not be included in the same voucher or bill as that of his personal expenses.

Separate bills for personal expenses and transportation.

1224. (1) Pay officers shall, in all cases when paying traveling expenses or mileage, endorse over their signature on the original orders of the officer, as well as on the copies retained for vouchers, the date of payment, the amount paid, and the points of departure and arrival.

Endorsement on orders of payments of travel allowances.

(2) In case an order is confidential, or several subjects are embraced in it, an extract pertinent to the service for which payment is made should be taken and used.

1225. An officer who changes his official residence without due notice and permission of the Navy Department shall not, if ordered to duty, be entitled to mileage in excess of that from his former place of residence as recorded at the Department.

Unauthorized change of residence.

1226. No allowance will be made for the expenses of persons undergoing examination for appointments, except as provided by law for naval cadets.

No allowance for expenses of candidates for appointment.

1227. (1) The actual expenses only of enlisted men summoned as witnesses before a court-martial shall be paid, and shall be provided by the pay officer upon order of the commanding officer of the ship or station to which they belong.

Allowance for witnesses.

(2) Citizens not in the employ of the United States, when summoned as witnesses before naval courts, shall be paid one dollar and fifty cents per diem and five cents per mile from and to their domiciles. Judge advocates shall, in their certificates of attendance, discriminate between citizen witnesses and those who are in the employ of the Government of the United States.

1228. A person enlisted in the Navy within the United States, whose term of service expires while under treatment in hospital on a foreign station shall, upon the termination of such treatment, be entitled to a passage to a port of the United States.

Men whose term of service expires in hospital abroad entitled to passage home.

1229. (1) Transportation furnished upon an officer's orders to or from duty shall be endorsed upon his original orders, and a certified copy of such orders must accompany the vouchers for the expenditure.

Transportation.

(2) Transportation for enlisted men will be furnished by purchasing pay officers, fleet paymasters, or pay officers of vessels, when required, upon the order of the commandant or senior officer present; and they will in every case endorse upon the orders of the men to whom transportation is given, or upon the orders of the man in charge of the party, as the case may be, the amount paid for transportation and the points between which it is furnished.

(3) In cases where transportation is authorized to be secured, it must be done with the understanding that it shall be canceled if the orders are revoked.

SECTION 7.—MISCELLANEOUS ALLOWANCES.

For administration of oaths.

1230. When officers are required to make oath in answering interrogatories concerning the fitness of officers of the Navy or Marine Corps for promotion, they will, if practicable, make such oath before the judge advocate of a naval general court-martial or court of inquiry, the commander in chief of a naval squadron, commandant of a navy yard or station, officer commanding a vessel of the Navy, the adjutant and inspector, or a commanding or recruiting officer of the Marine Corps. When not practicable to make such oath before one of the officers above mentioned, they should make the same before some person duly authorized by law to administer oaths. In such case, officers will be careful to procure the necessary services at as reasonable a rate as possible, and will transmit to the Department a voucher stating the sum paid. If, in the opinion of the Department, such sum is reasonable and proper, the necessary steps for reimbursement will be taken.

Extra allowance of money for service as submarine divers.

1231. Enlisted men of the Navy, not under instruction or diving for practice, shall, when employed in submarine diving, receive extra compensation therefor, to be charged to the bureau for which the service is performed, at the rate of one dollar and twenty cents per hour for the actual time so employed under water.

Necessary clothing and small stores for persons sentenced to loss of pay.

1232. In the event of an enlisted man of the Navy being sentenced by court-martial to confinement with loss of pay, such sentence shall not deprive him of such articles of clothing and small stores as may be deemed necessary for his health and comfort by the commanding officer of the ship or barracks where he may be confined.

SECTION 8.—PERSONS SICK OR DISABLED.

Pay of enlisted men in hospital.

1233. (1) The pay of an enlisted man at a hospital in the United States ceases when his enlistment expires, but he may be retained for treatment.

(2) When sent to a hospital on a foreign station, his pay shall continue after his enlistment expires and until his return to the United States.

(3) If enlisted for the cruise, he shall be entitled to pay until discharged as though enlisted for three years.

(4) No payment of money shall be made to any enlisted person of the Navy or Marine Corps at a hospital, without the approval of the medical officer in charge thereof.

Ration deducted from pay of persons in hospital.

1234. For every naval officer, seaman, or marine admitted into a naval hospital, the institution shall be allowed one ration per day during his continuance therein, to be deducted from his account.

Expenses incurred for medicines, etc., not allowed, except.

1235. Expenses incurred by an officer of the Navy for medicines and medical attendance will not be allowed unless they were incurred when he was on duty, and the medicines could not have been obtained from naval supplies, or the attendance of a naval medical officer could not have been had. (Sec. 1586, R. S.)

Persons sent to other than naval hospitals.

1236. Officers and enlisted men of the Navy and Marine Corps when on duty at a place where there is no naval hospital, may be sent to other hospitals upon the order of the commander in chief, or the senior officer present, and the expenses of such persons shall be paid from the naval hospital fund; and no other charge shall be made against their accounts than such as are made for persons under treatment at naval hospitals.

SECTION 9.—PERSONS DECEASED.

Funeral expenses of naval officers.

1237. (1) When an officer on duty dies in a foreign country, the expenses of his funeral, not exceeding his sea pay for one month, will be defrayed by the Government and paid by the pay officer upon whose books the name of such officer was borne for pay. Should the funeral expenses exceed the amount so allowed, the excess shall be charged against his account, and a separate bill for that amount must accompany the transfer to the Auditor for the Navy Department.

(2) No funeral expense of a naval officer who dies in the United States shall be allowed. (See sec. 1587, R. S.)

Funeral expenses of enlisted men and petty officers.

1238. (1) The necessary and proper funeral expenses of an enlisted man or petty officer who shall die while in actual service will be allowed when approved by the Secretary of the Navy, or if abroad, by the senior officer present.

(2) In the case of persons who die and are buried out of the United States, the amounts so paid shall not exceed fifty dollars each, unless due regard for decent burial renders greater expense necessary, which fact must be certified to by the officer ordering the payment of the bill.

(3) Upon the transfer of a deceased person's account to the Auditor for the Navy Department the pay officer will note thereon the amount paid by him for the funeral expenses.

Funeral expenses of officers and men of the Marine Corps.

1239. (1) Funeral expenses of officers of the Marine Corps must be charged to the personal accounts of the deceased officers, and the bills sent as vouchers with the accounts when transmitted to the Auditor for the Navy Department.

(2) The necessary and proper funeral expenses of enlisted men of the Marine Corps, being provided for by an annual appropriation, will be allowed, and the bills for such expenses are public bills.

Estates of deceased persons.

1240. Balances due to deceased persons in the Navy or Marine Corps will not be paid until their accounts have been passed upon by the Treasury officers. Persons entitled to the estates of such deceased persons must apply to the Auditor for the Navy Department. Arrears found to be due will be paid in all cases to the proper persons interested, in preference to attorneys.

1241. Wills of persons in actual service must in all cases, when possible, be in writing and attested by an officer. A nuncupative will must be reduced to writing immediately, and be attested by at least two officers. The executor will be required to produce the original will or a copy duly authenticated.

Wills of persons dying in service.

1242. When the effects of deceased persons are sold, the account of the deceased will be credited in the column for "Sundry credits" on the pay roll, under the head of "Sale of Effects," with the total amount realized from such sale. The amount will be entered on the summary statement and account current as "Sale of D. M. and D. Effects," and the money accounted for under "General Account of Advances."

Sale of perishable effects of deceased persons.

SECTION 10.—PENSIONS.

1243. (1) Any disabled enlisted man who has not been discharged for misconduct shall, after ten years' service in the Navy, be entitled to a pension, if a board of survey appointed by the Secretary of the Navy shall recommend it. (See sec. 4757, R. S.)

Service pensions to disabled enlisted men.

(2) After twenty years' service, any enlisted man disabled from sea service by reason of age or infirmity, who has not been discharged for misconduct, shall be entitled to a pension equal to one-half the pay of his rating when last discharged. (See sec. 4756, R. S.)

1244. Commanding officers on shore and afloat will require from the proper medical officers reports, made in accordance with the medical instructions, of every case of death or disability occurring to persons in the naval service under their command. These reports shall be sent to the Bureau of Medicine and Surgery as evidence of claims for pensions.

Official returns of death or disability.

1245. In all cases of injury by accident to persons in the Navy, the commanding officer shall direct a statement of the facts in the case to be made to the Surgeon General by an officer, or in the absence of an officer, by any other trustworthy person who was a witness to the accident. The statement shall show where the accident occurred, what the injured person was doing at the time, and how the accident was caused. It shall be as brief as possible consistent with clearness. The commanding officer shall endorse his opinion upon it, and it shall be referred to in the medical journal and be forwarded to the Surgeon General.

Testimony of eyewitnesses to accidents.

1246. In case of death, injury, or disability, where the official medical record may be incomplete, the Surgeon General shall decide as to whether such death, injury, or disability was received in the line of duty.

Surgeon General to decide where records are incomplete.

CHAPTER XXVI.

PART I.—SUPPLIES ON SHORE.

SECTION 1.—CUSTODY AND CARE.

Responsibility of Bureau of Supplies and Accounts.

1247. The custody, transfer, and issue of all supplies, and the records of all property and plants at navy yards and stations belonging and appertaining to the Navy Department, with the exceptions hereinafter noted, shall be under the supervision of the Bureau of Supplies and Accounts.

The general storekeeper.

1248. At navy yards and stations there shall be an officer of the pay corps detailed as the general storekeeper, who shall, under the direction of the Paymaster General, have charge, with the exceptions noted, of the supplies, material, manufactured articles of ships' equipment, etc., at the respective yards and stations.

Medical supplies.

1249. Medical outfits for ships in commission are furnished from the naval laboratory. The senior medical officer on duty at a navy yard shall have charge of all medicines, medical supplies, instruments, and other articles provided by the Bureau of Medicine and Surgery for use at the yard, for ships fitting out, or received from ships arriving.

Cadet storekeeper at Naval Academy.

1250. The cadet storekeeper at the Naval Academy shall be detailed from the pay corps, and shall have authority, with the approval of the Secretary of the Navy, to procure clothing and other necessaries for the naval cadets in the same manner as supplies are furnished to the Navy, to be issued under such regulations as may be prescribed by the Secretary of the Navy.

Supplies to be properly guarded.

1251. Supplies shall be so stored and guarded as to enable the general storekeeper to assume a rigid responsibility for their proper care and expenditure.

Officers in charge of supplies to exercise care.

1252. (1) Officers in charge of supplies shall exercise a constant supervision over the stores in their custody and protect them by every means in their power against deterioration from any cause.

Custody of keys.

(2) They shall, under the direction of the commandant of the yard or station, have charge of the keys of all storehouses and buildings containing articles for which they are responsible. The keys must never be taken out of the yard, and when not in use shall be kept in the designated place.

Invoices to be furnished.

(3) They shall not give a receipt for articles delivered in the yard until furnished with invoices in duplicate, which shall be complete descriptive lists of the deliveries claimed, one receipt to be signed and returned to the party delivering the articles and the other to be retained.

Contract supplies unmarked not to be received.

(4) No supplies delivered by contractors shall be received unless marked and distinguished with the name of the contractor furnishing the same.

To be marked after inspection.

(5) Immediately after supplies received by purchase shall have been inspected they shall be tagged or marked with the name of the bureau under which purchased, number of contract or open-purchase requisition, the account, number of inspection call, and date when passed or rejected.

(6) Articles received by shipment shall in like manner be tagged or marked with the name of the ship or navy yard from which received, the account, bureau, and number of invoice.

Articles manufactured in navy yards.

1253. All articles manufactured in the various navy yards, and approved by the heads of departments to which they pertain, shall be turned into store for issue by the general storekeeper.

Models of ships.

1254. Models of ships, when completed, shall be taken up in the books of the general storekeeper by invoice and expended "for use."

Supplies to be purchased for the Navy and not for bureaus.

1255. (1) All supplies purchased with moneys appropriated for the naval service shall be deemed to be purchased for the Navy and not for any bureau thereof, and these supplies, together with all supplies on hand, shall be arranged, classified, consolidated, and catalogued, and issued for consumption or use under such regulations as the Secretary may prescribe, without regard to the bureau for which they were purchased. (Act approved June 30, 1890.)

(2) The appropriation "Increase of the Navy" does not come within the above clause. It is an appropriation by itself and for a specific purpose.

(3) The appropriation for clothing and small stores is continuous and is intended to be self-sustaining, and can not be classified as provided for by this act.

(4) The appropriation for "provisions" is for a specific purpose and can not be used for any other object.

Supplies to be kept separate during fiscal year.

1256. (1) All supplies purchased during a fiscal year shall, at navy yards and stations, be kept separate from other supplies, and be held by the general storekeeper for consumption in the department for whose use they were intended when purchased. With the exception of supplies purchased under the appropriation "Increase of the Navy," which supplies will be reserved for the purposes designated, and of such as shall have been purchased under special appropriations for specific objects or special work not then completed, all such supplies remaining on hand at the close of any year, together with all other stores on hand, shall thereafter be subject to requisitions of heads of departments without regard to the bureau for which they were purchased. Care must be exercised, however, that supplies in store especially adapted to particular uses shall not be drawn indiscriminately or used for work in which material of a lower grade and less value can be utilized with equal advantage, and in no case shall supplies be drawn out of store except on requisitions to fill specific job orders.

Accumulation of supplies.

(2) Not more than one year's probable demand of supplies should be carried in stock, and in case of supplies that are liable to deterioration, a six months' supply is sufficient to keep on hand.

Supplies for Naval Academy.

(3) Supplies purchased for the Naval Academy are exempted from the provisions of this article.

1257. (1) All packages of supplies pertaining to the Bureau of Supplies and Accounts shall be marked as follows: Place and date of inspection, name of contractor or dealer and date of contract or open purchase, number and sizes of articles contained in each bale of clothing marked on the inner and outer coverings, the number and sizes of shoes in each box, and all marks and brands required by the contracts. All bread bags shall be marked legibly near the middle, "Bread bag, U. S. Navy."

Supplies pertaining to Bureau of Supplies and Accounts.

(2) No articles of clothing turned into store in a loose state shall be packed with new ones, but must be baled separately and marked with date of repacking.

(3) No beef or pork shall be allowed to remain in store for a longer period than six months without being examined, and, if necessary, repickled and coopered. The date of each inspection shall be marked upon the end of the barrel.

(4) Old bread, whether in bags or barrels, should never be put in the same room with new, nor should new bread be put in a room where weevily bread has lately been until the room shall have been thoroughly cleaned.

Storekeeper to afford facilities to heads of departments.

1258. General storekeepers shall afford every facility to heads of departments for obtaining information and examining supplies on hand.

SECTION 2.—REQUISITIONS.

1259. (1) All expenditures of supplies by general storekeepers, for use by any department of a yard, must be preceded by a stub requisition signed by the head of that department.

Stub requisitions on general storekeeper.

(2) In order that the head of the department may be properly informed of the cost of the articles drawn, both the requisition and its stub should be submitted to the general storekeeper, who will promptly return the stub with endorsement of the cost of each item furnished in compliance with the requisition, retaining the latter, with like endorsement, for his office use. On or before the fifth day of each month the general storekeeper shall furnish the commandant with a list of the stub requisitions from each department for the preceding month not yet returned, with the reasons in each case for failure to return promptly.

Heads of departments to be informed of cost.

1260. Whenever it shall be possible to utilize supplies on hand differing in unimportant respects from those called for, substitution shall be made.

Utilizing supplies.

1261. (1) No stub requisition upon a general storekeeper shall be filled which fails to express the amount, job order, title, subtitle, and general head under which supplies are wanted.

Object for which required must be stated.

(2) Stub requisitions shall be numbered consecutively by the head of each department and embrace material under one account, title, subtitle, and general head only.

(3) The representative of the general storekeeper authorized to deliver stores shall keep an independent record of the date and number of each stub requisition received.

1262. (1) No supplies shall be drawn from store by manufacturing departments except for specific job orders, named upon the requisitions. Of the supplies so drawn only such as are actually used shall be charged to the job.

Supplies for manufacturing departments.

(2) When more supplies have been drawn for specific work than are used, the unused portion shall be returned into store and the job order account credited accordingly.

1263. (1) For articles required which are not in store, and for which articles in store can not be substituted, heads of departments shall submit requests for requisitions to be made by the general storekeeper. Such requests shall not be made by heads of departments until they have definitely ascertained that none of the articles included can be procured from the stores on hand. They shall be carefully and completely filled out by the officers making them, and general storekeepers in making requisitions for the articles shall follow strictly the specifications and estimated cost as therein given.

Articles not in store, how obtained.

(2) If articles are required to be purchased "for general purposes," the fact shall be so stated in the request; if for specific use, the use shall be expressed with precision.

(3) The request shall be in the form of an open-purchase requisition, prepared in accordance with the provisions of Art. 1358, having attached thereto a memorandum, by the head of the department requiring the supplies, stating: "It is requested that requisition be made for the articles embraced in the accompanying requisition, which are required for use in this department, by the dates stated therein."

1264. When any article held for consumption in a particular department, in accordance with Art. 1256, is needed for immediate use in another department in consequence of an exigency, the article may be issued to the department requiring it if the head of the department parting with the article will certify that it is not needed in his department, or that work in progress will not be delayed, or the department be in any way embarrassed before such time as the article can have been replaced by purchase. But the head of the department receiving the article shall at once make a request for a requisition to be made for the article by the general storekeeper, who, if the article is needed, shall upon its purchase and delivery replace the article issued. The expenditure of the original article shall be at the cost at which it is borne on the books.

Transfer of supplies held for a department, in emergency.

1265. All requisitions or invoices from other departments to general storekeepers shall be prepared in conformity with the classified schedule, giving unit prices as well as total amounts.

Requisitions and invoices to be prepared according to classified schedule.

SECTION 3.—EXPENDITURES.

1266. (1) When stores are delivered to a ship in commission they shall be accompanied by a store invoice, in duplicate, which shall be receipted by the person to whom the stores are actually delivered, and which shall be the only detailed list furnished of such stores. The invoice shall be prepared as articles are issued by the representative of the general storekeeper authorized to issue stores, who shall number them consecutively and enter the following data: Name of account or letter indicating same; ship and department to which issued; name of article; number of contract or open-purchase requisition on which the article was received by the general storekeeper; number of inspection call; quantity delivered. It is not essential that articles be grouped by classes on store invoices, but they may be enumerated in the order delivered. The invoices shall then be priced, and the class number and title noted thereon by the bookkeeper in charge of great ledgers.

Stores delivered to a ship in commission.

(2) For articles put on board a ship before she is commissioned, as provided by Art. 1269, par. 10, the store invoices shall be receipted by the head of the yard department concerned, who will retain the duplicate until the ship is commissioned, when he shall deliver it to the proper officer of the ship.

Stores delivered to a ship before commissioning.

(3) Stub requisitions shall be receipted by the person to whom the material is actually delivered, and be regarded as the itemized invoices covering material delivered to yard departments.

(4) There shall be compiled by the general storekeeper summaries, in duplicate, of stub requisitions and store invoices as follows:

Summary of stub requisitions and store invoices.

(*a*) Of stub requisitions. At the end of each month a summary stating the total value of the material under each class issued during the month as shown by the totals in the "Record of stub requisitions by classes," together with a statement of expenditures under titles, subtitles, and general heads as shown by the totals in the "Record of stub requisitions by titles."

(*b*) Of store invoices. At the end of each month, and fraction of a month if a ship is about to leave the yard, a summary stating the value of the stores issued under each class to each title during the month or fraction of month as shown by the totals in the "Record of store invoices" for the ship concerned, being for each class and title embraced in all store invoices for the time covered by the summary. The store invoices referred to in par. 2 must be included in the first summaries furnished the ship.

(5) Separate summaries shall be made for each department of a yard or ship and for each account. They shall be receipted by the head of department concerned, who will retain one copy and return the other to the general storekeeper.

(6) For issues under Naval Supply Fund, summaries shall be compiled weekly, in triplicate.

(7) Stub requisitions and store invoices shall be carefully filed by heads of departments for verification of summaries when received.

(8) Summaries shall be forwarded with quarterly balance sheets as the vouchers of expenditure pertaining to stores covered by the summaries.

1267. Invoices of articles manufactured in navy yards by the various departments shall, so far as practicable, be condensed into one monthly invoice for each bureau. This practice shall not preclude the rendering of a memorandum invoice with each delivery of manufactured articles to a storekeeper, which is necessary in order that he may be enabled to make immediate expenditure invoices, if required.

Invoices of articles manufactured in yard.

1268. All expenditures of supplies shall be at an average price, determined by dividing the total value of the supply on hand of any article by the total quantity thereof. A new price shall be established upon the receipt of an invoice of the article.

Unit prices, how obtained.

1269. (1) Each bureau shall arrange its prescribed outfit and allowance of supplies for every ship in a tabulated form, in accordance with the classification of the Bureau of Supplies and Accounts, as to the arrangement of items, under the headings "Equipage" and "Supplies." The former shall contain such articles as are objects of charge under Title B, and the latter all other supplies, which will be carried under Title Y.

Arrangement of prescribed outfits and allowances.

(2) Equipage and supplies pertaining to the Bureau of Equipment which are to be in charge of the navigator of the ship shall be designated as "Navigator's stores" and be separately grouped in the table arranged by the Bureau of Equipment.

Navigator's stores.

Table to be printed.

(3) Immediately upon their preparation the Paymaster General shall be informed by the chiefs of bureaus of the outfits and allowances prescribed, and of the complement of officers, crew, and marines; when he shall have the same printed in a single pamphlet with the name of the ship on the title page. Copies of allowance books shall be supplied to all navy yards and to the ships to which they apply.

Articles to be manufactured.

(4) A statement showing what articles in each table are to be manufactured by the bureaus, the place of manufacture, and date of completion of the same shall be transmitted, with the allowance tables, by the bureau concerned to the Paymaster General.

Time of preparation of outfits and allowances.

(5) The prescribed outfit and allowance of supplies for a ship must be prepared during her construction, and fully completed at least three months before the time when a contract-built ship is accepted by the Government or when a navy-yard-built ship is ready for trial.

Supplies in store.

(6) A sufficient number of the allowance books shall be furnished the general storekeeper at the yard where the ship is to be fitted out, in which he will check off, in one for each department, such of the articles required by the department as are in store. He shall then assemble these articles and forward the checked allowance books to the heads of departments concerned, with the information that the supplies are ready for examination. Heads of departments shall immediately examine the supplies and inform the general storekeeper if, in their opinion, any of the supplies are not suitable, and can not be made so by repairs or alterations, in order that the proper articles may be obtained.

Completion of manufactured articles.

(7) In reference to those articles which have been returned by the bureaus as "to be manufactured," and also those the repair or alteration of which has been authorized by the bureau interested upon the recommendation of the head of the department at the yard, the general storekeeper shall be notified by the commandant of the probable date of their completion; but heads of departments are charged with the preparation of the articles and shall make timely requisitions on the general storekeeper for the necessary material. As soon as such articles are completed they shall be delivered and invoiced to the general storekeeper, excepting very heavy or bulky articles which shall remain in charge of heads of departments as unfinished work, under Title Z, until the ship is ready to receive them, when they shall be invoiced to the general storekeeper (Title Z to Title X), who shall in turn invoice them under the proper titles to the heads of departments attached to the ship. In order that the general storekeeper's records may be perfected, heads of departments shall notify him in writing immediately upon the completion of such articles. Where the repairs, alterations, or manufacturing are done at another yard, the commandant thereof shall furnish this information to the general storekeeper at the yard where the supplies are being assembled, who shall make returns accordingly to the Bureau of Supplies and Accounts.

Supplies to be purchased.

(8) For all articles of outfit and supplies not in store at the yard and not returned as "to be manufactured," the general storekeeper at the outfitting yard shall prepare purchase requisitions based upon the allowance books. To insure the procurement of proper articles the heads of departments at the yards shall furnish such specifications as may be deemed necessary.

Supplies to be marked and reserved.

(9) The articles for each ship on her first commission must be used only for that ship, unless otherwise specifically ordered by the Paymaster General under the instructions of the Secretary of the Navy. When received or completed, all supplies for a ship shall be distinctly marked with her name, if of metal, by stamping; if of wood, by branding; and if of canvas by stenciling. Other supplies shall be marked by tagging.

Putting supplies on board.

(10) Supplies shall be put on board ships by the general storekeeper's force when such force is sufficient to do the work. If his force is not sufficient the commandant shall direct that assistance be given him by the crews of vessels receiving the supplies. When the general storekeeper's force is inadequate to place the outfit and supplies on board a vessel not in commission, the necessary labor shall be supplied by the department concerned, and in all such cases the work shall be done under the direction of the head of the department. Articles put on board ship before the arrival of the officers to be charged with their care shall be delivered, when directed by the commandant, to the yard heads of departments concerned, who shall give the general storekeeper receipted store invoices therefor, and be responsible for their safe custody; but all these articles shall be embraced in the summary of store invoice furnished the ship's officers, to whom shall be given the memoranda upon their receipting the invoices.

Completion of preparation to be reported.

(11) As articles are set aside, or reported completed, the general storekeeper shall note the fact upon his copy of the allowance book; and when all the articles are on hand the fact shall be reported to the Paymaster General, who shall be charged with the duty of seeing that all supplies are furnished at the proper time.

Reports upon allowances.

(12) Captains of ships shall, from time to time, report to the Bureau of Supplies and Accounts wherein the table of allowances may, in their opinion, exceed or fall short of the requirements of the ship, and such reports shall be referred to the bureau concerned, which shall promptly notify the Paymaster General of any change in the table.

Supplies of ships going out of commission.

(13) When a ship goes out of commission all outfits and supplies shall be turned in and invoiced to the general storekeeper. Those received from Title B shall be stored separately and only used for the ship to which they belong, unless otherwise ordered by the Department. Those received from Title Y shall be divided by the Bureau of Supplies and Accounts into two classes—permanent and temporary. The former shall be set aside and reserved for the ship, being stored together in a separate place. The latter shall be turned in as general supplies for issue. The classification shall be permanent, and shall apply to all ships.

Ships recommissioned.

(14) When a ship is to be recommissioned, the course here prescribed as to arrangement of outfits and allowances, requisitions, preparation, reports, etc., shall be pursued.

Supplies of vessels stricken from the Register.

(15) When a ship is stricken from the Navy Register, her supplies shall be turned in for general issue and credited to the proper titles.

SECTION 4.—SHIPMENTS.

Orders for shipments.

1270. (1) Orders for shipments shall be issued only by the Paymaster General.

Packing to be superintended.

(2) General storekeepers making shipments shall designate some person connected with their department to superintend the packing of all articles to be shipped, to check

upon a list the articles as they are packed, and to certify the lists as to the contents of the packages. The person performing this work shall be held personally responsible for the correctness of the list so certified. The storekeeper making the shipment shall see that the invoices agree with the lists checked and certified to, as above directed.

Preparation of packages for shipment.

(3) Packages shall be prepared for shipment by the department concerned, and each package shall be marked, so far as practicable, in addition to the general address, with its contents, the bureau to which it pertains, and the exact gross weight.

(4) Those for navy yards, excepting medical stores, shall be consigned to general storekeepers, and those for ships to the captains thereof.

Bills of lading and other papers.

1271. (1) General storekeepers shall be responsible for the shipment of all stores under their charge by such conveyances as may be furnished and conformably to orders. Particular attention must be paid to have the articles to be transported deliverable by the bills of lading at the precise place (depot, steamer landing, or navy yard) to which they may have been ordered, and that they are in good shipping order. They shall attend to procuring the customhouse documents necessary, in case of shipments to foreign ports.

(2) The price, rate, or amount of freight to be paid, and the number of days and the amount of daily demurrage after they shall have expired, must be explicitly stated in the charter party and bill of lading.

(3) Bills of lading shall particularly state the number, and character of the contents, of packages of each kind, and their exact gross weight and measurement.

(4) The party by whom the freight is to be paid must also be stated, who, unless otherwise specially agreed upon for some good cause, should be the purchasing pay officer nearest the place whence the stores are shipped.

Making shipments.

1272. (1) The general method prescribed for issues to ships at navy yards shall be pursued in making shipments to general storekeepers, to ships in commission not at a navy yard, and to ships under construction at private shipyards, the store invoices, summaries, and record books being practically the same in form and embracing the same data.

(2) Upon making shipments of stores of any kind the general storekeeper shall forward direct to the officer to whom the stores are consigned a bill of lading, with required store invoices, and a bill of lading only, through the commandant, to the officer in command of the station to which the stores are consigned.

(3) Separate store invoices shall be made to cover the contents of each package containing articles of various kinds, but one invoice may cover any number of packages, each containing the same kind of article, or any number of articles, each a separate parcel.

(4) Invoices shall also cover only articles embraced in one shipment; and each invoice shall bear on its face the date and number of shipment order and such reference to marks on the package concerned as may be necessary to make known its contents without opening the package.

(5) The number of copies of each store invoice to be prepared and to be forwarded in making shipments shall be as follows:

(*a*) To general storekeepers: For articles intended for general issue, two copies, one to be retained by the general storekeeper and one mailed to and retained by the consignee; for articles for a specified ship in commission or for a ship fitting out at a navy yard, four copies, one to be retained by the general storekeeper and three mailed to and retained by

consignee, one to be used as his invoice on which to take up the articles in his great ledgers and the other two to be used in making the issue to the ship.

(*b*) To ships in commission not at a navy yard, two copies, one to be retained by the general storekeeper and one mailed to and retained by the head of department on board ship to which the stores pertain.

(*c*) To ships under construction at a private shipyard, three copies, one to be retained by the general storekeeper and two mailed to the officer on duty at the shipyard who receives the stores. One of these copies shall be receipted by him and returned to the general storekeeper and the other retained for delivery to the proper department officer of the ship when it goes in commission.

(6) When shipment is made over the land grant and bonded railroads, an additional copy of the store invoice must be made for the depot quartermaster of the army.

(7) For shipments to general storekeepers the summaries shall be forwarded at the end of each month, the summary for each account under each bureau covering all store invoices sent during the month.

(8) For shipments to a ship in commission not at a navy yard, the summaries shall accompany the store invoices covering each shipment.

(9) For shipments to a private shipyard the summaries shall not be forwarded until the ship goes in commission, when they shall be forwarded to the proper department officer on board the ship, and shall cover all store invoices previously sent to the officer on duty at the shipyard and delivered by him to the ship's officers.

(10) One copy, receipted by the officer receiving it, shall in each instance be returned to the general storekeeper making the shipment.

(11) While the general storekeeper making a shipment will provide a sufficient number of copies of store invoices of articles intended for a specified ship, to obviate the necessity of the general storekeeper who receives the stores preparing such invoices when the stores are delivered to the ship, it will, however, be necessary for him to prepare new summaries, those received by him covering invoices of articles for various disposition.

Report of shipment made and received.

1273. (1) A report of each shipment made and each shipment received shall be forwarded to the Paymaster General.

What report of shipment made shall state.

(2) The report of shipment made shall state the shipment number, date of order, file number, requisition number, on account of what bureau, navy yard or station, line of transportation, date of shipment, consignee, and whether all articles in order referred to are shipped, and if not, the reason therefor and when the remaining articles (naming them) will be shipped.

What report of shipment received shall state.

(3) The report of shipment received shall state consignor, navy yard or station, date of shipment, date of order, file number, requisition number, bureau under which required, date of receipt, and whether or not all articles ordered shipped as per invoice have been received, and, if not, a list of the same.

Duty of officer receiving stores by shipment.

1274. The officer receiving stores by shipment shall endorse such receipt upon the bills of lading, particularly stating over his signature the condition of the supplies. In the event of there being any loss or damage, the endorsement must fully show the character and amount of such loss or damage, in order that proper deductions may be made by the officer drawing up the bill for freight. An accomplished bill of lading shall be returned to the general storekeeper who shipped the supplies.

1275. (1) When supplies are shipped by a Government conveyance, the general storekeeper shipping them shall at once send to the Paymaster General a report of shipment made.

Stores shipped by a Government vessel.

(2) At the time of making shipment, a bill of lading, in addition to the invoices, shall be made out in triplicate by the general storekeeper making the shipment. This bill must show the number and character of the packages, and, after careful verification thereof, shall be receipted by the pay officer of the vessel carrying the shipment, if one is attached thereto, and, if not, by the captain. One copy shall be retained by the signing officer and the others returned to the shipper, who shall send one, endorsed with his certificate of its correctness, by mail to the consignee. The officer signing the bill of lading shall be held responsible for the packages therein enumerated, until they shall have been delivered to the consignee and a detailed receipt for the same given by him.

1276. (1) When any shipment is delivered it shall be immediately compared with the bill of lading, and should the packages bear the least evidence of having been opened and tampered with while in transit, the fact shall be immediately reported to the commandant, who shall direct that they be opened and the invoices checked in the presence of the board of inspection. Where there is no external evidence of loss, and articles are found, on opening the packages, to be missing, the fact shall, in like manner, be reported to the commandant, who shall direct the matter to be investigated by the board of inspection. In both cases a thorough inquiry will be made as to the cause and responsibility for the shortage. A statement of the means of transportation and condition of the packages when received shall be incorporated in the report of the board, one copy of which shall be given to the general storekeeper and the other forwarded without delay to the Paymaster General.

Shipment to be compared with bill of lading.

(2) The recipient of the supplies shall make no alterations in the figures of an invoice, but shall indicate the necessary corrections, and receipt an invoice with the reservation "except as to articles indicated as not received, in whole or in part, as per report of the board of inspection, dated ———."

1277. (1) When a ship not in commission is sent from one yard to another, and articles of equipage and supplies belonging to her are put on board, they shall be placed in charge of the officer designated for the command of the ship. As in the case of ordinary shipments, the general storekeeper shall designate some person connected with his department to check upon a list all articles as they are stowed, and to certify the lists. The person performing this work shall be held personally responsible for the correctness of the list so certified. The storekeeper shall see that the invoices agree with the lists checked and certified to, as above directed.

When a ship not in commission requires supplies.

(2) Articles not required for use in transit, which can be stored in the storerooms, shall be so stored, and the storerooms sealed by the storekeeper. A detailed list, in triplicate, of all articles not so sealed shall be prepared by him and receipted, after verification, by the officer placed in command of the ship, who shall retain one copy and return the other two to the storekeeper. The latter shall forward one copy to the general storekeeper to whom the supplies are invoiced. The officer placed in command shall be responsible for supplies not sealed, and that the seals are not broken. If it becomes necessary to break the seal of any storeroom, the officer in command shall become responsible for the contents. Upon the arrival of the ship at her destination it shall be immediately ascertained

whether or not all the articles embraced in the invoices are on board, seals being broken in the presence of the officer in command, and of the general storekeeper who is to receive the articles. If any articles are found to be missing, the fact shall be reported to the commandant for the immediate action of the board of inspection, and report thereof shall be sent to the Paymaster General.

Shipments over land-grant and bonded railroads.

1278. (1) When shipment is to be made over the land-grant and bonded railroads, the articles shall be properly packed for transportation, appropriately marked, and placed in charge of the nearest officer of the quartermaster's department of the Army, who may be designated for this duty by the Secretary of War. The quartermaster, at the request of the proper officer of the Navy Department, will ship them through to their destination.

(2) General storekeepers shall furnish depot quartermasters with store invoices, and enter thereon, in all cases, the character of the supplies contained in the packages, the bureau to which they pertain, the appropriation from which the freight charges are payable, and a reference to the requisition or order authorizing the shipment. Especial attention must be paid to these requirements in order that depot quartermasters may be enabled to note these facts on the bills of lading, thus insuring full information when the vouchers are prepared or claims are adjudicated by the accounting officers of the Treasury. The usual expenditure invoices will be forwarded to the consignee.

PART II.—SUPPLIES AFLOAT.

SECTION 1.—REQUISITIONS.

Requisitions in general from ships.

1279. Requisitions from ships in commission shall be prepared in accordance with the requirements for purchase requisitions in foreign ports.

Supplies for ships not at navy yards.

1280. Requisitions for supplies to be shipped to vessels in other than navy-yard ports, or from the United States to ships in foreign ports, shall be made in triplicate by heads of departments on the Paymaster General, and forwarded to him.

Supplies for ships in navy-yard ports.

1281. (1) Requisitions for supplies other than those pertaining to the medical department and to the Marine Corps, to be furnished a ship lying in a United States port at which there is a navy yard, shall be made in duplicate, by heads of departments requiring the supplies, through the proper channels, on the general storekeeper of the yard. These requisitions shall state the date by which the articles are required, and shall contain such descriptions and specifications as will enable the general storekeeper to comply with Art. 1358, par. 2, sec. *c*, and, whenever necessary, a sketch, blue print, or sample of the article shall accompany the requisition. If not in excess of established allowance, the commandant is authorized to direct that the articles be furnished, if in store. If not in store, open-purchase requisitions shall at once be forwarded in the usual manner by the general storekeeper. If in excess of such allowance, approved requisitions must be forwarded by the commandant to the bureau concerned, accompanied by open-purchase requisitions by the general storekeeper for such articles as are not in store. In the matter of requisitions, the Mare Island navy yard will be considered as at the port of San Francisco.

(2) When any supplies purchased or ordered from other yards, in pursuance of a ship's requisition, are delivered or received at a navy yard

after the departure therefrom of the ship for which required, the facts shall be immediately reported to the Paymaster General for directions, unless the commandant is accurately informed as to the point to which it is desired the articles should be sent, in which case the shipment shall at once be made.

Fresh provisions.

1282. When fresh provisions can not conveniently be obtained from a general storekeeper, purchase thereof may be made by pay officers of ships. These, and such other purchases as may be specially authorized to be made by pay officers of ships within the limits of the United States, shall be made subject to the regulations governing purchases in foreign ports.

Medical supplies.

1283. Requisitions for medical supplies, from ships in commission at navy yards, must be made upon the Bureau of Medicine and Surgery, unless to supply some article for which there is immediate demand.

Fresh water.

1284. (1) Requisitions for fresh water for cooking and drinking purposes only shall be prepared by the pay officer. When received it shall be taken up as provisions and invoiced to the equipment officer, in whose charge it is placed, so far as its expenditure and the amount required or on board are concerned.

(2) Water for testing boilers and for their preservation shall be required for by the engineer officer, and that for steam launches and steaming purpurposes by the equipment officer.

(3) When water is received from a navy yard, the head of the department making the requisition shall furnish a receipt to the general storekeeper, for the guidance of the latter in the preparation of vouchers under the proper appropriations.

Locks and keys for pay department.

1285. Locks and keys for especial use in the pay department may be obtained by requisition upon the general storekeeper, and shall be kept on charge and accounted for in the same manner as other contingent articles.

Economy strictly enjoined.

1286. In the procurement and expenditure of supplies, captains and all other officers are strictly enjoined to be governed by the allowances established by the Navy Department, and to exercise such economy as to make them last for the full time specified, and longer if practicable. Unless in a case of absolute necessity, arising from accident or condemnation by survey, which must be plainly stated on the face of the requisition, or unless the article be of a character the quantity of which can not be regulated, such as tar, oil for burning, oil or tallow for lubricating, waste, emery, rivets, files, boiler iron, material for making or repairing joints about steam works, slaked lime, a disinfectant, or a medicine, no departure from the allowances will be tolerated.

SECTION 2.—CUSTODY AND CARE.

When responsibility for supplies received begins.

1287. Officers will not be deemed to have delivered supplies until they shall have obtained receipts for them after their actual delivery, in pursuance of requisitions, on board the ship for which they are intended, or on the ship's boats, or other means of conveyance to her at the wharf.

Cargo of a store ship.

1288. The cargo of a store ship shall be kept separate from the supplies withdrawn therefrom as supplies for use of the ship.

Supplies to be treated as for general use.

1289. On board ship all supplies shall be regarded as supplies for general use, with the exception of provisions, clothing, and small stores.

Heads of departments to have custody of supplies.

1290. The supplies shall be in the custody of the heads of departments to whom they shall be invoiced direct by the general storekeeper, or by the pay officer of the ship in case of purchase by such pay officer, and any supplies may be transferred from one department to another upon the approval of the captain.

Supplies to be checked on delivery.

1291. All invoices of supplies delivered to a ship shall be checked off when the supplies are delivered by the representative of the bureau concerned, or by his subordinate under his instructions.

Packages to be received as marked and invoiced.

1292. When articles are furnished by general storekeepers in bales, packages, or casks, they need not be opened to ascertain their contents, but heads of departments shall receipt for them according to their marks. When they are opened, it shall be in the presence of another officer and the contents shall be compared with the invoice. If found to vary, a survey must be held to authenticate the fact.

Provisions may be stowed before reporting of pay officer.

1293. (1) The provisions of a ship directed to be fitted for sea may be put on board and stowed before the pay officer reports, if it be deemed necessary by the commandant of the station to expedite the sailing of the ship. In such cases an officer shall be ordered by the commandant to take an exact account of the provisions put on board, to the quantity of which he shall certify in triplicate, one copy for the Paymaster General, one for the general storekeeper who delivers them, and one for the pay officer of the ship.

(2) Upon being furnished with this certificate, if it agrees with the invoices furnished by the general storekeeper, the pay officer shall receipt for the quantities therein specified, with the understanding that on the first convenient opportunity he may, if he desires it, have a survey to ascertain the quantities remaining on board at the time of the survey.

(3) If, upon such survey, and upon an examination of the receipts and expenditures, any deficiencies greater than the percentage allowed for loss on issues appear, the pay officer will be credited with such deficiency in the settlement of his provision account. But the survey must be held within six months from the date of receipt, if practicable.

Delivery on board of clothing and small stores.

1294. Clothing and small stores, being less needed for immediate use, and requiring but little time to stow, should not be put on board before the pay officer reports for duty.

Provisions and clothing invoiced to vessels having no pay officer.

1295. When supplies pertaining to the Bureau of Supplies and Accounts are issued to a naval vessel having no pay officer on board, but the accounts of which are in charge of the pay officer attached to another vessel, a receipt shall be given by the commanding officer, and this, together with the usual invoices, shall be sent to the pay officer having the accounts of the vessel.

Supplies of tobacco and salt-water soap.

1296. In consequence of the difficulty of securing tobacco and salt-water soap in foreign ports, pay officers shall, whenever an opportunity occurs, obtain such quantities as will at all times secure an adequate supply for the wants of the ship without having recourse to purchases.

1297. (1) The pay officer alone being held responsible for the condition of the provisions and other supplies in his charge, it is his duty at all times to attend to their care and preservation; and if in his opinion any of the provisions need to be overhauled, repickled, or coopered, or if the clothing needs airing, or the storerooms or bread rooms are used for other purposes or are not sufficiently ventilated, he shall represent the same to the captain, who, if he deem the complaint well founded, shall direct the necessary measures to be taken to protect and preserve the stores referred to.

Care of paymaster's supplies on shipboard.

(2) Great care should be taken to keep the bread rooms closed as much as possible, and thus exclude the air and dampness. The bread shall be stowed in boxes, bags, or in tight barrels. When a bread room shall be emptied, the pay officer shall have it carefully cleaned and washed with vinegar or carbolic acid, or whitewashed; and before taking in new bread it shall be carefully examined and the operation repeated if necessary. A new supply of bread must not be stowed upon old bread, but shall be put in an empty bread room if there be one; otherwise, the old bread must be taken out and the new supply stowed first. Bread bags which have been used shall, before being again filled, be thoroughly cleansed by beating and, when necessary, by washing; to kill weevils, by boiling.

(3) When it is necessary to use carbolic acid to destroy weevils, or camphor to protect clothing, the purchase of these articles may be authorized by the commanding officer.

(4) Whenever requisite for the cleanliness or preservation of the health of the ship, insect powder or other necessary material for such purposes may be purchased in the same manner.

(5) When tobacco is used to pack loose clothing to preserve it from moths, or soap or vinegar is needed to cleanse storerooms in the pay department, they shall be drawn and accounted for by the usual requisitions for ship's departments.

(6) When the inspection marks on packages are nearly obliterated, pay officers shall renew them.

Bread bags, how accounted for.

1298. Bread bags are to be taken up on pay officers' returns under the head of "Provisions," and vouchers shall be required the same as for other articles under that head.

1299. (1) When supplies are received from shipment, commanding officers shall forward to the Paymaster General a report of shipment received, stating consignor, navy yard from which shipped, shipment number, bureau to which stores pertain, date of receipt, and whether or not all articles enumerated on store invoice have been received, and, if not, a list of same.

Report of shipment received.

(2) In cases of discrepancy between supplies received and the invoices therefor, the course pursued in like cases at navy yards shall be observed.

SECTION 3.—EXPENDITURES.

No person to sell supplies for his own benefit.

1300. No person in the naval service shall procure stores or other articles or supplies for and dispose thereof to the officers or enlisted men on vessels of the Navy, or at navy yards or naval stations for his own account or benefit. (Art. 11, sec. 1624, R. S.)

1301. No article of public supplies is ever to be appropriated to the private use of any person not in distress, without the consent of the Navy Department or the order of the senior officer present, who shall give the Department information of every case that may occur, together with the attending circumstances, and he shall be careful to take the best security for indemnity to the Government.

Supplies not to be appropriated to private use of persons not in distress.

No supplies to be sent out of ship.

1302. No articles for which an officer is responsible shall be sent out of a ship except by an order from his captain, given in writing.

Quarterly invoices of expenditures.

1303. Each head of department on board ship, with the exception of the medical and pay officers, shall, at the end of each quarter, prepare, sign, and submit to the captain for approval invoices in duplicate of expenditures "for use," covering such articles and material as may have been consumed in his department during the quarter. The captain's approval shall be the authority for expending the supplies from the books.

Issues of candles.

1304. (1) Issues of candles shall be made weekly to officers and others according to the allowance prescribed, unless changed by the written order of the captain.

(2) Candles which have been issued and remain unused are not to be regarded as private property, but shall be returned to the pay officer and accounted for by him.

Transfer of locks and keys on detachment of pay officer.

1305. Should a pay officer be detached during a cruise he shall invoice the locks and keys to his successor; and on the termination of the commission he shall cause all the locks and keys in his department to be taken off the doors and drawers and turned into store.

Percentages allowed for unavoidable loss on issues.

1306. Pay officers of vessels shall be allowed the unavoidable loss sustained in issuing provisions, clothing, and small stores committed to their charge, not exceeding, on individual articles of provisions, seven per cent, and on the quarterly issue of clothing and small stores, two per cent. Any additional loss must be accounted for by a board of survey. The above percentages shall be credited to pay officers in the settlement of their accounts, if it should appear that their unavoidable losses justify such an allowance; otherwise not.

Supplies lost or damaged.

1307. In case of loss, or such damage as to unfit any supplies for issue, or articles of outfit for further use, the officer in whose charge they are shall request a survey for the purpose of establishing and reporting the facts. If lost, the articles shall be expended from the books, but the accountability of the officer responsible for the loss shall not thereby be diminished, and the board of survey shall ascertain and report thereon. But if they are only damaged, and are to be turned into store as unserviceable or for repair, they shall remain on the books of the proper bureau representative until such time as they can be so turned in, when they shall be invoiced as "transferred" to a general storekeeper. Such articles shall be transferred ashore at their full value.

Transfer of provisions, etc., at end of cruise.

1308. On the expiration of a cruise pay officers shall take care that all their provisions, clothing, and other supplies are carefully packed in barrels, bales, or boxes before they are transferred to the general storekeeper at the navy yard, and that the contents of each package are distinctly marked thereon.

Responsibility continues until supplies are delivered.

1309. The heads of departments of a ship shall be held responsible for supplies turned in, during transit to the places designated for their reception; the general storekeeper shall not be deemed to have received them until their actual delivery in such places.

Transfer invoices.

1310. When stores are to be transferred to another ship or to a general storekeeper ashore, invoices in duplicate, conforming to the classified schedule, shall be made by the bureau representative.

Detachment or death of officers in charge of supplies.

1311. (1) Orders of detachment, at the end of a commission, shall not be delivered to officers having charge of supplies and outfit, until after the work of inventory and invoices shall have been fully accomplished, and all articles turned into store.

(2) If a bureau representative should be detached from a ship during a cruise, an inventory shall be taken, and he shall make a complete transfer to his successor, if the time shall permit, in order to relieve himself from responsibility.

(3) In the event of the death of an officer in charge of supplies or outfit, or of his detachment under such circumstances as to preclude the preparation of the proper papers of transfer to his successor, the captain shall immediately appoint a board of officers who shall survey the supplies in question, and shall report the quantities found to be on hand, noting deficiencies, if any, and the circumstances thereof, so that the officer succeeding to the charge of the supplies in the department may become responsible only for those he shall receive.

Paymaster's supplies required for ship's use.

1312. When supplies of the pay department are needed for use in any of the departments of the ship, requisitions shall be made, in triplicate, upon the pay officer by the officer representing the department for which the stores are needed. These requisitions must be separate and distinct for provisions, for clothing and small stores, and for contingent stores, and also separate for each department of the ship. They must be approved by the captain and properly receipted by the officer receiving the supplies, who shall be furnished by the pay officer with a copy thereof. Supplies so issued should be charged at the average cost at time of issue, plus ten per cent in the case of clothing and small stores.

Pay department supplies defined.

1313. The term "supplies," as applicable to articles pertaining to the pay department, is to be understood as meaning provisions, clothing, small stores, candles, stationery and blanks, and yeoman's stores.

SECTION 4.—CLOTHING AND SMALL STORES.

Issues of clothing and small stores, how made.

1314. The pay officer shall issue clothing and small stores to petty officers and persons of inferior ratings, and to marines, only in such quantities and at such times as shall be directed in writing by the captain, and each issue must be made in the presence of an officer of the division to which the men belong, who shall attest the same, as each issue is made, by affixing his signature.

Outfit of clothing for apprentices.

1315. An outfit of clothing not exceeding in value the sum of forty-five dollars shall be furnished to apprentices. If discharged during minority, by request, the value of this outfit must be refunded. Such portions as may be necessary for health and comfort shall be issued to apprentices when first received on board the ship in which they enlist, and the remainder when received at the training station.

Divisional requisitions.

1316. Requisitions for clothing and small stores in accordance with the prescribed form shall be prepared and signed by the officer in charge of the division requiring the articles, and submitted to the captain. After approving the same, the captain shall forward them to the pay officer, who shall enter the aggregate

value of the articles required by each person. But one copy of each requisition shall be required, on which the witnessing officer shall certify to the delivery of the articles. The clothing and small stores requisitions shall be retained by the pay officer, and be transmitted to the Auditor for the Navy Department, if required.

Issues to supernumeraries.

1317. For issues of clothing and small stores to supernumeraries entitled to pay, requisitions in duplicate shall be required. Invoices of the articles, in duplicate, shall be made out and, with one copy of the approved and receipted requisition, sent to the pay officer having the accounts of the men, in order that the cost may be charged against them. The articles shall be taken up on his books and a receipted invoice returned to the pay officer with whom it originated.

Percentage added to invoice prices.

1318. An advance of ten per cent on the invoice price shall be charged by pay officers on all issues and expenditures of clothing and small stores, except by transfer to other pay officers.

Pay officers to be present at all issues.

1319. Pay officers shall be present and personally superintend all issues of clothing and small stores except when prevented by an exigency of the service, to be determined by the captain.

Revaluation of damaged articles.

1320. Articles of clothing and small stores found by survey to be damaged but fit for issue, may be revalued by the surveying board and issued, at the reduced prices fixed, in the same manner as other clothing and small stores.

SECTION 5.—RATIONS.

Allowance table.

1321. (1) The allowance table of the navy ration shows the constituted parts of the ration, their legal combinations, the substitutes allowed under the law, and the possibilities of variation in the use thereof.

Issuing tables.

(2) The table governing the daily and other issues of the ration shall be strictly conformed to by all officers. No other variations than those provided for in this table shall be ordered by captains, except in cases of necessity, which shall be fully entered in the logbook, and written orders given to the pay officer specifying the exact changes to be made.

Same articles issued.

(3) The same articles shall be issued to all the ship's messes.

Issue of fresh provisions.

1322. When in port, the captain may cause fresh meat and vegetables to be issued to the crew, not oftener than four days in the week, unless the surgeon recommends a more frequent issue as necessary for their health.

Provisions alleged to be unfit for issue.

1323. If any of the crew object to the quality of the provisions issued to them, the pay officer shall at once request the action of the quarterly board of survey. If, in its judgment, the provisions are of proper quality, they shall be issued, notwithstanding objections, unless the captain shall direct otherwise. If, however, the provisions are not approved, others of a better quality shall, if on board, be at once issued in their stead.

Supplies of perishable articles.

1324. Perishable articles, such as fresh meat and vegetables, ham, bacon, etc., shall not be procured in greater quantities than will be reasonably certain to be used before spoiling.

1325. (1) Such provisions as, in the opinion of the pay officer of the ship, can be spared from the supply on board, without unduly reducing the quantities for regular issue, may, with the approval of the captain, be sold to officers' and other messes at their average cost price, to be delivered to them only at the regular times and places of issue; but no person or mess shall be permitted to purchase a full allowance of any article while the crew is upon short allowance of that article.

Issues to officers' messes.

(2) Pay officers shall keep regular accounts of provisions so issued, entering the same separately in the quarterly returns, and shall receive payment for them monthly, crediting the Government under the head of "Provisions" with the amount so received.

(3) At the end of the quarter an invoice, in duplicate, shall be made, showing the total quantity and value of each article issued, and the aggregate value, which the pay officer shall receipt, and one copy shall be forwarded with his quarterly returns to the Paymaster General.

1326. In case the necessity arises for putting a crew upon short allowance, the estimated commutation value of the different articles of the ration, as given in the table, shall constitute the scale of prices by which the crew shall be paid for the diminution ordered under sec. 1582, R. S.

Commutation for reduced rations.

1327. Persons entitled to rations shall not be permitted to leave the whole or any part thereof with the ship's provisions, to be drawn at any future time. If unclaimed at the time of issue, they shall be considered as abandoned.

Rations must be drawn or abandoned.

1328. The ration is not a part of the pay, but is a limited allowance by the Government, under certain conditions defined by law, to the officers and men of the naval service, as a military necessity. Commutation of rations by the enlisted men is not a right, but an allowance granted only by executive authority.

The ration defined.

1329. In order that wastefulness and loss from deterioration of food supplies by age shall be avoided, and that the naval service shall at all times be prepared to utilize the ration, it is important that the rations provided by law shall be issued in kind whenever practicable.

Issue of rations in kind.

1330. (1) Rations stopped for the comfort and benefit of enlisted persons of the Navy and Marine Corps shall be commuted for the actual period of time during which they are not drawn.

(2) Commuted ration money shall be paid to the individuals whose rations have been commuted, or to the caterers of their messes in cases of death or desertion, but not oftener than once a month.

Commutation of rations and payment thereof.

(3) On board vessels commissioned for sea service the number of rations commuted, exclusive of those of chief petty officers, bandsmen, and officers' messmen, shall not exceed one-fourth of the total number of all other enlisted persons on board. The number of rations to be commuted for chief petty officers, bandsmen, and officers' messmen is left to the discretion of the captain.

1331. Honorably discharged men electing homes on board receiving ships are entitled to one ration per day. This ration can not be commuted, but shall be issued in kind.

Men electing homes on board receiving ships.

1332. The rations to crew and marines shall be issued only at the regular time and place prescribed by the captain.

Time and place of issue.

1333. Tea and sugar shall be issued semimonthly, in advance. When the ration of any man is stopped by reason of his transfer, desertion, sickness, absence, or any other cause, the quantity of tea and sugar overdrawn on his account may be retained by the mess to which he belonged, and an equal amount deducted from the quantity issued to the mess at the next serving.

Issues of tea and sugar.

1334. Rations stopped for the sick on board ships shall remain and be accounted for by the pay officer as a part of the provisions of the ship.

Rations stopped for the sick.

1335. When petty officers or enlisted men or boys are absent from their ships or stations without leave, the pay officer in charge shall be notified of the fact at once, and in all cases the issue of rations or commutation therefor shall cease during such unauthorized absence.

Rations of absentees to be stopped.

1336. Merchant vessels in distress or remote from supplies may be furnished with such supplies as can be spared, but receipts in triplicate shall be taken, the original of which shall be retained by the officer from whose department the stores have been furnished, and the duplicate and triplicate forwarded by different conveyances to the Navy Department for the Paymaster General of the Navy. Cash payments may be received, if practicable, and accounted for by the pay officer; if otherwise, a bill of exchange shall be obtained, to be drawn by the master on the owners, payable to the order of the Secretary of the Navy, and its first and second forwarded by different conveyances; the address of the owner shall be stated, and the value of the supplies calculated at the average price. In the case of clothing and small stores ten per cent will be added to the average price. In cases of extreme distress gratuitous assistance may be furnished.

Supplies furnished to merchant vessels in distress.

1337. Supplies shall be furnished to foreign ships of war when requested, so far as can be spared, proper receipts being taken from the commander of the foreign ship and forwarded as directed in Art. 1336. In any case of thus furnishing supplies, captains of ships shall give written orders to the officers from whose department they are to be issued.

Supplies furnished to foreign ships of war.

1338. Destitute American seamen are supernumeraries not entitled to pay and rations; and when issues are made to them the written order of the captain, with invoices of the same, should be sent to the Bureau of Supplies and Accounts, and separate entries made on the return, in order that the bureau may have the cost refunded to it from the proper appropriation by the Treasury Department. The name of the vessel to which the men belong, and, if taken on board at the request of an American consul, the name and station of the latter, shall be stated in the order and in the invoice.

Destitute American seamen.

CHAPTER XXVII.

PURCHASES AND INSPECTIONS.

PART I.—WITHIN THE UNITED STATES.

SECTION 1.—GENERAL INSTRUCTIONS.

President to make regulations for procuring supplies.

1339. It shall be the duty of the President to make, subject to the provisions of law concerning supplies, such regulations for the purchase, preservation, and disposition of all articles, stores, and supplies for persons in the Navy as may be necessary for the safe and economical administration of that branch of the public service. (Sec. 1549, R. S.)

Purchases to be under direction of the Secretary.

1340. All purchases and contracts, for supplies or services for the naval service, shall be made by or under the direction of the chief officer of the Department of the Navy. (Sec. 3714, R. S.)

Supplies to be procured after advertising.

1341. All purchases and contracts for supplies or services, in any of the departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or service required may be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals. (Sec. 3709, R. S.)

No payments in advance for supplies or service.

1342. No advance of public money shall be made in any case whatever. And in all cases of contracts for the performance of any service or the delivery of articles of any description, for the use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previously to such payment. (Sec. 3648, R. S.)

Advertisements, restrictions in regard to.

1343. No advertisement, notice, or proposal for any executive department of the Government, or for any bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such department; and no bill for any such advertising or publication shall be paid unless there be presented with such bill a copy of such written authority. (Sec. 3828, R. S.)

1344. In order to obviate unnecessary correspondence, and to avoid complications that might result from imperfect knowledge as to the proper preparation of bids, or the conditions to be fulfilled by dealers, the latter shall, on application to commandants, be furnished with full information concerning contracts or open-purchase supplies.

Dealers to be given full information as to requirements.

1345. (1) Purchasing pay officers, for the purchase of supplies at their respective stations and for the payment of bills, advances, mileage, and allotments, shall be assigned to Navy pay offices in the following places: Boston, New York, Philadelphia, Baltimore, Washington, Norfolk, and San Francisco.

Stations of purchasing pay officers.

(2) The paymaster of the station at each of the following places shall perform the duties of purchasing pay officers for the respective stations: navy yard, Portsmouth, N. H.; navy yard, Pensacola; naval station, New London; naval station, Key West; and naval station, Newport.

1346. There shall be three forms of purchase, viz:

The forms of purchase defined.

(*a*) By written contract; under a formal written contract made after advertising for and receiving sealed proposals.

(*b*) By open contract; for service.

(*c*) By open purchase; when the exigencies of the service require the immediate delivery of articles not obtainable under existing contracts and they are procured in open market.

SECTION 2.—WRITTEN CONTRACTS.

1347. All material of every name and nature, for the use of the Navy (excepting ordnance, gunpowder, medicines, bunting, cheese, preserved meats, pickles, butter, flour, desiccated vegetables, fuel, material for boilers, things contraband of war, and the supplies which it may be necessary to purchase out of the United States for ships on foreign stations), and the transportation thereof, when time will permit, shall be furnished by contract by the lowest bidder. (See Secs. 3718, 3721, R. S.)

Naval supplies to be furnished by contract.

1348. (1) No person shall be received as a contractor who is not a manufacturer of, or regular dealer in, the articles which he offers to supply.

Contractors must be manufacturers or regular dealers.

(2) A person to be a regular dealer, within the meaning of the law, must be regularly engaged in the business of buying the articles and selling the same to the general public, and not merely engaged in the business of selling such articles to the Navy Department.

The term "regular dealer" defined.

1349. (1) For all materials and supplies required in the several departments of navy yards and stations, with the exception of those pertaining to the Bureau of Medicine and Surgery and to the Marine Corps, requisitions shall be made by the respective general storekeepers upon the Paymaster General, in the manner prescribed for open-purchase requisitions.

General storekeepers to make requisitions.

(2) For supplies, medicines, and instruments required in the medical department of the Navy, requisitions shall be made upon the Surgeon General by the medical officers requiring them.

Requisitions for medical supplies.

(3) If approved to be purchased after formal advertisement, the Paymaster General shall, under the direction of the Secretary of the Navy, classify, advertise, and contract for the materials and supplies under existing laws governing purchases for the Navy.

Paymaster General to advertise and make contracts.

1350. (1) To secure prompt fulfillment of contracts, commandants shall cause contractors to be called upon, immediately upon the expiration of the time for delivery named in the contract, to send in such articles as have not been satisfactorily furnished, informing them that, unless satisfactory delivery of all articles due is made within a specified time, they will be reported to the Bureau of Supplies and Accounts as in default, and the Paymaster General will be requested to direct immediate purchase in open market for their account. Should this action fail in any instance to secure delivery of the articles due, the Paymaster General shall be promptly notified.

Action to be taken to secure prompt fulfillment of contracts.

(2) Upon receipt of notice that purchase in open market has been ordered, general storekeepers shall at once prepare open-purchase requisitions, to supply deficiencies under the contract, covering the articles not delivered.

When purchase requisitions are ordered to be made.

SECTION 3.—OPEN CONTRACTS.

1351. For services other than personal, requisitions shall be made in the manner hereafter prescribed for open purchases.

Services other than personal.

1352. (1) For the transportation of supplies under an order of the Paymaster General requisitions will not be necessary, but in lieu thereof, to the first of public bills on which payment for such transportation is made, shall be affixed the original shipment order of the Paymaster General or the open-purchase requisition on which a shipment order is endorsed. General storekeepers will obtain freight rates and certify vouchers as to prices and employment of service, and note the cost and appropriation chargeable on reports of shipments made.

Transportation of supplies.

(2) Transportation for enlisted men shall be furnished by direction of commandants on a written order to furnish such transportation. Attached to each order shall be duplicate receipts to be signed by the officer accompanying the draft, the first receipt to remain attached to the order, and the second delivered to the general storekeeper. The order and attached receipt will be delivered to the general storekeeper with the company's bill for the transportation, and must be attached to the "first" of the public voucher. Immediately upon receipt of the duplicate receipt the general storekeeper will report the cost of transportation to the Bureau of Supplies and Accounts as information of the liability incurred. The correctness of bills will be certified by the general storekeeper.

Transportation of enlisted men.

1353. (1) No payments are to be made directly or indirectly by officers of the Navy or Marine Corps for freight shipped on account of the Government over any of the land-grant or bonded railroads; nor shall such officers make arrangements with, or conditional purchases from private parties, involving the shipment of articles for the public service by such parties over these railroads, and the subsequent payment by the Government of the freight charges on them.

Freight shipped over land-grant or bonded railroads.

(2) Tables of the land-grant and bonded railroads referred to, and the mode of stating and rendering accounts of such railroads for Government transportation, are published in "Regulations governing military transportation over land-grant and bonded railroads," General Orders A. G. O., No. 77, dated November 21, 1892.

(3) These regulations do not forbid the shipping of articles by express, and the payment of the charges involved, when the exigencies of the public service require them to be so sent.

Copies of open contracts, etc., to be sent to Paymaster General.

1354. Commandants of stations shall send to the Paymaster General copies of all contracts made at their stations for water, gas, and telephone service, rent of wharves or landings, and officers' quarters, and other general incidental expenses during each fiscal year. Other expenses, such as newspaper subscriptions, post-office box rent, etc., which may be known in advance, but for which contracts are not made, should be anticipated by open contract requisitions, to be submitted just prior to the beginning of each fiscal year and to include the entire year, unless the service, etc., will not be required for so long a period.

SECTION 4.—OPEN PURCHASE.

All purchases and payments to be made under direction of Paymaster General.

1355. All purchases and payments for the same shall be made under the direction of the Paymaster General of the Navy, and orders directing such purchases shall be given only by him. When open-purchase requisitions have been approved by chiefs of bureaus, they shall be transmitted to the Paymaster General for his action.

Duties of purchasing pay officers in making purchases.

1356. (1) Purchasing pay officers shall procure all articles, necessary to be bought by open purchase, at the places at which they are stationed, if it is practicable to do so, unless they are satisfied that any particular item or items can be purchased elsewhere at a lower price.

No commissions allowed for agents.

(2) No charge shall be allowed in the accounts of pay officers for a commission paid to any person for making a purchase.

Restriction as to open purchases.

1357. The use of open-purchase requisitions is authorized only when an exigency exists that will not permit the delay incident to advertisement and contract.

General instructions as to open-purchase requisitions.

1358. (1) For all supplies needed that are not obtainable under existing contracts, with the exception of those pertaining to the Bureau of Medicine and Surgery and to the Marine Corps, and of those which may be purchased upon the requisition of a chief of bureau by direct order of the Paymaster General, requisition shall be made by a general storekeeper in quadruplicate, numbered in a separate series for each bureau, and beginning a series for each new fiscal year.

Particulars required in requisitions.

(2) All requisitions shall be strictly according to prescribed forms and complete in the following particulars:

(*a*) They must embrace only articles required under one appropriation.

(*b*) They must state the date by which supplies must be delivered, and when articles embraced in the same requisition are required by different dates, they must be prepared with reference to those dates. All articles for the same date must be grouped under that date, and each time group conform to the latest classified schedule as to the arrangement of items, specifying the classes and grouping the items under their respective class numbers.

(*c*) They must give such details and descriptions of articles required, and of the test which they are to undergo, as will enable bidders, purchasing officers, and boards of inspection to understand readily what is

required. Such descriptions must be made as broad as the necessities of the bureau will permit, in order to admit the fullest and freest competition consistent with these requirements; and special care must be taken to avoid so describing an article required as to limit it to any proprietary article, or to the product or manufacture of any particular individual.

(*d*) They shall not call for proprietary articles in any case where it can possibly be avoided; and when calling for proprietary articles they must be accompanied by a statement from the bureau making the requisition that the article and no other will answer the necessities of the service.

(*e*) They shall state upon the second, third, and fourth, the estimated cost, giving unit price as well as total amounts.

(*f*) They must express the object for which supplies are wanted.

(*g*) They must bear the certificate of the general storekeeper that the articles are not in store; that they are absolutely needed, and that they are required by a date stated; the certificate of necessity and time being based upon a certificate of the head of department requiring the articles.

(*h*) When a proper comprehension of requisitions necessitates sketches or tracings, they should be appended to the seconds.

Action of bureau concerned.

(3) The requisitions, in quadruplicate, shall be sent direct to the bureaus concerned, for approval, modification, or disapproval, and then the *first*, *second*, and *third* shall be transmitted, on the same day, if practicable, to the Paymaster General for fulfillment.

Action of Paymaster General.

(4) The first shall be returned by the Paymaster General to the general storekeeper who submitted it, with record on its face of the action taken in the matter. If approved, it shall be attached to the first of the triplicate vouchers for the disbursement involved. If all the articles bought under a requisition are not embraced in one bill, on those vouchers (first) to which the requisition is not appended, a note should be made stating date, with dealer's name, of the voucher to which it is attached. The second shall be sent (if approved) to the pay officer designated to fill the requisition, and will be his authority for the action ordered. The third shall be filed in the Bureau of Supplies and Accounts for reference. When requisitions are submitted that pertain only to the Bureau of Supplies and Accounts, they may be made in triplicate.

"Firsts" only to be complete.

(5) In the preparation of open-purchase requisitions only the "firsts" of such requisitions will be required to be complete as to approval, purchase order, and signatures. The "seconds," "thirds," and "fourths" need only be filled out down to the signature of the general storekeeper, the information appearing on the "firsts" being stamped upon the "seconds," "thirds," and "fourths" in the proper bureau and the commandant's office in the case of open-purchase requisitions.

1359. (1) In order that general storekeepers may meet promptly the constant demands for ordinary commercial supplies, they shall prepare requisitions therefor, under the proper appropriations, based upon past issues and a careful consideration of probable demands, without waiting for estimates from heads of departments. These requisitions should be submitted quarterly, or oftener if necessary, to prevent exhaustion of stock, and will follow the usual course.

Storekeepers' requisitions for ordinary supplies.

(2) This regulation applies only to the procurement of common commercial wares for current issues. The system of requisitions originated by heads of departments is not affected hereby.

Supplies pertaining to medicine and surgery.

1360. For supplies pertaining to the Bureau of Medicine and Surgery requisitions shall be made by medical officers and sent to the Surgeon General. If approved for purchase, the first, second, or third of requisitions shall be transmitted to the Paymaster General for fulfillment.

Action to secure prompt delivery of open-purchase supplies.

1361. To secure promptness in the delivery of supplies under open-purchase requisitions, commandants of navy yards and stations shall cause a list of articles due and not delivered, as well as of articles rejected, to be sent each day to the purchasing officer. Upon receipt of this list, the purchasing officer shall take steps to cause immediate and satisfactory deliveries to be made, canceling orders already given and placing them elsewhere, if by so doing the delivery of the articles can be expedited. He shall note his action on the report from the general storekeeper, and forward the same to the Paymaster General.

Purchases not to be made unless.

1362. Commandants of shore stations shall withhold approval of requisitions to be filled by purchase, until they have assured themselves that none of the supplies in store at their respective commands will serve the ends in view, even though differing in unimportant respects from those called for.

SECTION 5.—INSPECTIONS.

Inspection of supplies received.

1363. When supplies are received general storekeepers shall immediately call for an inspection of them, and it shall be the duty of commandants to see that boards of inspection pass upon them without delay.

Boards of inspection at shore stations.

1364. (1) For the inspection of supplies submitted for delivery or received by transfer, there shall be at all navy yards and stations a quarterly board of three officers, to be appointed by the commandant—two as permanent members, and the other as the representative of the bureau to which the supplies to be inspected pertain.

General storekeeper to be represented at inspections.

(2) At inspections by this board a representative of the general storekeeper shall be detailed by him for the purpose, who shall give any information pertinent to the inspection in question that may be desired by the board, and shall bring to the attention of the board any facts that may bear upon the protection of the public interests.

Inspections, how conducted.

1365. (1) The board shall carefully inspect as to quality and quantity, and, when necessary, shall test all supplies submitted for delivery under contract or open purchase; and nothing shall be passed except by unanimous approval.

Rejected articles, how disposed of.

(2) In case of rejection, notice thereof shall be sent by the general storekeeper to dealers, informing them that the supplies are held subject to their order and at their risk. If not removed by them within ten days, the supplies so rejected may be returned at the dealer's expense, after due notification, in whatever way may be most convenient or efficacious.

(3) Rejected stores shall in no case be delivered to a contractor's wagons, except upon receipt of a written order signed by the contractor, which order shall be endorsed by the general storekeeper, personally, with a statement as to the date, number, and contents of the pass upon which the rejected articles were allowed to leave the yard. The order so endorsed shall be filed as a permanent record. The notice of the rejection sent to the contractor shall inform him that this order is required.

1366. (1) Calls for inspections shall be prepared in triplicate, in accordance with the prescribed form, by the general storekeeper. They shall embrace only articles on one requisition.

Calls for inspection of supplies.

(2) After noting action thereon, the board of inspection shall return the original to the general storekeeper, forward the duplicate to the head of the department to which the supplies pertain, and retain the triplicate.

1367. The board of inspection shall each day, or weekly, as directed, forward a report, in duplicate, embracing the result of the inspections of the day, to the commandant, who shall transmit the original to the Paymaster General.

Report to be forwarded.

1368. (1) Supplies for a ship at or near a navy yard, if delivered directly alongside or on board in accordance with the terms of the purchase, shall be inspected pursuant to the requirements for inspections of supplies on board ships in foreign waters.

Inspection of supplies delivered directly on board ship.

(2) A report of each such inspection, in duplicate, shall immediately be forwarded by the inspecting officer of a ship to the general storekeeper upon whom requisition for the supplies was made; one copy to be attached by him to the voucher covering the supplies in lieu of the certificate of the yard board of inspection, and one copy forwarded to said board, that the fact of such inspection may be noted upon inspection reports.

(3) Commanding officers shall see that all inspection reports have been forwarded before sailing.

1369. The general storekeeper is responsible for the correctness of prices and of the computations in any vouchers for supplies accepted; but if any member of the board or other officer should be cognizant of an error, he shall at once draw the attention of the commandant to the matter.

Errors discovered in vouchers to be reported.

1370. Articles manufactured in the various navy yards and approved by the heads of the departments to which they pertain shall not be inspected by the board of inspection, but they shall be received into store by the general storekeepers after verifying the invoices therefor.

Articles manufactured in navy yards.

1371. The board of inspection shall keep a record of its work, showing dates of inspection, articles inspected, and acceptance or rejection, noting the cause, if the latter. The inspection must in all cases be thorough, and must be made personally by the members of the board themselves.

Record to be kept by board of inspection.

1372. The inspection of medicines and other supplies pertaining to the Bureau of Medicine and Surgery shall be made by the medical officer in charge, or by a junior medical officer under his direction.

Inspection of medical supplies.

SECTION 6.—PUBLIC BILLS.

1373. Public bills for deliveries accepted shall be prepared and forwarded without delay, in order that dealers may have no occasion to address letters of inquiry or complaint to the Department.

Public bills to be prepared without delay.

1374. The approval of an officer, whose approval, by the instructions of the Treasury or Navy Department, will authorize the payment of money, shall have the force of an order for such payment, and shall always be accompanied by the rank of the officer, the date of approval, and the sum for which the account is approved written in words at length.

Approval of public bills.

1375. [illegible] In preparing vouchers for supplies herein, the latest classification shall always be followed in arranging the items, which should preserve the sequence given in the classification. Each voucher must embrace supplies pertaining to but one bureau and one appropriation, showing the aggregate of each class separately.

Separation of vouchers.

2. It must be shown on vouchers for purchase—

(1) That the property was purchased or the service employed under a written contract duly made and filed, or in pursuance of an order issued by an officer having authority.

(2) That the property purchased has been received by an officer whose duty it was to receive it, and who is lawfully chargeable with its custody or distribution.

3. In all cases where the legality of a purchase, without advertisement and a public opening of bids, depends upon the existence of a public exigency requiring immediate delivery, it is essential that it appear on the voucher or accompanying papers that a decision was lawfully made on that point before the property was purchased.

Particulars of purchase to be shown.

4. In all accounts of articles purchased, the date of each purchase, the name, number, price, etc., of each article must be distinctly specified in the account. All receipts for payments of money must express the amount paid in words legibly written at full length.

5. Vouchers for purchase shall also show—

(a) For open purchase—the bureau to which they pertain, the appropriation (in accordance with the title as given in the Treasury Digests), the number of the requisition and date of approval by the Paymaster General or the date of order authorizing the purchase, and the certificate of the senior member of the board of inspection.

(b) For open contract—the bureau to which they pertain, the appropriation, the date of the contract or number of the requisition, and date of its approval by the commandant, and the certificate of the general storekeeper that the service was rendered.

(c) For written contract—the bureau to which they pertain, the appropriation, the number and date of contract, and the certificate of the senior member of the board of inspection.

(d) For reservation—the bureau to which they pertain, the appropriation, the number and date of contract, and the certificate of the general storekeeper that the contract has in all respects been complied with and fulfilled.

Certificate as to prices.

(6) The purchasing pay officer shall certify on all bills for purchase made by him that the prices are the lowest market rates.

"Firsts" only to be complete.

(7) In the preparation of public bills, only the "firsts" and "seconds" need be filled out in full, the certificates, approvals, receipts, and signatures on the "thirds" being left blank, and the name of the bureau, date of inspection, date of payment order, and the purchasing office be stamped thereon in the Bureau of Supplies and Accounts.

1376. (1) Public bills, except those pertaining to supplies for the Bureau of Medicine and Surgery and to the Marine Corps, shall be made in triplicate by the general storekeeper, after the required inspection and report by the board of inspection.

Vouchers to be made in triplicate.

Course of vouchers before payment.

(2) All three copies shall be sent first to the purchasing pay officer for his certificate, and they then shall be returned to the general storekeeper for completion and for entry in full in his bill book. The commandant, after approval, shall forward them to the Paymaster General, who, after required action, shall send the first and second to the purchasing pay officer, accompanied by a notification that a requisition has been caused to be drawn for the funds needed for their payment. The third shall be retained in the Bureau of Supplies and Accounts.

(3) Written contract and reservation vouchers, not requiring the certificate of the purchasing pay officers, shall be forwarded direct to the Paymaster General through the usual official channels. After action on his part they shall follow the routine prescribed for other public bills.

(4) Public bills for supplies pertaining to the Bureau of Medicine and Surgery shall be prepared by the officer receiving the supplies and sent to the purchasing pay officer for certificate. They shall then be sent to the Bureau of Medicine and Surgery for transmission to the Paymaster General, and the action prescribed for other public bills.

Material manufactured at private establishments.

1377. For material and supplies purchased from manufacturing establishments at which Government officers are stationed for the testing and inspection of such material and supplies, open purchase or contract vouchers shall be prepared by these officers, by general storekeepers, or by the Bureau of Supplies and Accounts, in accordance with the requisites prescribed for other open-purchase or contract vouchers, as follows:

Supplies deliverable at a yard or station

(*a*) For supplies which by the terms of contract or purchase are deliverable at a navy yard or station, the inspection officer at the works shall obtain from the manufacturers bills, in duplicate, to cover only articles embraced in each shipment, and shall certify thereon to the inspection. These bills must have noted upon them the date of contract or order, and will be forwarded at once to the general storekeeper concerned, who shall, upon the delivery of the articles, prepare the public vouchers which shall then take the usual course.

Supplies deliverable f. o. b. at works.

(*b*) For supplies deliverable f. o. b. at the works, inspectors shall make all shipments, and transmit with each shipment to the general storekeeper of the yard designated on their orders to ship, an invoice of the articles shipped, which invoice shall show the date of contract or order, the appropriation when known, prices in detail, etc. Upon receipt of the articles the general storekeeper shall take them up as received by purchase or contract.

Material sent to private establishment.

(*c*) In case the material is sent to a shipyard or other private establishment, the invoices shall be sent to the general storekeeper of the navy yard in the immediate vicinity of such shipyard or private establishment, who shall prepare therefrom, and transmit to the representatives of the bureau conecrned at the shipyard or private establishment, expenditure invoices "for use." Upon the return of the invoices, receipted, the general storekeeper shall take up and at once expend the articles.

Vouchers.

(*d*) The manufacturers' bills shall be certified by inspectors and forwarded to the Bureau of Supplies and Accounts, where the vouchers will be prepared, unless special instructions are given to the inspectors to prepare them. These vouchers shall not be forwarded to the yards, as under the terms of purchase the supplies are to be inspected, received, and receipted for by the inspectors at the works.

1378. (1) Bills for freight, with the exceptions noted below, shall be prepared by general storekeepers making shipments, and unless otherwise agreed upon and specified in the bill of lading, will be paid by the purchasing pay officer nearest the place from which the stores were shipped. In cases of shipments from one station to another, the charges shall be borne by the bureau requesting the shipment of the supplies.

Bills for freight.

(2) Bills for transportation of f. o. b. material shall be prepared in the Bureau of Supplies and Accounts upon receipt of certified freight bills, accompanied by accomplished bills of lading from inspectors making shipments.

(3) Depot quartermasters of the Army will make up the accounts for shipments over the land-grant and bonded railroads, to be forwarded through the War Department to the Navy Department for payment.

1379. (1) Sec. 3690, Revised Statutes, provides that "all balances of appropriations contained in the annual appropriation bills, and made specifically for the service of any fiscal year, and remaining unexpended at the expiration of such fiscal year, shall only be applied to the payment of expenses properly incurred during that year, or to the fulfillment of contracts properly made within that year; and balances not needed for such purposes shall be carried to the surplus fund."

Balances can not be carried beyond end of fiscal year, unless.

(2) While it is not requisite that the delivery of goods or the rendering of services shall be completed within the fiscal year in which they were contracted for, the statute quoted plainly requires that the contract in question, whether written or oral, shall be fully concluded during the fiscal year the appropriation for which is sought to be charged with it.

(3) Toward the close of the fiscal year, vouchers payable from an appropriation for that year should carry evidence that the contract was executed, or that the order was given on behalf of the Government, before the first of July.

PART II.—ABROAD.

SECTION 1.—OPEN PURCHASE.

1380. (1) All supplies purchased at foreign ports for use on board ships of the Navy, shall be purchased by the pay officer of the ship for which the same are required, or by the paymaster of the fleet, or by the resident purchasing pay officer.

The purchase of supplies in foreign ports.

(2) No purchase is in any case to be made by other than a pay officer, and no article shall be purchased unless the necessity for the same is first properly established. All purchases shall be made after competition, but only after the prices to be paid have been submitted to and approved by the captain.

(3) Officers in charge of departments shall keep themselves informed of the needs of the service in their respective departments, and give timely notice thereof to the commanding officer, who shall, from time to time, require from the several departments of the vessel under his command a statement of the probable needs of the service within such prospective periods as he may designate.

(4) Under no circumstances shall supplies be purchased when time will permit them to be obtained from a storeship or naval station.

1381. Under the direction of the captain the pay officer shall, immediately on arrival in a port where supplies are to be purchased, or bills of exchange negotiated, obtain, by personal inquiry on shore, full and complete information as to the current rate of exchange, the quality and prices of naval supplies, the names of persons and firms regularly dealing therein, and the commercial standing of such dealers. He shall also visit the resident consul, or commercial or consular agent of the United States, if there be one, and ascertain from him the current rate of exchange, the ruling market prices at the place, and the names of local firms dealing in naval supples.

Duty of pay officer before purchases are made.

1382. Medical supplies, surgical instruments, and "instruments of precision" shall be selected by the officers requiring them.

Instruments and medical supplies to be selected.

1383. When necessary to purchase clothing or small stores, the articles shall be as nearly as possible of the description and quality furnished by the United States, and no more shall be purchased than sufficient to meet an exigency.

Clothing and small stores.

1384. When one or more kinds of equivalent articles of provisions are on board ships, or are obtainable from Government supplies, they must be taken and used, and the purchase of other varieties of the same class of articles is forbidden until the supplies at hand are exhausted, or unless they are insufficient in quantity for an intended cruise.

Provisions.

SECTION 2.—REQUISITIONS.

1385. Whenever it is deemed necessary to purchase supplies for any department of a ship, the officer in charge of that department shall make requisition for the same, in duplicate, upon the pay officer who is to make the purchase, and deliver the requisition, with the certificate that the articles are not in store, to his commanding officer, who, if in his judgment the needs of the service require the purchase of the articles, will approve the requisition and forward it to the proper pay officer through the regular channel.

Requisitions to be made and forwarded.

1386. The approval of a requisition is to be considered as a certificate on the part of the approving officer that in his opinion the articles are necessary, and the approval of requisitions by the officer whose approval will authorize their procurement or delivery shall have the force and responsibility of an order.

An approval equivalent to an order to purchase.

1387. (1) Requisitions shall state upon their face in red ink whether the articles required are—

(*a*) In excess of allowance.

(*b*) To replace articles condemned by survey.

(*c*) To supply deficiencies caused by ordinary expenditure.

(*d*) To supply deficiencies caused by casualties, specifying the latter.

(2) They shall embrace only articles required under one appropriation.

(3) They shall be prepared in conformity with the latest classified schedule as to the arrangement of items, specifying the classes, and grouping the items under their respective class numbers.

Requisitions, how made out.

1388. (1) Upon receiving the approved requisition, the pay officer of the ship when acting singly shall, under the direction of his commanding officer, make the necessary purchases on the most advantageous terms to the Government.

Purchases for ships, by whom made.

(2) In the presence of a flagship, requisitions shall be forwarded to the commander in chief for his approval; all purchases authorized by him shall be made by the paymaster of the fleet, if there be one; otherwise by the pay officer of the ship requiring the supplies.

(3) In the absence of the commander in chief, when two or more ships are in a port, all requisitions shall be sent to the senior officer present for approval; but after such approval is given the purchase will be made by the pay officer of the ship requiring the stores.

(4) In foreign ports where a pay officer in charge of stores is stationed, whether on shore or on board of a stationary storeship, requisitions shall require the approval of the senior officer present, and all supplies shall be purchased by such pay officer in the manner prescribed for pay officers of ships.

Duties of commanding officers in approving purchase requisitions.

1389. Captains are vested with supervisory power over the purchase of supplies, and will be guided, in approving requisitions, by the actual needs of their commands, taking into consideration the nature of the service in which they are engaged, the probability of being able to obtain the supplies from other ships, and the possibility of obtaining them from the United States without too great a delay.

SECTION 3.—INSPECTIONS.

Reception and inspection of supplies.

1390. (1) All articles purchased are to be delivered subject to inspection and approval, as to quality and quantity, by the head of the department requiring the articles; in the case of fresh provisions by the officer of the deck.

(2) All inspections of supplies shall be made by the officers of the ship to which they are delivered.

(3) Should the decision of an inspecting officer be questioned, the commanding officer shall order a board of at least three competent officers to inspect the supplies in question. The report of this board, if unanimous, shall determine the acceptance or rejection of the supplies, but if not unanimous the final decision shall rest with the commanding officer.

(4) Each delivery of stores should be accompanied by a list of the articles.

SECTION 4.—PUBLIC BILLS.

Approval of bills.

1391. (1) Public bills for supplies shall be prepared in triplicate. They shall bear the approval of the commanding officer of the ship and a certificate by the head of department for which the supplies were purchased that the articles were inspected as to quality and quantity, and received into his custody.

Vouchers, how prepared.

(2) No public bill shall represent purchases for more than one ship.

(3) In their preparation the latest classified schedule shall be adhered to in the arrangement of items. They shall embrace supplies pertaining to but one bureau and but one appropriation, showing the aggregate of each class separately.

(4) They must show the number of the requisition and date of approval.

(5) The date of each purchase and the name, number, price, etc., of each article must be distinctly specified in the account. All receipts of payments of money must express the amount paid in words legibly written at full length.

Final disposition of bills and requisitions.

1392. (1) The triplicate (first) shall have attached to it the original requisition and the merchant's bill, and be forwarded to the Auditor for the Navy Department with the quarterly accounts of the pay officer.

(2) The triplicate (second) shall be forwarded to the Paymaster General with the monthly summary statement.

(3) The triplicate (third) will be retained by the pay officer for his files.

(4) The pay officer shall furnish heads of departments with certified copies of public bills pertaining to their departments, in lieu of invoices. Certified copies shall also be transmitted with the abstract of bills to the bureaus concerned.

(5) The duplicate requisition shall be retained by the pay officer.

CHAPTER XXVIII.

SURVEYS AND SALES.

SECTION 1.—SURVEYS ON PERSONNEL.

1393. A survey may be ordered by the commandant of a station or the senior officer present upon any officer or other person under his command, on the request of the senior medical officer of the ship or station where the person is serving.

Order for survey.

1394. (1) A board of survey shall consist, when practicable, of three medical officers.

Boards of medical survey.

(2) If it be inconvenient to detail three officers, two will suffice. In extreme cases, or on board a ship on detached service, the survey may be held by the medical officer of the ship.

1395. (1) Reports of medical surveys upon officers and enlisted men of the Navy shall be made in triplicate through the commanding officer under whom the person surveyed is serving to the officer ordering the survey, who shall forward them to the Navy Department through the Bureau of Navigation.

Reports of survey.

(2) Reports of medical surveys upon officers and enlisted men of the Marine Corps shall be made in like manner to the officer ordering the survey, who shall forward the first and second copies to the Navy Department, and the third to the commandant of the Marine Corps.

1396. (1) Reports of survey shall be made in accordance with the prescribed form. A definite opinion as to the origin of disease or injury shall be given, and a statement made in every case of all facts and circumstances connecting the disease or injury with the performance of duty or exposure incident thereto. When no unfitness is found it will be sufficient to state the fact. When unfitness is found, and is regarded as temporary, the phrase "unfit for duty" shall be used; when permanent, the expression "unfit for service" shall be employed. The common name of the disease shall be used. Under the head of "Recommendation" shall be given the contemplated disposition of the patient.

Instructions for making reports of medical survey.

(2) In the case of an officer, the recommendation may be detachment either with sick leave or for hospital treatment; or, if the unfitness is judged to be temporary, the officer may be recommended for hospital treatment, with a view to his return to the station. If the disability be deemed permanent, it may be recommended that he be ordered before a retiring board. Enlisted men should be recommended to be sent to hospital for treatment, or to be discharged.

1397. (1) When a person surveyed within the United States or the limits of the North Atlantic station is reported unfit for duty, and the report of the survey is approved by the officer ordering it, the recommendation of the board as approved shall be carried out as soon as practicable, except in cases involving discharge, travel, leave, or retirement, which shall be referred to the Department.

Cases to be disposed of without delay.

(2) Final action upon surveys held outside of the limits defined in the preceding paragraph will be taken by the senior officer present, except in cases of the retirement of officers or the discharge of persons enlisted in the United States.

1398. When enlisted persons in the United States are condemned by medical survey on account of disease which may have resulted from their own indiscretions, or from causes not incident to the service, their transfer to another station for discharge shall not be recommended.

Surveys on enlisted men in the United States.

SECTION 2.—SURVEYS ON VESSELS AND EQUIPAGE.

1399. All vessels on their return from foreign stations, and all vessels in the United States as often as once in three years, when practicable, shall be examined by competent boards of officers designated by the Secretary of the Navy. The said boards shall ascertain and report to the Secretary of the Navy in writing which of said vessels are unfit for further service, or, if the same are unfinished in any navy yard, those which can not be finished without great and disproportionate expense, and shall in such report state fully the grounds and reasons for their opinion. (Act Aug. 5, 1882.)

General surveys of ships every three years.

Title A.—Cost and Valuation.

1400. (1) Captains of ships are charged to report to the Department, without delay, whenever the condition of their ships is such as to require a general survey in one or more branches, and such report, with the opinion of the forwarding officer endorsed thereon, shall be referred to the bureaus concerned for recommendation.

Captains to report if general surveys are required.

(2) If it shall appear, upon a consideration of all the circumstances, that a general survey under one or more bureaus is desirable, the Department will order it to be made accordingly.

1401. General surveys on vessels in reserve will be ordered by the Department as occasion may arise.

General surveys on ships in reserve.

1402. When a general survey is ordered, separate boards shall be constituted in accordance with law, classified under the heads of ordnance, equipment, construction and repair, and steam engineering, according as the survey concerns one or more of these branches.

General surveys; boards, how composed.

1403. (1) Whenever special repairs of limited extent, but beyond the capacity of the force on board, are required on a ship in commission, not lying at a navy yard, the captain shall report the fact to the Department. The report, with the opinion of the forwarding officer endorsed thereon, will be referred to the bureaus concerned for recommendation to the Department, and if the circumstances make it expedient the vessel will be ordered to a navy yard, and the Department will direct the repairs to be made, with or without a survey, as the case may require.

Special repairs to vessels.

(2) Whenever a similar necessity exists in the case of a vessel at a navy yard, the captain will make a similar report to the commandant of the yard, who will direct an examination of the report by the head of department under whose cognizance the work comes.

(3) If the repairs in question are such as will obstruct the movements of the vessel during their progress, by disabling her motive power or otherwise, the application shall be transmitted with the commandant's recommendation to the Department, which alone can authorize the survey. If they do not interfere with the movements of the vessel, but exceed five hundred dollars in estimated cost, the application shall be transmitted with the commandant's recommendation to the bureaus concerned, which will order the survey should they deem it expedient, unless the case falls under the statute requiring the action of the Secretary of the Navy. If the repairs do not interfere with the movements of the vessel, and are less than five hundred dollars in estimated cost, the commandant is authorized to order the survey if he deems it expedient.

Action on surveys to be reported immediately.

1404. In the case of applications for surveys authorized to be ordered by chiefs of bureaus and commandants, whether granted or refused, the officer acting thereon shall report his action immediately to the Department.

Reports of surveys, to whom made.

1405. (1) All reports of surveys on ships shall be made to the bureau concerned, and shall be submitted, with the bureau's recommendations, to the Department. They shall be made in triplicate—one copy for the bureau, one for the head of the department at the yard, and one for the captain of the ship. If it should appear to the latter that any of the items of repair are unnecessary or inexpedient, or can be advantageously done by the force on board, he shall report the fact to the commandant, who shall forward the report with his recommendations to the proper bureau.

Contents of report.

(2) The report shall contain a classified statement of the work required, item by item, with such brief explanation as will show the necessity of each item; an estimate of the time and cost of each item, giving the cost of labor and material separately, and a summarized statement of the time and cost (labor and material) of the whole work under each bureau. Any item that will require the manufacture of special articles involving probable delays shall be specially noted in the survey. The report shall conclude with an approximate statement of the quantity and cost of materials not on hand which must be purchased in order to make the repairs recommended.

Surveys of wooden ships.

(3) In surveys of wooden ships, where the repairs are extensive, the report shall state the estimated cost of a new ship of the same size and like material, or new engines and machinery of the same character and power, as the case may be; and the report shall further state whether the repairs, having reference to their estimated cost, can be made within the statutory limit.

Delays in survey.

(4) The commandant of the yard shall be held responsible for any delays in the completion of the survey.

Revision of schedule of materials.

1406. As soon as a report of a survey has been signed, the head of the department concerned shall make a careful revision of his schedule of materials, in order that requisitions may be started on their course the moment the order to proceed with the repairs is received at the yard.

1407. (1) When a report of survey is approved the Department will notify the bureaus concerned, which shall issue the necessary orders to the commandant to proceed with the work.

Requisitions after approval of survey.

(2) On the day following the receipt of such orders the commandant shall certify to the Department that requisitions for all materials needed for the work have been transmitted by him to the general storekeeper; or, if they are still lacking, he shall explain specifically the reasons for the delay. The commandant shall exact the utmost promptness in the preparation of requisitions by the officers whose duty it is to make them, as well as in their issue by the general storekeeper.

1408. In all cases where a bureau makes favorable recommendations to the Department for repairs it will be understood that, unless otherwise stated, the condition of the bureau appropriation, having reference to present and prospective obligations, is such as to justify the Department in authorizing the repairs.

Approval to depend on condition of appropriation.

1409. In general, surveys on the hull or machinery of a ship shall not be held in a foreign port without the authority of the Department, unless the supposed defects shall have been due to casualties, such as grounding, collision, etc. Such surveys shall be ordered by the commander in chief or the senior officer present. The report shall state the nature and extent of the accident, the cause, the probable time necessary for repairs, the cost thereof, and to whom, if to anyone, blame is to be attributed. The report shall embrace every detail necessary to a complete understanding of the case. When an accident or derangement shall occur to the machinery of a ship, the board shall be composed of one line officer and at least two engineer officers. The report, in triplicate, shall be forwarded to the Department by the first opportunity. (See Art. 1410, par. *h*.)

Surveys on ships abroad.

Title B.—Equipage.

1410. Surveys on objects carried under this title, which are considered unserviceable, unsuitable, unserviceable for original purposes, or are missing, or require repairs, shall, upon the application to his captain, of the officer in charge of the department to which the articles pertain, be ordered as follows:

Surveys on equipage.

(*a*) For a ship in commission lying at a navy yard, the commandant shall order boards of survey and appraisal on articles of equipage, upon an application approved and forwarded by the captain, to be composed, when practicable, of a captain or commander, a lieutenant, and an engineer officer or naval constructor, as the nature of the articles may require; but not more than one thousand dollars shall be expended in repairs on the sails and rigging of any vessel, until the necessity and expediency of such repairs and the estimated cost thereof have been ascertained and reported to the Navy Department by an examining board, which shall be composed of one naval officer, designated by the Secretary of the Navy, and the master rigger and the master sailmaker of the yard where such vessel may be lying.

Ship lying at a yard, by whom ordered.

(*b*) In the case of a vessel not lying at a navy yard, the captain, if he deems a survey necessary, shall forward the application, with his approval, to the senior officer present, who is authorized to order surveys and appraisals in all cases, when outside of United States waters; and also in United States waters, except when the articles are deemed unsuitable or require repairs beyond the capacity of the force on board.

Ship not at a yard, by whom ordered.

Repairs beyond capacity of force on board.

(*c*) In the latter case the captain shall report the fact to the Department. The report, with the opinion of the forwarding officer endorsed thereon, shall be referred to the bureau concerned for recommendation to the Department, and, if the circumstances make it expedient, the vessel shall be ordered to a navy yard for a survey and appraisal of the articles in the manner prescribed for vessels lying at a navy yard, or the Department shall direct the senior officer present to order the survey and appraisal.

What the report shall state.

(*d*) Reports of survey and appraisal shall specify each article surveyed and the condition in which found, with a recommendation as to disposition. They shall be forwarded to the bureau concerned, which shall submit them with its recommendation to the Department. They shall be made in triplicate—one copy for the bureau, one for the captain of the ship, and one for the head of the department on board ship, or of the yard when repairs are made at a navy yard. The report shall contain a statement of the work required when repairs are recommended, an estimate of the cost of replacing and of repairing the articles, and the time necessary to do the work. In all cases the invoice price of an article must be given, and the appraised present value of articles recommended to be repaired or to be sold must be stated.

Articles to be repaired.

(*e*) Articles ordered to be repaired at a navy yard for a ship in commission shall be turned over to the department concerned for that purpose; they shall continue to be carried on the ship's books without change of value on account of such repairs, which shall be charged to Title P, with the name of the ship as a subtitle.

Other articles.

(*f*) Articles acted upon by a navy-yard board, which are ordered to be turned into store, shall be invoiced to and taken up, in his reserved account, by the general storekeeper, at their invoice value, and be treated as indicated by the approved survey without further action. Invoices embracing articles recommended to be sold shall state their appraised value also.

(*g*) Articles acted upon by boards ordered by senior officers present, if valueless, which fact must be stated, shall be expended; if lost, the responsibility therefor shall be fixed; if of any value, they must be converted to some use or turned into store. When so turned in, they shall be invoiced to and taken up by the storekeeper at their invoice value, and their future treatment be determined by a yard board of survey and appraisal, to be ordered upon the request of the storekeeper as stores under Title X.

Repairs in emergencies.

(*h*) In cases of actual emergency, when a vessel is lying at a yard, the commandant of the yard, or, in case of a vessel not lying at a yard, the senior officer present, is authorized to make any repairs that the emergency requires without waiting for the Department's approval of the survey, reporting the steps taken and the reasons therefor immediately to the Department, and the reasons must be such as to show that an emergency existed.

SECTION 3.—SURVEYS ON SUPPLIES AND MATERIAL ON SHORE.

Titles E and F.—Real Estate and Chattels and Machinery Plant.

Order for survey.

1411. (1) Surveys on articles expended to these titles, which have become worn out and unserviceable, shall be ordered by the commandant upon the request of the head of the department in charge of the articles.

Contents of the report.

(2) The report shall show the original and appraised present value of the articles and the disposition of them recommended, and shall be forwarded to the bureau concerned. After action by the bureau, the report shall be returned to the officer requesting the survey, that the required quarterly invoices of property condemned may be prepared for the office of the Paymaster General. Articles condemned to be sold or used for other purposes shall be invoiced to the general storekeeper, the invoice stating both the original and appraised value and the disposition ordered.

Title X.—Supplies in Store.

Request for survey.

1412. (1) When supplies carried under this title are considered unserviceable, needing and warranting repairs, unserviceable for original purposes, or are missing; or when it is discovered that there are supplies on hand not borne upon the books; or when supplies are borne upon the books without value, or at a valuation that should be amended, in consequence of repairs to be made or of being borne upon the books at a fictitious value, the officer in charge of the supplies shall report the fact for the action of a board of survey and appraisal.

Order for survey.

(2) Commandants of navy yards and stations are authorized to order such boards of survey and appraisal, to be composed, if practicable, of a captain, or commander, a pay officer, and an engineer officer, or a naval constructor, as the nature of the supplies may require, whose duty it shall be to survey and, when necessary, to appraise the value of such supplies as may be brought before it.

Request.

(3) The request for action by a board shall give the location, quantity, and invoice prices of supplies.

Contents of report.

(4) The report shall state their exact condition (whether "serviceable," "needing and warranting repairs," "unserviceable for original purposes but serviceable for" another (stating it), "totally unserviceable," "unserviceable in present form, or in part," "requiring revaluation," or "missing"), and the disposition recommended, which must be specific in each case.

Appraisal.

(5) Articles deteriorated in value or recommended to be repaired, to be used for other than original purposes, or to be sold, shall be appraised and the appraised value stated. The cost of replacing and of repairing an article recommended to be repaired, with the time necessary to do the work, shall be noted. Articles and material recommended to be used for other than their original purposes (as articles of metal for scrap, sails for old canvas, hawsers and rope for junk, etc.), shall be expended from the class in which they have been carried and taken up again at their appraised value in the class in which they should appear under their new designations. In like manner, articles revalued for repairs or to correct valuations should be expended at the price at which they were carried, and taken up anew at the appraised value. Articles found by a board of survey and appraisal to be "totally unserviceable" shall, upon approval of the survey, be expended from the books.

To be made in triplicate.

(6) The report of the board shall be made in triplicate and, after approval by the commandant, be forwarded to the Paymaster General, who shall refer it to the bureau concerned for recommendation before submitting it to the Department. In no case shall the general storekeeper's books be adjusted to the new prices until reports of appraisals are approved by the Paymaster General.

Ship put out of commission.

1413. When the equipage and supplies shall have been turned in from a ship put out of commission, the general storekeeper shall request the action thereon of a board of survey and appraisal. Boards for this purpose shall be composed, when practicable, of an ordnance officer, an equipment officer, a pay officer, an engineer officer, and a naval constructor. The report of this board on the equipage and supplies of any ship shall be based upon the tabulated lists given in her allowance book, every article contained therein being mentioned in order, and its condition, if present, described; or, if absent, the fact noted, with a specific recommendation for action, which shall be based upon the best interests of the service in connection with the supply of a new outfit. The cost of all changes recommended, whether for repairing or replacing articles, shall be estimated in each instance. In all cases when articles are recommended to be repaired or to be sold, or to be used for other than their original purpose, their present value shall be appraised by the board. The report must be made in sections, each section being complete in itself and covering all the articles pertaining to one bureau; these shall be forwarded to the Paymaster General by the commandant with his recommendation endorsed thereon. Defects in the outfit appearing upon survey shall be made good at the earliest possible date, in the case of iron or steel ships. Questions in reference to wooden ships shall be referred to the Department.

Unserviceable stores.

1414. In making recommendations as to the disposition of unserviceable stores, the following shall be observed:

Scrap metal.

(*a*) Material and articles of metal, such as old boilers, castings, forgings, fittings, pipe, guns, cuttings, etc., which can be profitably remelted and which are surveyed and condemned in sufficiently large quantities to warrant an entry in the books of the general storekeeper, should be condemned as unserviceable for original purposes and recommended to be taken up directly as scrap metal (brass, copper, composition, lead, zinc, cast iron, wrought iron, or steel) at an appraised value, and be placed with the scrap metal of the same kind on hand and borne upon the books. If the requirements or facilities of the service do not warrant the reworking of these articles, they should be recommended to be sold and be transferred from the account in which they appear to the account "Condemned stores," at the value at which they have been carried.

The scrap heap.

(*b*) Such material and articles of metal as in the quantities condemned have no appreciable value, but which in larger quantities can be utilized by remelting, or have a salable value, should be recommended "to be thrown on the scrap heap" and expended on the books. The accumulations of the scrap heap, if required as scrap metal, shall be appraised monthly, taken up on the books of the general storekeeper, and placed with the other scrap metal of its kind already on the books; or, if not required, it should be appraised and held for sale.

Obsolete articles.

(*c*) Articles found to be obsolete and thus "unserviceable for original purposes" may be condemned, for issue on approved requisitions for any purposes for which they may be required. Articles "totally unserviceable in present form," but parts of which are serviceable or have value, may be condemned as such; the unserviceable

parts to be condemned to the dump, or for firewood, or such other disposition as circumstances call for, and the parts serviceable or having value to be appraised and taken up, as recommended, at their appraised values.

The dump.

(*d*) Only such totally unserviceable articles as are without value and unsalable, such as broken china, tin and wooden ware, worthless paints, brushes, etc., shall be recommended "to be thrown on the dump." Articles such as totally unserviceable powder and chemicals, decayed provisions, etc., the retention of which would be prejudicial to the safety and health of the community, shall not be deposited on the dump. Such articles shall be condemned to be thrown overboard or otherwise destroyed.

Missing articles.

1415. When articles are found to be missing, the board shall diligently inquire into the reasons therefor and report the result of the investigation on the face of the survey, fixing the responsibility when possible.

Exactness of accounts.

1416. (1) It is required that property accounts shall be kept with the same exactness as money accounts; and the same rule shall apply to all reports from boards of survey and appraisal. The following terms and phrases shall be used in reports of boards of survey and appraisal:

Condition.	Recommendation.
Serviceable.	To be turned into store for issue. To be retained in or for use. To be reserved for the ship.
Needing and warranting repairs.	To be repaired.
Unserviceable for original purpose, serviceable for Government use (stating it).	Scrap metal. For use in yard as may be required. For junk. For old canvas.
Obsolete.	To be sold. To be issued for use for (any purpose, stating it).
Unserviceable in present form or in part.	To the dump } For unserviceable parts. For firewood } For unserviceable parts. Issue for scrap } For serviceable parts. Junk, old canvas for yard use, or use for any purpose (stating it). } For serviceable parts.
In excess of Government requirements.	To be sold. To be transferred to some other yard.
Unserviceable for Government use.	To be sold.
Totally unserviceable.	To the dump. To be destroyed { Burned. Buried. Thrown overboard.
Requiring revaluation.	To be taken up at appraised value.
Missing.	See Art. 1412.
	Miscellaneous recommendations.
	To be transferred to some other yard or ship for (stating purpose).
	To be used for repairs to other articles.

(2) Boards of survey and appraisal shall in their reports use the terms and phrases indicated in the foregoing table, and no others. Should a case arise which is not provided for in the table, report of same shall at once be made to the Paymaster General.

Articles to be sold.

1417. No article shall be sold until it has been specifically appraised, and condemned by a board of survey and appraisal to be sold, and the sale thereof has been authorized by the Navy Department.

SECTION 4.—SURVEYS ON STORES AND MATERIAL AFLOAT.

Title Y.—Supplies afloat.

Who are authorized to order surveys.

1418. All applications for surveys upon articles on board ships carried under this title must be made in accordance with prescribed forms by the officer having charge of the same to his captain, who, if he deems such survey necessary, shall, if within the limits of a yard or station, transmit the same to the commandant; if serving in a fleet, to the commander of the fleet, squadron, or division to which he belongs, otherwise to the senior officer present; which officers are authorized to order surveys. If acting independently, the captain may order a survey himself.

Selection for surveys.

1419. Officers ordering such surveys shall, when practicable, select for that duty at least two commissioned officers of a rank proportioned to the importance of the survey; and when it can be done the officers shall be selected from other ships than those to which the articles belong.

To be made in triplicate.

1420. (1) Reports of surveys shall be made in triplicate, and, after approval by the officer ordering the survey, the original and duplicate shall be returned to the officer at whose request the survey was held for his information and government. When in United States waters the report shall first be forwarded to the bureau concerned for its action.

What reports shall embrace.

(2) Reports of surveys shall embrace only stores pertaining to one bureau, and in the pay department separate blanks shall be used for provisions and contingent stores and for clothing and small stores. They shall specify each article surveyed and the condition in which found. It is not enough to say that an article is unfit for issue or for use, but the reason why it is unfit should be given. They must state the probable cause of deterioration and give the contractor's and inspection marks; if such marks have been obliterated it must be so stated. The invoice prices and a recommendation as to the disposition of the article condemned must be shown by the report. When stores are lost or packages are broken open, the report should state whether the loss is attributable to carelessness or an unavoidable accident; when damaged, if such damage is due to the neglect or misconduct of any person.

Stores thrown overboard.

(3) No stores shall be thrown overboard unless the surveying officers in their report represent them as being, in their opinion, absolutely valueless or prejudicial to the safety, health, or comfort of the ship's company, in which case the commanding officer, after approval of the survey, will cause them to be thrown overboard, and the certificate of one of the surveying officers that they were so disposed of must be attached to the report.

Other articles.

(4) All other articles of any value are to be repaired, converted to some other use or turned into store. If valueless, the report shall so state. Articles lost, directed to be thrown overboard, converted to some other use, or reported valueless, shall be expended from the books, but the accountability of the officer responsible for articles lost shall not thereby be reduced. If they are only damaged and are to be turned into store as unserviceable or for repair, they shall remain on the books of the proper bureau representative until such time as they can be so turned in, when they shall be invoiced as "transferred."

1421. Articles may be repaired abroad when recommended and necessary, but when at or near a navy yard the articles shall be turned into store, and final surveys will be held in the yard to determine whether repairs shall be made, or the articles reissued, used for other purposes, or sold.

Articles repaired.

Surveys to be forwarded.

1422. A copy of each survey involving an expenditure from the books shall be forwarded with the quarterly balance sheet embracing the stores expended.

Condemned articles to be shipped.

1423. All articles to be turned into store from vessels in foreign waters should be shipped to a navy yard by the first convenient Government conveyance.

1424. (1) Surveys within the United States will be ordered by the Bureau of Medicine and Surgery, and abroad by the commander in chief or senior officer present, upon such articles pertaining to that bureau as may be considered unfit for further use; and it shall be the duty of the board to decide upon this point and as to the disposition of the article, if condemned.

Surveys on medical property.

(2) Surgical instruments and appliances that have become unfit for further use shall be surveyed before the issue of others. Articles classed under dispensary furniture and supplied in quantities for expenditure need not be surveyed.

(3) A survey shall be held at the naval laboratory on all medical supplies turned in from cruising ships placed out of commission on the Atlantic coast, and at the navy yard, Mare Island, on those from ships on the Pacific coast. Such articles as are found fit for use shall be turned into the general stock for issue.

(4) Reports of survey on property belonging to the medical department shall be forwarded in duplicate to the bureau, and from ships in squadron through the surgeon of the fleet for his endorsement.

Condemned medical property recommended to be sold.

(5) Whenever any property belonging to the medical department is surveyed and recommended to be sold the articles shall in all cases be appraised. The medical officer in charge shall make an inventory of the same, and shall carefully preserve the property until directed to deliver it for sale. A copy of this inventory shall be forwarded to the Bureau of Medicine and Surgery as soon as the report of survey is approved.

(6) Supplies delivered to a general storekeeper for sale shall be accompanied by an invoice stating both the original and appraised value of the articles.

1425. (1) Should it be necessary to destroy clothing or other personal effects of officers or men to prevent the spread of disease, the captain shall direct a survey to be held on the articles, and the report containing a list of the articles, with an estimate of their value, approved by him, shall be transmitted to the Department. The surveying officers shall base their estimate on the actual value of clothing destroyed and not on the prices at which the clothing was issued.

Surveys on clothing destroyed to prevent spread of disease.

(2) No issue shall be made to persons in lieu of their effects so destroyed, but they will only be reimbursed for such loss by certificates from the Treasury Department after the approval by the Secretary of the Navy of the report of survey.

Surveys on paymasters' stores.

1426. (1) Surveys on articles in the pay department of a ship shall be of two kinds—special and quarterly. The former shall be ordered by the senior officer present, the latter by the captain of the ship.

(2) When the articles to be surveyed are of greater bulk than the quarterly board is authorized to inspect, or where there are any peculiar circumstances which would seem to demand a particular investigation or report, the pay officer shall request a special survey. One or more pay officers shall be ordered upon such surveys when practicable, but the pay officer requesting the survey shall never be so ordered.

1427. Special surveys are provided for as follows:

Special surveys, paymasters' department.

(*a*) Upon paymasters' supplies put on board before the pay officer of the vessel reports for duty.

(*b*) Upon supplies transferred from one pay officer to another without an inventory being taken at the time.

(*c*) To take an account of supplies on hand when pay officers are suspended, removed, or separated from their ships, or when they become incapacitated by sickness or insanity, or die.

Quarterly boards of survey in paymasters' department.

1428. (1) Captains of ships shall appoint at the beginning of each quarter to serve to the end of it three suitable officers to whom, as a continued board of survey, the pay officer will refer, through the senior member, either verbally or in writing, all such articles in his department as he may believe to be unfit for use, or which do not correspond with their marks in quantity or kind, provided they do not exceed in quantity, on any one occasion, the bulk of a package of clothing or of small stores, or, in the case of provisions, one barrel or two cases; this board shall survey and pronounce upon such articles, which, with the consent of the captain, are to be disposed of as recommended. At the end of the quarter, or earlier if ordered, the board shall report to the captain in duplicate upon all the articles it has condemned during the quarter.

(2) The pay officer will refer to the quarterly board in cases as follows:

(*a*) When the members of the crew object to the quality of provisions or other stores to be issued to them.

(*b*) When full packages are opened and deficiencies discovered in their contents, or discrepancies in their marks, or the stores are found inferior in quality.

Articles found damaged may be revalued.

1429. Articles of clothing and small stores found by survey to be damaged may be valued by the surveying officers, and issued at the reduced prices in the same manner as other clothing and small stores.

Death or detachment of an officer on quarterly board of survey.

1430. Should any officer attached to a quarterly board of survey die or be detached during the quarter, the report shall be made up to the time of such occurrence and be signed, in the former case, by the survivors, who shall append a note as to the cause of the absence of other signatures, and, in the latter case, by all the members. In either event, another report shall be made at the end of the quarter, if surveys have been held in the meantime.

SECTION 5.—SALES.

Sales of dead men's and deserters' effects.

1431. (1) When the heirs or legal representatives do not apply for the effects left by deceased persons belonging to the Navy, or when it is unknown whether or not any heirs exist, the effects shall be sold by the pay officer, under the authority of the captain.

(2) Immediately upon the desertion of any of the crew, their effects shall be collected and delivered to the pay officer, who shall carefully preserve them until directed by the captain to sell them at public auction, or otherwise dispose of them.

(3) The pay officer shall have an account taken of such sales, which account shall show the articles belonging to each individual, the prices realized, and the number, name, and rank of each purchaser. From this account of sale, the pay officer shall credit the account of the original owner, under the head of "Sale of effects" in the column of the pay roll for "Sundry credits," with the amount realized from the sale of his effects. The total amount shall be entered on the summary statement and account current as "Sale of D. M. and D. effects," and the money accounted for under "General account of advances." The account of sale shall be forwarded as a voucher with the pay roll containing the credit.

Sales of supplies to ships.

1432. Sales of supplies to vessels in distress and to foreign ships of war may be made as provided in the chapter on "Supplies."

Requirements necessary to a valid sale.

1433. Inspection, condemnation, appraisal, and public sale are necessary to a valid sale of unsuitable supplies. No article shall be sold unless its sale has been specifically authorized by the Department.

Restrictions as to sale of old material.

1434. No old material of the Navy shall be sold or exchanged which can be profitably used by reworking or otherwise in the construction or repair of vessels, their machinery, armor, armament, or equipment; but the same shall be stored and preserved for future use. And when any condemned naval supplies, stores, and material can not be profitably used as aforesaid, the same shall be appraised and sold, either by advertising for sealed proposals for the purchase of the same, or by public auction, after advertisement of the sale for such time as in the judgment of the Secretary of the Navy the public interest may require.

Sales under Bureau of Supplies and Accounts.

1435. Sales of condemned supplies and material shall be conducted under the direction of the Bureau of Supplies and Accounts.

Preliminary arrangements for a sale.

1436. When a sale has been authorized at a navy yard, the commandant shall designate three officers, one of whom shall be the pay officer of the yard, to have general charge of and conduct the sale, and in sales by sealed proposals to open bids and make awards. Commandants shall make such arrangements, and give such detailed instructions to the board of sale, in each case, as may be necessary to prevent confusion, or cause for question or complaint, in the weighing, delivery, removal, and receipting for purchases. Prior to the date set for a sale, the supplies shall be prepared and separated into lots of such combinations of articles, and in such quantities, as will tend to produce the best results to the Government. Printed or written schedules of the supplies to be sold, grouped into lots as determined upon, and setting forth the terms of sale, shall be prepared for distribution. The schedules should be so arranged as to serve as proposals. Precaution

shall be taken, as far as possible, to prevent articles being sold at less than their fair value; and to do this any article may be withdrawn from the sale, at the discretion of the commandant.

1437. The terms of sales shall, as far as practicable, be as follows:

Terms of sale.

(*a*) Sales shall be for cash to the highest bidder for each lot. No bids for parts of lots shall be considered. A deposit of twenty per cent on the total amount of a bid shall be required, as security for the payment of the balance and the removal of the purchase within thirty days (at the convenience of the Government) from date of sale or acceptance of bid; which deposit shall be forfeited to the United States in event of failure to pay such balance and make removal within the time stated. A deposit of the full amount of bids of fifty dollars or less shall be required.

(*b*) Deposits shall be made with the pay officer of the yard and may be in cash or in certified checks.

(*c*) In sales by sealed proposals the proposals must be in duplicate, enclosed in a sealed envelope addressed to the pay officer of the yard, and endorsed "Proposals for purchase of condemned supplies, to be opened ———." Cash deposits should be handed to the paymaster in person at or before the time of opening bids. Certified checks may be enclosed with the duplicate bid or may be delivered personally.

(*d*) All stores shall be sold as they lie, and must be removed during navy-yard hours by the original purchaser entirely at his own expense. When articles are sold by weight the actual weight delivered shall be paid for, not the estimated weight stated in the schedule. Tie bids shall be decided by lot, unless the bidders decide among themselves by mutual agreement. Bids shall be publicly opened, and the right reserved to reject any or all bids.

1438. All expenses attending the preparation for and holding of sales shall be paid from the proceeds thereof. The pay officer of the yard shall prepare a special roll upon which the names of persons employed on this work shall be borne, and shall make requisition upon the Paymaster General for funds in such sums as may be required for the payment of these persons and such other expenses as it may be necessary to incur. The rolls and other vouchers covering these expenses are to be held by the pay officer until the sale is consummated, when the advances shall be replaced from the proceeds of sale and the total amount so advanced deposited to the credit of the appropriation under which it was drawn.

Expenses of sales to be paid from proceeds.

1439. The proceeds arising from the sales of condemned supplies, stores, and material, after deducting the cost of appraisal, condemnation, and sale, shall be deposited and covered into the Treasury as "Miscellaneous receipts," on account of "Proceeds of Government property," and shall not be withdrawn or applied, except in consequence of a subsequent appropriation made by law.

Proceeds of sales of condemned supplies in general.

1440. The net proceeds of sales of condemned navy clothing and small-stores shall revert to the credit of the clothing and small-stores fund.

Proceeds from clothing and small stores.

1441. The net proceeds of sales of useless ordnance material and small arms shall revert to the credit of the appropriations, "Ordnance and ordnance stores" and "Small arms," respectively.

Proceeds from ordnance material and small arms.

1442. (1) An account of sale shall be forwarded to the Auditor for the Navy Department, and an account of sale with a list of purchasers and the amount realized from each, to the Paymaster General. The list of purchasers, with amounts due from each for each lot, together with the character of the stores purchased, shall be delivered by the board of sale to the pay officer of the yard. Articles shall not be delivered to purchasers without the presentation of a receipt showing that the amount due has been paid to the pay officer.

Account of sale to be forwarded.

(2) The account of sale shall show, under each head, the gross receipts for "Clothing and small stores," "Ordnance and ordnance stores," "Small arms," and "Miscellaneous receipts," embracing all other stores sold; the proportionate part of the expenses attending the sale chargeable to each; and the net proceeds. Deposits, however, must be made only under "Miscellaneous receipts, proceeds of sale," for the total net proceeds of the sale.

Account of sale to show.

(3) The proper credits to appropriations, to which proceeds of sales revert, will be made in the office of the Auditor for the Navy Department.

Credits to appropriations.

(4) The accounts of sale must be forwarded at the same time the certificate of final deposit is sent to the Secretary of the Treasury, and that to the Auditor for the Navy Department shall be accompanied by all vouchers for expenditures on account of expenses attending the sale. Deposits shall be made promptly, but care must be taken to retain a sufficient sum until bills for advertising incurred by the Department are met.

When to be forwarded.

1443. Transactions relating to sales shall be reported in monthly money statements and accounts current.

Transactions reported in money statements.

1444. When there is on board vessels in foreign waters an accumulation of condemned supplies, under Titles B and Y, sufficient to cover the expenses of a sale, and it is considered to be to the best interests of the service so to dispose of them, they may be sold after application for and receiving from the Secretary of the Navy the required written authority, in accordance with the provisions of sec. 3828, Revised Statutes, and of the Acts of August 5, 1882, and June 30, 1890.

Sales of supplies abroad.

CHAPTER XXIX.

MONEY.

SECTION 1.—RESPONSIBILITIES AND PENALTIES.

Distinct accounts required.

1445. All officers, agents, or other persons receiving public moneys shall render distinct accounts of the application thereof, according to the appropriation under which the same may have been advanced to them. (Sec. 3623, R. S.)

Transfer in accounts between appropriations prohibited.

1446. A disbursing officer has no right to make any transfer of funds in his accounts from one appropriation to another. Such transfers never have been recognized by the accounting officers of the Government. This does not apply, however, to disbursements made afloat, where all moneys received are on account of "General account of advances."

Expenses of commissions and inquiries.

1447. No accounting or disbursing officer of the Government shall allow or pay any account or charge whatever growing out of, or in any way connected with, any commission or inquiry, except courts-martial or courts of inquiry in the military or naval service of the United States, until special appropriations shall have been made by law to pay such accounts and charges. (Sec. 3681, R. S.)

Officer in arrears.

1448. No money shall be paid to any person for his compensation who is in arrears to the United States, until he has accounted for and paid into the Treasury all sums for which he may be liable. (Sec. 1766, R. S.)

Loans to officers by pay officers.

1449. It shall not be lawful for any pay officer to advance or loan, under any pretense whatever, to any officer in the naval service any sum of money, public or private, or any credit, or any article or commodity whatever. (See sec. 1389, R. S.)

Disbursements by order of commanding officers.

1450. (1) Every disbursement of public moneys, or disposal of public stores, made by a disbursing officer pursuant to an order of any commanding officer of the Navy, shall be allowed by the proper accounting officers of the Treasury in the settlement of the accounts of the officer, upon satisfactory evidence of the making of such order, and of the payment of money or disposal of stores in conformity with it; and the commanding officer by whose order such disbursement or disposal was made shall be held accountable for the same. (Sec. 285, R. S.)

(2) This enactment does not authorize an advance of public money by the pay officer to the commanding officer, or to any other person by his order. The disbursement presupposes an indebtedness, and whether the objects for which the indebtedness accrued were sanctioned or not by law

or regulation, the pay officer would be entitled to a credit for payment therefor, when made by order of the commanding officer; but the disbursement must be for some service rendered or article furnished.

Objection to order for illegal or unauthorized payments.

1451. It is the duty of the pay officer, when ordered by his commanding officer to make an expenditure of money or stores which he (the pay officer) believes to be illegal or contrary to regulation, to state in writing, on such grounds, his objections to obeying the order, and request that he be given the order in writing; and on the receipt of such order the expenditure will be made, and the commanding officer will be held responsible if the expenditure is erroneous.

No payments to be made unless approved by proper authority.

1452. No money which may be placed in charge of a pay officer by order of, or authority from, his commanding or superior officer, or of the Treasury or Navy departments, shall be used or paid without the sanction or approval of either his immediate commanding officer, the commander of the squadron or station to which he belongs, the Auditor for the Navy Department, the Comptroller of the Treasury, or the Secretary of the Navy.

Commanding officer to be informed of all money received or paid.

1453. In all cases where a pay officer has received, or has been authorized or directed to pay over, any public money without the previous knowledge or sanction of his immediate commanding officer, it shall be the duty of such pay officer to report to him forthwith the amount received or paid, and the authority under which he acted.

Accountability begins on the receipt of funds.

1454. (1) Although in point of fact an officer may be charged on the books of the Treasury with the amount of requisitions made in his favor, yet he is not to be held accountable for money until it shall come to his hands.

Transfer of funds.

(2) In all cases of transfer of funds, the receiving officer must state on the receipt given that he holds himself accountable to the United States for the sum received.

Custodian of public money failing to safely keep, without loaning, etc.

1455. Every officer or other person charged by any act of Congress with the safe-keeping of the public moneys who fails to safely keep the same, without loaning, using, converting to his own use, depositing in banks, or exchanging for other funds than as specially allowed by law, shall be guilty of embezzlement of the money so loaned, used, converted, deposited, or exchanged, and shall be imprisoned not less than six months nor more than ten years, and fined in a sum equal to the amount of money so embezzled. (Sec. 5490, R. S.)

Failure of officer to render accounts, etc.

1456. Every officer or agent of the United States who, having received public money which he is not authorized to retain as salary, pay, or emolument, fails to render his accounts for the same as provided by law, shall be deemed guilty of embezzlement, and shall be fined in a sum equal to the amount of the money embezzled, and shall be imprisoned not less than six months or more than ten years. (Sec. 5491, R. S.)

Penalty for embezzlement, false returns, etc.

1457. Every officer of the United States, civil, military, or naval, and every sutler, soldier, marine, or other person, who takes, or causes to be taken, into a state declared to be in insurrection, or to any other point to be thence taken into such state, or who transports or sells, or otherwise disposes of therein, any goods, wares, or merchandise whatsoever, except in pursuance of license and authority of the President, as pro-

vided in this Title, or who makes any false statement or representation upon which license and authority is granted for such transportation, sale, or other disposition, or who, under any license or authority obtained, willfully and knowingly transports, sells, or otherwise disposes of any other goods, wares, or merchandise than such as are in good faith so licensed and authorized, or who willfully and knowingly transports, sells, or disposes of the same, or any portion thereof, in violation of the terms of such license or authority, or of any rule or regulation prescribed by the Secretary of the Treasury concerning the same, or who is guilty of any act of embezzlement, of willful misappropriation of public or private money or property, of keeping false accounts, or of willfully making any false returns, shall be deemed guilty of a misdemeanor, and shall be fined not more than five thousand dollars, and imprisoned in the penitentiary not more than three years. Violations of this section shall be cognizable before any court, civil or military, competent to try the same. (Sec. 5306, R. S.)

Exchange of funds restricted.

1458. No exchange of funds shall be made by any disbursing officer or agent of the Government, of any grade or denomination whatsoever or connected with any branch of the public service, other than an exchange for gold, silver, United States notes, and national bank notes; and every such disbursing officer, when the means for his disbursements are furnished to him in gold, silver, United States notes, or national bank notes, shall make his payments in the moneys so furnished; or when they are furnished to him in drafts shall cause those drafts to be presented at their place of payment, and properly paid according to law, and shall make his payments in the money so received for the drafts furnished, unless in either case he can exchange the means in his hands for gold and silver at par; and it shall be the duty of the head of the proper department immediately to suspend from duty any disbursing officer or agent who violates the provisions of this section, and forthwith to report the name of the officer or agent to the President with the fact of the violation and all the circumstances accompanying the same, and within the knowledge of the Secretary, to the end that such officer or agent may be promptly removed from office, or restored to his trust and the performance of his duties, as the President may deem just and proper. (Sec. 3651, R. S.)

Premium on sales of public moneys to be accounted for.

1459. No officer of the United States shall, either directly or indirectly, sell or dispose of to any person for a premium any Treasury note, draft, warrant, or other public security not his private property, or sell or dispose of the avails or proceeds of such note, draft, warrant, or security in his hands for disbursement, without making return of such premium, and accounting therefor by charging the same in his accounts to the credit of the United States; and any officer violating this section shall be forthwith dismissed from office. (Sec. 3652, R. S.)

Evidence of conversion.

1460. If any officer charged with the disbursement of the public moneys accepts, receives, or transmits to the Treasury Department, to be allowed in his favor, any receipt or voucher from a creditor of the United States, without having paid to such creditor, in such funds as the officer received for disbursement or in such funds as he may be authorized by law to take in exchange, the full amount specified in such receipt or voucher, every such act is an act of conversion by such officer to his own use of the amount specified in such receipt or voucher. (Sec. 5496, R. S.)

SECTION 2.—DEPOSITS AND CHECKS.

1461. (1) It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement to deposit the same with the Treasurer or some one of the assistant treasurers of the United States, and to draw for the same only as it may be required for payments to be made by him in pursuance of law, and draw for the same only in favor of the persons to whom payment is made; and all transfers from the Treasurer of the United States to a disbursing officer shall be by draft or warrant on the Treasury or an assistant treasurer of the United States. In places, however, where there is no treasurer or assistant treasurer, the Secretary of the Treasury may, when he deems it essential to the public interest, specially authorize in writing the deposit of such public money in any other public depository, or in writing authorize the same to be kept in any other manner, and under such rules and regulations as he may deem most safe and effectual to facilitate the payments to public creditors. (Sec. 3620, R. S.)

Funds to be deposited by disbursing officers.

(2) In no case are certificates of such deposits required to be filed with accounts rendered by Government officers to the accounting officers of the Treasury. In making credit in their accounts, however, for deposits made, officers should state specifically the date of the deposit and the designation and location of the depository, as well as the source from which the money was derived.

Statement of such deposits to be rendered.

1462. Every person who, having moneys of the United States in his hands or possession, fails to make deposit of the same with the Treasurer, or some assistant treasurer, or some public depositary of the United States when required so to do by the Secretary of the Treasury or the head of any other proper Department, or by the accounting officers of the Treasury, shall be deemed guilty of embezzlement thereof, and shall be imprisoned not less than six months nor more than ten years, and fined in a sum equal to the amount of money embezzled. (Sec. 5492, R. S.)

Failure to deposit as required.

1463. (1) The gross amount of all moneys received, from whatever source, for the use of the United States, except as otherwise provided in the next section [see Sales, Chap. XXVII] shall be paid by the officer or agent receiving the same into the Treasury at as early a day as practicable, without any abatement or deduction on account of salary, fees, costs, charges, expenses, or claim of any description whatever. (Sec. 3617, R. S.)

Moneys to be deposited without deduction, except.

(2) Every officer or agent who neglects or refuses to comply with the provisions of sec. 3617 shall be subject to be removed from office, and to forfeit to the United States any share or part of the moneys withheld to which he might otherwise be entitled. (Sec. 3619, R. S.)

Penalty for withholding money.

1464. Every disbursing officer of the United States who deposits any public money intrusted to him in any place or in any manner, except as authorized by law, or converts to his own use in any way whatever, or loans with or without interest, or for any purpose not prescribed by law withdraws from the treasurer or any assistant treasurer, or any authorized depository, or for any purpose not prescribed by law transfers or applies any portion of the public money intrusted to him, is in every such act deemed guilty of an embezzlement of the money so deposited, converted, loaned, withdrawn, transferred, or applied; and shall be

Disbursing officer unlawfully depositing, converting, loaning, or transferring public money.

punished by imprisonment with hard labor for a term not less than one year nor more than ten years, or by a fine of not more than the amount embezzled or less than one thousand dollars, or by both such fine and imprisonment. (Sec. 5488, R. S.)

Pay officers of ships to keep deposits at subtreasuries.

1465. (1) The pay officer of every ship in commission for sea service shall keep on deposit with the assistant treasurer at New York or the assistant treasurer at San Francisco, or both, a sufficient amount of Government funds to enable officers and men to remit money for the support of their families or for their own savings.

(2) In the case of enlisted men and petty officers, any orders, drafts, or checks on said assistant treasurer shall be issued only on written orders or requisitions signed or approved by the commanding officer of the ship.

Pay officers to deposit funds on hand before sailing for foreign station.

1466. Officers of the pay corps attached to ships destined for foreign ports, other than those of the North Atlantic station and those of British Columbia, shall, before sailing from the United States, deposit all public funds in their possession to the credit of the United States, except such gold coin as can be advantageously used, and such funds as may be deposited with the assistant treasurers at New York and San Francisco to enable officers and men to make remittances.

Pay officers to deposit balances when relieved from duty.

1467. (1) Pay officers of the Navy, except when attached to ships or to foreign stations, on being relieved from duty involving pecuniary responsibility, shall immediately deposit in the Treasury of the United States, or other designated depository, the total balance of public funds in their hands, and forward a duplicate of the certificate of deposit to the Auditor for the Navy Department without delay. Under no circumstances shall they transfer such balance, or any part of it, to their successors, or carry it to future accounts of their own, unless authorized to do so by the Department.

Balances of purchasing pay officers.

(2) In cases where purchasing pay officers have received funds for payment of particular bills, which remain unpaid at the time of their relief, the funds so received shall be transferred to their successors; all other funds in their possession shall be deposited to the credit of the Treasurer of the United States.

(3) When attached to ships or to foreign stations, pay officers on being relieved shall, unless otherwise directed in their orders, transfer to their successors all public funds due the United States, including balances on deposit in the several depositories, except such amount as may be necessary to meet payments on account of pay to themselves, clerks, or yeomen; transportation to the United States, if not otherwise provided; and freight or express charges on accounts and returns.

(4) Checks given covering balances of funds on deposit shall be receipted for as such for the amount stated, the amount to be taken up by the receiving officer as funds received by check.

Balances of appropriations at the end of each fiscal year.

1468. (1) Disbursing officers of the Navy and Marine Corps at navy yards and stations in the United States must deposit at the close of each fiscal year, to the credit of the United States, all unexpended balances of appropriations in their hands, after reserving sufficient to pay all unpaid approved vouchers that may be in their possession.

(2) They must deposit, unless otherwise authorized or directed by the Department, to the credit of the United States, all balances of appropriations in their hands pertaining to the current fiscal

year, from which they have made no payments within a period of three months.

1469. The following regulations made by the Secretary of the Treasury, in pursuance of secs. 306 to 310 of the Revised Statutes, shall be observed by all pay officers:

Regulations concerning drafts outstanding three or more years.

(*a*) Any Treasury draft or any check drawn by a public disbursing officer still in service, which shall be presented for payment before it shall have been issued three full fiscal years, will be paid in the usual manner by the office or bank on which it is drawn, and from funds to the credit of the drawer. Thus, any such draft or check issued on or after July 1, 1873, will be paid as above stated until June 30, 1877, and the same rule will apply for subsequent years.

(*b*) Any such draft or check which has been issued for a longer period than three full fiscal years will be paid only by the settlement of an account in the Treasury Department, as provided in sec. 308, Revised Statutes, and for this purpose the draft or check will be transmitted to the Secretary of the Treasury for the necessary action.

(*c*) At the close of each fiscal year, the treasurer, the several assistant treasurers, and national-bank depositaries will render to the Secretary of the Treasury, as required by sec. 310, a list of all disbursing officers' accounts still unclosed which have remained unchanged on the books of their respective offices or banks, either by debit or credit, more than three fiscal years, giving in each case the name and official designation of the officer, the date when the account with him was opened, the date of last debit and last credit, and the balance remaining to his credit.

(*d*) Every disbursing officer will, on the 30th of June of each year, as also required by sec. 310, make a return to the Secretary of the Treasury of all checks drawn by him which have been outstanding and unpaid for three full fiscal years, stating the number of each check, its date, amount, in whose favor, on what office or bank, and for what purpose drawn, the number of the voucher in payment of which it was drawn, and, if known, the residence of the payee.

(*e*) Whenever any disbursing officer of the United States shall cease to act in that capacity, he will at once inform the Secretary of the Treasury whether he has any public funds to his credit in any office or bank, and, if so, what checks, if any, he has drawn against the same which are still outstanding and unpaid. Until satisfactory information of this character shall have been furnished, the whole amount of such moneys will be held to meet the payment of his checks properly payable therefrom.

(*f*) In case of the death, resignation, or removal of a public disbursing officer, any check previously drawn by him and not presented for payment within four months of its date will not be paid until its correctness shall have been attested by the Secretary or Assistant Secretary of the Treasury.

(*g*) If the object or purpose for which any check of a public disbursing officer is drawn is not stated thereon, as required by the following article, or if any reason exists for suspecting fraud, the office or bank on which such check is drawn will refuse its payment.

1470. (1) Any disbursing officer or agent drawing checks on moneys deposited to his official credit, must state on the face or back of each check the object or purpose to which the avails are to be applied, except upon checks issued in payment of individual pensions, the special form of such checks indicating sufficiently the character of the disbursement.

Regulations concerning the drawing of checks on official deposits.

(2) Such statement may be made in brief form, but must clearly indicate the object of the expenditure, as, for instance, "pay,"

"pay roll," or "payment of troops," adding the fort or station; "purchase of subsistence," or other supplies; "on contract for construction," mentioning the fortification or other public work for which the payment is made; "payments under $20;" "to pay foreign pensions," etc.

(3) Checks will not be returned to the drawer after their payment, but the depositary with whom the account is kept shall furnish the officer with a monthly statement of his deposit account.

(4) No allowance will be made to any disbursing officer for expenses charged for collecting money on checks.

(5) In case of the death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid from the funds to his credit, unless such checks have been drawn more than four months before their presentation, or reasons exist for suspecting fraud.

(6) Every disbursing officer when opening his first account, before issuing any checks, will furnish the depositary on whom the checks are drawn with his official signature, duly verified by some officer whose signature is known to the depositary.

Places of deposit by pay officers.

1471. Pay officers at shore stations shall keep their deposits with the most convenient assistant treasurer or national depositary, except those stationed at Washington, who will keep their deposits with the Treasurer of the United States.

Purposes for which checks may be drawn.

1472. (1) Officers of the pay corps shall issue no checks against their official deposits, except in pursuance of law and regulation, as follows:

(*a*) For money for payment of navy-yard and station rolls.

(*b*) For payment of ship's pay rolls.

(*c*) For payment of advances to seamen.

(*d*) For payment of allotments.

(*e*) For payment of traveling expenses.

(*f*) For payment of authorized vouchers.

(*g*) For transfer of funds from one pay officer to another.

(*h*) For remittances by officers and enlisted men.

In favor of whom.

(2) Checks shall be drawn only in favor of the party to whom the money is due from the United States, except in case of duly authorized allotments. Checks drawn by pay officers to supply themselves with funds for making cash payments must be drawn to their own order and endorsed to the bank or person furnishing the funds.

Report of outstanding checks.

1473. (1) Pay officers shall upon detachment from duty furnish the Auditor for the Navy Department with a statement of all checks drawn by them which were outstanding and unpaid on the date of the last report received from the depositaries with whom their accounts are kept, giving the number, date, amount, and name of payee of each check.

(2) Pay officers of ships shall transmit monthly, with the summary statement for the Paymaster General, a statement of all checks drawn during the month, naming the depository, and giving the number, date, and amount of each check.

Original checks lost, stolen, or destroyed.

1474. The following regulations in regard to checks lost, stolen, or destroyed are established by the Secretary of the Treasury, in compliance with secs. 3646 and 3647 of the Revised Statutes:

(*a*) Immediately upon the loss of a check, the owner, to better protect his interest, should, in writing, notify the officer or bank on

which it was drawn of the fact of such loss, stating the name of the officer or agent by whom it was drawn, describing the check, giving, if possible, its date, number, and amount, and requesting that payment of the same be stopped.

(*b*) In order to procure the issue of a duplicate check, the party in interest must furnish the officer or agent who issued the original check with an affidavit, giving the name and residence of the applicant in full, describing the check and its endorsements, showing his interest therein, detailing the circumstances attending its loss, and what action, if any, he has taken to stop payment thereon. The affidavit must be made and signed before an officer authorized to administer oaths generally, and he must certify that he administered the oath.

(*c*) He must also furnish to the same officer or agent a bond executed on the proper form and according to these instructions, which will be furnished to any officer or agent applying therefor.

(*d*) The affidavit and the bond, when executed, are to be endorsed by the officer or agent as having been submitted to him, and as being the proof and security upon which he has acted. After the expiration of six months from the time the original check was issued, the officer or agent will issue a duplicate, which must be an exact transcript of the original, especial care being taken that the number and date correspond with those of the original. The affidavit, bond, and duplicate check he will forward without delay to the Secretary of the Treasury, who, upon their receipt, will advise the office or bank on which the check was drawn that an application for a duplicate is pending, and the office or bank will immediately inform the Secretary whether a request has been made to stop payment of the original, and whether such original has been presented or paid, and, if not paid, a caveat will be entered and payment thereupon will be stopped.

(*e*) If the information obtained is satisfactory to the proper accounting officer of the Treasury and he approves of the issue of the duplicate and of the accompanying bond, he will certify such approval in writing, on the papers as well as on the duplicate check, and return them to the Secretary of the Treasury.

(*f*) Any duplicate check issued in pursuance of these instructions, bearing such certificate and the approval of the Secretary or Assistant Secretary of the Treasury, may, if properly endorsed, be paid by the treasurer, the assistant treasurer, or depositary on whom it is drawn, subject to the same rules and regulations as apply to the payment of original checks; but no duplicate shall be paid if the original shall already have been paid.

(*g*) In case of the loss of a check issued by a United States disbursing officer or agent who is dead, or no longer in the service of the United States, the affidavit and bond required to be furnished by the owner of the said check to the officer or agent in the service of the United States, prior to the issue of a duplicate check, should be forwarded to the Secretary of the Treasury, who will refer them to the proper accounting officer for examination and the statement of an account in favor of the owner of said check, as provided for in sec. 3647, Revised Statutes.

(*h*) Whenever such an account shall have been stated, and an officer or agent charged with the amount of any duplicate check, the final accounting officer will notify the Secretary of the Treasury in order that the amount of the original check, if remaining to the credit of the officer or agent in any United States depository, may be repaid into the Treasury and carried to his credit and to the credit of the proper appropriation.

(*i*) These regulations shall not apply to any check exceeding in amount the sum of two thousand five hundred dollars.

SECTION 3.—REQUISITIONS.

Requisitions for money made on Secretary.

1475. All requisitions for public funds belonging to naval appropriations, without any exception whatever, shall be made upon the Secretary of the Navy through the office of the Paymaster General.

To be made under specific heads.

1476. Requisitions must be made under the specific heads of appropriations as stated in the Treasury digests.

All money drawn for ships to be under one head.

1477. All money drawn by pay officers of ships should be required and taken up by them under the head of "General account of advances."

Course of requisition from ship fitting for sea.

1478. In requisitions for money for ships fitting for sea in home ports, the amounts of coin and currency shall be stated separately. Only one copy of such requisitions is required, which copy must be approved by and forwarded through the captain of the ship and commandant of the station.

Statement of funds on hand to accompany requisition.

1479. (1) When a pay officer presents a requisition for money for the approval of his captain, or the captain directs him to prepare a requisition for his approval, he shall present a statement of the amount of public money then in his possession.

(2) If such requisition requires the approval of an officer senior to his captain, such senior will require of the captain of the ship, to which the pay officer belongs, a written statement of the amount of money reported as being in the hands of such pay officer; also, a specification of the particular objects and amounts, under their appropriate heads of appropriation, for which the money is wanted.

Funds for paying off at end of cruise.

1480. On arriving at any port in the United States, for the purpose of going out of commission, the pay officer shall, on the day of his arrival, make requisition for money to pay off the crew.

Funds for ships on foreign stations.

1481. (1) When money is needed for ships out of the United States, pay officers are to procure it by requisition upon the paymaster of the fleet, if in presence of the flagship or conveniently accessible thereto.

(2) When not in presence of the flagship, pay officers of ships may transfer money to each other for disbursement, upon requisitions and receipts in the usual form, with the approval of the senior officer present.

(3) Money requisitions addressed to a pay officer shall be made in duplicate, both copies being for the use of the officer supplying the money. The face and back of each copy should be endorsed "original" or "duplicate," as the case may be, and the receipt should not be signed until the money is in hand.

Funds for purchasing pay officers.

1482. (1) Purchasing pay officers will be furnished with funds for the payment of bills upon requisitions prepared in the office of the Paymaster General, due notification of the drawing of which will be sent to the purchasing officer.

(2) For the payment of employees of the office, advances, allotments, mileage, and transportation of officers, and such office expenses as may be necessary, requisitions shall be submitted.

Funds for pay officers of shore stations.

1483. (1) Pay officers of navy yards shall make requisitions monthly, under the direction and with the approval of the commandant, for the amount of money deemed necessary; such requisitions to be registered and certified by the first clerk of the commandant.

(2) An estimate of funds required for the payment of the rolls of each department, showing the amounts to be required under the different appropriations for the ensuing month, shall be submitted on or before the third of each month by the heads of the several departments to the commandants.

(3) The requisitions bearing information of the average amounts expended during the preceding three months for which the records are complete, and of the balance on hand under each appropriation for which funds are required, must be submitted by the pay officer to the commandant for approval on or before the fifth of every month.

Requisitions must be limited to immediate necessities.

1484. Pay officers are strictly enjoined to limit their requisitions on the Department to such amounts as are absolutely necessary for immediate use.

Information required with requisitions for funds.

1485. Disbursing officers of the Navy and Marine Corps making requisitions for funds for the payment of salaries, or for labor, shall state what period the payments are to cover; and when they have balances on hand shall, in addition to stating the amount of such balances, explain the purpose to which they are to be applied.

SECTION 4.—BILLS OF EXCHANGE.

Procurement of authority to draw bills of exchange.

1486. (1) When a pay officer is ordered to a ship going to or already on a foreign station, it becomes his duty, before leaving the United States, to make written application to the Secretary of the Navy for authority to draw bills of exchange to supply himself with funds for disbursement during his cruise. No pay officer shall draw bills without such express authority; nor shall he draw them, if not a paymaster of the fleet, except in cases of absolute necessity, and when absent from that officer.

Blanks furnished by Paymaster General.

(2) When such authority is granted the pay officer will be duly notified by the Secretary, who will also direct the Paymaster General to forward to him blank sets of bills, with a sufficient supply of letters of advice and accounts of sale.

Accountability for blank bills of exchange.

(3) The bills shall be kept in the pay officer's exclusive possession, and all remaining at the end of the cruise shall be returned immediately to the Paymaster General, with a letter stating the exact number of blank sets. If relieved during the cruise he shall take a receipt from his successor, and make a similar report to the Paymaster General.

Specimen signatures to be forwarded.

(4) Immediately after receiving authority to draw bills, the pay officer must forward to the Secretary of the Navy, on a separate blank sheet, specimens of the official signatures of himself and of the officer in whose name he is required to draw, to be transmitted by the Secretary to the foreign agents of the department.

1487. In the absence of the paymaster of the fleet, if, in the opinion of the captain, a delay would be detrimental, the pay officer of the ship shall draw and negotiate bills of exchange in conformity with the following instructions:

Negotiation of bills of exchange.

(*a*) Bills must invariably be made payable to the order of the commander in chief of the station, if the vessel is a flagship, or of the captain of the ship, if otherwise; and his endorsement on the bills is taken as his approval of the pay officer's act in drawing them.

(*b*) When a pay officer needs funds, for which he will have to draw exchange, he shall inform the endorsing officer of the fact upon the form prescribed for money statements pertaining to exchange.

(*c*) If the sale of exchange is authorized, the pay officer shall make diligent inquiry of bankers, merchants, and others as to the best terms attainable as to rates, kind of money, and time and place of payment, and will then with the approval of the endorsing officer negotiate the same. The money received, except such as may be applied to the payment of public bills then due, shall be taken on board without delay and deposited in the safe.

(*d*) Bills shall be drawn either upon the foreign financial agents of the Navy Department or upon the Secretary of the Navy, and also at such time after sight as may be most advantageous to the Government. To make up the whole sum required as many different sets may be drawn as may be most easily negotiated, or as the purchaser or purchasers may request for their accommodation.

(*e*) Before leaving a port the pay officer shall fully inform himself of the probable course of exchange and facilities for drawing in the places he expects to visit, and also as to the coins usually current there, so that he may know when and where to draw most favorably, and may avoid, as far as possible, taking away from a port, either at home or abroad, coin which elsewhere can only be used at a disadvantage.

(*f*) Immediately after negotiating any bill of exchange, the pay officer is required to transmit to the Secretary of the Navy letters of advice, of which the original (so marked) is to be forwarded through the proper channels by the earliest opportunity, and the duplicate (also marked) similarly forwarded by the next succeeding mail. When the bills are drawn upon the Secretary, a triplicate letter should also accompany each different set.

(*g*) Whenever bills are drawn upon the foreign agents, letters of advice to them must also be made in duplicate for each set, of which the original is to accompany the bills, and the duplicate to be sent direct by the earliest opportunity.

(*h*) For each series of bills, an account of sale and letter of advice must be forwarded to the Auditor for the Navy Department as soon as the bills are negotiated, and the account of sale must include the certificate of two respectable merchants resident at the place where the bills were sold, stating the current rates of exchange at that time for the kind of money received. A duplicate of the account of sale must be forwarded to the Navy Department for the Paymaster General.

(*i*) Unless otherwise especially directed, all bills of exchange must be drawn under "General account of advances."

1488. The following instructions as to the proper mode of accounting for, and paying out the proceeds of, bills of exchange shall be strictly observed by the pay officers of the Navy:

Accounting for proceeds.

(*a*) When bills are made payable in United States money, or are sold for such otherwise than at par, the entries in the account sales should be so made as to show not only the net amount

actually received by the pay officer, but also the face value and the premium obtained or discount charged thereon. *Examples:* First.—"Proceeds of bill No. 10, for $10,000, U. S. coin, at 5 per cent premium=$10,500." Second.—"Proceeds of bill No. 12, for $10,000, U. S. coin, at 3 per cent discount=$9,700."

(*b*) When bills are drawn, or the proceeds thereof are received in foreign money, the entries in the account sales should show the amount and kind of money drawn for, and the amount and kind of money received, both at its local current value, as to the money drawn for, and its legal value in United States money, thus: "Proceeds of bill No. 20, for £1,000 0s. 0d., sterling, received in francs, at fr. 24.85 per £=24,850 francs, at $19\frac{3}{10}$ cts.=$4,796.05."

(*c*) In accounting for the proceeds of bills of exchange in their monthly summary statements and quarterly accounts current, pay officers shall credit the United States with the legal United States gold equivalent of the face value of the bills and credit or debit the United States with the premium or loss on exchange, as the case may be.

(*d*) The legal value in United States money of the standard foreign coins is proclaimed by the Secretary of the Treasury quarterly, and pay officers are required to keep themselves supplied, by timely application to the Auditor for the Navy Department, with the official circulars containing the information.

(*e*) All foreign coins received will be charged to, and paid out by, pay officers at the legal valuation thus fixed, without regard to its local valuation where received and paid.

SECTION 5.—DEPOSITS BY ENLISTED MEN.

Deposits with pay officers.

1489. The pay officer of a ship will receive money from members of the crew for safe-keeping at the risk of the individuals, it being so stated in the memorandum which the pay officer is authorized to give, and he shall take every precaution for its safe-keeping.

Deposits reverting to United States.

1490. All funds placed with the pay officer by enlisted men as security for their return from absence on leave and forfeited by desertion, and all money refunded by minors or others discharged from the service, will be credited to their respective accounts on the pay roll, and taken up by the pay officer on his summary statement and account current under "General account of advances."

Deposits by crew with interest.

1491. (1) Enlisted men of the Navy and petty officers may deposit with the pay officer, upon whose books their accounts are borne, any portion of the savings accruing from their pay, and, with the approval of the commanding officer, savings from other sources on board ship, in sums not less than five dollars; the same to remain so deposited until final payment on discharge: *Provided,* That the sum required by the regulations (Art. 1173, pars. 2 and 3) shall remain to the credit of such depositors on the rolls of the pay officers.

(2) The pay officer shall furnish every depositor with a deposit book, in which shall be entered in the form of a certificate, signed by the pay officer and approved by the commanding officer, the date, place, and amount (in words and figures) of deposit, and the name and rate of depositor. Deposits by checkage on the pay roll shall be so endorsed on the certificate covering the deposit.

(3) No enlisted man or appointed petty officer shall be compelled to deposit any part of his savings, but when sums shall be due them they may make application to the commanding officer, not oftener than once

in every month, to have such sums as they desire, not less than five dollars, and for no fractional part of a dollar, charged against their pay account and credited to their deposit account; and this request shall be granted in all cases, unless there shall appear reasons for not doing so, in which case the facts shall be reported to the Navy Department.

(4) For any sum not less than five dollars, deposited for the period of six months or longer, depositors, on final discharge, shall be paid interest at the rate of four per cent per annum.

(5) All money so deposited shall be accounted for in the same manner as other public funds, and shall pass to the credit of the appropriation for "Pay of the Navy," and shall not be forfeited by sentence of court-martial, but shall be forfeited by desertion, and shall not be permitted to be paid, until final payment on discharge, or to the heirs or representatives of a deceased sailor, and it shall be exempt from liability for such sailor's debts. The Government shall be liable for the amount deposited to the person so depositing the same.

(6) Upon final discharge, the pay officer having the account of depositors shall make payment in full, with interest, of all sums deposited during enlistment, in the manner prescribed by Art. 1560, par. 6.

(7) The attention of depositors should be called to the importance of preserving deposit books, as the only certain means of insuring absolutely correct payment without delay.

SECTION 6.—MONEY ISSUED TO OFFICERS AND CREW.

Payments to crew.

Witness.

1492. The pay officer will issue money to petty officers and persons of inferior ratings and marines, only in such sums and at such times as shall be directed in writing by the commanding officer; and all such issues must be made in the presence of an officer of the division to which the men belong, who shall attest the same, as each issue is made, by affixing his signature.

Pay officer to be present at issues, unless.

1493. The pay officer shall, except when prevented by an exigency of the service, to be determined by the commanding officer, be present and personally superintend all issues of money and the receipting therefor.

Money requisitions.

1494. Monthly and special money requisitions, in duplicate, shall be prepared by the executive officer and submitted to the captain of the ship, who, after approving the same, shall forward them to the pay officer. Immediately after the payments are made, the pay officer will return one copy of the requisition to the commanding officer.

Signatures required for payments.

1495. (1) Whenever money is paid to a petty officer or an enlisted man he shall acknowledge the receipt thereof by his personal signature, or by his mark if he is unable to write, in the petty cash book, and the witnessing officer shall in each case attest the same by his signature in the appropriate column of the book.

To whom money is to be paid.

(2) In no case shall money be paid to any other than the person against whose account the same is charged, except commuted ration money due enlisted persons who have died or deserted, which may be paid to caterers of messes upon the order of the captain, and in the case of the reward and expenses paid upon the arrest of a deserter or straggler.

Payments to officers.

1496. The laws in most cases provide simply for the payment of an annual sum to officers; but both public and private convenience require, and custom has fully established, the practice of paying officers once a month, and this is now to be regarded as the authorized rule of the service.

CHAPTER XXX.

ACCOUNTS AND RETURNS.

SECTION 1.—GENERAL ACCOUNTS.

GENERAL DIVISIONS.

1497. (1) It shall be the duty of the Bureau of Supplies and Accounts to cause property accounts to be kept of all the supplies pertaining to the naval establishment, and to report annually to Congress the money values of the supplies on hand at the various stations at the beginning of the fiscal year, the dispositions thereof, and of the purchases and the expenditures of supplies for the year, and the balances remaining on hand at the end thereof. (Act of March 2, 1889.)

Bureau of Supplies and Accounts will keep property accounts.

(2) Complying with and extending the requirements of the above act, a comprehensive, central system of accounts, covering all the financial affairs of the naval establishment, shall be maintained under the direction of the Paymaster General of the Navy.

1498. The general account shall embrace:

(*a*) *Naval establishment.*

General proprietary accounts.

The general proprietary account, which shall embrace all the money, real estate, ships, and other property of the naval establishment; and

(*b*) *Money account.*

Money account to show condition of each appropriation.

This shall be kept in a ledger of appropriations, which shall show at all times the condition of each appropriation. Supplementary to this shall be a ledger of disbursements, or personal accounts with disbursing officers charged with public funds pertaining to the naval establishment, and, for the purpose of showing at all times the balances available under the various appropriations, a ledger of liabilities authorized or incurred.

1499. (1) Debits and credits under various titles and subtitles shall be derived from the vouchers which mark all movements or use of naval supplies or money. Those covering expenditures of money, in the form of public bills, pay-roll summaries, and account-current summaries, shall be charged to the objects for which the expenditures are made, and shall be credited to the proper appropriations. Expenditures of material, as shown by the summaries accompanying balance sheets, shall be charged to the respective objects and credited to the general-account supplies.

Debits and credits under titles and subtitles.

(2) Every voucher being the subject of entry in two accounts, a debit in one and a credit in the other, it is essential that it should bear on its face the information necessary for the proper debit and credit entries in the books,

Vouchers must bear necessary information.

Necessity for stating subtitles.

(3) Special attention is directed to the necessity for stating subtitles, as well as the general lettered titles upon vouchers and in summaries. The title classifies the expenditure, but the subtitle is essential in order to lodge that expenditure in its proper specific account.

Expenditures to be charged under three heads.

1500. (1) All final expenditures of money and materials for the naval establishment shall be appropriately charged under the general heads of—(1) Ships; (2) Shore stations; (3) Contingent sundries.

(2) The ledger accounts as hereinafter detailed, in which final outlays of money and supplies will lodge, are arranged with reference to natural heads of expenditure, and all subsidiary books, reports and vouchers shall lead up to them.

General titles and subtitles.

1501. The account ships shall comprise special accounts under the following general titles, with name of each ship as a subtitle, viz:

1. Title A.—Cost and Valuation.

Direct charges to ships on account of construction.

(*a*) To show original cost or appraised valuation, and shall include every expenditure that may properly be made a direct charge to the ship during original construction.

Deterioration to be credited to ship's account.

(*b*) Deterioration from whatever cause, as ascertained by periodical or special survey, shall be credited to the ship's account under this title and charged to "Deterioration and waste." (Title W.)

Objects of charge.

(*c*) The following list comprises, under general heads, such integral parts of a ship, or ordinarily nontransferable fixtures, as shall be objects of charge under this title:

Hull.
Spars in place.
Engines, main.
Engines, auxiliary.
Engines, spare parts for.
Boilers.
Tanks, water.
Pumps, steam.
Pumps, hand, fixed.
Stanchions, awnings.
Bell, ship's.
Engine-room annunciators.
Speaking tubes.
Cranes, shot and shell.
Dynamos.
Dynamo engines and spare parts.
Wire, electric, in place.
Ventilating blowers, fixed.
Electric fixtures permanently secured (not including globes, shades, and lamps).
Permanent ordnance fittings, as follows:
- Bolts, nuts, and washers for deck circles.
- Brackets for shell boxes, when secured to the ship.
- Brackets for loading trays, when secured to the ship.
- Brackets for priming wires and boring bits, when secured to the ship.
- Brackets for cutlasses, small arms, etc., when secured to the ship.
- Circles, deck, for pivoting and training guns and shields.
- Circles, gun, in ship's tops.
- Circuits, electric, and appendages.
- Engines for training guns.
- Hoists, ammunition.
- Hooks and hangers for rammers, sponges, etc.
- Motors for turning turrets and operating ammunition hoists.
- Rivets, etc., for sliding pivot and rail sockets.

Permanent ordnance fittings—Continued.
- Screws for deck circles.
- Sockets, rail.
- Sockets, sliding pivot.
- Sockets, clevis.
- Circles for broadside torpedo tubes suspended overhead, and bolts and hangers for same.
- Circles for broadside torpedo tubes training on deck, and screws for same.
- Piping of torpedo air system.
- Torpedo air compressors and securings.
- Torpedo accumulators and securings.
- Torpedo separators and securings.
- Turret gun mounts and their attachments.
- Circles and securings for central pivot twin torpedo tube mounts.
- Circles and securings for central pivot single torpedo tube mounts.
- Deck sockets and securings for pivot bolts of upper deck torpedo tube mounts.
- Standards for torpedo directors for central pivot, fixed bow or fixed stern torpedo tubes.
- Torpedo castings, trolleys, platforms, brackets, screens and voice tubes and securings for same.

Rigging, standing.
Davits, boat.
Davits, cat and fish.
Tanks, oil, fitted to ship.
Ladders, hatch.
Gratings, hatch.
Hooks, hammock, in place.
Windlass, steam.
Steerer, steam.
Radiators, steam.
Ash hoists, steam.
Distilling apparatus.
Lightning conductors in place.
Blocks in place.

Blocks in place.

(*d*) "Blocks in place" shall be construed as covering only such blocks as are permanent appendages to a ship, and such as are necessary attachments to masts, spars, or standing rigging, to make them complete as such, and thus become nontransferable fixtures. All other blocks shall be considered as forming part of a ship's outfit under Title B, "Equipage."

Objects constructed for ships at other yards.

(*e*) Objects of charge under Title A, which are constructed at one yard for a vessel at another, are not subjects of invoice. When ready for transfer the general storekeeper shall make the shipment, but shall not take them up on his books, nor shall they be taken up on the books of the general storekeeper of the yard at which received. They shall be in charge of the department concerned, and any further work thereon shall be an object of charge under Title A, as though the work had been continuous and the object so much material already charged to the title.

2. *Title B.—Equipage.*

Charges to ships on account of equipage.

(*a*) To show expenditures upon ships not charged under Title A, but necessary for making them manageable, habitable, and serviceable as men-of-war.

Objects of charge.

(*b*) The objects of charge under this title shall be subjects of invoice to and from general storekeepers, and are comprised under the following general heads, viz:

Battery, primary.	Chests.
Battery, secondary.	Casks.
Mounts, gun, other than turret.	Breakers and stands.
Equipments, gun.	Tubs.
Magazine outfits.	Buckets.
Sails.	Tanks, portable.
Awnings.	Boats.
Covers, mast, boat, sail, gun, etc.	Spars for boats.
Running rigging.	Sails for boats.
Anchors, chains, and appurtenances.	Blocks, transferable.
Galley and standing fixtures.	Buoys, life.
Range and standing fixtures.	Engine and fire room tools.
Mess outfits.	Electric motors and fans, portable.
Furniture.	

No expenditure "for use."

(*c*) There can be no expenditure of labor or of material "for use" to this title. All such expenditures for the manufacture of articles of equipage must be made to Title Z and the work done in conversion account.

Repairs to equipage.

(*d*) Repairs made at a navy yard to equipage borne on the books of ships in commission shall be charged to Title P. Repairs to equipage of ships in commission not made at a navy yard shall be charged to Title C. Repairs to equipage turned into store upon a ship's going out of commission, or for other reason, shall be made under Title Z.

3. *Title C.—Cost of Commission.*

Running expenses of ships.

To show running expenses, and shall include pay of officers and crew; value of rations consumed or commuted; value of stationery for ship's use, coal, oil, and other supplies consumed or used in ordinary repairs made by the ship's own force, such as painting, carpentering, calking, etc., bills for pilotage, towage, canal tolls, removing ashes, etc. Under ordinary circumstances the value of supplies consumed and chargeable under this title shall be shown for the quarter by the aggregate of the expenditures entered in the "For use" column of the balance sheets rendered by heads of departments.

4. Title D.—Repairs to Ships.

With the exception of repairs provided for under Title C, all repairs to such integral parts of a ship, or ordinarily nontransferable fixtures as were objects of direct charge to the ship under Title A, and expenditures for additions, improvements, and alterations in original construction and arrangements, shall be charged under this title. In cases of repairs to ships in commission, not at a United States navy yard, by other than the ship's own force, a statement shall be attached to the balance sheet showing the sum to be debited to the ship's account under this title.

Repairs to objects of charge under Title A.

5. Title P.—Repairs to Equipage.

All repairs made at navy yards to articles borne under Title B on the books of ships in commission shall be charged under this title.

ACCOUNT SHORE STATIONS.

1502. The "Account shore stations" shall comprise special accounts under the following general titles, with the name of each navy yard or station as a subtitle, and in summaries, under Title E, the name of each item of new or unfinished work (not repairs) will be given as a subtitle.

General, sub, and additional titles.

1. Title E.—Real Estate and Chattels.

To include cost or valuation of fixed property designated by the general term "real estate," being land owned by the Government and devoted to the uses of the naval establishment, the structures belonging thereto, such as dry or other docks, wharves, storehouses, ship houses, machine shops, dwellings, and other buildings; and of movable property denoted by the term "chattels," viz: derricks, shears, cranes, scows, pile drivers, and tugs not borne upon the Navy Register; tenders, launches, lighters, boats, etc., not belonging to a receiving or other ship, but pertaining to the station proper; fire engines, horses, oxen, vehicles; and all articles of furniture, etc., in houses or offices, that are supplied from appropriations for the naval establishment.

Charges to stations on account of fixed and movable property.

2. Title F.—Machinery Plant.

To embrace cost or valuation of plants for producing or transmitting power, including engines, boilers, shafting and appurtenances; machinery and machine tools for manufacturing purposes.

Charges to stations on account of machinery and tools.

3. Title G.—General Maintenance.

(*a*) To include pay of officers attached, of the permanent civil establishment, and of the crews of tugs, boats, etc., on charge under Title E, "Real estate and chattels;" cost of repairs to all property belonging to that title or to Title F, "Machinery plant;" except current repairs or alterations to machinery, incident to work in hand, which repairs or alterations shall be charged to the titles to which the work in hand pertains; fuel for heating; water; lighting; rent of landings, telephones, houses, rooms, offices, or buildings for the use of the station; provender for horses and oxen, with incidental expenses pertaining thereto; dredging; hand tools used in general shop work; blank books, blanks, and stationery for use of the several yard departments; the cost of making packing boxes; care of and towage of vessels not in commission; handling coal and other stores; services of experts, etc.

Charges to stations on account of running expenses.

Navy pay offices.

(*b*) The expenses of Navy pay offices, which are natural adjuncts of the stations to which they severally pertain, shall be chargeable under this title, including pay of purchasing pay officers, clerks, etc.

ACCOUNT CONTINGENT SUNDRIES.

1503. The "Account contingent sundries" shall comprise, under the following titles, accounts of various expenditures under naval appropriations that may not be included in the preceding accounts, viz:

Titles.

1. Title H.—Personnel Unassigned.

Charges on account of officers and men unassigned.

To include pay of officers retired, or for other reasons not on duty; pay and rations of enlisted men awaiting draft or discharge on board receiving ships.

2. Title I.—Special Duty.

Officers on special duty.

To include pay officers on duty at the Navy Department and its dependencies; Smithsonian Institution; as instructors in colleges; as members of courts, boards, etc., with subtitles for the respective bureaus of the Department and other principal permanent general heads.

3. Title K.—Coast and Geodetic Survey.

Officers and men on coast survey duty.

To include pay of officers and crews serving thereunder, and value of their commuted rations.

4. Title L.—Lighthouse Establishment.

Officers on lighthouse duty.

To include pay of officers serving thereunder.

5. Title M.—Fish Commission.

Officers on duty with Fish Commission.

To include expenditures similar to those under Title K.

6. Title N.—Models and Experiments.

Completed models and experiments.

To include expenditures of completed models of ships and for experimental work.

7. Title O.—Naval Militia.

Naval militia.

To include all expenditures therefor.

8. Title V.—Miscellaneous.

Charges on account of miscellaneous items.

To include expenditures for advertising, telegraphing, printing, and photographing; expenses of recruiting, rent, and maintenance of rendezvous; care, transportation, and burial of the dead; rent of buildings, offices, and rooms, except when chargeable to Title G, "General maintenance;" wages paid on account of legal holidays when no labor is performed; drawing materials and instruments for use in Navy Department; freight and express charges; all mileage and traveling expenses; disbursements in general under appropriation "Pay miscellaneous," not belonging to other accounts; and any other expenditures not chargeable under preceding titles.

9. Title W.—Deterioration and Waste.

Charges on account of loss.

To be charged with deterioration reported by survey; with value of supplies condemned as utterly worthless, lost, destroyed, or thrown overboard, if not chargeable to any of the preceding accounts; with loss in invoice values through reduction of price by boards of survey and appraisal; and by sales at auction.

ACCOUNT SUPPLIES.

Supplies to be first charged under Title X or Y.

1504. All materials, supplies, and manufactured articles, before being charged under preceding titles, must pass through intermediate accounts, where they shall be borne between the times of purchase or manufacture and ultimate use. The property accounts maintained by officers in charge of supplies here fall into place as essential components of this system. Ledger accounts are kept with all general storekeepers, and with heads of departments afloat, in which they are debited and credited with their receipts and expenditures as established by the audit and quarterly returns. These ledgers are important subsidiaries to the main ledgers kept in the office of the Paymaster General.

1. Title X.—Supplies in Store.

Supplies in store.

Under Title X shall be carried all supplies in storehouses on shore, and all new receipts delivered thereto, either through purchase, manufacture in Government workshops, or transfers from ships.

2. Title Y.—Supplies Afloat.

Supplies on board ship.

Under Title Y shall be carried all supplies placed on board ships, with the exception of equipage, which will be carried under Title B. Ships' balance sheets shall embrace articles under both titles combined, but invoices shall include only articles under one title and be inscribed accordingly.

3. Title Z.—Conversion Accounts.

Accounts of manufacturing department.

(*a*) An indispensable adjunct of the account supplies is the conversion account, which shall embrace all articles manufactured and repaired by the Government for the naval establishment and delivered to general storekeepers for issue. It shall be debited with all materials used in manufacture, and with the appraised value of all articles invoiced to this title for repairs, and with all labor applied thereto, together with such additional charge necessary to cover the general expense included under attendance, power, etc., which can not be charged directly to specific product; and it shall be credited with the ascertained cost of completed manufactures as invoiced to general storekeepers for issue. Material unavoidably wasted in manufacture shall be included in cost of product.

A distinct special account to be kept with each manufacturing department.

(*b*) While the debit items of material and labor will be exactly balanced in the long run by the credit items of completed products, there will never be an exact balance at any given time owing to the unfinished work in hand for which debits have been made, but for which the final credits are not yet ascertained. In order to keep this general account satisfactorily in hand in the office of the Paymaster General, a distinct special account shall be kept with each bureau manufacturing establishment at each navy yard.

VOUCHER INSCRIPTIONS.

Invoices, how inscribed.

1505. (1) Invoices of supplies transferred from one station to another shall be inscribed under Title X, "Supplies in store," in the blank space to the left of the printed headings of the money columns.

(2) Invoices of supplies, except equipage, transferred by a general storekeeper to a ship in commission, or from a ship to a general storekeeper ashore, shall be inscribed, respectively, in like manner, "From Title X, Supplies in store, to Title Y, Supplies afloat," or the reverse, as the case may be.

(3) Invoices of outfit or equipment, included in the general heads named under Title B, delivered to a ship shall be inscribed "For Title B, U. S. S. ——," and when returned into store shall be inscribed "From Title B, U. S. S. ——, to Title X."

(4) Invoices of supplies transferred from one ship of the Navy to another shall be inscribed in like manner, "Under Title Y," or "Under Title B," as the case may be.

(5) Invoices of materials and supplies issued for use in building a ship shall be inscribed "For Title A, U. S. S. ——," as demanded by the requisition that was the occasion of the invoice; if for use in repairing a ship the inscription shall be "For Title D, U. S. S. ——."

(6) Invoices of supplies to be used for construction of new buildings or other property comprised under "Real estate and chattels," shall be inscribed "For Title E, U. S. navy yard (or station) ——;" if for new machinery, machine tools, etc., "For Title F, U. S. navy yard (or station) ——;" if for repairs to property embraced under either of the two above-named titles, "For Title G, U. S. navy yard (or station) ——."

(7) In order that the necessary credits may be given to Titles E and F for articles worn out and unserviceable, invoices of all articles pertaining to these titles, which are condemned by survey, shall be forwarded to the Paymaster General, quarterly, by the heads of departments concerned.

(8) Invoices relating to expenditure of material or supplies to be used in the manufacture or repair of any article, which, in its completed state, will be invoiced to the general storekeeper for issue, shall be inscribed "For Title Z, Conversion account."

(9) All such manufactured and repaired articles, when issued by the general storekeeper, shall be invoiced as "For Title B, U. S. S. ——," if pertaining to the general heads named under Title B; "For Title E, U. S. navy yard (or station) ——," if pertaining to real estate or chattels; "For Title F, U. S. navy yard (or station) ——," if pertaining to machinery plant; "For Title G, U. S. navy yard (or station) ——," if pertaining to general maintenance, etc.

(10) Invoices of unused material returned into store, which has been charged directly to objects under Titles A, D, E, F, and G, shall be inscribed in like manner, "Credit to Title A, U. S. S. ——," or "Credit to Title D, U. S. S. ——," or "Credit to Title E, U. S. navy yard (or station) ——," or "Credit to Title F, U. S. navy yard (or station) ——," or "Credit to Title G, U. S. navy yard (or station) ——," as the case may be.

(11) Invoices of unused supplies returned into store, having previously been issued and charged to Title Z, "Conversion account," shall be inscribed "Credit to Title Z, Conversion account."

(12) Invoices of supplies for experimental purposes shall be inscribed, "For Title N," unless a finished product is to be turned over to the general storekeeper for issue, in which case they shall be inscribed, "For Title Z."

(13) Invoices of supplies for models of ships shall be inscribed, "For Title Z." When completed, the models shall be invoiced to the general

storekeeper, by whom they shall be taken up in his books and expended "For use," the invoice thereof being inscribed "For Title N."

(14) At shore stations, vouchers for expenditures under the head of "Condemned" shall be inscribed, "From Title X. Supplies in store, to Title W, Deterioration and waste." On board ships, like vouchers shall be inscribed, "From Title Y." or "From Title B." as the case may be, to "Title C, Cost of commission," unless the supplies in question are to be turned into store, in which case the inscription shall be, "From Title Y," or "From Title B." as the case may be, to "Title X. Supplies in store."

(15) If an invoice embraces supplies chargeable to more than one title, those to be debited to each must be clearly shown, either by grouping under the respective titles the issues to be charged severally thereto, or by a recapitulation by titles, the total of which shall agree with the total of the invoice.

(16) On board ships in commission, the quarterly invoices of expenditures "For use" prepared by the respective bureau representatives shall be inscribed "For Title C, U. S. S. ——."

1506. (1) Public bills for supplies delivered to general storekeepers shall be inscribed, "For Title X, Supplies in store."

Public bills, how inscribed.

(2) Public bills for supplies purchased by and delivered directly to ships shall be inscribed, "For Title Y, Supplies afloat."

(3) Vouchers for transportation, freight, advertising, rent, express charges, mileage, etc., shall bear inscription in like manner, "For Title V, Miscellaneous."

1507. Each balance sheet rendered by a general storekeeper shall be accompanied by a summary of the expenditures "For use," showing the aggregate of issues for each title and subtitle to which issues have been made during the quarter, the total of the summary agreeing with the total of the "For use" column of the balance sheet.

Balance sheets to be accompanied by a summary.

PAY-ROLL SUMMARIES.

1508. Vouchers for pay and wages require careful consideration, as one roll may contain disbursements that are chargeable to many different titles. Attention to the following directions will secure proper data for writing up the accounts:

Pay rolls to be summarized under proper titles.

(*a*) The pay officer of a station will have the necesary information in his possession for dividing among the different titles the amounts disbursed on his rolls of officers and enlisted persons.

Summary of yard pay rolls, officers and men.

(*b*) As these rolls do not reach the Bureau of Supplies and Accounts, a summary of each complete roll shall be made by the pay officer, showing the gross amount chargeable thereon to each title or subtitle embraced in the same, and showing separately the gross amounts paid under Title G to officers and enlisted persons.

(*c*) This summary shall be a complete epitome of all credits and debits entering into the quarterly roll, arranged for bookkeeping purposes. The second money column shall contain the various totals of the different columns composing the recapitulation of the roll, the first showing the separate amounts to be dispersed among the proper titles and subtitles.

(*d*) The pay officer shall certify that the summary is correct and that its total agrees with that of the roll, and the commandant shall transmit it, after approval, to the Paymaster General.

1509. (1) The pay officer of a ship shall prepare, in like manner, a summary of each completed pay roll, showing, separately, the gross amounts chargeable under the several titles to officers, crew, and marines, which should be certified, approved, and transmitted with his account current for the Paymaster General.

Summary of ship's rolls.

(2) The summary of a ship's quarterly pay roll is identical in principle with that of a navy yard, embracing all of the debits and credits shown on the roll, and showing the requisite dispersion of the recapitulation totals among the various accounts. Ship's expenditures not embraced in the pay-roll summaries shall appear in the balance sheets and accounts current rendered by pay officers.

1510. (1) Purchasing pay officers shall transmit to the Paymaster General, quarterly, a summary of account current, embracing in an epitomized form all the debits and credits of the account current for the same period.

Summary of purchasing pay officer's account current.

(2) All vouchers transmitted by the Paymaster General for settlement, for which remittances are made, are classified in the Bureau of Supplies and Accounts under titles and subtitles, and should be reported on the "Summary of account current" in one sum. Auditor's certificates included in remittances from the Paymaster General should be treated as vouchers, and included in this sum.

(3) Payments of auditor's certificates under the appropriations "Pay of the Navy" and "Pay miscellaneous" for the current fiscal year should be reported under subtitles according to their special character.

(4) For all vouchers not requiring approval, the aggregate amount paid under each title must be shown.

1511. (1) A summary of the pay roll of each department of the several yards shall be made up, showing the gross amount chargeable to each title and subtitle. It shall be prepared in the respective department offices from the records of the time clerks, and based upon the charges for wages in the job-order accounts. The wages charged to the various jobs under Title Z shall be summed up, and reported in the summary of the department roll as "wages charged to conversion account." For expenditures under Titles A, D, and G, the subtitles shall be further divided into objects in accordance with a system of subdivision established by the bureau concerned. Stub requisitions for material and "Summaries of expenditures of material for use" under above titles shall likewise indicate the objects in accordance with such subdivision.

Summary of department rolls at navy yards.

Indirect charges.

(2) Wages of superintendents, engineers, firemen, oilers, sweepers, and other employees that can not be assigned to specific titles or subtitles, being for services of a general nature common to and shared in by all, shall, at the end of each month, be prorated and distributed among the several titles and subtitles benefited thereby during the month. The amounts thus assigned shall be added to the direct charges to the several titles and subtitles, to form the gross amounts chargeable. Indirect charges shall be made only when it is impossible to charge directly the labor and material concerned.

(3) Pay-roll summaries shall also show the appropriations under which the several expenditures are made.

Statement of additional draftsmen, etc.

(4) A statement of amounts expended for additional draftsmen, writers, etc., employed under the Act of March 3, 1887, shall accompany the pay-roll summary, and shall designate the particular vessels or other items to which such expenditures are charged in the summary.

Labor furnished to other departments.

(5) The summaries of the pay rolls of the several departments and the pay-roll summaries forwarded to the Paymaster General shall show the amounts charged for labor furnished to other departments, but not the labor performed by other departments. Labor performed by one department for another shall be summarized, by titles, subtitles, appropriations, and bureaus, on the pay-roll summary of the department upon whose rolls the labor is borne, and not upon that of the department for which it is performed.

Pay rolls to be certified and approved.

(6) The heads of departments shall certify that the summary is correct; and the commandant, after approval, shall transmit it to the Paymaster General within fifteen days after the completion of the rolls for each month.

1512. Materials chargeable to the general-expense account, being fuel for power and any other material which can not be specifically assigned, shall be prorated among the several titles and subtitles sharing in its benefits. Material issued for the purposes entering into this account shall be expended by the general storekeeper under Title G, and the necessary adjustment made in the Bureau of Supplies and Accounts from a quarterly statement to be furnished by the respective heads of departments, showing the portions of the account chargeable to each title and subtitle.

Expense account.

1513. (1) A summary of work under "Title Z, conversion account" shall be transmitted monthly by the heads of the several departments at navy yards to the Paymaster General. This account shall embrace all articles repaired and manufactured by the yard departments for issue by the general storekeeper and, consequently, to be invoiced to him and taken up in his books.

Conversion-account summary to be forwarded to Paymaster General.

Information to be presented.

(2) This summary must present the following information:

Unfinished work brought forward.

(a) The "Value of unfinished work brought forward," which shall be the total expenditures of labor and material, on articles in course of manufacture or undergoing repairs at the end of the preceding month, and on completed articles not yet invoiced to the general storekeeper.

Total expenditure during month.

(b) The "Total expenditures during the month," which shall be: Of labor, the gross amount charged to Title Z, as shown by the pay-roll summary; of material, the appraised value of all articles invoiced to this account for repairs and the value of other material received from the general storekeeper under Title Z, plus that portion of the material chargeable to the general expense account (expended by the general storekeeper under Title G), prorated to Title Z, as shown by the quarterly statement.

Work finished during month.

(c) The "Value of work finished during the month," which shall represent the value of articles manufactured or repaired, and invoiced during the month to the general storekeeper for issue. The balance will be the "Value of unfinished work," under Title Z.

Trial balance.

(d) A trial balance or statement shall be appended to the summary showing the expenditures of labor and material embodied in the "Value of unfinished work" under general heads, such as "Supplies for U. S. S. ——," "Supplies for general issue," "Outfit of U. S. S. ——," etc.

1514. (1) In the office of the Paymaster General an account under Title Z shall be kept with each department at each navy yard.

Account under Title Z, in Paymaster General's office.

(2) The account shall be charged with the labor under Title Z, as shown by the monthly pay-roll summaries, with all articles and material expended to that title by the general storekeeper as shown by the inscriptions on invoices, and with material expended under Title G for general expenses and prorated to Title Z, as shown by the quarterly statement of the distribution forwarded to the Bureau of Supplies and Accounts.

(3) It shall be credited with the value of articles invoiced to the general storekeeper, and taken up on his books as received from manufacture.

(4) The balance in the account is the "Value of unfinished work," and must agree at all times with that item in the summary. The importance, therefore, is apparent, of including all invoices to and from this account in the monthly or quarterly returns covering the dates named in the invoices.

CONSTRUCTION WORK ACCOUNT.

1515. (1) In order that the cost of products may be accurately ascertained, accounts in accordance with the following system shall be maintained in the constructive and manufacturing department of all navy yards and stations, except at the Washington navy yard, and the Torpedo Station at Newport, R. I., where the methods now in use may be continued.

System of accounts.

(2) In each department a book shall be kept, known as the job-order book, in which shall be recorded, under serial numbers, all jobs of work ordered. For each job order a record shall be kept of all labor and material, as described below.

(3) From the foremen's time books or character-of-work books, kept as prescribed in Art. 1672, there shall be entered in the rough condensation sheet the time and cost daily for each class of labor upon the job. From the rough condensation sheets the job-order sheets shall be filled out and totaled daily. There shall be a book known as the daily-analysis-of-labor book, in which current jobs for each month shall be grouped in a suitable manner. In general, this grouping shall follow the subtitles and objects under which reports of cost of work are made to the Bureaus of the Navy Department. The cost of labor shall be entered daily from the job-order sheets into the daily-analysis book. Where the nature of the work done is such that the cost of each class of labor upon it need not be recorded, the job-order sheets need not be used, entries being made directly in the daily-analysis book. The daily-analysis book, however, must be kept in every case. The labor cost shall be summed semimonthly in the daily-analysis book for the summary sheets of pay rolls. From monthly summations of the daily-analysis book all routine reports to the Department, made monthly, shall be derived.

(4) The stub requisitions received from the general storekeeper shall be kept separate for each month, suitably arranged. At the end of the month they shall be grouped in accordance with the grouping of job orders in the daily-analysis book, and the prices summed, in order that the total expenditures of labor and material on the various groups of job orders may be determined. In case a job is not completed in one month, the job-order sheet and material stubs for each month shall be kept until the completion of the job, when they shall be used to complete the record of cost of completed work. The sheets giving the cost of completed work shall be suitably grouped and bound, to form a complete and convenient record of work done.

(5) All charges that can not be made directly to an object or job order, whether of labor or material, shall be charged to an expense account, the cost of which shall be determined in the same manner as if it were a job order. Wherever possible, however, indirect charges shall be avoided. As each job is finished during a month there shall be added to the totals of direct charges, for labor and material respectively, from the opening of the job-order account of the job, a proportion of the balances of the expense account at the close of the preceding month. The percentages for indirect expenses to be thus applied to finished work shall be obtained, upon closing each month's account, by dividing the respective balances for labor and material in the "expense account" by the total value of the direct charges (only) on all unfinished work. The total of direct charges for labor (only) on each job finished in the following month shall be multiplied by the respective percentages thus obtained, and the results added to the total direct charges, for labor and material respectively, in the ledger account, and the indirect expenses thus enter into the total cost.

(6) For convenience in keeping the accounts, job orders should be in the form of a fraction, the numerator being the serial number of the job order and the denominator being a number or character corresponding to a subtitle or object, such as the name of a ship, maintenance of plant, etc.

(7) Supplies drawn from the storehouse for constructive and manufacturing purposes must be charged in full to the proper job-order accounts, and such supplies as may be unused and turned into store, must, in like manner, be credited to the job-order accounts to which they were charged. Such surplus supplies must, in all cases, be turned in and credit given, and must not be used for other jobs.

SECTION 2.—SUPPLIES ACCOUNTS.

Prescribed accounts.

1516. (1) Five separate and complete accounts shall be kept by general storekeepers, viz:

(*a*) Account general stock.
(*b*) Account increase of the Navy supplies.
(*c*) Account reserved supplies.
(*d*) Account condemned supplies.
(*e*) Account naval supply fund.

Account general stock.

(2) The books for the general supplies (*a*) shall comprise the accounts of all supplies for general issue not purchased under the appropriations "Increase of the Navy," and shall be as follows:

Requisition book.
Receiving book.
Bill book.
Expenditure book.
Class ledger.
Great ledger.
Record of stub requisitions by classes.
Record of stub requisitions by titles.
Records of store invoices.

Classified schedule to be adhered to.

(3) The basis of these books is the classified schedule of supplies and material. The classification must therefore be strictly adhered to in preparing bills, requisitions, invoices, etc.

Requisition book.

(4) The requisition book is for entering in full on the left-hand page all requisitions, each in the portion allotted to the proper bureau, before leaving the storekeeper's hands. When the requisitions shall have been filled, and the vouchers prepared, entry is

to be made on the right-hand page, opposite each item, showing date of receipt, quantity, and actual cost.

Receiving book.

(5) The receiving book is for entry of all supplies exactly as received (before bills are rendered), showing the packages in which received (if packed), gross weight, and enumeration of the articles in detail, as found upon examination. Upon receipt of bills, they should be checked off by entries in this book, in which no separation by bureaus is necessary. The record of gross weights should be very complete, as storekeepers may be called upon to furnish to the respective bureau representatives at navy yards information as to gross weight of all supplies placed on board ships.

Record of gross weights to be kept.

Bill book.

(6) The bill book is for entry of all supplies received and taken in charge by the general storekeeper; in other words, it is to be a complete record of all debits. So far as practicable, articles manufactured in the various departments of navy yards and turned over to the storekeeper for issue, should be embraced in monthly invoices to be entered in the bill book at the end of the month. Each page of the bill book should be footed up, the amount carried forward, and a grand total shown at the end of the quarter. Entries pertaining to supplies covered by store invoices shall be of class total only, made from the summaries thereof. Where duplicating processes are employed in the preparation of public bills the entries therefrom may also be made by class totals, an additional copy of each bill being made and filed in a book for the purpose, and an entry made in the bill book of only the number and date of the voucher, from whom the supplies are received, bureau concerned, and amount under each class, with a reference to the file number of the bill. This plan may be extended to making copies of all receipt vouchers and making therefrom the entries above prescribed in the bill book.

Expenditure book.

(7) The expenditure book is for the entry of all expenditures of whatever nature, and should be as complete a record of credits as is the bill book of debits.

Class ledger.

(8) The class ledger is the book of final record, to which all the preceding are subsidiary. It is a standard mercantile ledger, to contain thirty-two accounts, one for each class of the schedule. The debit and credit entries are to consist only of the aggregate money values of classes, as shown on the various receipt and expenditure vouchers. No entry of quantities is possible, and none of values except as class totals. In this book individual items are entirely disregarded, the smallest unit of entry being the aggregate value of the class contained in any voucher. All receipts shall be entered in the one receipt column, while the expenditures shall be distributed under the proper bureau heads. The debit side of this ledger is to be posted from the bill book, and shall show under each class the date and number of the voucher from which any entry may have been made, from what source received, and the aggregate value of the items embraced in the class. The credit side is to be similarly posted from the expenditure book, with aggregate class values only, showing under the proper class or classes the date and number of each expenditure voucher, to whom and on account of which bureau issued, and whether for use, condemned, or transferred to ships or other yards, separately, there being distinct columns for these respective purposes. An important distinction is involved here, to which careful consideration must be given. The purpose of this ledger is to enable a succinct and valuable report to be made—the quarterly balance sheet—showing important facts in totalized form as to the receipts and expenditures. At the end of the year these reports shall be summarized in the

Debits.

Credits.

bureau. Therefore, to convey a correct statement as to the expenditures the distinction must always be preserved, in preparing expenditure invoices and entering them in this ledger, between supplies expended for use and those expended by transfer. Under the latter head should be entered all expenditures that are simply a transfer to another storekeeper on shore or to an officer afloat. There will be no doubt as to the proper entry of expenditures under the head of "Condemned;" in the "For use" columns should be entered all issues for actual consumption, whether in the nature of perishable stores, or of material or supplies used in process of manufacture.

Great ledger.

(9) The great ledger is the ledger of itemized accounts. In it shall be entered all articles and material embracing the stock carried in store. Not only must each kind of article be entered, but separate items in detail shall be made of similar articles of different material, dimensions, description, numbers, etc. From this ledger average prices are to be ascertained. It is essential that supplies received should be entered in the great ledger without delay Purchasing pay officers shall immediately, upon making an award, furnish the general storekeeper concerned with the unit prices of all articles purchased in fulfillment of requisitions and bureau orders. The Paymaster General shall furnish copies of proposal as soon as contracts are awarded. Upon the return to the general storekeeper of inspection reports by the board of inspection, the prices thus obtained are to be entered thereon for articles passed, and the receipt entry made in the ledger from the inspection report so priced. When supplies are received from other stations, the items shall be first taken up in the great ledgers from the transfer invoices as soon as they shall have been verified. Manufactured articles are to be taken up from memorandum invoices, immediately upon receiving the latter from the heads of departments. Entries of expenditures to heads of departments on stub requisitions shall be made from these stubs at the time they are priced. Supplies delivered to ships must be accompanied by duplicate memorandums of the supplies. When the supplies are delivered, one copy shall be receipted and returned to the general storekeeper, and the prices entered thereon and the articles expended from the ledger at the same time. When supplies are shipped, each consignment is to be accompanied by a memorandum giving list of articles and prices. The expenditures shall be posted from this memorandum. Entries of expenditures to yard departments, to ships, and on account of shipments, shall be made from stub requisitions and store invoices at the time they are priced. When stock cards can be utilized to advantage their use, in lieu of great ledgers, is authorized.

Special stock cards.

(10) That items of supplies purchased for a particular ship may be conveniently grouped, and the pricing of stub requisitions and store invoices thereby facilitated, instead of entering such items in the great ledgers, special stock cards shall be used for the itemized account of supplies of this character, which cards will be accessory to the great-ledger system. The supplies so treated shall consist of supplies for ships in commission or under construction at a navy yard, and supplies for shipment directly to a ship or to another general storekeeper for a specified ship. There shall be a separate card for each department of each ship to which issues are made, each card being arranged for entries of receipts and expenditures, and to show the name, class, quantity, and price of each article received, the account, date of receipt and expenditure, number of contract or open-purchase requisition, number of inspection call, and number of stub requisition or store invoice on which expended. Cards shall be posted for quantities

passed from inspection calls immediately upon their return from the board of inspection, and for price from the commercial bills accompanying deliveries, or the copies of proposals furnished by the Bureau of Supplies and Accounts. The cards shall be filed alphabetically by ships in separate boxes for each department. Supplies carried on these cards shall be issued at the cost price.

Record by classes.

(11) The record of stub requisitions by classes is for conveniently assembling under classes all expenditures which may be made from time to time to the several yard departments on stub requisitions. In it shall be posted under each class the total for such class appearing on any stub requisition, the number of the requisition being also noted. At the end of each month the data as to classes for summaries of stub requisitions shall be compiled from this record.

Record by titles.

(12) The record of stub requisitions by titles is for conveniently assembling under titles all expenditures which may be made from time to time to the several yard departments on stub requisitions. When stub requisitions are posted in the record of expenditures by classes, they shall at the same time be posted in the record by titles, the total value of all the material on each stub requisition (the aggregate value of all the classes thereon), together with the number of the requisition, being entered in the proper column under the appropriate subtitle and general head. At the end of each month the data as to titles for summaries of stub requisitions shall be compiled from this record.

Record of store invoices.

(13) The records of store invoices are for conveniently assembling under classes and titles all expenditures which may be made from time to time to the different vessels of the navy and to other navy yards. In them shall be posted under the proper class and title the number of each store invoice and the value of the stores expended under the class and title as shown by the invoice. There shall be kept a separate book for each ship to which stores are issued and for every navy yard to which shipments are made. At the end of each month, or when a vessel is about to leave a yard, the required summary of store invoices shall be compiled from these records. The store invoices of shipments made directly to a ship in commission or to a ship under construction at a private shipyard shall be posted in the book for that ship kept by the general storekeeper making the shipment.

Account increase of the Navy.

1517. (1) The books for increase of the Navy supplies shall comprise the accounts of supplies purchased under the appropriations "Increase of the Navy," and shall consist of books similar in number, character, and form to those used for general supplies.

(2) The accounts of these supplies shall be kept separate in every particular from those purchased under other appropriations.

Account reserved supplies.

1518. (1) The books for reserved supplies shall comprise the accounts of all supplies of every kind, set apart for particular ships, which are subjects of invoice to, or from, heads of departments on board, and will consist of—

(*a*) Record book.

(*b*) Class ledger.

Record book.

(2) In the record book shall be entered under the name of a ship all the supplies which may be set apart for that ship, a sufficient number of pages being allotted to each vessel to meet the requirements of a debit and credit account of its supplies. The supplies for each department should be entered separately in order to facilitate the preparation of invoices. The record book shall give all the

detailed information required for the preparation of invoices when the supplies are to be delivered to the ships. All supplies taken up in this account, received from other sources than from ships in commission, will, of course, first appear on the books either for general stock or for increase of the Navy supplies, but they shall be invoiced directly from this account to the ship concerned. It is not intended that all supplies delivered to a ship should necessarily pass through this account. Generally supplies for ships in commission shall be invoiced directly to the ship from account "a" or "b." It is only when supplies are set aside and not immediately delivered that they must be taken up in this account.

Dispersal of supplies received from ships among other accounts.

(3) Supplies received at navy yards from a ship in commission, or when put out of commission, shall first be taken up in this account, and their further treatment determined by the approved recommendations of properly constituted boards or by the orders of the Navy Department. Those recommended to be sold should be transferred to the "Account condemned supplies," and those recommended to be "turned into store" for general issue, to the "Account general stock." All other supplies shall remain in this account until returned to the ship or otherwise disposed of. If delivered to another ship, the supplies shall be invoiced directly from the account. Articles ordered to be repaired shall be invoiced to the proper repairing department, and when completed should be taken up in this account, if to be returned to or retained for the ship from which they came; if repaired for general issue, they shall be taken up in account "a."

Class ledger.

(4) The class ledger shall be of the same form as those for other accounts. The entries shall be made of the receipts and expenditures for all ships, as a whole, without reference to a particular ship.

1519. (1) The "Account condemned supplies" shall comprise the accounts of supplies condemned to be sold. The condemned ledger must, therefore, embrace only articles condemned for sale, and should present their shrinkage in value by deterioration, etc., and their actual value to the Government, so far as can be determined by appraisement.

Account condemned supplies.

Transactions not appearing.

(2) Transactions involving revaluation, in consequence of repairs to be made, of articles being condemned to be used for other than their original purposes, and of changes in value of articles fit for issue, must not appear in account "d." These transactions are completed by entering the invoice value of the articles in the "Condemned" column of the account in which they appear, and taking them up in the same account and proper class at the new value fixed by the board of appraisal.

Transactions completed in account in which they appear.

Method of entries.

(3) The balance on hand in the condemned ledger at the beginning of a quarter should represent the appraised value of articles held for sale. The receipts during a quarter shall comprise the invoice value of articles condemned for sale during the quarter and transferred in consequence from other accounts, or taken into stock if not borne upon the general storekeeper's books. The difference between this invoice value and the appraised value determined at the time of condemnation shall be expended as "loss by appraisement." Articles taken up in this account for sale which may be otherwise disposed of by authority shall be expended as "transferred" at the appraised value, and invoiced to and regularly taken up as a new receipt, in the account under which they are to be used, before final expenditure. Thus the balance remaining on hand at the end of a quarter will represent the appraised value of the condemned supplies, and their loss in value will be presented. When the articles are sold, the amount realized will be

expended "For use," and the account balanced by entering the difference between the appraised value at which they were carried and the amount realized from the sale. When the amount received is less than the value at which the articles were carried, the difference shall be entered under "Loss by appraisement;" if greater, under "Received during quarter." The necessity for eliminating dead supplies from the active books is impressed upon general storekeepers.

Action of boards of survey and appraisal to be requested frequently.

(4) The action of a board of survey and appraisal should be requested as frequently as prompt treatment of such supplies may demand, in order that supplies totally unserviceable for Government use should be expended, and either disappear from the active books entirely, or be transferred to account "d." if for sale.

1520. (1) The books of the Naval Supply Fund shall comprise the accounts of supplies purchased under this fund, and shall consist of books similar in number, character, and form to those used for general supplies.

Naval Supply Fund.

(2) The accounts of these supplies shall be kept separate in every particular from those purchased under the various appropriations.

(3) General storekeepers shall transmit to the Bureau of Supplies and Accounts a "Weekly Transfer Statement" of the value of all expenditures of supplies purchased under the Naval Supply Fund and also, separately for each bureau, a weekly "Statement of Charges" on account of such expenditures to yard departments and ships in commission.

(4) The "Weekly Transfer Statement" shall show the bureaus and appropriations chargeable on account of all expenditures during the week and the amounts chargeable.

(5) The "Statement of Charges" shall show the aggregate value of supplies chargeable to each appropriation on account of expenditures to each department of a yard or ship in commission. A separate statement must be made for issues to each yard department and for issues to each department of a ship.

(6) Weekly transfer statements, when forwarded to the Bureau of Supplies and Accounts, shall be accompanied by the triplicate copies of the summaries of store invoices or stub requisitions embracing the supplies included in the transfer statement.

(7) Supplies shipped from one general storekeeper to another shall not be reported in the weekly transfer statements of the shipper, but shall be reported by the general storekeeper receiving the supplies when they are issued to a ship or yard department.

1521. The balance sheet is a quarterly return, dealing in money values only, showing by classes the balances, receipts, and expenditures of all supplies. One for each account shall be rendered to the Paymaster General by each general storekeeper within thirty days after the close of each quarter, accompanied by vouchers for all expenditures during the quarter, and by receipt vouchers not already rendered. It is to be made from the class ledger. An abstract of all receipt vouchers and an abstract of all expenditure vouchers entering the account shall be submitted with the return. The abstract of receipts should be separated into four parts: "Purchased," "Transferred," "Manufactured articles," and "Board of survey and appraisal."

Balance sheets.

1522. (1) General storekeepers shall render quarterly returns to the Bureau of Supplies and Accounts of receipts and expenditures, and balances on hand of provisions, clothing, and small stores, and contingent stores, giving the quantities and values; and a weekly return of quantities only, on hand at the end of each week.

Daily and quarterly returns by general storekeeper.

(2) They shall also forward to the Bureau of Supplies and Accounts daily reports of expenditures to yard departments, to ships and to other yards, quantities only, of all supplies under account "A," with the exception of supplies purchased and manufactured during the fiscal year in which the reports are made.

(3) A similar report shall also be made of all expenditures of supplies under the Naval Supply Fund.

(4) The daily reports must be prepared in the usual manner as to classification, and with minuteness of detail as to material, description, dimensions, quantity, etc.

Quarterly returns from heads of departments on board ship.

1523. On board ships all the supplies pertaining to any one bureau shall be embraced in one account. Each bureau representative shall keep the account of supplies in his charge and, except the pay officer, render quarterly balance sheets, with vouchers, to the Bureau of Supplies and Accounts. The books shall consist of a bill book, an expenditure book, a class ledger, and a great ledger, and their general character, form, and purpose shall be the same as of those prescribed for general storekeepers.

Quarterly returns.

1524. (1) Pay officers of ships shall render to the Bureau of Supplies and Accounts complete returns for each quarter as follows:

(*a*) Quarterly return of provisions and contingent supplies.

(*b*) Quarterly return of clothing and small stores.

(2) These returns must be accompanied by all vouchers for receipts and expenditures entered therein, excepting only the expenditures to the crew and marines, and such as may have been previously forwarded.

Contingent supplies in pay department.

1525. All articles of contingent supplies furnished for use in the pay department of a ship are to be retained on charge by the pay officer and carried forward in his returns, as "on hand," until they are either turned over to his successor, or into store, and expended on proper invoices; or, if lost, expended from the books by survey.

Books, blanks, etc., in pay department.

1526. Whenever books, blanks, stationery, or yeoman's stores are received by pay officers, they shall be examined at once and compared with the allowance tables. Any deficiency should be reported to the Paymaster General.

Cargo accounts.

1527. Pay officers of storeships shall keep the accounts of the cargo entirely distinct from those of the ship.

SECTION 3.—CASH ACCOUNTS.

Duties of Comptroller of Treasury.

1528. (1) The Comptroller of the Treasury shall, under the direction of the Secretary of the Treasury, prescribe the forms of keeping and rendering all public accounts, except those relating to the postal revenues and expenditures therefrom. (Act July 31, 1894.)

(2) The Comptroller may prescribe rules to govern the payment of arrears of pay due to any petty officer, seaman, or other person not an officer, on board any vessel in the employ of the United States, which has been sunk or destroyed, in case of the death of such petty officer, seaman, or person, to the person designated by law to receive the same. (Sec. 274, R. S., amended by Act July 31, 1894.)

1529. The Auditor for the Navy Department shall receive and examine all accounts of salaries and incidental expenses of the office of the Secretary of the Navy, and of all bureaus and offices under his direction, all accounts relating to the Naval Establishment, Marine Corps, Naval Academy, and to all other business within the jurisdiction of the Department of the Navy, and certifiy the balances arising thereon to the Division of Bookkeeping and Warrants, and send forthwith a copy of each certificate to the Secretary of the Navy. (Act July 31, 1894.)

Duties of the Auditor for the Navy Department.

1530. All claims and demands whatever by the United States or against them, and all accounts whatever in which the United States are concerned, either as debtors or as creditors, shall be settled and adjusted in the Department of the Treasury. (Sec. 236, R. S.)

All claims to be settled in Treasury Department.

1531. All credits for differences of pay, on account of promotions or length of service, must be referred to the Auditor for the Navy Department for settlement. A strict observance of this rule is necessary to prevent double payments.

Credits for differences of pay to be referred to Auditor.

1532. Whenever a certificate of the Auditor for the Navy Department is presented to a pay officer for payment, bearing upon its face an authorization for the disbursement by some other pay officer, the certificate must be returned to the Auditor for correction and proper entry, before it can be paid.

Auditor's certificates to be paid only by pay officer named therein.

1533. Distinct accounts shall be kept of moneys received and expended under different appropriations, and a pay officer shall never apply them to any other objects than those for which they were drawn, except by special written authority from the Secretary of the Navy.

Money under different appropriations.

1534. Disbursing officers are required to keep their accounts with the United States separate and distinct under every bond given by them, and to state in the caption of each quarterly account the date of the bond under which it is rendered.

Accounts with United States to be kept separate under every bond.

1535. Where provisions of a general nature are included in appropriation acts, they are construed as binding from the date of the approval of such acts.

Appropriation acts take effect from date of approval.

1536. In all cases of transfers of funds or supplies, the receiving officer must state in the receipt given that he holds himself accountable to the United States for the sum or quantity received.

Receipts for funds transferred.

1537. A pay officer can not be held responsible for payments to any person who has been removed from the Navy, unless the pay officer has received official notification of the fact.

Responsibility for payments.

1538. (1) No subscriptions for newspapers or contracts for telephone service shall be made without the express authority of the Department.

(2) Bills for such expenditures are not to be sent to the Secretary of the Navy for approval, unless the expenditures are in excess of the amount which the Secretary has authorized to be expended.

Telephone service and newspaper subscriptions.

transferring his account, shall make a note thereon of the monthly sum allotted, the place of payment, and the date of expiration of the allotment.

Transfer of men's accounts.

(3) The accounts of enlisted men of the Navy and Marine Corps transferred shall be made out in conformity with the regulations of the Treasury Department, and must accompany the men. They shall be sent by the pay officer making the transfer to the pay officer of the ship, yard, or station to which the transfer is made, or, in the case of marines transferred to a marine barracks, to the paymaster of the Marine Corps, through the commanding officer of marines at such barracks. The pay officer, or the paymaster of the Marine Corps, to whom they are sent, shall receipt one copy and return it to the pay officer who made the transfer, as a voucher for the settlement of his accounts.

(4) The transfer of accounts must in all cases be made through the commanding officers.

Correction of transfer rolls.

(5) The pay officer shall, upon receiving written orders from the captain, make any necessary changes in his books to correct erroneous entries in the names or description of enlisted men in transfer rolls. Such order shall be filed as a voucher with the accounts.

Original entry on enlistment.

1549. Before the name of a newly-enlisted person can be entered on the books for pay, the pay officer must receive a written order from the commanding officer, giving the name, date, term of enlistment, and rating under which enlisted.

Receiving ship rolls.

1550. Pay officers of receiving ships shall be careful to specify every man whose name is borne on the rolls who is enlisted for special or receiving-ship duty.

1551. A pay clerk shall not be entered upon the muster roll of any ship, nor be entitled to any pay, until he shall have accepted his appointment by letter, binding himself therein to be subject to the laws and regulations for the government of the Navy and the discipline of the ship, and shall have taken the oath of allegiance.

Pay clerks to take oath of allegiance.

Accounts of persons leaving station without a settlement.

1552. Whenever a person leaves or is removed from a naval station or ship without a settlement of his account, and is not expected to return within a definite period, and his account is not to be transferred to any pay officer, it should immediately or at the first opportunity be transmitted to the Auditor for the Navy Department.

1553. Whenever any person holding a temporary appointment has been detached from a ship on a foreign station by the detachment of the officer who appointed or nominated him, the pay of such person, without commutation of rations, shall be continued after his detachment for the time necessary to enable him to reach, by the shortest and most direct route, the place in the United States which he left under his appointment.

Appointed officers entitled to pay until arrival home.

Changes in marine guard to be reported.

1554. Pay officers of ships shall furnish the paymaster of the Marine Corps a statement of the accounts of any marines whose names are borne upon their books who may die, desert, or be transferred to a shore station.

1555. (1) Subsistence furnished to enlisted persons attached to ships of the Navy, when unavoidably detained on shore under orders, or absent by authority from the ship to which attached, must be charged to appropriation "Provisions, Navy" for the fiscal year in which the subsistence is furnished. During the time of such subsistence their rations shall be stopped on board ship, and no credit for commutation therefor shall be given.

Subsistence of men during authorized absence from ship.

(2) Pay officers of ships shall endorse on vouchers covering such cases a full explanation as to the nature of the circumstances under which the subsistence was necessary, and certify that no credit was given during the time for commutation of rations.

1556. (1) Water issued on board ships is payable from three different appropriations, according to the purpose for which used, viz: From "Provisions," for cooking and drinking; from "Steam machinery," for use in testing and for the preservation of boilers, and from "Equipment of vessels," for steam launches and steaming purposes.

Fresh water, payment for.

(2) Water purchased for ship's use should be paid for from the appropriation for the department for which it is used.

1557. (1) Expenditures for the transportation of enlisted persons for medical treatment, upon the recommendation of medical officers, are chargeable to the appropriation, "Contingent, Bureau of Medicine and Surgery."

Transportation of enlisted persons for medical treatment.

(2) In order to show clearly the purpose of such transportation, pay officers procuring the same shall note the fact on the voucher and give the name of the patient.

(3) Transportation furnished all other enlisted persons in the Navy is chargeable to the appropriation, "Transportation, recruiting and contingent, Bureau of Navigation."

1558. (1) In order to protect the clothing and small stores fund from gradual depletion, resulting from loss on issues, deterioration in the condition of supplies, or other causes, an advance of 10 per cent shall be charged on the invoice price of all clothing and small stores issued to officers, crew, marines, and to ship's departments.

Clothing and small stores to be charged at an advance.

(2) The percentage shall be included in the prices at which the articles issued to officers, crew, and marines are to be calculated and charged. The amounts so charged shall be entered on the pay rolls and in the summary statements and accounts current; but in accounting for the issues upon the quarterly returns the percentage is not to be considered, the values there entered being calculated at the average cost.

(3) All the expenditures by invoices to ship's departments, surveys, or other special vouchers, shall be calculated at the average cost prices, the percentage being added in one sum below to the total amount of each voucher, and the amounts entered separately upon the summary statements and accounts current.

(4) Transfers to other pay officers are to be made at the average cost prices.

(5) In the summary statements and accounts current, after entering each invoice of clothing and small stores received at the cost given in the invoice the pay officer shall charge himself with 10 per cent upon its gross amount, and he shall likewise credit his account with 10 per cent upon all the expenditures he makes at cost, so that his balance due the Government will always include this percentage.

1559. Articles of clothing and small stores issued at reduced prices, fixed by survey, should be accounted for as follows:

Clothing and small stores reduced in value by survey.

(*a*) An expenditure should be entered on the quarterly return of the articles, at their full value, as "Reduced in value by survey."

(*b*) An entry of the same article should be made at the bottom of all other receipts, at the reduced values.

(*c*) Issues to crew and transfers to next quarter, or to any pay officer, should be treated separately, at the reduced value, and thereafter, such articles should be kept entirely distinct, both as to receipts and expenditures, from all other clothing and small stores on board, and not taken into account when fixing the average cost prices.

1560. (1) The pay officer of each ship shall keep a book to be called the record of deposits, in which shall be entered a complete history of each deposit made by enlisted men, and in case of the transfer of any man to another ship or station, he shall send with his account a statement, in duplicate, approved by the captain, which shall be a transcript from the deposit record, showing in words and figures the date and amount of each deposit made.

Deposit books of enlisted men.

(2) This statement shall be given to the pay officer taking up his accounts, who shall retain one copy and return the other to the officer who made it.

(3) This statement shall be transcribed in the deposit record of the receiving pay officer, as also any subsequent deposits made while the man is borne on his rolls.

(4) At the end of each month pay officers shall forward to the Auditor for the Navy Department with their summary statement an abstract of deposits made during the month, with a list of the names of depositors, showing in each case the date and amount of deposits; and shall debit themselves under appropriation "General account of advances" with the cash received, and shall enter in the "checked" column of the pay roll the amounts of deposits made by charge against the pay accounts of depositors. The word "Deposit" shall be written over such entries. The abstract must show in which manner each deposit is made.

(5) Pay officers shall note on the record of deposits, on the statement of deposits and interest, on the abstract of deposits, and on the transcript of deposits the number of the deposit book held by each depositor named.

Settlement on final discharge.

(6) Upon final discharge the pay officer shall credit each depositor, in the appropriate column of the pay roll, with the total amount of his deposits and also with the accrued interest thereon to date of his discharge; writing over the same the words "deposits" and "interest," respectively. The pay officer shall take up the deposit book and transmit it to the Auditor for the Navy Department with his quarterly accounts. Accompanying the deposit book shall be a statement, to be signed by the pay officer and approved by the commanding officer, showing the date and amount of each deposit, the interest on deposits, and also the totals of the deposits and of the interest, as credited on the pay roll. The interest on the first deposit shall be computed from the date of said deposit to the date (not inclusive) of the second deposit, and entered in the column for that purpose. The interest shall then be computed on the sum of first and second deposit from the date of the second deposit to that of the third, and entered in the appropriate column; and so on, adding to the amount of each deposit the sum of all previous deposits, and computing the interest thereon from the date of such deposit to that of the next succeeding deposit, or that of final discharge, but no sum shall draw interest unless it shall have been deposited for a period of six months or longer, as provided in par. 4, Art. 1491.

Loss of deposit book.

(7) Should a deposit book be lost, the captain shall cause the depositor's affidavit to be made to the fact, in duplicate. The affidavit should set forth all the facts and circumstances connected with the loss of the book, and that the depositor has not sold or assigned it.

(8) Upon this evidence, the pay officer may pay without the deposit book, and the responsibility for the correctness of the amounts credited shall rest upon the pay officer originally certifying to them.

(9) When the depositors who have lost their deposit books desire to make additional deposits before final payment on discharge, the captain may direct the pay officer to furnish other books in which such deposits shall be noted. Each of said books shall contain a statement of the aggregate amount of deposits to date.

Deposits and interest to be entered separately.

(10) In entering the amount paid for repayments of deposits on summary statements and accounts current, the amount of the deposits and the amount of interest thereon shall be stated separately, the former being debited to "Pay of the Navy, deposit fund," and the latter to "Pay of the Navy."

Total amount of deposits.

(11) On monthly summary statements and quarterly accounts current there must be a footnote showing the total amounts of deposits by checkage on pay roll.

1561. (1) Every pay officer who receives public money which he is not authorized to retain as salary, pay, or emolument, shall render his accounts quarterly.

Rendition of accounts.

(2) Such accounts, with the necessary vouchers, etc., shall be mailed or otherwise sent to the Auditor for the Navy Department within twenty days after the period to which they relate.

(3) The Secretary of the Treasury being empowered to make orders in particular cases, relaxing the requirement of mailing or otherwise sending accounts within the prescribed time, and to waive delinquency, in such cases only in which there is, or is likely to be, a manifest physical difficulty in complying with the requirement, pay officers should, when it is impossible to comply, make such explanations, in the letter transmitting their accounts, as will enable the accounting officers to determine as to their delinquency.

1562. (1) The numbering of the quarters of the year shall be made by the fiscal year as follows:

The quarters of the fiscal year.

First quarter, July 1 to September 30.
Second quarter, October 1 to December 31.
Third quarter, January 1 to March 31.
Fourth quarter, April 1 to June 30.

(2) In the indication of accounts and vouchers, the preparation of warrants and Departmental blanks, the payment of salaries, and all other business of the Department in which it may be necessary to divide or make mention of the quarters, the foregoing shall be observed.

1563. Purchasing pay officers and pay officers of shore stations shall transmit to the Auditor for the Navy Department quarterly, and when detached from duty, an account current of all moneys received, expended, and remaining on hand under each appropriation, accompanied by an abstract and by all rolls, vouchers, and other papers necessary to substantiate the account.

Account current rendered quarterly from shore stations and Navy pay offices.

1564. (1) Pay officers of ships shall render to the Auditor for the Navy Department quarterly, and when detached—

Quarterly Treasury returns from pay officers of ships.

(*a*) A general pay roll, embracing the individual accounts of the officers, men, and marines, with the columns added and the amounts stated in ink, and a recapitulation of the several pages; showing also the dates of entry and detachment of officers, the dates of all entries, discharges, transfers, deaths, desertions, enlistments and reenlistments of the crew and marines, and the vessel or station to which officers, men, and marines are transferred. It must be signed in the receipt column, and be approved by the captain.

(*b*) An account current giving date of bond and showing all receipts and expenditures of money, a full statement of all money received for provisions, and a complete statement of the clothing and small stores account. It will also state separately the balances severally standing to the credit of the pay officer in authorized depositories, naming them, and also the amount of cash on hand. The firsts of all public bills, properly receipted and approved by the captain, and the prescribed inventories of foreign silver currency on hand must accompany the account current.

(*c*) All transfer accounts and rolls of officers or men, whether to or from the ship.

(*d*) Orders for one-fourth additional pay to such of the crew as are detained beyond the expiration of the time of their enlistment; for increased pay to men enlisting under continuous-service certificates; for crediting "honorable discharge" money; for thirty-three cents per diem to men employed as firemen and coal heavers; for money paid for transportation of officers or crew to any point whatever, either at home or abroad; for all ratings and disratings, and for taking up newly enlisted men from the dates of their enlistment.

(*e*) All original letters, or copies thereof, from pay officers, Auditor for the Navy Department, and the Navy Department, and other papers necessary to substantiate the accounts.

(2) As the complement of every ship is prescribed before sailing on sea service, the pay officer is required to obtain from the captain a certified copy of such complement, and to file it upon the rendition of accounts for settlement.

(3) The "Receipted cash payments to crew and marines" shall be forwarded with the current accounts to the Auditor for the Navy Department, at the end of each quarter.

Signing and witnessing of transfer accounts, pay rolls, etc.

1565. Every man who is able to write must personally sign his transfer accounts, allotment papers, and the pay rolls, and his signature be attested by a witnessing officer; men who are unable to write shall sign by mark.

Duplicate account current.

1566. A duplicate of the account current shall be forwarded quarterly to the Navy Department for the Paymaster General of the Navy.

1567. (1) Purchasing pay officers and pay officers of shore stations shall transmit to the Auditor for the Navy Department and to the Bureau of Supplies and Accounts a monthly money statement of all moneys received, expended, and remaining on hand under each appropriation; and to the office of the Secretary and to each bureau of the Navy Department, except the Bureau of Supplies and Accounts, a similar statement for appropriations pertaining to them.

Monthly money statements from pay officers at shore stations.

(2) The statements for the office of the Secretary and for the Auditor for the Navy Department shall be accompanied by an abstract of all pay-

ments under "Pay miscellaneous." These returns must be made out and forwarded within ten days after the expiration of each month, unless otherwise directed by the Secretary of the Treasury.

1568. (1) Pay officers of ships shall transmit to the Auditor for the Navy Department, and to the Navy Department for the Paymaster General, within ten days after the expiration of each month, a summary statement showing the balance at the beginning of the month, the receipts and disbursements under each head of appropriation during the month, and the balance at the end of the month.

Monthly summary statements from ships.

(2) When any such pay officer has Government funds on deposit in authorized depositories, he shall express separately, in the monthly summary statement, the balances severally standing to his credit in such depositories, naming them, and also the amount of cash on hand. This statement shall be submitted for approval to the captain, who shall carefully examine the items of receipt and expenditure and ascertain whether vouchers for all such items have been duly approved by himself.

Purchases of clothing or small stores.

(3) When clothing and small stores are purchased for other vessels by paymasters of the fleet, they must charge themselves, in the clothing and small stores account of the fleet account current and summary statement, with the value of the supplies purchased, and credit themselves with the amount by transfer to the officer receiving the supplies.

Papers to accompany summary statement for Paymaster General.

(4) With the summary statement transmitted for the Paymaster General shall be forwarded the seconds of public bills for expenditures under all the bureaus of the Navy Department and the office of the Secretary; also duplicate invoices of expenditures of provisions and contingent supplies to ships' departments; of provisions issued to supernumeraries not entitled to pay; and of all supplies issued by order of the captain at the request of a United States consul to destitute American seamen, or to foreign refugees, etc.

Summary statement for fractional part of month.

(5) Pay officers ordered to a ship or station upon any day between the first and last days of the month shall be careful to render a summary statement for the fractional portion of the month. After detachment, they shall continue to render monthly summary statements, as prescribed in paragraph 1, so long as any public funds remain in their possession.

To be promptly forwarded.

(6) The summary statement shall always be forwarded promptly by mail, independent of other returns.

1569. (1) In order that the several bureaus may be properly informed as to expenditures from appropriations under their control, respectively, pay officers of ships shall send to each, excepting the Bureau of Supplies and Accounts, a monthly abstract of public bills under its cognizance, accompanied by a copy of each voucher.

Monthly abstract of public bills from pay officers of ships.

(2) Abstracts of public bills must show, for all disbursements therein reported, the bureau and appropriation specifically concerned. Abbreviations, if used, should be unmistakable.

(3) In some cases an appropriation of a gross amount under one general title contains subdivisions with sums devoted to definite purposes. These are equivalent, practically, to distinct appropriations, a separate account being kept for each. In these instances the subdivision must be as clearly indicated in the monthly abstracts as if separate appropriations had been made with different titles.

1570. (1) The accounts of all pay officers at eastern shore stations, including general storekeepers and pay officers of training, receiving, and other ships on special service, shall be inspected quarterly by the general inspector of the pay corps, at such times as the Department may direct. The accounts of the purchasing pay officer at San Francisco, and of the pay officers of the yard and receiving ship at Mare Island, and of ships on special service when at that yard, shall be inspected in like manner by the general storekeeper of the Mare Island navy yard. The accounts of the general storekeeper of the Mare Island navy yard shall be similarly inspected by such pay officer as the Department may designate.

Inspection of accounts at shore stations.

(2) An inspection of the accounts of pay officers of ships shall be made quarterly. In every case check books shall be examined and the cash balance on hand verified. On ships attached to a fleet or squadron, the inspections shall be made by the senior pay officer of the fleet or squadron, at such times during the quarter as the commander in chief may direct. When a ship is separated from the commander in chief for more than one quarter, the cash balance on hand shall be verified by a board of two officers in the presence of the captain. The inspection of the accounts of the senior pay officer shall be made, when practicable, by such other pay officer of the fleet or squadron as the commander in chief may designate; or when no other pay officer is available for such duty, the cash balance on hand shall be verified as prescribed for a ship separated from the commander in chief.

Inspection of accounts of ships in squadron.

(3) The cash balances of pay officers at the Puget Sound naval station, and of training, and other ships on special service when absent from an Atlantic port or from the Mare Island navy yard for more than a quarter, shall be verified as prescribed for a ship separated from the commander in chief.

Of receiving ships and ships on special service.

(4) The reports of inspection shall show the balance on hand at the beginning of the month in which the inspection is made, as shown by the last monthly summary statement; the receipts from all sources and the expenditures, as substantiated by vouchers, during the month to date of inspection; the cash on hand, as shown by actual count; and the balances on deposit in the several depositories. The information must be presented in the form prescribed for the money exhibit in the monthly summary statement (S. and A., Pay-officers' Form No. 20), and promptly forwarded to the Department for the Paymaster General.

Reports of inspection of accounts.

(5) For the verification of debits or credits claimed by pay officers of vessels and stations on account of gains or losses on exchange due to changes in value of foreign coins, immediately upon the receipt by pay officers of the quarterly notice of such changes, an inventory shall be taken of the foreign silver currency, affected by the notice, in the hands of pay officers on the date of receipt of such notice. This inventory shall state the amount of each kind of such currency and shall be made and certified by the officer or officers designated to verify cash balances in par. 2 of this Article.

Fluctuation of silver coins.

1571. In the event of the loss of accounts occurring from the loss or capture of a ship of the Navy, the pay officer, on receiving a written order from the captain, shall open other accounts with the survivors, from the date of the disaster, giving to each person the rating he held at the time the accounts were lost; and the accounts so made out are to accompany the survivors on their being transferred to a ship or station, the pay officer of which is to

Loss of accounts, duties of pay officer.

govern himself by these accounts in making payments or issues, until he receives further instructions from the Navy Department or the Auditor for the Navy Department.

Time allowed for settling accounts.

1572. (1) General storekeepers will be allowed for the purposes of transfer, and for the rendition of their final returns upon detachment, such time as may be necessary, not exceeding the following periods, unless by special authority:

General storekeepers.

(*a*) For navy yards at Portsmouth, Boston, New York, League Island, Washington, Norfolk, Mare Island, for the Naval Academy, and for the torpedo station and training station at Newport, ninety days.

(*b*) For navy yard at Pensacola and for the naval stations at Key West and New London, forty-five days.

Other pay officers.

(2) Other pay officers of the Navy shall render their final accounts and returns to the Auditor for the Navy Department and to the Paymaster General as soon after their detachment as practicable, and will be allowed for their rendition such time as may be necessary, not exceeding the following periods, the time to begin from the date of arriving at their domiciles, provided there be no unnecessary delay; a certificate of which date must be filed with their accounts:

For ships of the first rate, sixty days.
For ships of the second rate, fifty days.
For ships of the third rate, forty days.
For all other ships excepting receiving ships, thirty days.
For receiving ships at New York and Boston, sixty days.
For other receiving ships, forty days.
For navy yards at New York, Norfolk, and Boston, sixty days.
For navy yards at Portsmouth, League Island, Mare Island, and Washington, forty days.
For other yards and stations, thirty days.
For Navy pay offices at New York and Washington, sixty days.
For other Navy pay offices, thirty days.

(3) The time for the rendition of final returns and accounts by pay officers, after their detachment from duty, will not be extended except for urgent reasons.

(4) The usual time necessary for packages to reach the Departments will be allowed in addition to the time given above.

Directions for transmitting pay officers' accounts and returns.

1573. (1) When in the presence of the flagship, or conveniently accessible thereto, the accounts and returns of pay officers must be forwarded through the paymaster of the fleet, who, as well as the captain, is required to endorse the date of forwarding on the letter of advice. When returns are forwarded direct, the paymaster of the fleet must be informed by the pay officer of such fact, and a copy of the account current sent to him.

(2) All packages must be sealed by the pay officer from whom they emanate, and must not be opened during transmission. The letter of advice shall, however, be forwarded in an accompanying envelope, unsealed, and shall be endorsed by the officers through whose hands it is required to pass.

(3) The returns must be arranged in separate packages for the different bureaus and offices requiring them, with separate letters of advice.

(4) The exterior of each package must be endorsed so as to show the nature of its contents and from whom, and must be fully addressed for its ultimate destination.

(5) If the returns for any bureau should be found too bulky to be sent through the mails, they may be divided and numbered, and so referred to in the letter of advice. Should it be considered safer or more economical to forward them by express, they may be so forwarded, and the letter of advice only sent by mail.

(6) All disbursing officers must prepay the expense of transportation of their accounts. Such expense must be accounted for in the usual form by public bills duly receipted, or vouched for by the pay officer's certificate if no receipt is annexed, as may be the case when postage expenses are incurred.

Computation of time for payment of salaries.

1574. (1) In all payments to persons employed by the Government at a monthly salary (or yearly, if paid in regular monthly installments, as in the case of marine officers) pay officers shall observe the following rules:

(*a*) The law providing compensation having ignored unequal durations of months by allotting the same pay to each, and the pay tables having, for convenience, subdivided each month's pay into thirty equal parts, thus paying in twelve months, of thirty days each, the full salary provided by law for the entire year, the months should be assumed in computing pay, as they are by law, to be of equal length, any other duration than thirty days being ignored.

(*b*) To conform with the foregoing, to secure greater accuracy in computation, and to save the trouble and delay of four distinct calculations of monthly pay in computing the time of service of Government officers and employees, thirty days shall be assumed as the length of each and every month in the year.

(*c*) For any full month's service performed by persons employed by the Government at a stipulated monthly rate of compensation (or yearly salary, if paid in regular monthly or bimonthly installments), payments shall be made at such stipulated monthly rate without regard to the number of days the month paid for may contain.

(*d*) In cases when the service commences on any intermediate day of the month, and thus embraces only a fractional part thereof, thirty days will be assumed to constitute the entire duration of such month.

(*e*) When the service terminates at an intermediate day of the month, and hence embraces but a fractional part thereof, the whole number of days during which service was rendered in such fractional part of a month will be allowed in making payments.

(*f*) For convenience in calculating service embracing two or more months, or parts of months, but one fraction will be made. Thus, from the 21st of September to the 25th of November, inclusive, shall be calculated as follows: From the 21st of September to the 20th of October, inclusive, one month; from October 21st to November 20th, inclusive, another month; and from the 21st to the 25th of November, inclusive, five days; making two months and five days.

(*g*) When two fractions of months occur in any account for service, both together being less than a whole month, as from the 21st of August to the 10th of September, the calculation of time shall be from August 21st to 30th, inclusive (ignoring the 31st), ten days, and from the 1st to the 10th of September, inclusive, ten days, making the time to be paid for twenty days.

(*h*) Service beginning in February shall be calculated as though that month contained thirty days; thus, from February 21st to end of month, inclusive, ten days will be allowed, though the actual time is but eight or nine days: *Provided*, that when service begins on the last day of February, payment shall be made for only one day in that month.

(*i*) The foregoing rules do not apply to commutation of rations, nor to laborers employed at a per diem allowance. In computing them, the actual number of days are to be ascertained and allowed.

(2) The following rules shall be observed for estimating the pay of laborers, workmen, and mechanics, for work performed in excess of eight hours per day, and for work performed outside of yard hours:

(*a*) For work performed by reason of emergency, between the hours of 6 a. m. and 8 p. m. in excess of eight hours, the same rate of pay shall be allowed as for eight hours' work.

(*b*) Men employed in relays shall be paid at the rate allowed for day work whether they work by day or at night.

(*c*) Men who have rendered service during the day, and who, by reason of emergency, are required to work in excess of eight hours, shall be paid for all such extra work performed after 8 p. m. and before 6 a. m., at the same rate per hour as for day work, with fifty per cent additional.

(*d*) For work performed on Sundays or on legal holidays, the ordinary rate of pay, with fifty per cent additional, shall be allowed.

(*e*) The foregoing provisions relate solely to laborers, workmen, and mechanics whose compensation has been fixed upon a basis of eight hours per day, and have no application to employees whose ordinary duties require their presence before or after yard hours, at night, on Sundays, or on legal holidays, and whose compensation has been fixed with reference to the irregular and unusual character of their employment.

(3) Laborers employed by the month, and actually performing their first day's labor on the thirty-first day of any month, shall be paid for that day.

(4) Individual pay accounts should distinctly specify the exact time during which officers actually render service, under authority entitling them to pay, in the grade for which pay is claimed.

(5) When accounts are rendered for service stated to have been performed from one given date to another, one of the days named shall be excluded, unless it is specified or clearly shown by the form of the account that the service was "inclusive" of both.

(6) In computing service for officers of the Navy under any rate of pay, the day on which it began and the day on which it ended should both be included; thus, sea pay is allowed for both the day of reporting and the day of detachment. Fractions of days are not to be recognized in making payments.

Do	do	do	Condition of armament, etc	5-S (new).
Do	do	Bureau of Ordnance and torpedo station.	Torpedo exercises	4-torpedo.
Do	do	do	Inspection of gun cotton	5-torpedo.
Do	do	do	Report Whitehead torpedo	8-torpedo.
Do	do	do	Report Howell torpedo	9-torpedo.
Do	do	Bureau of Navigation	Descriptive muster roll	
Do	do	do	Instruction in signaling—enlisted persons of the seamen branch.	
Do	do	do	Punishments of enlisted persons	
Quarterly, and when ship is placed out of commission.	do	do	Cruising report	
Quarterly	do	Bureau of Construction and Repair	Inspection of hull	62.
Do	do	Navy Department for Bureau of Construction and Repair.	Seagoing and other qualities	63.
Do	do	do	Abstract of receipts and expenditures of supplies	71.
Do	do	Assistant Secretary for office of Naval Intelligence.	Quarterly Intelligence return	
Do	Equipment officer	Bureau of Equipment	Equipment stores	4-equipment.
Do	do	do	Coal account	1-equipment.
Do	do	Bureau of Supplies and Accounts	Balance sheet, equipment officer's stores	58.
Do	do	do	Equipment invoices	64, 71, 72.
Do	do	do	Abstract of receipt vouchers	147.
Do	do	do	Abstract of expenditure vouchers	174.
Do	do	do	Summaries of store invoices	177.
Do	do	do	Balance sheet, construction stores	58.
Do	do	do	Expenditure invoices	64, 71, 72.
Do	do	do	Abstract of receipt vouchers	147.
Do	do	do	Abstract of expenditure vouchers	174.
Do	do	do	Summaries of store invoices	177.
Do	Navigator	Bureau of Equipment	Electric lamps	17-equipment.
Do	do	do	Changes in ship's library	39-equipment.
Do	do	do	Changes in crew's library	43-equipment.
Do	do	do	Electric plant report	
Do	do	Bureau of Supplies and Accounts	Balance sheet, navigator's supplies	58
Do	do	do	Expenditure invoices	64, 71, 72.
Do	do	do	Abstract of receipt vouchers	147.
Do	do	do	Abstract of expenditure vouchers	174.
Do	do	do	Summaries of store invoices	177.
Do	do	do	Balance sheet, ordnance stores	58.
Do	do	do	Expenditure invoices	64, 71, 72.
Do	do	do	Abstract of receipt vouchers	147.
Do	do	do	Abstract of expenditure vouchers	174.
Do	do	do	Summaries of store invoices	177.
Do	Fleet surgeon	Commander in chief	Sanitary inspection of hospital on foreign station	
Do	do	Bureau of Medicine and Surgery	Aggregate report of sick	K.

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Quarterly, and at end of cruise.	Medical officer of ship	Bureau of Medicine and Surgery	Report of sick (duplicate for fleet surgeon)	K.
Do	do	do	Special reports of interesting cases	K.
Do	do	do	Report of microscopic work, epidemics, etc	
Do	do	do	Abstract of patients	F.
End of quarter in which completed.	do	do	Medical journal	
Quarterly	Pay officer of ship	Bureau of Navigation	List of officers	40.
Do	Fleet paymaster	Commander in chief	Inspection of pay officers' accounts, supplies, etc	
Quarterly, when directed.	do	Bureau of Supplies and Accounts	Inspection of pay officers' accounts	
Quarterly	Pay officer of ship	do	Account current	21.
Do	do	do	Provisions to messes	29.
Do	do	do	Receipted ship's department requisition for pay department stores.	32.
Do	do	do	Issues to supernumeraries	33.
Do	do	do	Special survey, pay department	34.
Do	do	do	Quarterly survey, pay department	35.
Do	do	do	Return of provisions and contingent	36.
Do	do	do	Return of clothing and small stores	37.
Do	do	do	Pay-roll summary	61.
Do	do	do	Receipt and expenditure invoices	71, 72.
Do	do	Auditor for Navy Department	Pay roll	1.
Do	do	do	Transfer pay roll	3.
Do	do	do	Single transfer account	4.
Do	do	do	Certificate of settlement	5.
Do	do	do	Money requisition on another pay officer (original receipted).	15.
Do	do	do	Account current	21.
Do	do	do	Ratings and disratings	22.
Do	do	do	Order for special credits	23.
Do	do	do	Certificate for steaming pay	24.
Do	do	do	Certificate for unsigned accounts	25.
Do	do	do	Postage and telegram voucher (triplicate)	41.
Do	do	do	Public bills (firsts)	51.
Do	do	do	Receipted cash payments to crew and marines	57.
Do	do	do	Order to pay commuted rations to caterers	63.
Do	do	do	Certified copies of officers' orders	
Quarterly	Fleet engineer	Commander in chief	Condition of steam machinery and boilers (duplicate).	
Do	Senior engineer of ship	Bureau concerned	Report of machinery under cognizance of Bureau	
Do	do	Bureau of Steam Engineering	Steam log book	50-A.
Do	do	do	Speed curve to accompany steam log	50 C.

Do	do	Bureau of Supplies and Accounts	Balance sheet, engineer's stores	58.
Do	do	do	Expenditure invoices	64, 71, 72.
Do	do	do	Abstract of receipt vouchers	147.
Do	do	do	Abstract of expenditure vouchers	174.
Do	do	do	Summaries of store invoices	177.
Do	Officer or noncommissioned officer in charge of marine guard.	Adjutant and inspector	Report of drills and instructions	
Do	do	do	Report of target practice of marine guard	
Do	do	Quartermaster	Return of arms and accoutrements	
Do	do	do	Return of ordnance and ordnance stores	
Do	do	Chief of ordnance, U. S. A	Return of arms	
Do	do	One copy to quartermaster and one to Bureau of Supplies and Accounts.	Return of clothing	11.
Do	do	do	Receipt roll for regular issues	10.
Do	do	do	Receipt roll for extra issues	
Do	do	do	Reports of survey	
Do	do	do	Account of sales	15.
Do	do	do	Receipts and invoices	
Do	do	do	Expenditure invoice	
Semiannually	Commander in chief; captain of ship acting singly.	Navy Department	Inspection of efficiency of ships	
Do	Captain of ship	Bureau of Navigation	Proficiency report of enlisted persons under special instruction.	
Do	do	do	Smooth log	
Semiannually, and when officers are detached.	Commander in chief, commander of squadron, captain of ship.	Navy Department	Reports on fitness	
Semiannually, April 1 and October 1.	Medical officer of ship	Bureau of Medicine and Surgery	Requisition for supplies (except receiving ships)	B.
Annually	Captain of ship	Bureau of Ordnance	Powder pressures	4-S (new).
Do	Navigator	Bureau of Equipment	Compasses	9-(III).
Do	Fleet surgeon	Bureau of Medicine and Surgery	General sanitary report of station	
Annually, Jan. 1, and at end of cruise.	Medical officer of ship	do	Abstract of patients	F².
Do	do	do	Sanitary report	
Do	do	do	Abstract of enlistments (physical examinations) except from receiving ships.	X.
Annually, July 1, and when relieved.	do	do	Inventory of property	D.
Upon being commissioned.	Captain of ship	Bureau of Navigation	Descriptive muster roll	
Do	Equipment officer	Bureau of Equipment	Invoice of equipment	14-equipment.
Do	Navigator	do	do	15-equipment.
Upon being commissioned and at end of cruise.	do	do	Library accession book	

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Beginning of cruise	Captain of ship	Bureau of Navigation	Corrections in descriptive lists, etc	
Do	Medical officer of ship	Bureau of Medicine and Surgery	Invoice of medical outfit	B.
Before sailing	Captain of ship	Bureau of Navigation	Changes of officers since last report to date of sailing	
Before sailing from a home port.	do	do	Officers absent	
When occurring	Commander in chief	Navy Department	Changes in distribution of officers	
Do	Senior officer present	Bureau of Equipment	Survey and appraisal	13-equipment.
Do	do	Commander in chief	Collision, grounding, or other casualty	
Do	do	do	Any important service	
Do	Captain of ship	Navy Department	Passengers carried	
Do	do	Navy Department (copy to colonel commandant in cases of persons in Marine Corps).	Report of medical survey	M.
Do	do	Bureau of Equipment	Coal efficiency	2-equipment.
Do	do	Bureau of Navigation	Changes of enlisted persons to date of sailing	
Do	do	Bureau of Construction and Repair	Surveys on articles	68.
Do	do	Bureau of Steam Engineering	Surveys on articles	65.
Do	do	Bureau of Medicine and Surgery	Report of death or disability	
Do	do	do	Testimony of eyewitnesses to accidents	
Do	do	Commander in chief	Grounding, collision, or other casualty	
Do	do	do	Requisitions and bills approved	
Do	do	do	Receipt of distressed American seamen	
Do	do	do	Charter party (quadruplicate)	
Do	Navigator	Bureau of Equipment	Compasses	7 (I), 10 (IV), 12 (VI).
Do	do	Naval Observatory	Chronometer comparisons	
Do	Medical officer of ship	Bureau of Medicine and Surgery	Report of physical disqualification when waived by Bureau of Navigation and enlistment ordered.	
Do	do	do	Transfer of patients to or from hospitals on foreign stations (duplicate).	
Do	do	do	General and special transfers of supplies	
Do	do	do	Report on epidemic diseases	
Do	do	do	Certificate of death in duplicate; triplicate to Bureau of Navigation in cases of officers.	N.
Do	Pay officer of ship	Navy Department	Survey on clothing, etc., destroyed to prevent contagion.	
Do	do	Auditor	Allotments granted	6.
Do	do	do	Notice of allotments transferred	9, 10.
Do	do	do	Notice of allotments discontinued or expired	
Do	do	do	Accounts of deceased persons	
When necessary	Captain of ship	Bureau of Ordnance	Special survey	7-S.
Do	do	Torpedo station	Firing record, Whitehead torpedo	10-torpedo.
Do	do	do	Firing record, Howell torpedo	11-torpedo.

Do	Pay officer of ship	Bureau of Supplies and Accounts	Money requisition	60.
When necessary and at end of cruise.	Medical officer of ship	Bureau of Medicine and Surgery	Survey on medical property (duplicate)	C.
When relieved abroad.	Commander in chief	Navy Department	Copies of important unexecuted orders	
When detached in United States without relief.	do	do	Original records of official correspondence	
When enlistment is made.	Captain of ship	Bureau of Navigation	First sheet of enlistment record and shipping articles.	
When persons are discharged, die, or desert.	do	do	Enlistment record	
When crew is relieved during commission.	do	do	Descriptive muster roll	
Do	do	do	Conduct book and duplicate shipping articles	
Do	do	do	Liberty book	
When naval cadets are detached.	do	do	Physical condition of naval cadets (duplicate)	
Upon transferring command.	do	Navy Department	Inspection of efficiency (quadruplicate)	
As required by confidential instructions.	Intelligence officer	Assistant Secretary for office of Naval Intelligence.	Intelligence report	
When book is filled	Navigator	Bureau of Equipment	Electric journal	
After an engagement	Fleet surgeon	Navy Department for Bureau of Medicine and Surgery; also to commander in chief.	Tabulated aggregate of killed and wounded	
Do	Captain of ship	Commander in chief	Casualties and deficiencies	
Do	do	do	Report and diagrams of service	
Do	Medical officer of ship	Captain and fleet surgeon	Report of casualties (duplicate)	
When a bill is negotiated.	Pay officer of ship	Bureau of Supplies and Accounts	Account sale (duplicate)	18.
Do	do	Bureau of Supplies and Accounts, and Auditor.	Money statement pertaining to exchange	42.
Do	do	Navy Department	Letter of advice—sale of exchange	17.
Do	do	Fiscal agent, London	Foreign letter of advice—sale of exchange	16.
Do	do	Auditor	Letter of advice and account sale (original)	18.
When called for	do	do	Clothing and small-store requisitions	28, 52.
With accounts embracing repayments.	do	do	Deposit book	47.
Do	do	do	Statement of deposits and interest	50.
When shipment is received.	Heads of departments on ship.	Bureau of Supplies and Accounts	Reports of shipments received	27.
Only when steam log is delayed.	Senior engineer of ship	Bureau of Steam Engineering	Duplicate of synopsis of steam log	50-B.

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Beginning of cruise	Captain of ship	Bureau of Navigation	Corrections in descriptive lists, etc	
Do	Medical officer of ship	Bureau of Medicine and Surgery	Invoice of medical outfit	B.
Before sailing	Captain of ship	Bureau of Navigation	Changes of officers since last report to date of sailing	
Before sailing from a home port.	do	do	Officers absent	
When occurring	Commander in chief	Navy Department	Changes in distribution of officers	
Do	Senior officer present	Bureau of Equipment	Survey and appraisal	13-equipment.
Do	do	Commander in chief	Collision, grounding, or other casualty	
Do	do	do	Any important service	
Do	Captain of ship	Navy Department	Passengers carried	
Do	do	Navy Department (copy to colonel commandant in cases of persons in Marine Corps).	Report of medical survey	M.
Do	do	Bureau of Equipment	Coal efficiency	2-equipment.
Do	do	Bureau of Navigation	Changes of enlisted persons to date of sailing	
Do	do	Bureau of Construction and Repair	Surveys on articles	68.
Do	do	Bureau of Steam Engineering	Surveys on articles	65.
Do	do	Bureau of Medicine and Surgery	Report of death or disability	
Do	do	do	Testimony of eyewitnesses to accidents	
Do	do	Commander in chief	Grounding, collision, or other casualty	
Do	do	do	Requisitions and bills approved	
Do	do	do	Receipt of distressed American seamen	
Do	do	do	Charter party (quadruplicate)	
Do	Navigator	Bureau of Equipment	Compasses	7 (I), 10 (IV), 12 (VI).
Do	do	Naval Observatory	Chronometer comparisons	
Do	Medical officer of ship	Bureau of Medicine and Surgery	Report of physical disqualification when waived by Bureau of Navigation and enlistment ordered.	
Do	do	do	Transfer of patients to or from hospitals on foreign stations (duplicate).	
Do	do	do	General and special transfers of supplies	
Do	do	do	Report on epidemic diseases	
Do	do	do	Certificate of death in duplicate; triplicate to Bureau of Navigation in cases of officers.	N.
Do	Pay officer of ship	Navy Department	Survey on clothing, etc., destroyed to prevent contagion.	
Do	do	Auditor	Allotments granted	6.
Do	do	do	Notice of allotments transferred	9, 10.
Do	do	do	Notice of allotments discontinued or expired	
Do	do	do	Accounts of deceased persons	
When necessary	Captain of ship	Bureau of Ordnance	Special survey	7-8.
Do	do	Torpedo station	Firing record, Whitehead torpedo	10-torpedo.
Do	do	do	Firing record, Howell torpedo	11-torpedo.

Do	Pay officer of ship	Bureau of Supplies and Accounts	Money requisition	60.
When necessary and at end of cruise.	Medical officer of ship	Bureau of Medicine and Surgery	Survey on medical property (duplicate)	C.
When relieved abroad.	Commander in chief	Navy Department	Copies of important unexecuted orders	
When detached in United States without relief.	do	do	Original records of official correspondence	
When enlistment is made.	Captain of ship	Bureau of Navigation	First sheet of enlistment record and shipping articles.	
When persons are discharged, die, or desert.	do	do	Enlistment record	
When crew is relieved during commission.	do	do	Descriptive muster roll	
Do	do	do	Conduct book and duplicate shipping articles	
Do	do	do	Liberty book	
When naval cadets are detached.	do	do	Physical condition of naval cadets (duplicate)	
Upon transferring command.	do	Navy Department	Inspection of efficiency (quadruplicate)	
As required by confidential instructions.	Intelligence officer	Assistant Secretary for office of Naval Intelligence.	Intelligence report	
When book is filled	Navigator	Bureau of Equipment	Electric journal	
After an engagement	Fleet surgeon	Navy Department for Bureau of Medicine and Surgery; also to commander in chief.	Tabulated aggregate of killed and wounded	
Do	Captain of ship	Commander in chief	Casualties and deficiencies	
Do	do	do	Report and diagrams of service	
Do	Medical officer of ship	Captain and fleet surgeon	Report of casualties (duplicate)	
When a bill is negotiated.	Pay officer of ship	Bureau of Supplies and Accounts	Account sale (duplicate)	18.
Do	do	Bureau of Supplies and Accounts, and Auditor.	Money statement pertaining to exchange	42.
Do	do	Navy Department	Letter of advice—sale of exchange	17.
Do	do	Fiscal agent, London	Foreign letter of advice—sale of exchange	16.
Do	do	Auditor	Letter of advice and account sale (original)	18.
When called for	do	do	Clothing and small-store requisitions	28, 52.
With accounts embracing repayments.	do	do	Deposit book	47.
Do	do	do	Statement of deposits and interest	50.
When shipment is received.	Heads of departments on ship.	Bureau of Supplies and Accounts	Reports of shipments received	27.
Only when steam log is delayed.	Senior engineer of ship	Bureau of Steam Engineering	Duplicate of synopsis of steam log	50-B.

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
When directed	Commanders of squadrons or divisions.	Commander in chief	Inspection of efficiency	
Do	Fleet surgeon	do	Sanitary inspection of ships	
Do	Fleet engineer	do	Inspection of steam machinery	
At end of cruise	Captain of ship	Bureau of Navigation	Descriptive muster roll	
Do	do	do	Conduct book and duplicate shipping articles	
Do	do	do	Liberty book	
Do	do	do	Watch, quarter, and station bill book	
Do	do	Bureau of Ordnance	Descriptive list of battery	3-8.
Do	do	Yard where vessel goes out of commission.	Ledger	10-8[1].
Do	Navigator	Bureau of Equipment	Compass record	
Do	do	Equipment officer, navy yard	Rough log	

Commandants of navy yards and shore stations, etc., will see that the following reports and returns are made and forwarded

Daily	Heads of departments	Head of department concerned	Work done for another department	
Do	Equipment officer	Commandant	Return of labor	
Do	Board of inspection	Bureau of Supplies and Accounts	Report of inspection of supplies	146.
Do	General storekeeper	do	Report of issues, quantities only	133.
Do	do	Purchasing pay officer	Report of articles overdue and rejected	167.
Do	do	Commandant	Report of labor	183.
Do	Purchasing pay officer	Bureau of Supplies and Accounts	Report of purchases	165.
Do	do	do	Report of articles overdue and rejected	167.
Do	Captain of receiving ship	Commandant	Report of recruits	3.
Weekly	Commandant	Navy Department and each Bureau	Acknowledgment of receipt of communications	
Do	Inspector of ordnance	Bureau of Ordnance	Report of vessels (new)	17-0[1].
Do	Medical officer in charge of hospital.	Bureau of Medicine and Surgery	Report of sick	1.
Do	Pay officer of station	Bureau of Supplies and Accounts	Statement of public funds	118.
Do	General storekeeper	do	Statement of transfers, naval supply fund	70.
Do	do	do	Report of provisions, clothing, small stores, and contingent (quantities).	83.
Do	do	do	Statement of charges, naval supply fund	126.
Do	Purchasing pay officer	do	Statement of public funds	118.
Do	Captain of receiving ship	Commandant	Report of recruits	3.
Do	Pay officer of receiving ship	Bureau of Supplies and Accounts	Statement of public funds	118.
Do	Heads of departments	Commandant	Progress of repairs on ships in commission	
Do	do	do	Record of leave of absence	

Trimonthly	Commanding officer of marines.	Adjutant and inspector	Report of enlistments with enlistment papers	
Monthly	Commandant	Bureau of Yards and Docks	Pay roll	20.
Do	do	do	Finished and unfinished work	
Do	do	do	Summary statement showing progress of work, improvements, repairs, etc.	
Do	do	do	Bureau report, allotments and expenditures	1.
Do	do	Bureau of Navigation	Lists of officers	
Do	Heads of departments	Commandant	Estimate of funds	144.
Do	do	do	Pay roll	84.
Do	do	do	Summary of pay roll accompanying roll	184.
Do	do	do	Report of force under foremen, quartermen, etc	
Do	do	Bureau of Supplies and Accounts	Pay-roll summary	150.
Do	do	do	Title Z summary	166.
Do	Equipment officer	Bureau of Equipment	Return of job orders	B–equipment.
Do	Inspector of ordnance	Bureau of Ordnance	Report of guns landed, etc	20–O.
Do	do	do	Report of articles manufactured	B–division, accompanied by B–2 division.
Do	Senior medical officer, stations and hospitals.	Bureau of Medicine and Surgery	Pay roll	B.
Do	Senior medical officer concerned.	do	Return of medical stores (from stations where kept for issue).	V.
Do	Pay officer of station	Bureau concerned	Money statement (Bureau's appropriations)	145.
Do	do	Bureau of Supplies and Accounts, and Auditor.	Money statement (general)	119.
Do	General storekeeper	Bureau of Equipment	Coal account	159–equipment.
Do	do	Bureau of Supplies and Accounts	Summary of expenditures for use	128.
Do	do	do	Report of employees	185.
Do	Purchasing pay officer	Bureau concerned	Money statement (Bureau's appropriations)	145.
Do	do	Bureau of Supplies and Accounts	Report of payments from Pay Miscellaneous	
Do	do	Bureau of Supplies and Accounts, and Auditor.	Money statement (general)	119.
Do	do	Auditor	Return of discontinued and expired allotments	93.
Do	Engineer in charge of department.	Bureau of Steam Engineering	Estimate of money required	73.
Do	do	do	Summary of job-order accounts	67–B.
Do	do	do	Report of employees	
Do	Naval constructor	Commandant for Bureau of Construction and Repair.	Report of orders	51.
Do	do	do	Report of employees	
Do	do	do	Material rejected (vessels building)	
Do	do	do	Report of steam cutters	70.
Do	do	do	Weights of materials in hulls (vessels building)	
Do	do	do	Report of expenditures	78.
Do	Comm'ding officer marines	Colonel commandant	Report of punishments	
Do	do	Adjutant and inspector	Report of drills and instructions	
Do	do	do	Report of target practice	

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Monthly	Commanding officer of marines.	Adjutant and inspector	Report of sergeants qualified to perform duties of first sergeant at sea.	
Do	do	do	Muster roll	
Do	do	do	Report of marine general court-martial prisoners in confinement.	
Do	do	Paymaster	Pay roll	
Do	do	do	Report of men discharged and deserted	
Do	do	do	Report of men joined by enlistment, etc	
Do	do	Quartermaster	Report of arms and accouterments on hand	
Do	do	Quartermaster and assistant quartermaster, Philadelphia.	Abstract of provisions and voucher for savings	
Do	do	do	Report of quantity and sizes of clothing on hand	
Do	Governor naval home	Bureau of Yards and Docks	Admissions, deaths, and changes	
Do	do	do	Officers and employees	
Do	do	do	Beneficiaries	
Do	do	do	Clothing, tobacco, etc	
Quarterly	Commandant	Navy Department	Punishments of officers	
Do	do	Bureau concerned	Inspection of steam generators	
Do	do	Bureau of Navigation	Proficiency of naval cadets (duplicate)	
Do	do	do	Reports of target practice, great guns and small arms.	
Quarterly and when relieved of command.	do	do	Return of publications under cognizance of Bureau	
Quarterly	Inspector of ordnance	Bureau of Ordnance	Report of magazines	11-O (new).
Do	do	Bureau of Ord. and torpedo station	Inspection of gun cotton	5-torpedo.
Do	Heads of departments	Commandant	Report of number of vacancies of apprentices	
Do	Senior medical officer, stations and hospitals.	Bureau of Medicine and Surgery	Abstract of patients	F.
Do	do	do	Report of sick	K.
Do	do	do	Report of books and periodicals	U.
Do	do	do	Special reports of interesting cases, etc. (space provided on report of sick).	K.
Do	do	do	Microscope report	
Quarterly, or when directed.	do	do	Unpaid bills for approval	
Do	do	do	Requisitions for services or authorized articles	
Quarterly	Medical officer of receiving ship.	do	Return of books and periodicals	
Do	do	do	Abstract of enlistments (physical examinations)	X.
Do	Medical officer, recruiting rendezvous.	do	do	X.

Do	Senior medical officer, shore stations.	do	Completed medical journal	
Do	Medical officer in charge of hospital.	Bureau of Navigation	Report of persons in hospitals	
Do	Pay officer of station	Bureau of Supplies and Accounts	Pay-roll summary, officers' roll	
Do	do	Auditor	Pay roll, officers	1.
Do	do	do	Department rolls	84.
Do	do	do	Transfer accounts	4.
Do	do	do	Account current	119.
Do	do	do	Certificates of settlement	121.
Do	do	do	Summaries of pay rolls accompanying rolls	184.
Do	do	do	Certified copies of officers' orders	
Do	General storekeeper	Bureau of Ordnance	Return of stores	16–O.
Do	do	Bureau of Supplies and Accounts	Invoice of articles received from manufacture	130.
Do	do	do	Provision return	140.
Do	do	do	Clothing and small-store return	141.
Do	do	do	Contingent return	143.
Do	do	do	Abstract of receipt vouchers	147.
Do	do	do	Balance sheets	157.
Do	do	do	Abstract of expenditure vouchers	174.
Do	do	do	Summary of store invoices to yards	176.
Do	do	do	Summary of store invoices to ships	177.
Do	do	do	Summary of stub requisitions	178.
Do	Purchasing pay officer	Navy Department	Abstract of salaries	114.
Do	do	Bureau of Supplies and Accounts	Summary of account current	117.
Do	do	Auditor	Vouchers, pay miscellaneous	68.
Do	do	do	Contract vouchers	73–74.
Do	do	do	Reservation vouchers	75.
Do	do	do	Open-contract vouchers	79.
Do	do	do	Pay roll	84.
Do	do	do	Open-purchase vouchers	87–88.
Do	do	do	Allotment receipts	91.
Do	do	do	Receipts for advanced pay	95.
Do	do	do	Mileage vouchers	98.
Do	do	do	Receipts for auditor's certificates	99.
Do	do	do	Service vouchers	110, 111, 113.
Do	do	do	Supply vouchers	112.
Do	do	do	Account current	119.
Do	do	do	Advertising vouchers	124.
Do	Commanding officer of marines.	Quartermaster	Return of clothing with vouchers	
Do	do	do	Return of arms and accoutrements with vouchers	
Do	do	do	Return of public property	
Do	do	do	Return of ammunition, arm chests, etc	
Do	do	do	Consolidated requisitions and return of fuel, with bills.	
Do	do	do	Schedule and return of public furniture	
Do	do	do	Requisition and returns of straw, with bills	

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Quarterly	Commanding officer of marines.	Paymaster	Pay roll	
Do	do	Bureau of Supplies and Accounts	Return of furniture	16.
Do	do	do	Return of public property	20.
Do	do	do	Return of clothing	11.
Do	do	do	Receipt roll for regular issues	10.
Do	do	do	Receipt roll for extra issues	10.
Do	do	do	Reports of survey	
Do	do	do	Account of sales	15.
Do	do	do	Receipt and expenditure invoices	
Do	do	Chief of Ordnance, U. S. A	Return of arms, etc., with vouchers	
Do	do	Chief Signal Officer, U. S. A	Return of Government property pertaining to Signal Corps, U. S. A.	
Semiannually and when officers are detached.	Commandants; chiefs of bureaus and offices.	Navy Department	Reports on fitness	
Semiannually, May 1 and Nov. 1.	Senior medical officer of station.	Bureau of Medicine and Surgery	Requisitions for supplies	B.
Do	Medical officer of receiving ship.	do	do	B.
Semiannually, Mar. 1 and Sept. 1.	Medical officer in charge of hospital.	do	do	B.
Semiannually or when necessary.	do	do	Request for survey	C.
Annually	Commandant	Bureau of Yards and Docks	Annual report and estimates	31.
Do	Medical officer in charge of hospital.	Bureau of Medicine and Surgery	Case papers and index	B.
Do	Engineer officer in charge of department.	Bureau of Steam Engineering	Expenditures	62-A, B, C.
Annually, Jan. 1	Senior medical officer, stations and hospitals.	Bureau of Medicine and Surgery	Sanitary report	
Do	do	do	Return of books	
Do	do	do	Abstract of patients	F*.
Do	Senior medical officer, shore stations.	do	Abstract of enlistments (physical examinations), except from recruiting rendezvous.	X.
Annually, July 1	Senior medical officer, stations and hospitals.	do	Inventory of property (receipted copy to be forwarded also when officer is relieved).	D.
Annually, before June 15.	Medical officer in charge of hospital.	do	Priced inventory of articles received from New York laboratory or medical storehouse, Mare Island.	
When required	Commandant	Bureau of Yards and Docks	Receipt for furniture	35.
Do	do	do	Inventory and history of furniture	36.
Do	do	do	Survey of furniture	34.
Do	do	do	Survey on buildings, docks, wharves, etc	

When occurring	do	Navy Department; one copy to colonel commandant in cases of persons in Marine Corps.	Report of medical survey	M.
Do	do	Bureau of Supplies and Accounts	Report of survey and appraisal	154.
Do	Board of officers	Commandant	Inspection of ship before commission	
Do	Senior medical officer, stations and hospitals.	Bureau of Medicine and Surgery	Certificate of death in duplicate; triplicate to Bureau of Navigation in cases of officers.	N.
Do	Senior medical officer, shore stations.	do	Report of physical disqualifications when waived by Bureau of Navigation and enlistment ordered.	
Do	Pay officer of station	Bureau of Supplies and Accounts	Account sale of Government property	
Do	do	do	List of purchases	
Do	do	Auditor	Account sale of Government property	
Do	General storekeeper	Bureau of Supplies and Accounts	Acknowledgment of receipt of shipment order	151.
Do	do	do	Report of shipment made	163.
Do	do	do	Report of shipment received	164.
Do	Purchasing pay officer	Auditor	Notices of discontinued allotments	92.
Do	do	Commandant	Notice of articles ordered	106.
Do	Engineer in charge of department.	Bureau of Steam Engineering	Readiness for service of machinery of ships fitting out.	
Do	Naval constructor	Commandant for Bureau of Construction and Repair.	Survey of articles	64.
Do	do	do	Cost of docking, cleaning and painting bottoms of vessels.	65.
When necessary	Inspector of ordnance	Bureau of Ordnance	Powder received or issued	7-O (new).
Do	do	do	Invoice articles manufactured	10-O.
Do	do	do	Invoice, ship's	12-O.
Do	do	do	do	12-O'.
Do	do	do	Star gauging guns (old)	14-O.
Do	do	do	Star gauging guns (new)	38-O.
Do	do	do	Powder test (from proving ground)	19-O.
Do	do	do	Special survey	29-O.
Do	do	do	Tests of metals	34-O.
Do	do	do	Descriptive list of battery	3-S.
Do	Pay officer of station	Bureau of Supplies and Accounts	Requisitions for money—Secretary's office	122.
Do	do	do	Requisitions for money—bureaus	123.
Do	General storekeeper	do	Report of contractors in default	109.
Do	Purchasing pay officer	do	Money requisition	115.
As prepared	General storekeeper	do	Public bills—sets	

The commandant of the Marine Corps shall see that the following reports and returns from his office and from the officers of the staff are made as hereinafter required:

Weekly	Paymaster and assistant quartermaster, Philadelphia.	Bureau of Supplies and Accounts	Statement of public funds	118.

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Monthly	Paymaster, quartermaster, and assistant quartermaster, Philadelphia.	Bureau of Supplies and Accounts and Auditor for Navy Department.	Summary statement of receipts and expenditures	
Do	Colonel commandant	Secretary	General return of officers and enlisted men	
Do	Adjutant and inspector	Colonel commandant	Enlisted strength and distribution of corps at shore stations.	
Do	do	do	Enlisted strength of the corps	
Do	do	do	Detail of officers	
Do	do	do	General return of officers and enlisted men	
Do	Assistant quartermaster, Philadelphia.	Secretary	Statement of shipments made to California	
Do	do	Quartermaster	Quantity and sizes of clothing	
Do	do	Assistant quartermaster, Washington	Account current of arms and accoutrements	
Do	Paymaster	Colonel commandant	Report of number of officers borne on pay rolls of office.	
Quarterly	Paymaster	Bureau of Supplies and Accounts	Abstract of expenditures	
Do	Quartermaster	do	Abstract of receipts and expenditures—rolls	
Do	do	Auditor for Navy Department	Abstract of payments	
Do	Assistant quartermasters	Bureau of Supplies and Accounts	Return of furniture	16.
Do	do	do	Return of public property	20.
Do	do	do	Receipt and expenditure vouchers	
Do	Assistant quartermaster, Philadelphia.	do	Return of clothing	
Do	do	do	Receipt and expenditure invoices	
Do	do	Quartermaster	Account current of material received and expended	
Do	do	do	Return of clothing received and expended	
Do	do	do	Return of equipage	
Do	do	do	Return of public furniture	
Do	do	do	Return of public property	
Do	Assistant quartermaster, Washington.	do	Return of ordnance and ordnance stores	
Do	do	do	Return of public furniture at headquarters	
Do	do	Chief of ordnance, U. S. A	Return of arms	
Semiannually	Colonel commandant	Secretary	Report of adjutant and inspector's inspections of disbursing officers' accounts.	
Do	Adjutant and inspector	Colonel commandant	Report of inspections of disbursing officers' accounts.	
Do	do	do	Report of inspections of posts and stations	
Annually	Colonel commandant	Secretary	Strength, condition, and distribution of Marine Corps, with recommendations, etc.	
Do	Quartermaster	do	Statement of contingent appropriation	
Do	Adjutant and inspector	Colonel commandant	Marine Corps data for Navy Register	
As prepared	Quartermaster	Bureau of Supplies and Accounts	Public bills—sets	

CHAPTER XXXI.

STEAM INSTRUCTIONS.

SECTION 1.—GENERAL INSTRUCTIONS.

1575. (1) Whenever a ship is fitting out at a navy yard, and her machinery is reported by the chief engineer of the yard to be complete and in proper order, the commandant shall, as soon as practicable after the senior engineer of the ship reports for duty, direct the chief engineer of the yard, in conjunction with that officer, to make such trial of the machinery, with the ship secured to the dock, as will enable them to ascertain its exact condition.

Dock trials.

(2) If, as a result of such trial, any deficiency or maladjustment is discovered by them, the commandant, on their report, shall have it supplied or remedied and another trial made until the condition of the machinery shall be reported as satisfactory.

Engineer's report on result.

(3) The chief engineer of the yard and the senior engineer of the ship shall then make a joint report to the commandant of the yard, to be forwarded to the Navy Department, that they have personally examined the machinery of the ship and tested it by working, and that it is in all respects complete according to its design and in proper order for a cruise.

(4) They shall state specifically in this report that they have personally examined the interior of the boilers, that the condition of the plates, tubes, and bracing is satisfactory, and that the boilers are tight and clean inside and out. The maximum steam pressure with which they can be worked shall also be stated.

(5) They shall personally examine the surface condenser and ascertain if the tubes and tube plates are in good condition and free from leakage, and shall state whether the cylinders and their valves are in satisfactory condition.

(6) They shall report whether the apparatus for extinguishing fires and for pumping out the bilge and boilers are satisfactory as to condition and quantity, and shall give particular attention to the feed and bilge pumps attached to the auxiliary as well as to the main engines.

(7) The report shall also state that the proper amount of spare pieces, tools, instruments, and stores are on board.

1576. In order that officers in command afloat may be enabled to administer their commands intelligently, efficiently, and economically; that the condition of the motive machinery may be ascertained; that sufficient instruction may be given to the engine-room force to enable them to perform their duties in the most efficient manner, and that data may be obtained for the use of the Department when designing engines, steam trials of ships in commission, in addition to any contractor's or tactical trials, shall, from time to time, be made as hereinafter provided.

Power trials of cruising ships required.

1577. (1) Trials of ships in commission shall be made under full power, with natural draft, twice a year at intervals of not less than four months nor more than eight months: these trials shall take place in smooth water and with the ship's bottom comparatively clean.

Details of power trials.

(2) These trials shall last from six to twelve hours, preferably as near the latter as possible, if the power can be maintained by the engineer force divided in two watches.

(3) During these trials the engines shall be worked so as to use all the steam made by the boilers, the pressure being maintained as near the designed working pressure as practicable and the speed regulated by linking up with the throttle wide open. The speed shall be gradually increased up to the highest attainable under the conditions imposed.

(4) For the purpose of familiarizing the engineer force with working the boilers and machinery under forced draft there shall be made monthly, if the ship is at sea, a run of from four to six hours under an air pressure of not more than ¼ inch of water and using for the purpose only such boilers as are in use at the time the trial is ordered.

(5) When the men of the engineer's force have had sufficient experience with the boilers and machinery of a vessel to enable them to work the boilers to advantage under forced draft, the twelve hours' trial provided for in par. 1 shall include a period of four hours under forced draft, with an air pressure not exceeding one inch of water, or the maximum designed air pressure if this latter is less than one inch. This limitation of air pressure shall not apply, however, to torpedo boats.

(6) The first trial shall take place as soon as practicable after a ship which has just been commissioned, or extensively repaired, is reported by the commandant of a navy yard ready in all respects for general service. This trial shall be witnessed and reported upon by the board on the inspection of ships. Advantage shall, if possible, be taken when making passages from port to port, at times favorable for such purposes, to conduct the other full-power trials required, and they shall begin as soon as practicable after leaving port.

(7) The engine and fire room watches shall be so arranged that each and every man will be on duty for a portion of the time whenever forced draft is used on these trials.

(8) Salt water shall not be fed into the boilers during any of these trials if it can be avoided. To this end the water in the boilers will be at the highest steaming level when a trial is commenced and the evaporators will be run to make up the extra feed required.

(9) Should the condition of the machinery or boilers be such, in the opinion of the captain and senior engineer officer, as to render a full-power trial inexpedient on account of a liability to disable either entirely, it may, with the approval of the senior officer present, be postponed until the circumstances can be reported to the Department and a reply received.

1578. (1) The captain shall, from the beginning of the cruise, take every opportunity when steaming, to ascertain (1) the greatest distance that can be run per ton of coal in smooth water; (2) the greatest distance that can be run per ton of coal under varying circumstances of wind and sea. When determined, these results shall be reported to the Navy Department.

Other steam trials.

(2) In conducting these trials, runs of not less than twenty hours shall be made.

(3) In general these trials shall be as follows: Runs will be made at decrements of two knots, as nearly as possible, from the speed at full power. When the most economical rate of speed in smooth water has been approximately determined, other runs may be made to determine it

more carefully. The data from other runs shall be used to verify the computations. Having fixed upon the greatest distance that can be run per ton of coal in smooth water, with a comparatively clean bottom, trials to ascertain what modifications are necessary under varying circumstances of wind and sea, also with a moderately foul and very foul bottom, and with a light, medium, and deep draft, shall be made as opportunities occur. Trials with a single screw, in ships fitted with more than one, shall also be made, the helm angle necessary to keep the ship steady being noted and reported. In all these trials the boilers and other appurtenances shall be operated in the most economical manner possible in regard to the consumption of fuel.

Steam trials in general.

1579. (1) The result of all steam trials shall be reported by the captain to the Navy Department, with all the attending circumstances, the condition of the bottom so far as known, the average indicated horsepower developed by the main and by the auxiliary engines, the consumption of coal per hour, the distance run per ton of coal, the pounds of coal consumed per mile, and the speed of the ship with all corrections applied. The number of auxiliaries in use at the time shall be stated. The speed shall be determined by as many different methods as possible, which will be described. The captain shall state in his report on the first full-power trial whether or not the machinery is in a satisfactory condition; if not, all defects and deficiencies will be fully described.

(2) During all steam trials the following rules shall be observed in regard to procuring data to be forwarded with the report. If circumstances will permit, the main engines shall be indicated every half hour, and the auxiliary engines in operation every hour; the horsepower of auxiliary engines not fitted for indicators shall be estimated; half-hour observations of the data required by the steam log shall also be taken. Should circumstances not permit, the periods for noting these data may be doubled. Great efforts shall be made during all trials to keep the steam pressure, vacuum, number of revolutions, and all variables as uniform as possible.

(3) Great care must be observed in weighing or measuring the coal, and in seeing that the fires are in the same condition at the end of the trial as at the beginning. The kind and quality of coal shall be especially stated.

(4) No full-speed trial shall take place in less than sixteen fathoms of water; the depth of water shall be reported.

(5) During all trials herein referred to the coal as it runs from the bunkers shall be used. It shall not be hand-picked. During all full-power trials any assistance necessary to provide sufficient fuel in the fire room shall be rendered by the deck force, the amount of such assistance being mentioned in the report of the trials.

(6) In making full-power trials the speed of the engines shall be gradually increased, working for a time at about three-quarters power.

SECTION 2.—CARE OF ENGINES AND BOILERS.

The engines.

1580. (1) The cylinders, receivers, and steam jackets must be gradually and thoroughly heated by opening connections between the boilers and engines as soon as the fires are lighted before steam of full pressure is admitted to them. The greatest care must be exercised that "water rams" are guarded against by carefully draining all pipes while raising steam.

(2) Water must not be allowed to accumulate in the jackets or receivers, but must be kept at such height in the traps as will give assurance that it is escaping from the jackets and receivers as rapidly as it is formed, and care shall be taken that steam is not being blown through the traps.

(3) Every opportunity shall be used to ascertain the proper grades of expansion in each cylinder for different powers; the powers developed in each cylinder should be equal, or nearly so, and when the proper points are ascertained a careful record must be made for reference when changes in speed or power are required.

(4) The indicators shall not be allowed to remain attached to the cylinder when not wanted for immediate use; and they shall be dried, cleaned, and lightly lubricated with cylinder oil before being put away.

(5) No tallow or oil of vegetable or animal origin shall be used for the lubrication of cylinders and valves, but mineral oil only shall be employed.

(6) As little oil as possible shall be used for interior lubrication; this prohibition is intended to apply to every steam cylinder on the ship, for whatever purpose intended.

(7) The cylinders, piston rings, piston springs, followers, and follower bolts shall be frequently examined and their condition noted in the steam log.

(8) When not under steam, the engines and main valves are to be moved every day, when possible, and all steam machinery jacked at frequent intervals, the fact being noted in the steam log.

(9) Zinc plates shall be suspended in the hot wells and condensers to prevent corrosive action. The condition of their interior surfaces and that of the zinc shall be frequently examined and noted in the steam log.

(10) All holding-down bolts shall be examined at least once in three months, and care taken that the nuts of pillow-block bolts do not become set fast. The clutch couplings shall be moved and lubricated once a day when not under steam.

Surface condensers, pumps, and evaporators.

1581. (1) The tubes of surface condensers must be examined at least once in six months and kept clean. If not examined, the reasons for the omission are to be stated in the quarterly report. If any considerable amount of steaming has been done, the condensers must be examined before the expiration of the time mentioned.

(2) The valves of air and circulating pumps shall be examined frequently.

(3) The boiler feed pumps shall not be used for other purposes than those connected with their special service, except in cases of emergency; and, when not under steam, their pistons and valve gear must be moved every day and the cylinders kept well oiled.

(4) The interiors of evaporators shall be frequently examined and the tubes or coils cleaned and scaled when necessary.

(5) When in use, the pressure on the evaporating side shall be carried at the lowest point at which dry steam can be obtained.

(6) When evaporator tubes or coils are made of iron or steel, zinc plates shall be fitted for protectors, as in boilers.

(7) When an evaporator will not be required for use for several days, the shell and coils shall be drained and kept dry till needed for service.

Boilers.

1582. (1) Special mention shall be made in the quarterly reports of the condition of the boilers and the means which have been employed for their preservation.

(2) In order that good results may be obtained, metallic contact between the zinc plates and the boilers must be maintained.

(3) No tallow or oil of vegetable or animal origin shall be allowed to enter the boilers. This prohibition applies to all boilers in use aboard ship of whatever type or service.

(4) The dry pipes and drains of the steam drums are to be examined frequently to ascertain if the holes in them are clear.

(5) The boilers, when empty, are to be kept dry by such means as are at the disposal of the officer in charge. The water bottoms and lower part of the fronts are to be kept free from scale and rust and contact with ashes, and well painted.

(6) The boilers shall not be used for trimming ship nor for water tanks for any purpose except for a reserve of fresh water when steaming. Salt water shall never be introduced into the boilers except for the purpose of washing out the interiors or to make up a deficiency of feed when steaming, and the supply of fresh water is not sufficient. When the interior of a boiler has been washed out with salt water it shall be thoroughly dried, or the boiler filled with fresh water, immediately thereafter.

(7) The exteriors are to be kept as dry as possible and nothing wet or combustible is to be stowed over or around them. The bilges in the fire rooms are to be kept dry and well painted.

(8) Sudden changes of temperature in the boilers are to be avoided; and when circumstances will permit, at least six hours should be occupied in raising steam from cold water.

(9) The uptakes shall be kept free from dirt and well painted.

(10) The number of hours each boiler has had fires within it since the ship was commissioned it is to be stated in each quarterly report.

(11) Fires shall not be hauled after discontinuing steaming except in case of emergency, but shall be allowed to burn down and die out in the furnaces, with the dampers, furnaces, and ash pits closed. The boilers shall not be blown down; when it is required to empty them, the water shall be pumped out.

(12) When coil, pipe, or water-tube boilers are not in use for steaming purposes their interiors shall, if possible, be kept perfectly dry; their exteriors shall also be kept dry, and, where accessible, well painted with metallic paint.

(13) If for any cause, such as a leaky valve, it is impossible to keep the interiors of coil, pipe, or water-tube boilers perfectly dry when not in use for steaming purposes, boilers of this class shall, till such cause can be removed, or the boilers are required for steaming purposes, be kept filled to their highest point with fresh water made slightly alkaline.

(14) Light fires shall occasionally be made in drying stoves placed in the ash pits of coil, pipe, or water-tube boilers, not in use, in order to dispel moisture.

(15) Coil, pipe, or water-tube boilers shall never be used as tanks or reservoirs for any purpose whatever.

(16) Forced draft shall not be used except in emergencies and during the full-power trials specified in Art. 1577.

(17) When it is necessary to increase the speed of a vessel it shall be done by increasing the number of boilers in use, under natural draft, until the entire number on board are in use, if requisite.

(18) The blowers may be run at any time at moderate speed, discharging into open fire rooms or open ash pits, as the ship may be fitted, for purposes of ventilation or to assist the draft.

Engines of ships going out of commission.

1583. (1) When a ship is ordered out of commission, the iron or steel bright work of the engines must be well cleaned, and then painted or covered with white lead and tallow. Packing, except metallic, must be removed from rods not of brass or cased with brass. All rods, the surface of the shaft under the clutch coupling, and the interiors of all steam cylinders and valve chests must be thoroughly cleaned and covered with black lead and tallow.

(2) Bearings must be well oiled and the oil holes plugged with waste and tallow, the engines being first turned one revolution, and the piston valves and the sliding part of the shaft coupling being brought to rest on well-leaded surfaces. The water cylinders and channel ways of all pumps and condensers must be drained and cleaned. The boilers must be washed out with fresh water and dried, and, unless beyond repair, the water bottoms and legs scraped and painted.

(3) The gauges and oil cups must be removed, cleaned, marked with tags giving the name of the ship and location of gauge or cup, and turned into store.

(4) The sea valves must be closed and properly secured.

(5) The storerooms must be cleaned.

CHAPTER XXXII.

PRESERVATION AND REPAIRS OF SHIPS.

SECTION 1.—REPAIRS AT NAVY YARDS.

Necessity for general repairs to be reported.

1584. (1) Whenever it shall come to the knowledge of a chief of bureau that the condition of any ship in commission, in respect to matters under the bureau's cognizance, is such that the ship requires repairs or alterations, he shall report the fact to the Department with his recommendation.

(2) The captain of a ship shall report to the Department without delay, whenever the condition of the ship under his command is such as to require a general survey in one or more branches, and such report, with the opinion of the forwarding officer endorsed thereon, will be referred to the bureaus concerned for recommendation.

(3) Whenever a ship which has been cruising outside the waters of the United States returns to a United States port, the captain shall, at the earliest possible moment, without waiting for special instructions to that effect, transmit to the Department a report of work required upon the ship.

(4) The items of work under each bureau shall be stated in four classes: First, immediate repairs necessary for cruising efficiency, for the prevention of deterioration, or for sanitary considerations; second, further repairs which it is desirable to have made whenever the services of the ship can be spared for a sufficient length of time; third, necessary alterations; and, fourth, alterations desirable but not necessary. In each case the reason for asking for the work shall be stated.

(5) The report shall not be delayed until arrival at a navy yard, but shall be transmitted by the captain as soon as he is aware that the ship will shortly return to the United States.

(6) Whenever reports of needed repairs are sent from ships in the Pacific to the Department, or to any bureau, with or without drawings and specifications of work to be done, a duplicate of the report, with all the drawings and specifications, shall be forwarded by the same mail to the navy yard, Mare Island.

(7) Captains shall be ready at all times to forward immediately, when called for, statements of work in all departments needed upon the ships under their command, or their equipage.

Special repairs.

1585. (1) Whenever special repairs of limited extent, but beyond the capacity of the force on board, are required on a ship in commission within the limits of the United States, but not lying at a navy yard, the captain shall report the fact to the Department. The report, with the opinion of the forwarding officer endorsed thereon, shall be referred to the bureau concerned for recommendation to the Department; and, if the circumstances make it expedient, the ship will be ordered to a navy yard, and the Department will direct the repairs to be made with or without a survey, as the case may require.

When to be sent.	By whom to be sent.	To whom to be sent.	Subject.	Form.
Quarterly	Commanding officer of marines.	Paymaster	Pay roll	
Do	do	Bureau of Supplies and Accounts	Return of furniture	16.
Do	do	do	Return of public property	20.
Do	do	do	Return of clothing	11.
Do	do	do	Receipt roll for regular issues	19.
Do	do	do	Receipt roll for extra issues	10.
Do	do	do	Reports of survey	
Do	do	do	Account of sales	15.
Do	do	do	Receipt and expenditure invoices	
Do	do	Chief of Ordnance, U. S. A	Return of arms, etc., with vouchers	
Do	do	Chief Signal Officer, U. S. A	Return of Government property pertaining to Signal Corps, U. S. A.	
Semiannually and when officers are detached.	Commandants; chiefs of bureaus and offices.	Navy Department	Reports on fitness	
Semiannually, May 1 and Nov. 1.	Senior medical officer of station.	Bureau of Medicine and Surgery	Requisitions for supplies	B.
Do	Medical officer of receiving ship.	do	do	B.
Semiannually, Mar. 1 and Sept. 1.	Medical officer in charge of hospital.	do	do	B.
Semiannually or when necessary.	do	do	Request for survey	C.
Annually	Commandant	Bureau of Yards and Docks	Annual report and estimates	31.
Do	Medical officer in charge of hospital.	Bureau of Medicine and Surgery	Case papers and index	H.
Do	Engineer officer in charge of department.	Bureau of Steam Engineering	Expenditures	62-A, B, C.
Annually, Jan. 1	Senior medical officer, stations and hospitals.	Bureau of Medicine and Surgery	Sanitary report	
Do	do	do	Return of books	
Do	do	do	Abstract of patients	F [2].
Do	Senior medical officer, shore stations.	do	Abstract of enlistments (physical examinations), except from recruiting rendezvous.	X.
Annually, July 1	Senior medical officer, stations and hospitals.	do	Inventory of property (receipted copy to be forwarded also when officer is relieved).	D.
Annually, before June 15.	Medical officer in charge of hospital.	do	Priced inventory of articles received from New York laboratory or medical storehouse, Mare Island.	
When required	Commandant	Bureau of Yards and Docks	Receipt for furniture	35.
Do	do	do	Inventory and history of furniture	36.
Do	do	do	Survey of furniture	34.
Do	do	do	Survey on buildings, docks, wharves, etc	

When occurring	do	Navy Department; one copy to colonel commandant in cases of persons in Marine Corps.	Report of medical survey	M.
Do	do	Bureau of Supplies and Accounts	Report of survey and appraisal	154.
Do	Board of officers	Commandant	Inspection of ship before commission	
Do	Senior medical officer, stations and hospitals.	Bureau of Medicine and Surgery	Certificate of death in duplicate; triplicate to Bureau of Navigation in cases of officers.	N.
Do	Senior medical officer, shore stations.	do	Report of physical disqualifications when waived by Bureau of Navigation and enlistment ordered.	
Do	Pay officer of station	Bureau of Supplies and Accounts	Account sale of Government property	
Do	do	do	List of purchases	
Do	do	Auditor	Account sale of Government property	
Do	General storekeeper	Bureau of Supplies and Accounts	Acknowledgment of receipt of shipment order	151.
Do	do	do	Report of shipment made	163.
Do	do	do	Report of shipment received	164.
Do	Purchasing pay officer	Auditor	Notices of discontinued allotments	92.
Do	do	Commandant	Notice of articles ordered	106.
Do	Engineer in charge of department.	Bureau of Steam Engineering	Readiness for service of machinery of ships fitting out.	
Do	Naval constructor	Commandant for Bureau of Construction and Repair.	Survey of articles	64.
Do	do	do	Cost of docking, cleaning and painting bottoms of vessels.	65.
When necessary	Inspector of ordnance	Bureau of Ordnance	Powder received or issued	7-O (new).
Do	do	do	Invoice articles manufactured	10-O.
Do	do	do	Invoice, ship's	12-O.
Do	do	do	do	12-O[1].
Do	do	do	Star gauging guns (old)	14-O.
Do	do	do	Star gauging guns (new)	38-O.
Do	do	do	Powder test (from proving ground)	19-O.
Do	do	do	Special survey	29-O.
Do	do	do	Tests of metals	34-O.
Do	do	do	Descriptive list of battery	3-S.
Do	Pay officer of station	Bureau of Supplies and Accounts	Requisitions for money—Secretary's office	122.
Do	do	do	Requisitions for money—bureaus	123.
Do	General storekeeper	do	Report of contractors in default	109.
Do	Purchasing pay officer	do	Money requisition	115.
As prepared	General storekeeper	do	Public bills—sets	

The commandant of the Marine Corps shall see that the following reports and returns from his office and from the officers of the staff are made as hereinafter required:

Weekly	Paymaster and assistant quartermaster, Philadelphia.	Bureau of Supplies and Accounts	Statement of public funds	118.

hull and double bottoms, at some time during the quarter; the interval between two successive inspections to be not more than four months. The board shall also report upon the efficiency of all steam and hand pumps within the ship, requiring them to be tested both for draining the bilges and for fire purposes.

(2) Where practicable, the officers composing this board shall be other than those designated in par. 4 of this article as directly responsible for the care and preservation of the ship, but they shall be assisted by such other persons as may be necessary for the efficient performance of their duties. The reports of the board shall be forwarded to the Department, for the information of the Bureau of Construction and Repair.

Inspection of compartments, etc.

(3) The captain shall cause all compartments and mechanical devices for the management and safety of the vessel to be inspected weekly, except double-bottom compartments, which shall be inspected quarterly, unless, in special cases, a more frequent examination is necessary. He shall require a separate written report from each officer of the part inspected by him.

(4) The executive officer and the senior engineer officer shall inspect monthly, and together, all compartments, water-tight doors and mechanical devices for the management and safety of the vessel, and shall make to the captain, after each inspection, separate written reports of the condition of the parts of the ship, and of the mechanical devices for which they are specially responsible.

(5) The senior medical officer shall once in each week accompany the executive officer, when that officer is inspecting the living spaces, holds and storerooms, and shall make to the captain, after said inspection, a written report of the sanitary condition of the vessels.

(6) These inspections and the names of the officers who make them shall be entered on the ship's log.

Preventives of corrosion.

(7) The captain shall require to be kept on hand a sufficient quantity of cement, composition, and paint, such as is used on board to prevent corrosion.

Report of permanent board.

(8) The report by the permanent board shall include a statement as to the structural condition of all valves and ports in the under-water outer hull, the rudders, propellers, shaft struts, and tubes, torpedo tubes, bilge keels, and other fittings; also the date of last cleaning and painting, the condition of the paint at the time, and the kind of paint or composition used in repainting.

Docking, etc.

(9) The ship if not sheathed shall be docked, cleaned, and painted at least once in six months when practicable. Under no circumstances shall more than nine months elapse without docking, except by authority of the Secretary of the Navy. The bottoms of ships shall not be cleaned by divers except in cases of urgent military necessity, when great care shall be exercised to remove as little as possible of the coating of paint. Whenever the ship is docked the senior engineer shall examine all outboard valves in any way connected with the engineer department, also the propellers and shaft tubes, and enter the result in the steam and ship's logs. The executive officer shall examine all other outboard valves, and also the rudder and other under-water fittings, and enter their condition in the ship's log.

General directions and precautions.

(10) The captain shall cause the following general directions and precautions to be observed:

(*a*) The inspections and examinations provided for in the preceding paragraphs should be the means of detecting any places showing corrosion of a serious nature. When such places are discovered they must, at the first possible opportunity, be carefully scaled, dried, and again coated with anticorrosive material.

(*b*) The frequent recurrence of corrosion in any particular compartment should be followed by special investigation to determine the cause and the best remedy possible. Unusual cases of this nature should be made the subject of a special report, giving a detailed statement of the extent and character of corrosion, of the remedies applied and, as far as discovered, the cause or causes.

(*c*) The surfaces of coal bunkers, being subject to excessive abrasion, are liable to rapid corrosion if not thoroughly protected. As far as practicable, they should be cleaned and painted with brown oxide of iron or with red lead at least once a quarter.

(*d*) The rubber gaskets of water-tight doors, manholes, hatches, air ports, etc., must be neither painted, greased, nor oiled; louvers, gauze air screens, screw threads and zinc protectors on the bottom must not be painted.

(*e*) An iron or steel unsheathed ship must never be attached to the moorings or chains used for a sheathed ship, nor moored close alongside the latter.

(*f*) Great care must be observed that no loose articles of copper or bronze, filings of the same, or rust scale, are allowed to rest on the bottom in immediate contact with the iron or steel, and that the leaden pipes, strainers, or such other parts in the bilges are kept in good condition.

(*g*) Bronze screw propellers shall at all times before starting on a voyage, if possible, be cleaned of all marine growth. Zinc protectors must be placed near them.

(*h*) Whitewash must never be applied to any of the iron or steel parts of the ship.

(*i*) An incandescent electric lamp of high power, with a portable connection, should be used for examining the condition of double bottoms, the interiors of boilers, and other dark places.

(*j*) When about to examine, clean, or paint double bottoms, or boilers, the following cautionary measures must be adopted: They should be opened up and well ventilated, a connection being made to a fan system if possible. This done, the purity of the air should be tested before entering by burning a candle on the bottom at least five minutes. Working parties inside must always maintain communication with some one outside; they must also have with them a lighted candle, and withdraw should it begin to burn dimly.

(*k*) The double bottoms of iron and steel ships may be utilized for carrying fresh water only upon occasions of emergency, when, in the captain's judgment, the circumstances justify it. Under ordinary service conditions the double bottoms should be kept free from water. When fresh or salt water is admitted to the double bottom of a ship in commission, either purposely or accidentally, the captain shall, as soon as practicable, report the fact and the accompanying circumstances to the Department.

Painting ship outside.

1595. (1) The hulls of all iron and steel vessels of the Navy, outside above the load water line and the bulwarks inside, shall be painted white.

(2) The surface shall be prepared for painting by scrubbing it with common brown soap and fresh water, using burlap or scrubbing brushes. Where the old paint is lumpy or thick, fine sand used with soap and a scrubbing brush may be found advantageous; but under no circumstances will steel scrapers be used.

(3) The first coat shall consist of mixed white lead of the usual consistency, using raw linseed oil and turpentine in equal proportions, and one-half pint of liquid drier to each gallon of paint. To this mixture is

to be added one ounce of lampblack, ground in oil for each gallon of paint, to stain it slate color.

(4) The second coat shall consist of mixed white lead of the usual consistency, using four-fifths raw linseed oil and one-fifth turpentine, adding a half pint of liquid drier to each two gallons of paint.

(5) The third coat shall consist of two-thirds white zinc and one-third white lead, mixed with raw linseed oil, adding a half pint of liquid drier to each two gallons of paint, as in the case of the second coat.

Masts, smokestacks, etc.

(6) The masts, bowsprits, doublings, smokestacks, and yards of all vessels shall be painted a light straw color, the ingredients of which will be mixed to match the *standard color*, in about the following proportions; In 112 pounds of color there would be—

91 pounds of white lead.
8¼ pounds of Harrison's french ocher.
¾ pound of Harrison's bright venetian red.
7½ pounds raw linseed oil.
3¾ pounds spirits of turpentine.
¾ pound of paste drier.

(7) A slab painted to match the *standard color* will be prepared at the navy yard, New York, and furnished to each vessel in commission, each navy yard and naval station.

Boats.

(8) The boats of all ships, except wherries and hard-wood barges, which may be left bright, shall be painted white outside.

CHAPTER XXXIII.

QUARANTINE—PILOTAGE.

SECTION 1.—QUARANTINE.

Quarantine regulations to be always complied with.

Facilities for health officers' visits.

When doubt exists as to quarantine regulations.

1596. (1) Captains of ships shall, on entering a port, whether foreign or domestic, comply strictly with all its regulations regarding quarantine.

(2) They shall, whether liable to quarantine or not, afford every facility to health officers in making their visits, and give all the information the latter may require.

(3) Should doubt exist as to the regulations of a port, no communication shall be held with the shore, with boats, or with other ships, until a sufficient time has elapsed to allow of the visit of the health officer.

Duty of captain when infectious disease exists.

1597. (1) Should a ship of the Navy arrive in port with an infectious or contagious disease on board, or should such disease break out while lying in port, the captain shall hoist the quarantine flag, and prevent all communication liable to spread the disease elsewhere until pratique is received.

(2) In order to check the spread of such disease on board ship, he shall arrange with the authorities of the port for the care and treatment of patients on shore, or on board a hulk.

(3) If at sea in company with other ships, and an infectious or contagious disease exist or appear on board, he shall keep the quarantine flag flying as long as it lasts, and shall do all in his power to prevent its dissemination.

Caution in regard to boarding vessels.

Boarding vessels at sea.

1598. (1) In boarding vessels arriving, care shall be taken not to violate the rules of the port; and in case they are subject to quarantine the boarding officer shall, if possible, obtain the information required without going alongside.

(2) Vessels at sea that come from a suspected port, or have any cases of infectious or contagious disease on board, or do not have a clean bill of health, or are otherwise liable to quarantine, shall not be boarded, unless it be absolutely necessary, and the fact of such communication, when it occurs, shall be reported on arrival in port to the health officer.

No concealment of facts allowed.

(3) No concealment shall be made of any circumstances that may subject a ship of the Navy to quarantine.

SECTION 2.—PILOTAGE.

Employment of pilots.

1599. (1) Captains may employ pilots whenever in their judgment such employment is necessary. If a pilot is employed, the reason therefor shall be reported to the Department.

(2) When pilots are employed, they shall not be called on board until the ship is ready to proceed to sea; nor, when coming from sea, shall they be kept on board after the ship has reached her destination.

Licensed pilots to be employed.

(3) Preference should be given to licensed pilots and they must not be paid more than local rates.

Coast pilots.

(4) Coast pilots shall not be employed except by special authority from the Navy Department, and when employed are not to be paid local pilotage.

Pilot does not relieve ship's officers from responsibility.

(5) A pilot is considered merely as an adviser to the captain, and his presence on board a ship of the Navy shall not relieve the captain, or any of his subordinates, from full responsibility for the proper performance of the duties with which they, or any of them, may be charged concerning the navigation of the ship.

CHAPTER XXXIV.

TRANSPORT SERVICE.

Apartments of Army officers taking passage in a ship of the Navy.

1600. General officers of the Army, when ordered to take passage in a ship of the Navy, will live with the commander in chief, if one is embarked in the same ship; otherwise, general officers and all field officers by commission above the rank of major will live in the apartments of the captain. Other commissioned officers of the Army will live with the ward room or steerage officers according to rank, but without interfering with the sleeping apartments of the officers of the ship.

Apartments and mess of Army officers taking passage in a transport.

1601. When officers of the Army are embarked with troops in a ship commanded and officered by officers of the Navy, the latter shall occupy the apartments allotted to them, and separate accommodations shall be provided for the use of the officers of the Army and those under their command. The officers of the Army shall mess together, and not with the officers of the Navy, unless otherwise agreed upon with the sanction of the captain of the ship and commanding officer of the troops.

Troops on board naval ships for duty, subject to Navy laws and regulations.

1602. (1) When any land troops, regular or volunteer, are embarked in a ship of the Navy for duty therein, they shall, until detached, be subject to the laws for the government of the Navy, and to the regulations of the ships, in the same manner as marines.

Troops for passage only, subject to Army laws, but must conform to regulations of the ship.

(2) Whenever such troops shall be embarked for transport only, they shall be subject to the laws for the government of the Army instead of those for the Navy, but shall, nevertheless, be subject to and obey the regulations of the ship; and any offender may, while on board, be confined by the captain of the ship.

Offenders may be placed in either naval or military custody.

1603. The captain of the ship shall have full power, on his own authority, to order an offender, whether officer or soldier, to be placed in either naval or military custody as he shall consider most desirable; but in all cases where an offender is to be disembarked for trial by military authority, he shall be placed in military custody on board the ship.

Army court-martial not to be held on board a ship of the Navy.

1604. No Army court-martial shall be held on board of any ship in the Navy in commission, nor shall officers in charge of troops embarked order any public punishment or confinement in irons to be inflicted on board, without the previous approval of the captain of the ship.

1605. All orders to troops when embarked shall, as far as practicable, be given through their own officers and noncommissioned officers, and the captain of the ship shall bear in mind that although the discipline of all on board is under his entire control, he is nevertheless to leave the troops to the management of their own officers so far as may be consistent with the order and discipline of the ship.

Orders to troops to be given through their own officers.

1606. (1) In matters connected with the comfort and welfare of the troops embarked, the captain will give due weight to representations from the Army medical officer in charge, conveyed to him by or through the commanding officer of the troops.

Comfort and welfare of the troops.

(2) When troops are embarked, unaccompanied by a medical officer, the captain of the ship will direct the senior naval medical officer to give them such professional attention as may be required.

Troops unaccompanied by a medical officer.

CHAPTER XXXV.

CORRESPONDENCE.

1607. Letter paper only shall be used for official correspondence in the Navy Department and in the naval service. It is to be 7¾ inches by 10 inches in size; the whole sheets to have fifteen lines on the first page, nineteen lines on the second and third, and the fourth to be blank; the single sheets to have fifteen lines on the first page, and the other to be blank. Typewriter letter paper is to be 8 inches by 10½ inches, and typewriter cap, when necessary to use it, 8 inches by 13 inches in size. A margin of ¾ of an inch is to be left on each side of the writing.

Official paper.

1608. (1) Letters shall be folded twice. The upper fold of the letter (which is the back of its heading) shall be endorsed as follows, leaving a space of one inch at the top for the stamp of the receiving office:

Endorsements.

(*a*) The name of the ship, station, or place where written, and the date.

(*b*) The name of the writer (surname to the left) and his rank and official designation.

(*c*) A brief statement of the subject of the letter.

(*d*) The number of enclosures, if there be any.

(2) All other endorsements shall be upon the second or third fold of the letter, or attached to the third fold.

Short letters.

(3) Single sheets shall be used for letters that can be finished on one page.

Erasures and interlineations.

(4) Communications must be written in a legible hand, in concise terms, and without erasures or interlineations.

Signature.

(5) Signatures must be distinctly legible, and the writer shall add his rank or rating.

Address.

(6) The address of the officer or other person to whom a letter is written shall be placed at the end, and not at the beginning of the letter.

Date.

(7) In communications dated on board a ship at sea, the latitude and longitude shall be stated.

Reference to letters received.

(8) In acknowledging, answering, or referring to communications from the Navy Department, its bureaus or offices, the file number and date shall be given and a brief reference made to the subject.

Enclosures.

(9) Enclosures shall be numbered and referred to by their numbers.

Separate subjects.

(10) Separate letters shall be written on separate subjects, unless the subjects are of like nature.

Paragraph Nos.

(11) Each paragraph and page shall be numbered.

Serial numbers.

(12) Officers commanding squadrons or stations, and other officers having a regular correspondence with the Navy Department, shall number their letters; a new series beginning with each year.

List of numbers to be sent monthly.

(13) At the end of each month, a list of the numbers of these letters, with a brief of contents opposite each number, will be sent to the Department.

Letters of transmittal.

(14) Returns, requisitions, vouchers, and reports on prescribed forms, which are complete in themselves and properly authenticated, and which do not require special explanation, shall not be accompanied by letters of advice or transmittal.

How addressed.

(15) All official communications for the Navy Department from ships in commission shall be addressed to the Secretary of the Navy, with the name of the bureau or office to which the subject matter pertains noted on the envelope, and all of such communications which refer to the movements of ships, to their condition, to their repairs, to their availability for sea service, and to their personnel, shall be forwarded to the Department through the Bureau of Navigation.

Forwarding stamp.

(16) In forwarding letters, the forwarding stamp and endorsement of the superior officer shall be on the back and not on the face.

Officials to be addressed by title only.

(17) All official communications intended for officers holding positions with recognized titles shall be addressed to them by title and not by name, as "The Secretary of the Navy," "The Chief of Bureau of Navigation," "The Commandant," "The Commanding Officer." Officers commanding squadrons shall be addressed as "Commander in Chief, U. S. Naval Force, —— station."

Informalities.

(18) Officers shall not sign or forward informal communications, or such as are not prepared in accordance with these instructions.

Special letter heads forbidden.

(19) Special letter heads for different offices of a navy yard or station, or for different departments on board of a vessel, are forbidden.

Endorsements.

(20) All endorsements shall be numbered and dated. Endorsement slips, when used, shall be securely pasted to the third fold of the papers to which they belong in the order of their numbers and dates, and care must be taken not to interfere with previous endorsements or receiving stamp impressions.

Communications to be referred when necessary.

(21) Communications received by a bureau or office containing information, a knowledge of which is necessary or would be useful to the Department or to its bureaus or offices, shall be immediately referred accordingly.

1609. (1) Every person in the Navy making an official communication of any kind to any superior authority, other than his immediate commanding officer, shall send the same unsealed to his commanding officer, to be by him remarked upon and forwarded. No written communication shall be received as official which is not forwarded through the prescribed channels, and with the endorsements of the officers through whom forwarded.

Official channels.

Returns, requisitions, and vouchers.

(2) All periodical returns and requisitions, except such only as are required to be transmitted by pay officers to the Auditor for the Navy Department, and all papers requiring the action of the commander in chief, shall be forwarded by captains to the chief of staff. The latter shall, if necessary, refer them to the officers of the fleet staff, who shall return them to the chief of staff for transmission by him to the commander in chief, with such remarks as he or they may deem appropriate.

Detached ships.

(3) When ships of a fleet or squadron are separated from the commander in chief, all periodical returns and, if information would otherwise be delayed, all reports, shall be sent directly

to the Department through the senior officer present. Copies of reports shall be sent to the commander in chief.

Ships at navy yards.

(4) When a ship attached to a fleet or squadron is at a navy yard, all required fleet or squadron reports shall be made directly to the commander in chief.

(5) Correspondence in regard to all matters connected with the navy yard shall be direct with the commandant of the yard.

(6) Correspondence with the Navy Department in matters connected with the navy yard shall be through the commandant; on all other subjects through the commander in chief of the fleet or squadron, except when owing to his absence, it would occasion undue delay, in which case it shall be through the commandant.

(7) Captains of ships shall inform the commander in chief whenever, owing to urgency and to his remoteness, correspondence which would ordinarily pass through him is transmitted direct.

Unattached ships.

(8) When a ship not attached to a fleet or squadron is alone, the captain shall communicate directly with the Department; if not alone, through the senior officer present.

1610. (1) All officers through whom communications from subordinates are sent for transmittal to higher authority shall forward the same, if in proper form and language, as soon after their receipt as practicable, and shall invariably state their opinions in writing, by endorsement or otherwise, in relation to every subject presented for decision.

Forwarding communications.

Papers requiring no official action.

(2) The term "forwarded" by itself shall be affixed only to such papers as require no action by the superior to whom addressed, and they may be transmitted under the endorsement of an officer of the personal staff, by direction of the commander in chief, the commandant, or the senior officer present.

Correspondence of commanding officers.

(3) All communications to the Navy Department, or other superior authority, relating to the efficiency or the requirements of a command, shall be signed by the commanding officer.

Correspondence between subordinates.

(4) Official correspondence between subordinate officers of ships, navy yards, or stations, is forbidden.

Correspondence of captains.

(5) Captains of ships shall conduct all correspondence with their commander in chief or with the Navy Department upon all matters of detail relating to their commands. Letters of heads of departments of the ship upon such subjects shall be addressed to the captain, who may, as he deems best, either forward the original with a proper endorsement, keeping a copy of both letter and endorsement, or write a separate letter and retain the original on the ship's files.

Letters addressed to subordinates.

(6) All official letters addressed to subordinates on board ship shall be forwarded through the captain.

Communications to ships from Navy Department.

(7) All official communications from the Navy Department, or other superior authority, dealing with any matter of ship's duty will be addressed to the captain, who shall forward them to the heads of the departments concerned for their information and guidance. These latter officers shall return the letters to the captain with endorsements showing that their contents have been noted or copied.

Signature of forwarding officer.

(8) All communications, orders, bills, requisitions, and papers which by law or regulation are to be signed, approved, or forwarded by the commanding officer of any ship, navy yard, or station, must be actually signed by such officer; and in his absence, by the line officer next in rank and temporarily in command.

Signatures of officers temporarily in command.

(9) No officer left in command during the temporary absence of a commander in chief or of a commandant of a station shall allow himself to be addressed by either of those titles, nor shall he subscribe himself otherwise than by the use of the words "commanding," or as "senior officer present," as the case may be, after the title of his rank.

Duplicates of important papers to be sent.

(10) Flag officers and others on foreign service shall forward to the Navy Department by different conveyances, duplicates, and, if necessary, triplicates of all important letters, stating at the top of each copy, in red ink, when and by what conveyance the original was sent.

Translations.

(11) Whenever letters or documents in foreign languages are transmitted, they shall be accompanied, if possible, by translations.

Communications with other executive departments.

(12) All official correspondence between the Navy Department and its bureaus or officers with other executive departments, excepting in the case of officers serving temporarily under such departments, and excepting also correspondence in relation to accounts, pensions, or records of service, will be conducted by the Secretary of the Navy.

Correspondence between commandants and bureaus.

(13) Commandants of navy yards and stations shall correspond directly with the bureaus of the Navy Department concerning the work of their commands. All communications from the bureaus relative to matters under the cognizance of the commandant shall be addressed to him, and shall be forwarded by him to the heads of the departments concerned, who shall return them to the commandant with endorsements showing that their contents have been noted or copied; and it shall be the duty of each commandant from time to time to examine the methods pursued by the several heads of departments under him and see that unnecessary copying shall not be done. Heads of departments shall address their letters to the commandant, who shall endorse and forward them to the bureaus concerned, whenever it may be necessary or advisable to refer the matter to higher authority. Such heads of departments may, however, appeal to the Navy Department from the decision of the commandant.

Questions to be forwarded to the President.

(14) Any official appeal from an order or decision of the Navy Department by an officer should be addressed to the President as the common superior, and be forwarded through the Department, except in case of refusal or failure to forward, when it may be addressed directly.

1611. (1) In the transmission within the United States of official mail matter free of postage, the following rules shall be observed:

Mailing regulations.

(*a*) Officers of the Navy and Marine Corps may send official mail matter between themselves, or to any of the executive departments, by using the penalty envelopes.

(*b*) Official mail matter may be transmitted under cover of the penalty envelopes by officers of the Government to private individuals.

(*c*) Any Department or office entitled to use them may enclose the penalty envelope with return address to any person from or through whom official information is desired, the same to be used only to cover such official information.

(*d*) The name of the Department or proper designation of the office or officer should be printed or written in the upper left-hand corner of the address face of the envelope, and thereunder the words "Official Business," and the penalty clause should be printed or written on the upper right-hand corner.

(*e*) The endorsements required on the penalty envelope may be printed, stamped, or written.

Stamps on mail for abroad.

(2) Official mail matter addressed to foreign countries must be prepaid with postage stamps at the ordinary rates.

Acknowledgment of communications.

1612. The receipt of all communications from superior authority, except acknowledgments or such as require neither action nor reply, shall be immediately acknowledged.

1613. Orders and notices of a general or circular character, except such as are issued by commandants of shore stations, or commanders in chief or commanding officers afloat, to take effect within the limits of their respective commands, will be confined to the following prescribed series, each issue of which shall bear a number, the numbers of each series to be consecutive:

Forms of orders and circulars.

(*a*) General orders.
(*b*) General court-martial orders.
(*c*) Special orders.
(*d*) U. S. Navy regulation circulars.
(*e*) Circulars.
(*f*) Special circulars.
(*g*) Departmental orders.
(*h*) Navy-yard orders.

Details of orders and circulars.

1614. (1) General orders shall include orders of a military character addressed to the naval service generally, including ceremonial orders, and commendations of persons in the service.

(2) General court-martial orders shall include court-martial orders embodying the action of the revising authority.

(3) Special orders are orders to a portion only of the naval service.

(4) United States Navy regulation circulars are supplements or amendments to the regulations.

(5) Circulars are notices addressed to the naval service generally, not included in pars. 1 and 4, such as are published for information. The publications of statutes and opinions of the Attorney General will be made under this head.

(6) Special circulars are notices addressed only to portions of the naval service.

(7) Departmental orders and navy-yard orders pertain to the office of the Secretary; will be in the custody of, and will be distributed from, that office.

1615. (1) All general and circular orders and notices, except such as are issued by commandants of shore stations, or commanders in chief or commanding officers afloat, to take effect within the limits of their respective commands, shall be issued from the Secretary's office. After signature by the Secretary they shall be printed, and distribution of the printed copies shall be made by the Bureau of Navigation to commanding officers afloat for all officers under their command, and to commandants of shore stations for all officers borne on the books of the pay officer of the station.

Circulars and general orders.

(2) Commanding officers afloat and ashore, receiving a package of such orders or circulars, shall acknowledge the receipt thereof to the Bureau of Navigation, and shall be responsible for their proper distribution as above stated.

(3) Whenever the issue of a general order, circular, regulation, or general notice, or of any manual of instructions, routine, or drill, is required by the business of any bureau, it shall be the duty of such bureau to bring the matter to the attention of the Department, at the same time submitting a draft of the order, regulation, notice, or instruction proposed.

(4) The above rules shall not apply to hydrographic notices, notices to mariners, pilot or other charts, or sailing directions, which shall be issued by the hydrographic office.

Absence of chief of bureau.

1616. In the actual absence of the chief of a bureau, the communications, orders, bills, requisitions, and papers required to be signed by him shall be signed by the acting chief of such bureau, if one shall have been specially appointed by the President; but, if none such shall have been appointed, then by the assistant; or, if there be none, then by the chief clerk of such bureau.

Letters to bureaus.

1617. Communications relating solely to subjects with which a bureau is entrusted, except from ships in commission, shall be addressed to the chief of that bureau.

Information from commanders in chief.

1618. Copies of orders and instructions issued by a commander in chief afloat, and of all his official correspondence of public interest, shall be sent to the Navy Department.

Copies of orders to officers.

1619. Whenever it becomes necessary for a commander in chief, the commandant of a station, a senior officer present, or the captain of a ship on detached service to issue an order involving travel, or an order transferring an officer from one ship or duty to another, a copy of such order shall be forwarded immediately to the Bureau of Navigation by the officer issuing it.

Preservation of correspondence.

1620. Officers shall enter in proper books copies of all official letters sent, and file and preserve all official documents received. The date of receipt and acknowledgment of every document shall be written on its face.

Permanent records of correspondence.

1621. (1) Letter books containing copies of all orders given and official letters written, and the original of all letters received on public service at each navy yard and shore station, by the commanding officer, shall be kept at such yard or station and preserved. Commanding officers may take copies of all orders or letters sent or received.

Completed records to be sent to Department.

(2) The official records of all boards or temporary offices, and of all ships in commission shall, when completed, be forwarded to the Navy Department.

Reports of subordinates after battle.

1622. Reports from the executive and other subordinate officers, or from any other person, made to the commanding officer of a ship after a battle, or any important service, shall be forwarded to the Navy Department, and the commanding officer shall retain copies.

Returns.

1623. Officers required to make periodical returns and reports must keep themselves supplied with the necessary blanks by application to the proper bureau or officer. In the absence of printed forms, they shall prepare the required returns in manuscript.

Telegrams.

1624. (1) The arrival in, and departure from port of every vessel in commission, and other important information which should be known without delay, shall be promptly telegraphed to the Department by the captain, the senior officer present, or, if within the limits of a navy yard or station, by the commandant. The same shall also be telegraphed by the captain to the commander in chief of the squadron to which the vessel is attached.

Cable messages.

(2) Flag and commanding officers, upon arrival at foreign ports having cable communication with the United States, will immediately register their names and those of the vessels under their command, at the cable office.

Economy in the use of telegraph.

(3) Telegrams and cable messages sent at Government expense shall be as brief as possible, and the use of words containing more than ten letters should be avoided in cable messages. The sender shall sign his surname only, except in cases where initials or rank may be absolutely necessary. The Navy Secret Code shall be used when the information contained in the message should not be generally known, and when its use will reduce the number of words.

Arrival in port to be reported.

(4) The arrival of a vessel of the Navy at any port shall be reported by telegraphing her name, which will be interpreted, "The ——— has arrived at this port;" the intended departure of a vessel from port shall be reported by telegraphing the name of the port for which she is bound, which will be interpreted, "The vessel under my command is about to sail for ———." Should a flag or senior officer desire to report the intended departure of vessels other than the flag or senior ship, he will telegraph the names of the vessels, followed by the names of the ports for which sailing, which will be interpreted, "The ——— is (or are) about to sail for ———." Should the whole squadron be sailing together, the word "squadron," followed by the name of the port for which bound, will be interpreted, "The squadron is about to sail for ———." When no report to the contrary is received, telegrams of arrival and departure will be understood as conveying the information that all are well on board.

Confirmation of telegrams.

(5) All telegrams by cable or otherwise from officers in command afloat shall be immediately confirmed by letter, quoting the text of the message and giving such additional information in relation to the subject as may be deemed essential.

Official telegrams.

Private telegrams.

(6) Officers shall endorse upon official telegrams sent by them within the United States the words "official business," and shall report any charge made in excess of the rates established by the Postmaster General for the current fiscal year. Telegrams strictly personal, or for the convenience or in the interest of the sender, shall not be transmitted at Government expense.

Telegrams not to be sent when mail will answer.

(7) The telegraph will not be used when communication by mail will answer the purpose.

Telegrams to be acknowledged.

(8) Telegrams or cable messages, which convey orders requiring the movements of vessels, or instructions which call for investigation or report, must be acknowledged immediately by telegraph or cable.

Night messages.

(9) Night messages will be used whenever a message is not of sufficient importance to demand immediate transmission.

Addresses.

(10) The following telegraphic and cable addresses will be used by all persons connected with the Navy:

TELEGRAPHIC ADDRESSES.

For the Secretary of the Navy	Secretary Navy, Washington, D. C.
For the Assistant Secretary of the Navy	Assistant Secretary Navy, Washington, D. C.
For the Chief of the Bureau of Navigation.	Navigation, Navy Department, Washington, D. C.
For the Chief of the Bureau of Equipment.	Equipment, Navy Department, Washington, D. C.
For the Chief of the Bureau of Construction and Repair.	Construction, Navy Department, Washington, D. C.
For the Chief of the Bureau of Medicine and Surgery.	Surgeon General, Navy Department, Washington, D. C.
For the Chief of the Bureau of Supplies and Accounts.	Paymaster General, Navy Department, Washington, D. C.

TELEGRAPHIC ADDRESSES—Continued.

For the Chief of the Bureau of Yards and Docks.	Docks, Navy Department, Washington, D. C.
For the Chief of the Bureau of Ordnance.	Ordnance, Navy Department, Washington, D. C.
For the Chief of the Bureau of Steam Engineering.	Engineering, Navy Department, Washington, D. C.
For the Superintendent of the Naval Academy, Annapolis, Md.	Naval Academy, Annapolis, Md.
For the Commandant of the Navy Yard, Portsmouth, N. H.	Navy Yard, Portsmouth, N. H.
For the Commandant of the Navy Yard, Boston, Mass.	Navy Yard, Boston, Mass.
For the Commandant of the Navy Yard, Brooklyn, New York.	Navy Yard, Brooklyn, New York.
For the Commandant of the Navy Yard, League Island, Pa.	Navy Yard, League Island, Pa.
For the Commandant of the Navy Yard, Washington, D. C.	Navy Yard, Washington, D. C.
For the Commandant of the Navy Yard, Norfolk, Va.	Navy Yard, Portsmouth, Va.
For the Commandant of the Navy Yard, Pensacola, Fla.	Navy Yard, Pensacola, Fla.
For the Commandant of the Navy Yard, Mare Island, Cal.	Navy Yard, Mare Island, Cal.
For the Commandant of the Naval Station, Newport, R. I.	Naval Station, Newport, R. I.
For the Commandant of the Naval Training Station, Newport, R. I.	Training Station, Newport, R. I.
For the Commandant of the Naval Station, New London, Conn.	Naval Station, New London, Conn.
For the Commandant of the Naval Station, Port Royal, S. C.	Naval Station, Port Royal, S. C.
For the Officer in Charge Naval Station, Key West, Fla.	Naval Station, Key West, Fla.
For the Commandant of the Naval Station, Sidney, Washington.	Naval Station, Sidney, Washington.
For the President of the War College, Newport, R. I.	War College, Newport, R. I.
For the Inspector of Ordnance in charge of Torpedo Station, Newport, R. I.	Torpedo Station, Newport, R. I.
For the Navy Pay office, Boston, Mass	Navy Pay Office, Boston, Mass.
For the Navy Pay Office, New York, New York.	Navy Pay Office, New York, N. Y.
For the Navy Pay Office, Philadelphia, Pa.	Navy Pay Office, Philadelphia, Pa.
For the Navy Pay Office, Baltimore, Md.	Navy Pay Office, Baltimore, Md.
For the Navy Pay Office, Washington, D. C.	Navy Pay Office, Washington, D. C.
For the Navy Pay Office, Norfolk, Va.	Navy Pay Office, Norfolk, Va.
For the Navy Pay Office, San Francisco, Cal.	Navy Pay Office, San Francisco, Cal.

CABLE ADDRESSES.

For the Secretary of the Navy	Secnav., Washington, D. C.
For the Assistant Secretary of the Navy	Astnav., Washington, D. C.
For the Bureau of Navigation	Bunav., Washington, D. C.
For the Bureau of Equipment	Buquip., Washington, D. C.
For the Bureau of Construction and Repair.	Bucon., Washington, D. C.
For the Bureau of Medicine and Surgery	Bumed., Washington, D. C.
For the Bureau of Supplies and Accounts	Busup., Washington, D. C.
For the Bureau of Yards and Docks	Budocks., Washington, D. C.
For the Bureau of Ordnance	Buord., Washington, D. C.
For the Bureau of Steam Engineering	Buseng., Washington, D. C.
For the Naval Attaché, U. S. Embassy, London, England.	Alusna, London, England.
For the Naval Attaché, U. S. Embassy, Paris, France.	Alusna, Paris, France.
For the Naval Attaché, U. S. Embassy, Rome, Italy.	Alusna, Rome, Italy.
For the Naval Attaché, U. S. Embassy, Berlin, Germany.	Alusna, Berlin, Germany.
For the Naval Attaché, St. Petersburg, Russia.	Alusna, St. Petersburg, Russia.
For the Naval Attaché, Tokio, Japan	Alusna, Tokio, Japan.
For the Naval Attaché, Pekin, China	Alusna, Pekin, China.
For the U. S. Despatch Agent, London, England.	Usda, London, England.

1625. (1) The employment of the general formula, "By direction of the Secretary," upon orders or communications, will be discontinued, except by the Judge Advocate General and the chief clerk of the Department. When it becomes necessary for others in authority, in giving an order or making a communication, to refer to the direction of the Secretary, the reference shall be to a specific authorization.

The formula, "By direction of the Secretary."

(2) Commanders in chief, commandants of navy yards, and senior officers present shall themselves sign all orders issued by their authority.

CHAPTER XXXVI.

LEAVE OF ABSENCE AND LIBERTY.

Permission to leave the United States.

1626. Permission to leave the United States will be granted only by the Secretary of the Navy.

Officers in chief command within the United States.

1627. The commander in chief of a squadron within the United States, or the commandant of a navy yard or station, shall not absent himself from his command for a longer period than one week in any successive two months, except by permission of the Secretary of the Navy.

Leave of absence from commandants and senior officers.

1628. (1) The commandant of a station or the senior officer present may grant leave of absence, not exceeding one week, provided it can be done without injury to the service; but leave to go beyond the limits of the port or station shall not be granted to any person attached to a ship under sailing orders.

(2) Leaves of absence, granted to officers in accordance with the provisions of par. 1 of this article, must be immediately reported to the Navy Department.

Leave on account of sickness.

1629. (1) No commanding officer of a ship, squadron, or naval station shall grant permission to any person under his command to leave his station, or to return from abroad to the United States, on account of ill health, except upon the recommendation of a board of medical survey.

(2) Requests for leave or for detachment on account of ill health, when forwarded to the Navy Department, must be accompanied by the report of a medical survey.

(3) Officers on sick leave in consequence of medical survey shall report the state of their health to the Department every fifteen days.

(4) When an officer not on duty applies for leave or for an extension of leave, on account of ill health, a medical board of survey shall be held, if practicable, and a report made to the Department; or, if that be impracticable, he shall forward the certificate of a reputable physician, stating that he is unable to perform duty, the nature of the disease, and its probable duration.

Temporary leave for officers and crew.

1630. Temporary leave may be granted by the captain, except in the following cases:

(*a*) Upon arriving in a port where his senior is in command, or at a naval station whose commandant is his senior. Leave shall not be granted in these cases until permission to grant leave has been given by such senior.

(*b*) In the presence of a superior leave for more than twenty-four hours may only be granted by that superior.

(*c*) In foreign ports, until the permission of the health authorities shall have been obtained.

(*d*) Not more than one-half of the officers and crew shall be granted leave at the same time; and liberty parties shall be so selected as to leave on board an organized force that will be effective for any emergency.

(*e*) The executive officer and the line officer next in rank present for duty shall not be out of the ship at the same time except on duty, or under special circumstances by the captain's previous permission. If there are only two line officers attached to a ship, one must always be on board.

(*f*) When there are two or more medical, pay, engineer, or marine officers attached to a ship, one must always be on board ready for duty, except under special circumstances by the captain's previous permission.

Officer senior in relative rank to executive.

1631. Officers senior in relative rank to the executive officer are not required to obtain permission from him to leave the ship, nor to report to him their proposed departure from or their return to the ship, when the captain is on board. All other officers must obtain leave from or through the executive officer.

Commanding officers only can grant liberty.

Men in debt not to be granted liberty.

1632. (1) Leave of absence or liberty shall not be granted to enlisted men by any other than the commanding officer of the ship.

(2) He shall not grant leave to enlisted men who are in debt to the Government, except as provided in Art. 904; and in no case, unless the full amount of such indebtedness be deposited with the pay officer as security for their return.

CHAPTER XXXVII.

SHORE STATIONS.

SECTION 1.—GENERAL ADMINISTRATION.

General duties of commandants of navy yards.

1633. (1) The commandant of a navy yard shall, under the direction of the Secretary of the Navy, exercise entire control over every department in the yard, and will be held responsible for the preservation of all buildings and stores contained therein, of all vessels in ordinary or repairing, and for the judicious application of all labor.

To require duties to be properly performed.

(2) He shall see that all officers and others under his command, and all employees, perform their duty faithfully and efficiently, and that all returns and reports are made in the time and manner prescribed.

Not to allow improper use of labor or material.

(3) No materials of any kind shall be diverted from their original use, except for proper and public purposes, nor shall any mechanic or other employee do any work during working hours except for such purposes. The commandant will see to the enforcement of this rule.

Not to make alterations in yard, or sell or buy without authority.

(4) He shall not make any alterations in the prescribed assignment of buildings of the yard, or permit the purchase of stores or the sale of any articles, scraps, or chips, condemned or otherwise, unless authorized by the Department.

To approve pay rolls and bills.

(5) He shall approve all pay rolls and bills for supplies furnished, after satisfying himself of their correctness and of the fairness of prices charged.

To report movements of ships.

(6) He shall report promptly to the Department by telegraph the departure and arrival of all ships of the Navy.

To warn employees against violation of regulations

(7) He shall impress upon all mechanics and other employees that conformity to the established regulations of the yard is a condition of their continuance in employment.

To post general orders.

(8) He shall keep posted for at least three months in a conspicuous place a copy of every general order and circular received.

To report on fitness of officers.

(9) He shall make to the Secretary of the Navy reports on the fitness of officers as required by Art. 238.

Fire regulations.

1634. (1) He shall establish regulations to guard against accidents from fire in the ships and buildings within the yard.

Lights and fires.

(2) Lights and fires on board ships permanently at the yard shall be extinguished at the same hours as on board ships in commission.

Smoking.

(3) Smoking shall not be allowed in the yard outside of the officers' quarters, except by the commandant's special permission.

Fire department.

(4) The fire department shall be organized for day and night work under the commandant's direction, and its condition reported to him daily. The fire organizations shall be exercised at least once every month, both by day and night, and all absentees reported to the commandant. Where the organization is not deemed sufficient to control a fire in the yard, either by day or by night, the commandant shall make such arrangements with the local municipal authorities as will insure a prompt response to any call for aid.

Fire alarm.

(5) The alarm of fire shall be given by ringing the yard and ship's bells and firing a gun. The fire alarm may be sounded for a fire in the immediate vicinity of the yard by direction of the commandant.

Fires outside the yard.

(6) When deemed advisable, the engines and other apparatus may be sent to fires near the yard, but they shall be kept under command of their own officers.

Precautions to be taken at night.

1635. (1) The gates shall be closed at sunset and no strangers shall be admitted after that time, unless they come to visit officers in the yard or persons on board ships lying thereat.

The countersign and watchword.

(2) The watchword for the night and the countersign shall be issued only to such persons as the commandant may direct.

Equipment of ships to be in charge of commandant.

1636. When a ship is ordered to be fitted out for service at a navy yard, the fitting out shall be under the direction of the commandant, in conformity with general regulations and established allowances.

1637. When the commandant is directed to build, fit out, or repair any ship, or to construct any building, or to make any improvement at a yard, he shall direct an account to be opened against such ship, building, or improvement, debiting it with the cost of the labor and of the different materials used, detailed reports of which shall be forwarded to the proper bureau when the objects are completed.

Accounts to be opened.

1638. No alterations shall be made in the hull, boilers, machinery, or the dimensions or arrangements of masts, boats, or other equipments of any ship which may be ordered for repairs or equipment, without the previous sanction of the Department; but if, in the commandant's opinion, any change can be made to improve the qualities of a ship, or increase the accommodations of her crew, he shall report the same to the proper bureau, giving his reasons for recommending alterations and forwarding estimates of the probable increase of expense.

Alterations.

1639. (1) When ships are being built or refitted for service at a navy yard, the chips, shavings, filings, and dirt shall be cleaned out frequently, and particular care shall be taken that all foreign matter is removed and the parts thoroughly cleaned before the application of any paint or cement.

Precautions in building or repairing ships.

Access to bilges.

(2) Proper scuttles and manholes shall be so arranged that easy access may be had to all parts of the double bottom and to the spaces below the fire room, magazine, and other floors; and the commandant shall require these and all compartments and other spaces where dirt, shavings, or filings can accumulate, to be thoroughly examined and carefully cleaned.

Ships to be thoroughly cleaned and inspected before commission.

(3) The provisions of this article shall be carried out whenever a ship is being prepared for commission; and the commandant shall appoint a board to consist of the captain of the yard, a medical officer, a naval constructor, and a chief engineer, who shall, before the ship is turned over to her captain, make a careful personal examination and inspection of every part of her interior and especially of the double bottom, and of every compartment, the spaces below the fire room, magazine, chain lockers, holds, and water tanks, and the shaft alleys, and shall see that such spaces are free from all foreign matter and are properly protected with cement or paint; and the board shall report in detail the result of their inspection and that the ship is ready to receive her outfit and stores.

Captain of ship to be furnished with copy of report.

(4) When the ship is ready for her officers and crew, and before she is commissioned, the commandant shall furnish the officer ordered to command with a copy of the above report of inspection.

Plans to be furnished captains of ships.

(5) The captain shall be furnished with all the plans necessary to a complete understanding of all parts of the ship and her more important fittings.

1640. (1) Ships of the Navy in commission at a navy yard for any purpose shall, from arrival until departure, be under the command of the commandant.

Ships in commission at a navy yard.

(2) Ships in waters adjacent to a navy yard, but not within signal distance, are not under the command of the commandant of the yard, unless so placed by a special order of the Navy Department.

(3) The commandant shall limit the exercise of command over a ship attached to a fleet or squadron, temporarily under his control, to matters pertaining to the service for which the ship is at the yard, and to the enforcement of the police and fire regulations of the station.

(4) Ships attached permanently to the yard either as receiving ships or otherwise, shall be in all respects subject to the control of the commandant.

(5) A commander in chief shall, when practicable, shift his flag to some other ship of his command before sending a flagship to a navy yard.

(6) A commander in chief may, if necessary for temporary service in other ships of his command, detach officers and men, not exceeding one-half of the complement present, from a ship of his squadron at a navy yard; and such orders for transfer or detachment shall be sent through the commandant of the yard.

(7) When officers attached to ships in commission at a navy yard are required for service on courts or boards at the yard, or on board of other ships, they shall be detailed by the senior officer or officers present in command of such ships, upon the requisition of the commandant.

1641. (1) No ship in commission shall be repaired at a navy yard except as provided in Arts. 1403, 1584, and 1585.

Ships in commission under repair.

(2) The commandant shall, in addition to the weekly reports to the Department required by Art. 1588, report to the Bureau of Construction and Repair the time when a ship is received for repairs, the time when her repairs are begun, and the time when the repairs are completed.

(3) When a ship in commission is about to receive extensive repairs, her officers and crew may, if the commandant deems it necessary, be removed to some other ship or quarters until the repairs are completed; and in such cases the ship or quarters, and everything belonging to them, shall be kept in good order by the persons using them.

1642. (1) When a ship is transferred to the commandant of a yard at the expiration of a cruise, he shall have all the supplies and outfit in the several departments delivered into the charge of the proper officers and duly surveyed, using every precaution to prevent losses in the transfer from the ship to the storehouses, and he shall require officers in charge of supplies to superintend their removal.

Ships about to go out of commission.

(2) The orders detaching the officers shall not be delivered until the supplies and equipment have all been landed, the crew transferred or paid off, the ship ready to be turned over to the yard, and all regulations fully complied with.

Captains of ships to point out deficiencies.

Crew to be utilized in equipping.

1643. The commandant shall require the captain of a ship placed in his charge for repairs or equipment to point out any defects or deficiencies he may discover, and he shall require the officers and crew to store, equip, move, and secure such vessel, and to prepare her equipment whenever it can be done to advantage.

1644. (1) Moving and mooring ships shall be done only by the order of the commandant, and under the direction of the captain of the yard.

Moving and mooring ships at a navy yard.

(2) When a ship is moved for repairs the expense of the labor for moving shall be paid by that department which requires the ship to be moved.

1645. (1) When docking a ship in commission, the commanding officer shall have immediate charge until the bow of the ship reaches the dock sill and the vessel is fairly pointed for going into dock. The naval constructor or his assistant shall then take charge and complete the docking of the ship, being assisted as far as possible by those on board ship. In undocking, the naval constructor shall have charge until the bow of the ship clears the dock sill, when he shall turn the ship over to the commanding officer.

Docking and undocking.

(2) The captain of the yard shall furnish tugs and such other assistance as may be needed in handling the ship.

(3) In docking or undocking ships not in commission, the same rules shall be observed, except that the captain of the yard or his assistant shall have immediate charge of the vessel to be docked.

(4) While in dock, the captain of the ship, if she be in commission, shall be responsible for the proper closing over night of all openings in the ship's bottom upon which no work is being done. The naval constructor and chief engineer of the yard shall be responsible for the closing, before the end of working hours, of all valves and openings upon which work is being done in their respective departments, when such closing is practicable. In the case of ships in dock not in commission, the naval constructor and chief engineer of the yard shall be responsible for the proper closing of all openings in the bottom of ship within their respective departments. In all cases where practicable such openings shall be closed before the workmen leave the yard for the night.

(5) In all cases the naval constructor shall notify the commanding officer before letting in water preparatory to undocking the ship, and before having the dock valves opened must receive a report from the commanding officer that all sea valves or other openings in the bottom of the ship are properly closed.

(6) In the case of ships not in commission the same precautions shall be observed, except that the chief engineer of the yard shall be notified when a ship is to be undocked and shall report to the naval constructor when all valves or other bottom openings in his department of the ship have

been closed, and shall have men stationed at such valves while the ship is going out of dock. The naval constructor shall cause all other sea valves or openings to be carefully closed and men stationed at them until the ship has been floated out of dock.

(7) In docking ships, the naval constructor or his assistant must remain in charge until the ship has been properly landed and bilge blocks hauled

(8) While in dry dock the commanding officer of the ship shall see that no refuse or garbage from the ship is placed in the dock.

Crew to aid in work when practicable.

1646. In making repairs to, or doing other work on, ships in commission, the services of the crew shall be utilized as far as practicable.

1647. (1) Ships in commission and heads of departments of navy yards shall be provided with uniform pass books in which each pass shall have a stub. Passes and stubs shall be numbered consecutively, and the book with stub shall be preserved as a part of the official record of the ship or department.

Passes.

(2) They shall also be provided with seals. A ship's seal shall bear the name of the ship, and navy yard department seals shall be characteristic of the bureaus they represent.

(3) In order that the following system of passes may be rigorously observed, the officer of the guard shall be provided with a stamp, which shall indicate "date and gate;" this stamp on a pass shall constitute his visé. It shall be his duty to acquaint himself thoroughly with the signatures of the heads of departments, officers of the yard, and executive officers of ships.

(4) Public property of any character must be accompanied by a public pass. This pass must bear the signature of the head of the department to which the property belongs, or of one of the commissioned officers attached thereto; also, its official seal. No other person will give a public pass. The pass must be presented to the officer of the guard on duty for his visé, before the articles named therein can be passed through any gate of the yard or over its water front. It shall be the duty of the noncommissioned officer, or watchman, at the place of exit to examine the visé as to the correctness of date; he shall then compare the pass with the load to check the number of packages or articles, and, if correct, he shall endorse the pass accordingly, adding his signature to the endorsement, and the load shall be permitted to pass.

(5) The passes deposited in the officer of the guard's office shall be transmitted daily by him to the captain of the yard, at the beginning of office hours on the day following their receipt. It shall be the duty of the captain of the yard to scrutinize the passes as to the observance of the foregoing details, and if correct, to send them to the offices from which they originated. In these offices they shall be compared with their respective stubs, and filed for future reference. All irregularities shall be reported at once to the commandant. The stub and pass shall bear, for purposes of identification, a reference to the proper inspection report, in the case of rejected supplies, or to the bill of lading or other record of shipment, in the case of shipments.

(6) Private property of officers at the yard, not accompanied by an officer himself or a member of his family, must be exhibited as such on a private pass, which will be signed by the officer. All private passes shall be on uniform blanks, printed on white paper, and issued as requested by the captain of the yard. Public passes shall be on blue paper.

(7) Private property from ships in commission at navy yards must be accompanied by a pass signed by the executive officer or officer of the

deck, and stamped with the seal of the ship. These passes shall be returned to the ship for comparison with the stub, and filed for reference.

(8) Signing passes in blank is positively prohibited. Every pass must state the exact number of packages covered thereby. Every public pass must state also the contents of the packages.

Commanding officers of shore stations other than navy yards.

1648. Commanding officers of shore stations, other than working yards, shall be governed by the provisions of this chapter so far as applicable.

SECTION 2.—CAPTAIN OF YARD.

General duties of captain of yard.

1649. (1) There shall be attached to each navy yard a captain of the yard who shall be the aid or executive of the commandant. In the absence of the commandant he shall act in his stead.

Represents bureau of yards and docks.

(2) He is the representative at the yard of the Bureau of Yards and Docks, and where there is no civil engineer he shall be charged with the special duties of the latter.

Detailed duties under yards and docks.

(3) He shall have direct charge of the police and the enforcement of police regulations; of the fire department, yard tugs, landings, and all means of transportation, including locomotive engines, horses, and ox teams; and of the teamsters, stable men, and all employees on the rolls for clearing up and cleaning the yard.

Fires and lights in workshops.

(4) He shall have control of the fires and lights in the workshops, and shall satisfy himself after working hours that there is no danger from fire during the night.

Inspection of fire department.

(5) He shall inspect and report to the commandant daily the condition of the engines and all apparatus for subduing fires, informing him at once of any deficiencies; and shall at least once a month report in writing their actual condition.

Executive duties.

(6) He shall have charge of the walks and grounds and of moving and mooring vessels; shall visit and observe all parts of the navy yard and its establishments; and shall make such reports as will enable the commandant to be fully informed as to the working of the various parts of the station under his command.

To have a journal kept.

(7) A regular journal shall be kept under his direction, which he shall sign and submit monthly to the commandant for his approval. In it shall be entered the reporting for duty or detachment of officers, the arrival, departure, commissioning or placing out of commission of ships of the Navy, the arrival and departure of vessels with stores of any kind for the yard, the number of mechanics and others employed, the hour of docking or undocking any vessel, and the other principal transactions of the yard, together with a daily meteorological record.

(8) He shall have charge of all vessels in ordinary, and shall make a weekly written report of their condition to the commandant.

(9) Before a vessel is placed out of commission, he shall, in company with her captain, inspect her, and if satisfied with her condition, shall give a receipt for her to the captain when the ensign is hauled down. This receipt will state the condition of the vessel, as to cleanliness in all departments.

1650. (1) In the absence of the captain of the yard his duties shall be performed by the line officer next in rank actually on duty at the yard proper.

Absence of captain of yard.

(2) In the absence of both the commandant and captain such line officer next in rank shall become the acting com-

mandant, and shall exercise, for the time being, the authority of the commandant, both ashore and in respect to ships in commission at the yard as prescribed in Art. 1640. The captain and officers of a receiving ship lying at a navy yard or a station, shall not be considered as on duty in the yard or station, as far as succession to temporary command is concerned, nor exercise authority therein, but shall be subject in all respects to the orders of the commandant or acting commandant of the yard.

(3) A navy yard or station shall never be left without a line officer actually present and on duty thereat.

Junior line officers as additional aids.

1651. Line officers of lower rank may be attached to the yards as subordinate aids to the commandant, for the purpose of assisting the captain of the yard, and for general experience and observation in the duties of their profession.

SECTION 3.—OFFICERS IN CHARGE OF DEPARTMENTS.

Control of work and of employees.

1652. (1) Officers in charge of departments at a navy yard shall, under the direction of the commandant, supervise and control all work pertaining to their respective bureaus, and have the general superintendence, charge, direction, and mustering of all persons employed by them.

Work for another department.

(2) They shall, when doing work for another department, send every morning through the commandant to the head of such department a report of the number and class of men employed, with their rates of pay.

Reports.

(3) They shall furnish to the commandant a daily report of labor on blank forms prescribed, and make such returns of expenditures for labor and material as may be required by their respective bureaus.

Supplies and material.

(4) They shall make requisition upon the general storekeeper for supplies and material as required, and shall keep him advised, in advance, as to the probable needs of their several departments. (See Chapter XXVI, Supplies.)

Requisitions.

(5) All requisitions on the general storekeeper, for materials or articles for use in any department, shall be made by the proper foremen and be signed by the head of the department.

When vessels are being built or fitted out.

1653. (1) At navy yards where vessels are being built, or fitted out for first commission, the heads of the departments of equipment, ordnance, steam engineering, and supplies and accounts will furnish the commandant of the yard as soon as practicable after the first of each month with a list of the actual finished weights of all articles, including machinery and appurtenances thereto, battery or ammunition, spare machinery, tools, outfit, stores, or other articles of any kind that are under the cognizance of their respective bureaus, that have been placed during the preceding month on board each vessel under construction, together with the total amount of such weight up to date. Copies of the above reports will be furnished the head of the department of construction and repair and he will prepare from them a general monthly report giving the total amount of weight placed on board the vessel during the month, and the total amount up to date.

(2) In the case of extensive repairs to the hull, machinery or armament of a naval vessel, monthly reports of weights removed and added will be made in a similar manner to that directed above for vessels under construction, and the naval constructor will prepare a monthly summary of all weights of every kind added or removed, for transmission to the Bureau of Construction and Repair.

be prepared under the direction of the head of at, to be examined and approved by him, and cer- y the chief clerk. They shall be sent to the com- and by him transmitted to the pay officer.

CTION 4.—MEDICAL OFFICERS.

officer.

(1) The senior medical officer and his assistants at a navy yard shall give their professional atten- all officers and other persons belonging to the Navy and Marine Corps who are on duty at the yard; and to all families residing within the limits of such yard or station.

Attendance on officers' families.

Employees injured while at work.

(2) When wounds or injuries are received by mechanics or laborers while at work in the yard, the medical officer shall supply whatever may be necessary in rendering professional assistance. Such cases, if serious, shall be recorded and indexed in a book provided for that purpose, and if the injuries were received in the line of duty the case shall be reported to the commandant.

Daily sick reports.

(3) The senior medical officer shall make a daily report to the commandant of all persons in the naval service attached to the yard who should be excused from duty on account of sickness, and shall furnish to the commanding officer of marines a copy of so much of said report as pertains to the marines.

To examine recruits and candidates.

(4) He shall examine recruits who may offer to enlist in the Marine Corps at the yard, and all candidates for appointment in the Navy who may present themselves under proper authority.

Applicants for pensions.

(5) Medical officers shall examine all applicants for pensions under the provisions of secs. 4756 and 4757 of the Revised Statutes and give the required certificate on the blanks issued by the Department.

Junior medical officers at shore stations.

1656. Passed assistant and assistant surgeons attached to a navy yard or other shore station shall be guided by the regulations prescribed for medical officers of the same grade when at sea.

SECTION 5.—PAY OFFICERS.

Duties of pay officers of stations.

1657. (1) The pay officer of a shore station shall pay all officers and enlisted persons attached to it and to the vessels in ordinary, and, if so ordered, those belonging to receiving ships; also such officers as have their accounts transferred to the station for pay.

Pay of mechanics and laborers.

(2) He shall pay all mechanics and laborers employed at the station, upon certified pay rolls approved by the commandant, after he shall have satisfied himself of their correctness.

Storekeepers and purchasing agents.

(3) The duties of general storekeepers and purchasing pay officers are laid down in Chapters XXVI to XXX, inclusive.

SECTION 6.—ENGINEER OFFICERS.

General duties of senior engineer at navy yard.

1658. (1) The senior engineer in charge of the department of steam engineering at a navy yard or station shall, under the direction of the commandant, superintend the construction and repair of the steam and other machinery pertaining to that department.

Steam generators.

(2) He shall inspect quarterly all steam generators at the station and report to the commandant their condition and the steam pressure to which they may safely be subjected, and he shall make at all times such suggestions as, in his opinion, will add

to their safety and efficiency. When changes or repairs to a generator are recommended by him, the commandant shall forward his recommendations to the bureau to which such generator belongs.

Steam machinery afloat.

(3) He shall, under the direction of the commandant, have charge of all steam machinery afloat at the station, except of vessels in commission, and he shall exercise control over all persons employed in connection with such machinery in matters relating to its preservation and good order.

Responsibility.

(4) He shall be responsible for the condition and preservation of all the machinery, boilers, and appurtenances of vessels under his charge.

Vessels to be laid up.

(5) When a ship is to be laid up, he shall take charge of her machinery at the time her senior engineer is detached.

Supervision of repairs on machinery of ships in commission.

1659. When a ship in commission is to be repaired, he shall make requisition for the labor necessary, and before beginning any repairs shall confer with the commanding officer of the ship, who will afford him every facility for the prompt and economical execution of the work.

Reports to the commandant and the Bureau of Steam Engineering.

1660. (1) He shall prepare and sign all reports and accounts in his department that are required to be made by the commandant to the Bureau of Steam Engineering, the Bureau of Supplies and Accounts, or to the Secretary of the Navy.

(2) He shall submit to the commandant weekly a report of the engines and boilers that have been repaired, and the condition of the work to date.

SECTION 7.—NAVAL CONSTRUCTORS.

General duties of naval constructors.

1661. (1) The naval constructor at a navy yard shall have general superintendence and charge of the construction and repair of all ships. He shall conform to the instructions he may receive from the commandant for such construction and repair, being furnished with copies of orders and contracts relating thereto. If, in the course of the repair of any vessel, defects should be discovered that were not previously known, which will be likely to increase the expense or delay the work, he shall immediately report the same to the commandant for further instructions, suggesting such modifications as will be likely to diminish the expense or increase the utility of the work.

To make suggestions to commandant.

(2) He shall make to the commandant such suggestions in the line of his profession as he may consider for the interests of the service.

Vessels in ordinary.

(3) He shall cause to be thoroughly examined at least once a month all ships in reserve, or upon which work may have been suspended, to see that they are carefully guarded against deterioration or decay, and report in writing to the commandant.

Responsibility for waste of material.

(4) He shall be responsible for waste and improper use of material by those under his general superintendence.

Checks on expenditure of material.

(5) He shall use all possible care to prevent the use or conversion of any material, until such account is taken of it as will secure a correct expenditure.

Reports and returns.

1662. (1) He shall prepare and sign all reports and accounts in his department that are required to be made by the commandant to the Bureau of Construction and Repair, the Bureau of Supplies and Accounts, or to the Secretary of the Navy.

(2) He shall submit weekly to the commandant a report of vessels building or repairing, on which work has been done, giving the condition of the work to date.

SECTION 8.—THE ENGINEER.

1663. 1. The civil engineer attached to a navy yard shall be regarded as the assistant of the captain of the yard in all duties pertaining to the Bureau of Yards and Docks, except as herein-after provided. All correspondence of the civil engineer with the Commandant shall go through the captain of the yard.

2. He shall have charge of all civil engineering work including repairs and improvements, and shall be held responsible for the proper execution of the same.

3. He shall make the plans, drawings, and estimates for all proposed improvements, repairs, and other technical work on the line of his profession in the yard.

4. When he shall have prepared work for which estimates have been made, he shall prepare the necessary schedules of materials required in their execution.

5. He will be the Navy Department people that any work shall be done by other than regular civil engineer shall superintend the work, make estimates, as the work progresses, of the expense incurred and report and sign all bills, if the work is done in accordance with the terms of the estimate.

6. He shall make to the Commandant such suggestions in the line of his profession and duty as he may consider for the interest of the service.

1664. 1. He shall have prepared and sign all reports of the work under his special charge.

2. He shall have an exact account kept of all materials and labor expended upon each object for which shall be prepared a monthly report to the bureau of all expenditures. This report shall be accompanied by a written report of the progress made upon each object for which money has been appropriated.

3. He shall certify pay rolls of men under his control.

SECTION 9.—EMPLOYMENT OF LABOR AT NAVY YARDS.

1665. Labor shall be employed in the several navy yards by the proper officers in charge with reference to skill and efficiency, and without regard to other considerations. (Sec. 1544, R. S.)

1666. No officer or employee of the Government shall require or request any workingman in any navy yard to contribute or pay any money for political purposes, nor shall any workingman be removed or discharged for political opinion; and any officer or employee of the Government who shall offend against the provisions of this section shall be dismissed from the service of the United States. (Sec. 1546, R. S.)

1667. Persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty, shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. (Sec. 1754, R. S.)

1668. In grateful recognition of the services, sacrifices, and sufferings of persons honorably discharged from the military and naval service of the country, by reason of wounds, disease, or the expiration of terms of enlistment, it is respectfully recommended to bankers, merchants, manufacturers, mechanics, farmers, and persons engaged in industrial pursuits to give them the preference for appointments to remunerative situations and employments. (Sec. 1755, R. S.)

Each officer to be furnished with copies of orders.

1669. It shall be the duty of the commandant of each navy yard or station at which labor is employed, to furnish every officer under his command, for his future guidance, with a copy of all orders relating to the employment of labor at navy yards and stations.

Wages of employees.

1670. (1) The rate of wages of employees shall conform to the standard of private establishments in the immediate vicinity of the respective yards, to be determined by the commandant, subject to the approval and revision of the Navy Department.

(2) The commandant of each yard shall appoint a board of officers, who shall make diligent inquiry at the principal private mechanical establishments in the vicinity of the yard as to the rate of daily wages paid to the workmen of different classes in each trade included in the trade schedule of the yard, and shall report quarterly to the commandant the result of such inquiries, and recommend rates for the payment of workmen of corresponding classes and trades at the yard.

(3) When the board submits to the commandant the proposed quarterly schedule of wages, it shall also make a separate report stating in full all changes from the schedule approved the previous quarter which involve an increase or reduction in the wages of any class or trade, with the reasons therefor.

(4) The commandant shall then forward to the Navy Department, in duplicate, the proposed schedule of wages for the yard, as approved by himself, which will be made on the blank form designated "Navy Yard Orders, Form 1," to the Department for its revision and approval, and when said quarterly schedule is approved by the Department it shall remain in force during the ensuing quarter.

(5) When new trades are added to the trade schedule of the yard on recommendation of the commandant, with the Department's approval, the commandant shall immediately cause the board of wages to ascertain the proper rate of wages therefor in the usual manner. Their report shall be transmitted for approval, and the trades thus fixed shall be included in the next quarterly schedule of wages.

(6) The quarterly schedule of wages shall not include the civil establishment, provided for by statute, or special employments (Schedule D) authorized by Departmental order, the pay of which is fixed by the statute or order creating them, but shall be confined exclusively to the approved trade schedule of the yard with approved additions to date.

Contributions for political purposes.

1671. No officer or employee of the Government shall require or request any workingman in any navy yard to contribute or pay any money for political purposes, nor shall any workingman be removed or discharged for political opinion.

Conduct of work, mustering, etc.

1672. Work at all navy yards and stations, except at the Washington navy yard and the torpedo station (where the methods now in use may be continued), shall be conducted under the following regulations:

(*a*) All employees shall be at their stations, and work shall commence promptly at the hours designated and continue until the signal for ceasing work.

(*b*) Work shall continue during the prescribed hours, with the exception that certain mechanics employed in shops and on board ships shall be allowed to stop work five minutes before the evening signal, in order to give them time to put away their tools and change their clothing.

(*c*) It shall be the duty of foremen, quartermen, and leadingmen to see that machinery is started and that work is promptly commenced and continued during working hours.

(d) Nothing less than an hour's work shall be the subject of entry in the books. Per diem pay shall be so established as to be a multiple of eight. In case an employee fails to report to his foreman at the hour designated for beginning work and does so report within one hour, accounting satisfactorily for his tardiness, or, if, by authority, he fails to make full time, he shall be credited with the time made. Heads of departments only can authorize tardy employees to go to work, or can give employees permission, by a pass, to absent themselves from the yard before the bell rings for stopping work.

(e) To each employee shall be assigned a number, which shall be entered on the time book of the department in which he is employed; and numbered metal checks shall be provided.

(f) In each shop and at other points, where a sufficient number of men are engaged to warrant it, there will be a check board large enough to hold the maximum number of checks that will probably be required in the subdepartment, having hooks consecutively numbered in vertical rows on which the corresponding metal checks shall be hung. This board shall be kept locked until fifteen minutes before the hour for beginning work, at which time it will be unlocked by the person in charge at the check box. Near this check board shall be placed a locked check box with a slot in the lid. Employees having been informed of their number shall, before the hour designated for beginning work, take the check corresponding to their number from the board and deposit it in the box, and no one shall so dispose of the check belonging to another employee. At the hour designated for beginning work, the slot in the box shall be closed with a catch slide by the foreman, quarterman, or leadingman in charge of workmen.

(g) As soon as the boxes are closed, they shall be taken to the office of the time clerk, who shall assort the checks, note the presence of their depositors, and then have the checks hung on the board to which they belong and the boxes in place before next muster. Before the checks are sent from the office, the time clerk shall be informed if any men are to be discharged or suspended, and, if so, their checks should not be sent from the office to be hung on the board. Checks not deposited in the boxes shall be taken to the office and kept separate, so as to enable the time clerk to verify his record of absentees; but they shall be hung in their places before the next muster.

(h) In order that a correct record may be kept of the labor expended on authorized work and properly chargeable to it, foremen or quartermen and leadingmen in charge of gangs of mechanics or laborers shall be furnished with duplicate pocket time books, in which shall be entered the names of the men under their special control and supervision. One of these time books shall be used on Mondays, Wednesdays, and Fridays, and the other on Tuesdays, Thursdays, and Saturdays.

(i) To each name shall be given a space of four lines, so that, if there is any change in the job on which the man is engaged, there will be space for making the proper entry on the time book.

(j) Each foreman, quarterman, or leadingman in charge will have a list of the job orders issued to him, or on which his gang will have work to do, in order that he may have the necessary information to enable him to make correct entries in his time book.

(k) In departments where two hundred or more men are usually employed, timekeepers who go from foreman to foreman shall fill out character-of-work books, which shall record the job or jobs on which each man has worked during the day. In departments where less than two hundred men are usually employed, the time books themselves shall be used instead of character-of-work books.

(l) Foremen, quartermen, and leadingmen who are required to keep time books shall be held responsible for their accuracy.

1673. The refusal of any workman to perform duty in the fire companies shall, unless he be excused, as hereinbefore provided, be considered good cause for his dismissal; and the failure of any person attached to a fire company to appear at his post upon the alarm of fire in the yard, shall, unless satisfactorily explained, render him liable to dismissal.

Refusal to perform duty in fire company.

1674. (1) All mechanics and laborers shall be paid twice a month, upon dates not more than ten days after the expiration of each month or half month. All other employees shall be paid upon the first and sixteenth of each month or as soon thereafter as practicable.

Payment of mechanics and laborers.

(2) Each payment, whether for the first or second half of the month, shall be made upon one day or distributed over two or more days, according to the size of the force, in the discretion of the commandant, with the view of taking up the least possible time of the employees.

(3) It shall be the duty of the commandant to prescribe for each yard the order in which the different departments are to be paid, and in this and other respects to reduce the payment of men to a complete working system. The regular payments will be made outside of working hours. In order to economize time at yards where the force is large, payments will be made simultaneously at different pay windows.

(4) The quartermen, upon the day named for payment, shall form their men in the order of their names on the rolls, and conduct them to the pay office. They shall station themselves at the pay windows and identify each man as he answers to his name. If the men are not employed under a quarterman, this duty shall be performed by the foreman; and if there is neither foreman nor quarterman, then by the leadingman. The men shall present themselves at the pay windows strictly in the order in which their names appear on the rolls, as indicated by their tickets, be identified, hand in their tickets, and receive their money in an envelope on which are written their number and the amount of money inclosed. The pay clerk, in delivering the envelope, shall read aloud from the roll the name, number, and amount due. As the men receive their envelopes, they shall pass away promptly. The foreman, quarterman, or leadingman, as the case may be, shall identify the men in his charge, and it shall be the duty of the pay officer to make no payment until he is satisfied that the identification is complete.

(5) A commissioned or warrant officer on duty at the yard and not connected with the pay office shall be detailed by the commandant for a specified period to witness payments. A separate officer shall be detailed for each pay window. It shall be the duty of this officer to check the payment on the pay ticket with a personal stamp, as the name of the payee and amount due are called, and immediately after the payments of each day are completed to compare, with the pay officer's assistance, the pay tickets with the pay roll, and append his signature to the roll opposite each name as a witness to each individual payment.

(6) No payment shall be made at other than the regular pay day and hour, except in case of discharge, enforced absence, or other sufficient cause, upon the recommendation of the head of department, approved by the commandant, and every such payment and the cause thereof shall be made a matter of permanent record in the pay office.

(7) Special payments as above, authorized by the commandant, may be made at any convenient time; but, as in all other cases, it must be witnessed by the officer detailed for that duty, and the paymaster is responsible for seeing that the payee is properly identified. Where the workman

can not come in person, payment may be made on a written order, on the back of his pay ticket, signed by the workman himself, and naming the person to whom the money is to be paid, and authenticated to the satisfaction of the pay officer.

(8) In case of discharge properly authorized, men shall be paid at the pay office at any time during office hours, upon the presentation of their discharge ticket signed by the time clerk and approved by the head of department and commandant. There will be attached to the discharge ticket a receipt in full, signed by the payee, and duly witnessed by the witnessing officer, as above provided for. Identification of the payee must be made in the same manner as in the case of payments made upon the regular pay day, and the pay officer shall, as in the case of regular payments, be required to satisfy himself as to the completeness of the identification.

1675. (1) The office hours of the navy yards and the departments thereof shall be from 9 a. m. to 4 p. m., except on Sundays and holidays, or when business is suspended by competent authority.

Clerical force at navy yards.

(2) No clerk or employee performing clerical work shall be absent from duty during those hours without permission of the chief clerk of the department, except for half an hour allowed for luncheon; and no such permission shall be given except for good reasons, for which the chief clerk shall be held responsible.

(3) The chief clerk of each department shall keep a book, in which each clerk or employee performing clerical duty shall register his name and time of arrival in the morning, and of leaving in the afternoon. The book, or register of arrivals and departures, shall be kept in an accessible place up to 9.05 a. m. daily, at which time it shall be taken by the chief clerk, and all arrivals thereafter shall be registered in his presence or in the presence of some person designated by him for that purpose. At 4 p. m. of each day the register shall again be put in an accessible place, and each clerk shall register his name and time of leaving.

(4) The chief clerk shall make a weekly list of employees who are absent, with or without permission, during any part of the working hours, and present it, with such recommendations as he may deem proper, to the officer in charge of the department. He will also note the quality of their work.

(5) The head of the department shall make a weekly report of delinquents to the commandant, with recommendations. He shall also report such employees as are incompetent or inefficient, stating wherein the inefficiency consists. Cases of incapacity or inefficiency, whether from irregular attendance or other cause, shall be reported to the Navy Department.

(6) Where a clerk is not fully employed during office hours from want of work or any other cause, the chief clerk shall so report to the head of the department, who shall transmit the report with recommendations to the commandant. The commandant shall take measures to correct this, but if unable to do so he shall report the facts to the Navy Department, with suitable recommendations.

(7) The chief clerk shall apportion the work suitably among the employees and will see that each performs his proper share, and in case of any increase or diminution of business, he shall recommend corresponding changes in the number of his force.

(8) The commandant is ultimately responsible for the work of the clerical force, as of all other employees; and he must see to it that such discipline, organization, and supervision are maintained as will prevent waste of time or money in the employment of the force.

CHAPTER XXXVIII.

APPOINTMENTS AND PROMOTIONS.

SECTION 1.—APPOINTMENTS.

Appointments to line, engineer corps, and Marine Corps from Naval Academy.

1676. (1) All vacancies in the lowest grades of the line and engineer corps of the Navy and of the Marine Corps shall be filled by appointment from those naval cadets who successfully complete the six years' course at the Naval Academy; such appointments to be made from the graduates of the year, at the conclusion of their six years' course, in the order of merit as determined by the academic board of the Naval Academy.

Graduates, how assigned to corps.

(2) The assignment to the various corps will be made by the Secretary of the Navy upon the recommendation of the academic board.

Appointments made subject to examination.

1677. (1) No person shall be appointed to any office in the Navy, unless he is a citizen of the United States, nor until he shall have passed a physical, a mental, and professional examination.

(2) The physical examination shall precede the mental and professional, and if a candidate should be physically unfit he shall not be examined otherwise.

Candidates for assistant surgeons.

1678. (1) A candidate for the office of assistant surgeon must be not less than twenty-one nor more than twenty-six years of age. His moral, mental, and professional qualifications shall be decided upon by a board of medical officers.

Apothecaries at shore stations.

(2) Apothecaries for shore stations shall, with the approval of the Secretary of the Navy, be appointed by the chief of the Bureau of Medicine and Surgery.

Candidates for assistant paymasters.

1679. (1) A candidate for the office of assistant paymaster must be not less than twenty-one nor more than twenty-six years of age. His physical, mental, and moral qualifications shall be decided upon by a board of pay officers appointed by the Secretary of the Navy.

(2) The physical examination of the candidate shall be conducted by a board of three medical officers, who shall report the result thereof to the board of pay officers, certifying as to the physical qualifications of the candidate for appointment as assistant paymaster, and such report shall form a part of the record of said board of pay officers.

Candidates for chaplain.

1680. A candidate for the office of chaplain must be not less than twenty-one nor more than thirty-five years of age. He will be required to pass a physical examination only, but must be a regularly ordained minister of good standing in his denomination.

1681. (1) Naval cadets who show a peculiar aptitude for the profession of naval construction, may be selected by the Secretary of the Navy for such a scientific mechanical education as will fit them for said profession and for appointment as assistant naval constructors.

Naval cadets selected for education as naval constructors.

(2) A candidate from civil life for the office of assistant naval constructor must be not less than twenty-four nor more than thirty years of age; he must furnish evidence of good moral character, and that he is a skilled naval architect, and has been engaged in the practice of that profession; and must present favorable testimonials or certificates from the persons from whom he learned his profession, or from naval constructors under whom he may have served. He will be required to pass a physical examination and such mental and professional examinations as the Navy Department may direct.

Candidates for assistant naval constructors from civil life.

1682. In the appointment of warrant officers, preference will be given to men who have been honorably discharged upon the expiration of an enlistment as a naval apprentice, and have reenlisted within three months after such discharge to serve during a term of three or more years.

Appointment of warrant officers.

1683. After the required examinations of candidates for warrant officers have been passed, acting appointments shall be given. An acting boatswain, gunner, carpenter, or sailmaker is eligible for a warrant bearing the same date as his acting appointment, after having served one year at sea; provided the captains under whom he has served shall certify favorably to the Secretary of the Navy as to his merits.

Warrant officers to receive at first acting appointments.

1684. A candidate for the appointment of boatswain must be of correct habits. Except when an ex-apprentice, he must be not less than twenty-one nor more than thirty-five years of age; must have been at least seven years at sea, and have served one year of that time as a petty officer in the Navy. A candidate for boatswain must be a thorough practical seaman; must understand cutting and fitting rigging according to regulations, the weighing, securing, and transportation of anchors and the working of cables with modern appliances, the erection and securing of shears, the handling of purchases, masting ships, and securing yards; and must have sufficient education to keep a correct account of stores.

Candidates for boatswain.

1685. (1) A candidate for the appointment of gunner must be a seaman of correct habits. Except when an ex-apprentice, he must be not less than twenty-one nor more than thirty years of age. No person shall be appointed an acting gunner until he shall have satisfactorily passed an examination on the subjects herein mentioned before a duly authorized board of line officers; and no acting gunner shall receive a warrant as gunner unless he shall present commendatory letters from the captains under whom he has served, after making a cruise of not less than one year as acting gunner in a seagoing ship of war.

Candidates for gunner.

(2) He must be able to read and write with facility; must understand the first four rules of arithmetic, and proportion; and must be able to keep the gunner's accounts correctly.

(3) He must understand the construction, mode of dismounting and assembling, and the methods of remedying difficulties and defects in B. L. rifles, B. L. howitzers, all revolving cannon and machine guns of service types, and the magazine rifles and other small arms in the naval service; also the use of such tools as are supplied for repairing ordnance at sea.

(4) He must be able to put up all kinds of ammunition, to take impressions of vent and bore, to star-gauge guns, to adjust, verify, and use sights, to fit all gun gear, and thoroughly understand and be able to explain all fuzes in use in the Navy.

(5) He must understand the manner of fitting magazines, shell rooms, shell houses, and light rooms; the manner of stowing and preserving powder, projectiles, fireworks, and all ordnance stores afloat and on shore; and the manner of handling and securing guns.

(6) He must be fully conversant with all orders and regulations in regard to the care and handling of ordnance material and stores afloat and on shore, and with the charges of powder for guns and projectiles of every caliber.

Candidates for carpenter.

1686. (1) A candidate for appointment as carpenter in the Navy must be of correct habits. Except when an ex-apprentice, he must be not less than twenty-one nor more than thirty years of age. Before appointment he shall pass a satisfactory examination as to his professional, moral, and physical qualifications, the professional and moral examination being conducted by a board of three officers appointed by the Secretary of the Navy, and composed of a naval constructor, an assistant naval constructor, and a carpenter.

(2) The candidate must satisfy the examining board that he is a good mechanic, having a general knowledge of practical shipbuilding in wood, iron, and steel, and of the qualities and strength of the materials used therein. He must be able to read plans, make working sketches, furnish estimates of cost of work, and keep accounts of stores; he must understand in general the care and preservation of ships, their equipment and fittings, and the care and operation of such apparatus and machinery as he may be required to look after on board ship. He must also be familiar with the precautions necessary to be taken in docking and undocking ship.

(3) A newly-appointed carpenter will, when practicable, be attached to the construction department of a navy yard for at least six months before being ordered to a seagoing vessel, in order that he may become conversant with his duties aboard ship and be instructed in the care and operation of such auxiliary machinery as may come under the construction officer.

Candidates for sailmaker.

1687. A candidate for the appointment of sailmaker in the Navy must be of correct habits. Except when an ex-apprentice he must be not less than twenty-one nor more than thirty years of age; he must be a good workman, with a knowledge of drafting, and understanding thoroughly the cutting and making of sails, awnings, hammock cloths, boom covers, and windsails, and must be able to write sufficiently well to keep an account of stores.

Persons not presenting themselves for examination.

1688. Any person who shall fail to present himself for examination after having obtained permission shall be considered as having forfeited his right to appear.

Penalty for giving false certificates, etc.

1689. Any candidate who shall give a false certificate of age, time of service, or character, or who shall make a false statement to a board of examiners, shall be regarded as disqualified.

Acceptance and oath.

1690. Every person, on receiving an appointment from the Navy Department to any office in the Navy, shall immediately forward a letter of acceptance, together with the oath of office duly signed and certified.

Officers to assume rank and uniform of a higher grade upon appointment.

1691. (1) An officer holding an acting appointment shall wear the uniform of the grade to which he is appointed and shall affix the title of his acting rank to his official signature; when such duty ceases he shall resume the uniform and title of his actual rank.

Assumption of new rank and uniform upon promotion.

(2) A commander in chief may issue an order to any officer to assume the rank and uniform of a grade to which he has been promoted, upon receiving satisfactory evidence of such promotion.

1692. (1) Clerks to pay officers of ships, and principal clerks to pay officers at shore stations, will be appointed by the Secretary of the Navy upon the nomination of pay officers.

Pay clerks.

(2) In accepting appointments they shall be required to bind themselves to be subject to such laws and regulations for the government and discipline of the Navy as have been or may be enacted by Congress, or established by other competent authority. The acceptance must be accompanied by the oath of office prescribed by law. (See secs. 1386, 1387, 1388, R. S.)

(3) The acceptance of an appointment as clerk shall be considered as binding such person to serve with the officer who nominated him until regularly discharged by the Department.

(4) Pay officers shall be responsible for the character and fitness of the clerks they nominate, and with such nominations must submit certificates showing the character and fitness of the persons nominated.

SECTION 2.—PROMOTION.

Qualifications for promotion.

1693. All officers of the Navy, to be eligible for promotion, shall pass such professional and physical examination as the Secretary of the Navy may from time to time prescribe. (See secs. 1493-1510, R. S.)

Examination on foreign station.

1694. When a vacancy occurs which will entitle to promotion an officer who is abroad on duty, he may, by direction of the Secretary of the Navy, be examined on a foreign station.

CHAPTER XXXIX.

BOARDS.

SECTION 1.—ORGANIZATION AND GENERAL PROCEDURE.

Precedence of members.

1695. Officers on boards will take their seats in the same order of rank or seniority as on courts-martial.

Duties of senior member.

1696. (1) The senior member or president of a board shall preserve order, decide upon matters relating to the routine of business, such as a recess, and may adjourn the board from day to day, at and to such hours as, in his judgment, will be most convenient and proper for the transaction of the business before it.

Equality of members.

(2) Should an objection be made by any other member of the board to a recess or adjournment announced by the senior officer, a vote shall be taken with regard to it, and the decision of the majority shall govern.

Quorum.

1697. No board shall transact any other business than an adjournment unless at least two-thirds of the members be present.

Unauthorized absence forbidden.

1698. (1) No member of a board shall fail in his attendance at the appointed times, unless he be prevented by illness or by some insuperable difficulty, or be ordered away by competent authority, or be excused by the officer ordering the board, except that a short temporary absence may be allowed by the senior member of the board.

Report to convening authority.

(2) In case of such failure, the senior officer present of the board is to inform the officer ordering the board of the fact, and also of the reasons for the failure, if known to him, in order that the vacancy may be filled, if necessary.

Members not to vote after absence, unless.

1699. A member absent during the investigation of any matter or case shall not vote upon a decision with regard to it; but, if necessary to arrive at a conclusion, a reinvestigation may take place in the presence of that member and of the interested parties.

Leaving vicinity forbidden, unless.

1700. Members shall not leave the vicinity of the place at which a board is assembled, unless authorized to do so by the officer who convened it, or by his superior.

Recorder, appointment and duties of.

1701. (1) A competent person shall be appointed by the officer who orders the board to record its transactions and, under its direction, to draw up the final report, which shall be based upon the opinion of the majority. Such report shall be signed by all the concurring members.

Authentication of report.

(2) Those who do not concur shall append their reasons for dissent, and subscribe their names thereto.

Junior member to act as recorder when none is appointed.

1702. On boards of survey, and on other boards when a recorder shall not have been named in the convening order, the junior member shall act as recorder; but the reports, based upon the opinion of the majority, shall be drawn up by the senior member and shall be signed as provided for in the preceding article.

SECTION 2.—EXAMINING BOARDS.

Examining boards authorized.

1703. At stated or convenient periods boards will be convened for the examination of candidates for appointment or promotion, and such candidates will be duly informed of the time and place of meeting.

Composition of examining boards.

1704. (1) Boards for the professional examination of officers for promotion shall consist of not less than three officers senior in rank to the officer to be examined, and they will, when practicable, be selected from the same corps as that to which the candidate belongs.

(2) The mental, moral, and professional examination of candidates for appointment to fill vacancies in the lower grades of the medical, pay, and other staff corps, not filled by graduates of the Naval Academy, will be conducted by boards similarly constituted.

Interpreter.

1705. A competent officer of any branch of the service will be added, if necessary, to any board by which candidates are to be examined in a foreign language, or before which an investigation may take place wherein the services of an interpreter may be required.

Statutes regarding promotion.

1706. (1) No line officer below the grade of commodore, and no officer not of the line, shall be promoted to a higher grade on the active list of the Navy until his mental, moral, and professional fitness to perform all his duties at sea have been established to the satisfaction of a board of examining officers appointed by the President. (Sec. 1496, R. S.)

(2) In time of peace, no person shall be promoted from the list of commodores to the grade of rear admiral, on the active list, until his mental, moral, and professional fitness to perform all his duties at sea has been established as provided in the preceding section. (Sec. 1497, R. S.)

Physical examination.

1707. (1) No officer shall be promoted to a higher grade on the active list of the Navy, except in the case provided in the next section, until he has been examined by a board of naval surgeons and pronounced physically qualified to perform all his duties at sea. (Sec. 1493, R. S.)

(2) The provisions of the preceding section shall not exclude from the promotion to which he would otherwise be regularly entitled, any officer in whose case such medical board may report that his physical disqualification was occasioned by wounds received in the line of his duty, and that such wounds do not incapacitate him for other duties in the grade to which he shall be promoted. (Sec. 1494, R. S.)

Procedure of examining boards.

1708. (1) The board of examiners shall be duly organized and sworn in each case in the manner provided for naval courts-martial. It shall have power to take testimony and to examine all matters on the files and records of the Department in relation to any officer whose case shall be considered by it. (See Art. 1717.)

Matter from files relative to candidate.

(2) There shall be submitted to the board for its consideration all matter on the files and records of the Navy Department which relates in any way to the mental, moral, or professional fitness of the officer whose case is being inquired into, except such as relates to any fact which occurred prior to the last examination whereby he was promoted and which has been inquired into and decided upon, unless such fact continuing shows his present unfitness for promotion. The chief of the Bureau of Navigation is charged with the execution of this regulation.

Interrogatories.

(3) Interrogatories regarding the mental, moral, and professional fitness of officers subject to examination preliminary to promotion, shall be sent by the Bureau of Navigation to all commanding officers under whom they have served since their last promotion. If necessary or requested, interrogatories shall also be sent to officers, their seniors, with whom they have served, other than commanding officers.

Answers to be made under oath.

(4) Answers shall be made under oath, and must be based upon the record of the officer during the entire period covered by the interrogatories. They shall be filed in the Bureau of Navigation as part of the officer's record, and shall be submitted to the board of examiners for its consideration, and to be attached to the proceedings in the case.

Witnesses.

(5) Any officer may be called before the board to give evidence, if deemed necessary.

(6) Witnesses, when summoned, shall be sworn by the president of the board.

Right of candidate to be present.

(7) Any officer whose case is to be acted upon by such examining board, shall have the right to be present, if he so desires, and to submit a statement of his case on oath. (Sec. 1500, R. S.)

Record.

(8) The statement of such officer, if any be made, all questions propounded to him, and his answers thereto, with the testimony of all witnesses in the case, shall be entered in the record of the proceedings.

No officer to be rejected without examination.

(9) No officer shall be rejected until after such public examination of himself and of the records of the Navy Department in his case, unless he fails after having been duly notified to appear before said board. (Sec. 1503, R. S.)

The responsibility of the officers under examination and of the board.

(10) The onus of establishing professional fitness shall be held to rest entirely upon the officer under examination. The mental and moral fitness of the candidate shall be assumed unless a doubt shall be raised on either head, in the mind of any member of the board, from the answers contained in any of the interrogatories or reports on fitness, from the general reputation of the candidate, or from other sources of evidence of record. It shall be held obligatory upon any member of the board to decline to recommend the promotion of an officer until he be satisfied of the officer's entire mental, moral, and professional fitness for promotion. The board, while careful not to do injustice to an officer regarding whom there is any doubt, shall take equal care to safeguard the honor and dignity of the service, recommending no officer for promotion as to whose fitness a doubt exists.

Authentication and transmission.

(11) The record of proceedings will be signed by all the members and the recorder and be transmitted, together with all reports of qualifications and other documentary evidence required for the information of the revising authority, to the

was dealt; if there were any aiders or abettors; and such other particulars as may afford the means of drawing up, with the precision required by law, the necessary charges and specifications against the person or persons accused of the homicide.

Form of record.

1716. (1) The following form will be used in recording the proceedings of a board of inquest:

At a board of inquest assembled by order of _____ _____, commanding U. S. S. _____, on the _____ day of _____, 18__, at sea (or in the harbor of _____), on the body of (insert the name and rank or rating), found dead.

Present: _____ _____, President: _____, _____.
Members: _____ _____, Recorder.

The order convening the board was read and appended to the record; and the board having viewed the body, proceeded to take the following evidence:

_____ _____ called before the board.

QUESTION. State all you know about the death of _____ _____.
ANSWER. _____.
QUESTION. _____.
ANSWER. _____.
(The witness withdraws.)
Surgeon _____ _____, U. S. S. _____, states that in his opinion the deceased, etc.
(The proceedings are here closed.)
The board, from a view of the body and from the evidence before it, is of the opinion that _____ _____ died a natural death; or by the visitation of God; or was killed by _____; or was drowned; or was murdered by _____, or by some person or persons unknown; or committed suicide by _____; or otherwise, as the case may be.
(To be authenticated by the signatures of all the members and the recorder.)

Record to show whether death was caused by an act of duty.

(2) In every case the board will carefully look into and state in the record how far, in their opinion, the death of the individual was occasioned by any act of duty in which he was engaged when it occurred.

SECTION 6.—FORM OF OATHS.

1717. The following oaths shall be administered to members and recorders of examining and retiring boards and to witnesses before such boards:

Oath to be taken by members.

(*a*) To members:

"You and each of you solemnly swear (or affirm) that you will honestly and impartially examine and report upon the case of _____ _____, U. S. Navy, now before the board and about to be examined."

Oath to be taken by recorder.

(*b*) To recorder:

"You do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board in the case of _____ _____, now before the board and about to be examined."

Oath to be taken by witness.

(*c*) To witnesses:

"You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you in the case of _____ _____, now under examination by this board."

CHAPTER XL.

COURTS OF INQUIRY.

SECTION 1.—OBJECTS AND CONSTITUTION.

Object and advantage of.

1718. In important cases, where the facts are various and complicated, where there appears to be ground for suspecting criminality, or where crime has been committed, or much blame incurred without any certainty on whom it ought chiefly to fall, a court of inquiry affords the best means of collecting, sifting, and methodizing information for the purpose of enabling the convening authority to decide upon the necessity and expediency of further judicial proceedings.

Power to convene, how vested.

1719. The power to order courts of inquiry is vested in the President of the United States, the Secretary of the Navy, or the commander of a fleet or squadron.

When to be convened.

1720. Commanders of fleets or squadrons serving in the waters of the United States, although not empowered to order general courts-martial, except by express authority of the President of the United States, are expected on the occurrence of any matter serious enough in their judgment to require thorough investigation, to order a court of inquiry as soon as practicable, and on the proceedings being closed, to submit them by the earliest opportunity to the Secretary of the Navy, in order that he may act advisedly in any course he may think proper to pursue.

Composition of court.

1721. A court of inquiry shall consist of not more than three commissioned officers as members, and of a judge advocate, or person officiating as such. (Art. 56, sec. 1624, R. S.)

Rank and corps of members.

1722. The composition of the court, either in regard to the rank of its members or the department of the service to which they belong, should be regulated by the circumstances to be inquired into. In case the conduct or character of an officer may be implicated in the investigation, the members of the court should not be, if possible, inferior in rank to that officer And should such officer not be an officer of the line, it is proper, if the exigencies of the service will permit, that one or more officers of the department to which he belongs should be detailed for duty on the court.

Procedure in case of a reduction in number.

1723. Should the number of members named in the order convening the court be reduced, the court can not proceed without authority from the officer who convened it.

Detail of orderly.

1724. At the request of the president of the court, the captain of the vessel or commandant of the navy yard or station on board of or at which the court is held shall direct an orderly to attend upon its meetings and execute its orders.

1725. Courts of inquiry shall have power to summon witnesses, administer oaths, and punish contempts, in the same manner as courts-martial; but they shall only state facts, and shall not give their opinion, unless expressly required so to do in the order for convening. (Art. 57, sec. 1624, R. S.)

Powers.

1726. When a court is required to report facts, it is not to be understood that the bare record of the testimony is meant, but also the result and conclusion of the court from hearing the evidence.

Facts defined.

1727. It is the duty of the president of a court of inquiry to administer the oath to the judge advocate and to the witnesses, to preserve order, to decide upon matters relating to the routine of business, and to adjourn the court from day to day, as, in his judgment, will be most convenient and proper for the transaction of the business before it; but should objection be made by any member of the court to an adjournment announced by the president, the question shall be submitted to and decided by the court.

Duties of president.

1728. It is the duty of a judge advocate of a court of inquiry—

Duties of judge advocate.

(*a*) To summon all the witnesses required for the investigation, and to lay before the court a list of them.

(*b*) To administer the oath or affirmation to the members of the court, according to the form prescribed by Art. 58, for the government of the Navy, and himself to take the oath or affirmation required by said article.

(*c*) To record the proceedings of the court under its direction and control, and to append original documents or authenticated copies thereof to the record.

(*d*) To put the questions to the several witnesses.

(*e*) To assist the court in systematizing the information it may receive; to minute in the proceedings the opinion of the court, if called for; and to render to the court such assistance as will enable it to lay all the circumstances of the case before the convening authority in a clear and explicit manner.

(*f*) In conjunction with the president of the court, to authenticate the proceedings by his signature.

SECTION 2.—METHOD OF PROCEDURE.

Rule of assembling.

1729. (1) Courts of inquiry will assemble as nearly as practicable at the time and place named in the order convening them.

Precept and instructions to be read.

(2) The court on first assembling is usually closed until the order constituting it, and the instructions contained therein, are read, and the original of said order will be attached to the proceedings.

Parties introduced.

(3) The mode of procedure having been decided upon by the court, the complainant (if there be one) and the accused shall be called in, and the complaint or subject to be investigated shall be communicated to the accused party.

Whether open or closed court, how decided.

(4) Whether the investigation shall be held in open court or not must depend on the nature of the matter to be examined, and, if not specified by the convening authority, will be decided by the court.

Complainant allowed to be present.

(5) The judge advocate, as recorder, is prosecutor in the case, but the complainant or accuser (if there be any) may be allowed to remain in court and make suggestions to the judge advocate.

Counsel allowed.

(6) The parties before a court of inquiry, both the accuser and the defendant, may be allowed to have friends or counsel present during open court.

Challenge of member.

(7) A member of a court of inquiry may be challenged for cause by either party.

Employment of reporter or interpreter.

1730. (1) With the sanction of the convening authority, a court of inquiry may avail itself of the services of a reporter or interpreter, but such person or persons shall be sworn, and shall not be allowed to be present in closed court.

(2) There being no form of oath fixed by statute, the following may be administered by the judge-advocate:

Oath to reporter.

(*a*) "You, A. B., swear (or affirm) faithfully to perform the duty of clerk or reporter in aiding the judge advocate to take and record the proceedings of the court, either in shorthand or ordinary manuscript."

Oath to interpreter.

(*b*) "You, A. B., swear faithfully and truly to interpret or translate in all cases in which you shall be required so to do between the United States and the accused."

Accused may be relieved from duty, but need not be arrested.

1731. (1) An officer whose conduct is to be investigated by a court of inquiry need not necessarily be put or kept under suspension or arrest for that purpose; he may, however, if necessary, at his own request, be excused by his superior or commanding officer from attending to the particular duties of his position during such an investigation.

May be present.

(2) It is the right of the accused to be present at the investigation, although it is not obligatory upon him to take any part in the inquiry, unless he prefers to do so. He can not, however, refuse to obey an order directing him to appear before the court.

Witnesses to be sworn.

1732. (1) When the court is ready to proceed with the investigation, the witnesses shall be called before it separately, and the president of the court shall administer to them severally the oath (or affirmation) prescribed for witnesses before general courts-martial.

To speak only to facts.

(2) Witnesses should be cautioned before giving their testimony to testify only to facts which are within their own knowledge.

Testimony, how recorded.

(3) The testimony is to be regularly taken down in writing, and, as far as the nature of the case will admit, the same rule of procedure is to be followed as in general courts-martial.

Order of examination of witnesses.

(4) Each witness shall be examined in the usual order, viz:

(*a*) By the party calling the witness.

(*b*) By the opposite party.

(*c*) By the court.

Order in taking the evidence.

1733. The evidence on the part of the prosecution is to be first taken, after which the accused shall be asked if he has anything to offer on the subject or any evidence to produce.

Accused not called to criminate himself.

1734. (1) The accused shall be allowed, if he so desires, to testify in his own behalf, but he may decline to answer any questions which may tend to criminate himself.

Privilege of accused.

(2) It is also optional with the accused to abstain from putting any questions to witnesses, either on examination in chief or on cross-examination; he is equally at liberty to decline making any statement to the court touching his alleged misconduct.

Publication of defense prohibited.

(3) In case, however, the accused should think proper to lay before the court a general statement or defense, he is strictly forbidden to publish it, or cause or permit it to be published, until final action shall be had in his case.

Copy of proceedings.

1735. Neither the accuser nor the accused can demand a copy of the proceedings. The evidence, of whatever nature, is intended only for the officer convening the court.

When parties may address court.

1736. The examination of witnesses being finished, the parties before the court are to be allowed an opportunity of addressing the court, if they desire to do so.

Proceedings and instructions to be examined.

1737. Finally, the court having been cleared and the proceedings read over for the purpose of aiding the memory of the court, the instructions contained in the order by which it is constituted should also be carefully examined and scrupulously followed.

Report of the court.

1738. After mature deliberation on the testimony recorded on the trial, the court shall proceed to report the facts, and, if so directed, an opinion on the merits of the case, and the propriety or expediency, or otherwise, of further action.

Authentication of proceedings.

1739. The proceedings of a court of inquiry must be authenticated by the signatures of the president and the judge advocate of the court only, and are then to be submitted for the consideration of the officer convening the court; after which the court may adjourn temporarily, to await his further instructions.

Revision.

1740. The proceedings may be revised as often as the convening authority shall think necessary, and new evidence may be received and recorded on every such revision; and on the reassembling of the court, it may recall and reexamine any of the previous witnesses with a view to eliciting all possible information of which the case admits.

Opinion of court not to be disclosed.

1741. As expression of opinion by a member of a court of inquiry might prejudice the accused party in case of trial by court-martial, it is held to be highly irregular, and a breach of discipline, on the part of any member to disclose or publish the opinion either of the court or of the individual members thereof, without the sanction of the officer to whom the proceedings have been submitted.

Dissolution of court.

1742. The court is dissolved by the authority that ordered it to convene.

Records, where to be sent after final action.

1743. The proceedings of courts of inquiry, after action thereon by the reviewing authority, shall be forwarded direct to and filed in the office of the Judge-Advocate General.

SECTION 3.—INQUIRY INTO THE LOSS OR GROUNDING OF A SHIP OF THE NAVY.

Inquiry into the loss of ships.

1744. Whenever a court shall be appointed to inquire into the cause of the loss of a ship, or of her having touched the ground, the following points are, invariably, to be included in the investigation:

Documentary evidence to be required.

(*a*) The rough log book, captain's night order book, and the chart by which the ship was navigated, or one of the same, must, if practicable, be produced in court.

Latest determination of ship's position.

(*b*) The court will investigate whether the proper chart, provided by the Bureau of Navigation, was used; whether the position of the ship at the last favorable opportunity was accurately determined by observation or otherwise; and if not, when it was last accurately ascertained.

Log book to be examined.

(*c*) The court shall also determine whether the courses steered by the standard compass, corrected for local deviation, and the distances run on the day before the ship grounded, were correctly inserted in the log book; also, when the error for local deviation was last obtained.

When land was made.

(*d*) If land was made, and the distance estimated before the ship struck, it is to be ascertained what steps were taken during the time it was in sight to correct the ship's run.

Whether instructions have been obeyed.

(*e*) The court will rigidly investigate the manner in which the instructions contained in the regulations, to officers commanding ships on approaching land, have been observed.

1745. (1) The navigator, or some other competent officer of the ship on board of which the court shall be held, is to be directed to work up the reckoning of the ship, the loss or grounding of which may be the subject of inquiry, from the data obtained from her navigating officer, to enable the court to fix the true position of the ship at the time of her taking the ground.

Examination of the ship's position.

Result of examination.

(2) The officer appointed to perform this duty will submit to the court in writing, attested by his signature, the result of his work, to the accuracy of which he shall be sworn. The position of the ship so determined shall be laid off on the chart by which she was navigated, as also her position when ashore, as determined by cross-bearings taken from the log book. The rate and direction of the tide stream and the time of tide should be stated, if possible.

Documents to accompany record.

1746. The documents referred to in the foregoing article, with an attested extract from the log, commencing at least forty-eight hours before the ship touched the ground, are to accompany the record of the court.

1747. (1) Whenever inquiry is to be made into the grounding or loss of a ship, the court will call for the official report of the captain of such ship, containing the narrative of the disaster, and this report shall be read in court in presence of the captain and of such of the surviving officers and crew as can be assembled.

Official report of the captain to be required.

Questions to be asked by court—

(2) After these survivors have been sworn as witnesses, the following questions will be put to them, respectively, by the court:

—of the captain.

(*a*) (To the captain.) Is the narrative just read to the court a true statement of the grounding (or wreck) of the United States late ship, the ——?

(*b*) (To the captain.) Have you any complaint to make against any of the surviving officers and crew of the said ship on that occasion?

—of the surviving officers and crew.

(*c*) (To the surviving officers and crew.) Have you anything to object to the narrative just read to the court, or anything to lay to the charge of any officer or man with regard to the loss of the United States late ship, the ——?

CHAPTER XLI.

SUMMARY COURTS-MARTIAL.

Summary courts-martial, for what established.

1748. Summary courts-martial may be ordered upon petty officers and persons of inferior ratings, by the commander of any vessel, or by the commandant of any navy yard, naval station, or marine barracks to which they belong, for the trial of offenses which such officer may deem deserving of greater punishment than such commander or commandant is authorized to inflict, but not sufficient to require trial by a general court-martial. (R. S., sec. 1624, Art. 26.)

Limits of jurisdiction.

1749. (1) Summary courts-martial have no power to try capital cases, nor commissioned or warrant officers, and, as by law courts-martial are required "in all cases of conviction to adjudge a punishment adequate to the nature of the offense," it follows that summary courts-martial should not be convened to take cognizance of offenses the proper punishment for which, in case of conviction, would be more severe than such courts are authorized to inflict.

Punishments common to general and summary courts-martial.

(2) It should be kept in view that while a general court-martial can legally impose any punishment which a summary court is empowered to award, the latter can inflict no other punishments than those specified therefor in the Articles for the Government of the Navy.

Constitution of court.

1750. (1) A summary court-martial shall consist of three officers not below the rank of ensign as members, and of an officer who shall act as recorder. The convening authority may order any officer under his command to act as recorder. The senior member of the court shall preside.

Deficiency of members, how supplied.

(2) In case it should be necessary to order a summary court-martial on board of a ship or at a barracks which has not officers enough of the required rank on duty to compose a court, the senior officer present may order a sufficient number of officers of the proper grade to report for temporary duty to the captain of the ship or commanding officer of the post in which the deficiency shall exist, in order that he may appoint them members of the court.

Marine officers to be detailed as members, when.

(3) When a noncommissioned officer, musician, or private of the Marine Corps, is to be tried by a summary court, it is deemed proper, if the exigencies of the service will permit, that one or more marine officers should be detailed as members.

Trials not to be unnecessarily delayed.

1751. (1) Whenever an officer empowered to order a summary court-martial decides that a trial shall take place, it is his duty to convene the court with the least possible delay.

Judge-Advocate General of the Navy, to whom will also be submitted any questions of law arising before the board, or any communications relating to their proceedings.

1709. Any matter on the files and records of the Navy Department touching each case which may, in the opinion of the board, be necessary to assist them in making up their judgment, shall, together with the whole record and finding, be presented to the President for his approval or disapproval of the finding. (Sec. 1502, R. S.)

Revision by the President.

1710. Such examining board shall report their recommendation of any officer for promotion in the following form: "We hereby certify that ——— ——— has the mental, moral, and professional qualifications to perform efficiently all the duties, both at sea and on shore, of the grade to which he is to be promoted, and recommend him for promotion." (Sec. 1504, R. S.)

Form of recommendation prescribed by law.

SECTION 3.—RETIRING BOARDS.

1711. (1) Whenever any officer, on being ordered to perform the duties appropriate to his commission, reports himself unable to comply with such order, or whenever, in the judgment of the President, an officer is incapacitated to perform the duties of his office, the President, at his discretion, may direct the Secretary of the Navy to refer the case of such officer to a board of not more than nine nor less than five commissioned officers, two-fifths of whom shall be members of the Medical Corps of the Navy. Said board, except the officers taken from the Medical Corps, shall be composed, as far as may be, of seniors in rank to the officer whose disability is inquired of. (Sec. 1448, R. S.)

Statutory provisions; for officers of the Navy.

(2) Said retiring board shall be authorized to inquire into and determine the facts touching the nature and occasion of the disability of any such officer, and shall have such powers of a court-martial and of a court of inquiry as may be necessary. (Sec. 1449, R. S.)

(3) The members of said board shall be sworn in each case to discharge their duties honestly and impartially. (Sec. 1450, R. S.)

(4) When said retiring board finds an officer incapacitated for active service, it shall also find and report the cause which, in its judgment, produced his incapacity, and whether such cause is an incident of the service. (Sec. 1451, R. S.)

(5) A record of the proceedings and decision of the board in each case shall be transmitted to the Secretary of the Navy, and shall be laid by him before the President for his approval or disapproval, or orders in the case. (Sec. 1452, R. S.)

1712. (1) The commissioned officers of the Marine Corps shall be retired in like cases, in the same manner, and with the same relative conditions, in all respects, as are provided for officers of the Army, except as is otherwise provided in the next section. (Sec. 1622, R. S.)

For officers of the Marine Corps.

(2) In case of an officer of the Marine Corps, the retiring board shall be selected by the Secretary of the Navy, under the direction of the President. Two-fifths of the board shall be selected from the Medical Corps of the Navy, and the remainder shall be selected from officers of the Marine Corps, senior in rank, so far as may be, to the officer whose disability is to be inquired of. (Sec. 1623, R. S.)

SECTION 4.—BOARDS OF INVESTIGATION.

1713. (1) Officers commanding shore stations and ships on detached service, not being empowered to order courts of inquiry, shall order a board of three officers to investigate any casualty, occurrence, or transaction in regard to which the Department should be informed, and may, when necessary, require an opinion on the merits of the case.

By whom ordered.

(2) The board shall make a report in writing, stating fully, clearly, and as concisely as possible, all the facts of the case, and shall give an opinion when required. The report, signed by the members of the board and approved by the officer who convened it, shall be forwarded by such officer to the Secretary of the Navy. A copy of every such report shall be entered in the journal of the station, or in the log book of the ship, as the case may be.

Report of proceedings.

(3) It is to be understood that boards of this kind, although they may collect material information from apparent or known facts, or from written evidence which they may possess, are not empowered to examine persons on oath, unless expressly authorized by the Department under the provisions of sec. 183 of the Revised Statutes, but may record their declarations.

Limitations of powers of board.

(4) Any officer or clerk of any of the Departments lawfully detailed to investigate frauds or attempts to defraud on the Government, or any irregularity or misconduct of any officer or agent of the United States, shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation. (Sec. 183, R. S.)

When oath may be administered.

SECTION 5.—BOARDS OF INQUEST.

1714. (1) In all cases of death occurring in the Navy, attended with unnatural or suspicious circumstances, the senior officer present shall order a board of inquest to assemble and investigate the matter.

Boards of inquest authorized.

(2) Such boards shall be composed of not less than three commissioned officers, of whom one, at least, shall be of the medical corps.

Composition.

(3) Neither the members of the board nor any person that may be examined shall be sworn.

Oaths not authorized.

1715. (1) The board should first proceed to the spot where the body is found, observe its position, examine into its condition, and note its surroundings, for the purpose of discovering if possible some evidence that may tend to throw light upon the matter.

Duties and procedure.

(2) The medical member of the board shall be required, after a careful examination of the body, to give his opinion as to the cause of death.

Opinion of medical officer required.

(3) The board shall then assemble in some convenient place, and record all the evidence procurable relative to the manner in which the deceased came to his death.

Making up report.

(4) If the body of the deceased shows wounds or bruises such as to indicate or create suspicion that he came to his death by violent means, it will be the duty of the board to ascertain with as much exactness as possible, the precise nature of the wounds or blows, and of the instrument by which they were inflicted; the person or persons by whom the fatal blow

Procedure in case of suspected violence.

No documentary or irrelevant testimony to be admitted.

1764. No testimony not clearly relevant is to be admitted, nor shall any documentary evidence be read to the court or be appended to the record.

Finding and punishment of offenses by the court.

1765. The court may find the accused guilty of the whole or of any part of the misconduct charged, according to the evidence, and adjudge punishment for so much as shall be found proved.

Finding and sentence to be drawn up explicitly.

1766. In drawing up the finding and sentence, the recorder will be careful to use clear and explicit terms, declaring exactly what facts are proved or not proved, and, if proved, the punishment awarded, according to the provisions of the law.

Directions as to certain punishment. Deprivation of liberty.

1767. (1) In awarding the punishment of "deprivation of liberty on shore" on a foreign station, the court will not exceed the limit of three months.

Confinement in double irons.

(2) Confinement in double irons is a severe punishment, and, as a rule, should not be resorted to, at least not for any considerable period, except where the offense has been grave or the offender has given indications of being incorrigible after the infliction of milder punishment.

Confinement on bread and water.

(3) Summary courts will exercise care and discretion in resorting to the punishment of confinement on bread and water, and will not award it in any case for a longer period, consecutively, than five days.

Medical certificate required.

(4) Whenever any person shall be sentenced for a period exceeding ten days to confinement on diminished rations, or on bread and water, there must appear on the face of the record of the proceedings the certificate of a medical officer to the effect that such sentence will not be seriously injurious to the health of the prisoner.

Parts of two or more sentences not to be combined.

(5) Summary courts-martial are restricted in their sentences to the punishments specifically authorized to be inflicted by such courts in the Articles for the Government of the Navy. Parts of two or more punishments are not to be assigned, except as prescribed by those articles; from which it follows that sentences to "extra duties" instead of "extra police duties," and to "dishonorable" instead of "bad-conduct" discharge are illegal; that sentences to confinement in irons are illegal unless the word "solitary" is included; and that sentences involving confinement on bread and water or diminished rations are illegal unless it is expressly provided that such confinement is to be "solitary" and "in irons."

Disrating for incompetency mandatory.

(6) In the case of a person found guilty of incompetency, the sentence of disrating is mandatory, and such sentence is the only authorized punishment therefor.

Reduction in rating.

(7) In order to insure uniformity in the reduction in rating of enlisted persons by sentence of summary courts-martial, the following classification of the petty officers and enlisted men in the Navy, and of the noncommissioned officers, musicians, and privates in the Marine Corps, arranged to show in each case their "next inferior rating," will be followed:

SEAMAN BRANCH.

CLASS.	RATING.					
Chief Petty Officers.	Chief Master at Arms.	Chief Boatswain's Mate.	Chief Gunner's Mate.	Chief Quartermaster.		
Petty Officers, First Class.	Master at Arms, 1st class.	Boatswain's Mate, 1st class.	Gunner's Mate, 1st class.	Quartermaster, 1st class.	Schoolmaster.	
Petty Officers, Second Class.	Master at Arms, 2d Class.	Boatswain's Mate, 2d class.	Gunner's Mate, 2d class.	Quartermaster, 2d class.		
Petty Officers, Third Class.	Master at Arms, 3d Class.	Coxswain.	Gunner's Mate, 3d class.	Quartermaster, 3d class.		
Seamen, First Class.	Seaman Gunner, when holding a certificate as such. Seaman.					Apprentice, 1st class.
Seamen, Second Class.	Ordinary Seaman.					Apprentice, 2d class.
Seamen, Third Class.	Landsman.					Apprentice, 3d class.

ARTIFICER BRANCH.

CLASS.	RATING.					
Chief Petty Officers.	Chief Carpenter's Mate.					
Petty Officers, First Class.	Carpenter's Mate, 1st Class.	Blacksmith. (Deck Force.)	Plumber and Fitter.	Sailmaker's Mate.		
Petty Officers, Second Class.	Carpenter's Mate, 2d Class.				Printer.	
Petty Officers, Third Class.	Carpenter's Mate, 3d Class.					Painter.
Seamen, Second Class.	Shipwright.			Sailmaker.		
Seamen, Third Class.	Landsman.					

ARTIFICER BRANCH—Continued.

CLASS.	RATING.				
Chief Petty Officers.	Chief Machinist.				
Petty Officers, First Class.	Machinist, First Class.	Water Tender.	Boilermaker.	Coppersmith.	Blacksmith. (Engineer's Force.)
Petty Officers, Second Class.	Machinist, Second Class.	Oiler.			
Seamen, First Class.	Fireman, 1st class.				
Seamen, Second Class.	Fireman, 2d class.				
Seamen, Third Class.	Coal Passer.				

SPECIAL BRANCH.

CLASS.	RATING.			
Chief Petty Officers.	Chief Yeoman.	Apothecary.	Bandmaster.	
Petty Officers, First Class.	Yeoman, 1st class.		First Musician.	
Petty Officers, Second Class.	Yeoman, 2d class.			
Petty Officers, Third Class.	Yeoman, 3d class.			
Seamen, First Class.			Musician, 1st class.	
Seamen, Second Class.			Musician, 2d class.	Bugler.
Seamen, Third Class.		Bayman.		
	Landsman.			

MESSMEN BRANCH.

RATING.	
Steward.	Ship's Cook, 1st class.
	Ship's Cook, 2d class.
Cook.	Ship's Cook, 3d class.
	Ship's Cook, 4th class.
Mess Attendant.	Landsman.

MARINES.

CLASS.	RATING.						
Chief Petty Officers.	Sergeant Major.	Quartermaster Sergeant.	Drum Major.	Leader of Band.	First Sergeant in charge of guard.		
Petty Officers, First Class.	First Sergeant.						
Petty Officers, Second Class.	Sergeant.						
Petty Officers, Third Class.	Corporal.						
Seamen, First Class.						Musician, 1st class.	
Seamen, Second Class.						Musician, 2d class.	
Seamen, Third Class.						Musician, 3d class.	
	Private.					Private.	Drummer and Fifer.

When reduction in rating should not be awarded.

(8) The sentence of "reduction to the next inferior rating" is deemed inappropriate to such offenses as "overstaying liberty," "absence without permission," "attempting to smuggle liquor," "liquor in possession," etc., unless committed by a petty or noncommissioned officer; and even then it is appropriate only when it is clearly shown that the accused can not be relied upon to properly perform all the duties of the rating in which he is serving.

When bad-conduct discharge should not be awarded.

(9) The sentence of "discharge from the service wi bad-conduct discharge" is deemed appropriate only to cas in which the offense committed demonstrates the fact th the accused is an unfit person to remain in the naval servic and should not be awarded to continuous-service me except in extreme cases, and then only after careful inquiry as to t record and length of service of the accused.

1768. (1) The officer who orders a summary court-martial has pow to remit, in part, or altogether, but not to commute, the sentence of t court. The convening authority, in mitigation of a se tence, can remit so much thereof as requires confinement be solitary or in irons, or on diminished rations; and if so desires, he can mitigate the severity of confinement irons by directing that "single" instead of "double" irons shall be employe or in sentences involving bread and water, he can increase the frequen with which full rations shall be permitted. All these powers of mitig tion are likewise vested in the senior officer present.

Remission of sentence. Powers of convening authority.

Duty to remit in certain cases.

(2) It is his duty either to remit any part or the whole any sentence, the execution of which would, in the opinic of the senior medical officer, given in writing, produ serious injury to the health of the person sentenced; or, to submit t case again, without delay, to the same or to another summary court.

Revision by new court.

(3) If a new court be ordered, it is restricted in its actic to a reviewal of the record of the former trial and a redete mination of the sentence. No further testimony is to be admitted.

1769. (1) No sentence of a summary court-martial shall be carrie into execution until the proceedings and sentence have been approved t the officer ordering the court, and by the commander i chief, or in his absence by the senior officer present.

Approval of sentence.

Absence of senior officer, how noted.

(2) Should no officer senior to himself be present, th fact will be signified by the officer ordering the court, i approving or disapproving the proceedings, in the follov ing manner:

"The proceedings and sentence of the court in the case of ———, a approved," (or disapproved), etc.

——— ———, Commander, U. S. Navy,
Commanding U. S. ———, and senior officer presen

Execution of sentence.

(3) Such formal approval is final, except as to loss of pa and sentences and parts of sentences not affected by th following article may be carried into execution at once.

Cases involving bad-conduct discharge.

(4) In every case where a sentence involving bad-conduc discharge has been imposed, it shall be the duty of th officer ordering the court, before acting upon the proceed ings, to spread upon the record a brief synopsis of the service of the perso tried and of the offenses committed by him during his current enlistment

Cases of acquittal.

(5) In cases where the accused has been acquitted by th court, or where the sentence has been disapproved by th convening authority, the record of proceedings shall be sub mitted to the senior officer present, in the same manner as though sentence requiring action still remained.

1770. (1) Sentences of summary courts or parts thereof, which involv loss of pay, in direct terms, can not lawfully be executed until approved b the Secretary of the Navy, and must, therefore, be referre to him. This reference is to be briefly and legibly endorse upon the record by the officer who first revises the pro ceedings. In such cases the same formal approval of th proceedings by the officer who first revises them and th

Loss of pay to be referred to Secretary of the Navy.

senior officer present is required, as if he had power finally to confirm the sentence.

Disapproval of loss of pay final.

(2) But the disapproval of the loss of pay by either of these officers is final.

Bad-conduct discharge not to be given until.

(3) Such portion of a sentence of summary court-martial as involves discharge from the service with bad conduct discharge, shall not be carried into effect until an order for discharge is received from the Bureau of Navigation or from the Colonel Commandant, as the case may require. Men under sentence of discharge with bad-conduct discharge, and on board a vessel about to proceed to a port outside the United States, may, upon order of the senior officer present, be transferred to the nearest receiving ship or marine barracks, according to the circumstances, or to a vessel remaining in port; provided that no expense for travel be incurred by such transfer, and that the Bureau of Navigation or the Colonel Commandant be informed thereof.

1771. Records of proceedings of summary courts are to be kept and made up in the same manner as is hereinafter prescribed in regard to the records of general courts-martial. All such proceedings are required to be transmitted direct to the Judge-Advocate General.

Record.

Dissolution of court.

1772. The court is dissolved by the authority that ordered it to convene, and generally by verbal order only.

CHAPTER XLII.

GENERAL COURTS-MARTIAL.

SECTION 1.—CONSTITUTION OF COURT.

By whom convened.

1773. (1) General courts-martial may be convened by the President, by the Secretary of the Navy, or by the commander in chief of a fleet or squadron.

Limitation of this power.

(2) The exercise of this power by commanders in chief within the waters of the United States is forbidden except by express authority from the President; but this authority is usually granted, and whenever exercised the fact of express authorization must be stated in the convening order.

Laws relating to naval courts, etc.

1774. The Revised Statutes and acts of Congress passed subsequent to December 1, 1873, are the only laws which define the powers and duties and regulate the organization and mode of procedure of courts-martial (general or summary), of courts of inquiry, and of naval boards.

Composition of general court.

1775. (1) A general court-martial shall consist of not more than thirteen nor less than five commissioned officers as members; and as many officers, not exceeding thirteen (any five of whom shall be empowered to act), as can be convened without injury to the service, shall be summoned on every such court. But in no case, when it can be avoided without injury to the service, shall more than one-half, exclusive of the president, be junior to the officer to be tried. The senior officer shall always preside, and the others shall take place according to their rank.

In case of staff officers or marines.

(2) In detailing officers for a general court-martial for the trial of a medical, pay, marine, or engineer officer, it is deemed proper, if the exigencies of the service will permit, that at least one-third of the court shall be composed of officers of the same department or corps as the person to be tried. No officer should be named in the precept as a member, against whom either the judge advocate or the accused can reasonably object when called upon to exercise the privilege of challenge.

Possibility of challenge to be guarded against.

Statement to be added to order convening the court.

1776. (1) A statement that "no other officers than those named can be summoned without injury to the service" shall be an essential part of the order convening the court, as showing that the requirements of the statutes relating both to the number and rank of members have been complied with as far as the interests of the service allow.

Limitations discretionary.

(2) The limitation as to the number, rank, or corps of the members is discretionary with the appointing power, and his decision thereupon is final.

1777. (1) An officer detailed for duty on a general court-martial or court of inquiry is, while so serving, exempt from other duty, except in cases of emergency to be judged of by his immediate commanding officer, who will, in case he requires such officer to perform other duty, at once communicate with the convening authority, assigning the reasons for his action.

Members exempt from other duty.

(2) When a general court-martial or court of inquiry adjourns without day, or for a period of more than two days, the president of the court shall report the fact to the senior officer present, and the members of the court will then be liable to other duty.

Adjournment to be reported.

SECTION 2.—CHARGES AND SPECIFICATIONS.

1778. (1) It is entirely within the discretion of the officer empowered to convene a court-martial to direct what portions of the complaint against an accused shall be charged against him.

Framing the charges; powers of convening authority.

(2) When, therefore, such competent officer shall decide to have a party tried by court-martial, he will cause such charges and specifications against him to be prepared as he may consider proper, and will transmit a true copy of them with an order for the arrest or confinement of the accused, to the proper officer, who will deliver such order to the accused, and will carry it into effect by delivering to him the copy of the charges and specifications, and if an officer, by receiving his sword.

Accused to be furnished with copy of charge.

1779. (1) In drawing up the charges and specifications, all extraneous matter is to be carefully avoided, and nothing shall be alleged but that which is culpable and which the prosecution is prepared to substantiate before a court-martial.

Charges and specifications to be succinct.

(2) Facts of a perfectly distinct nature must not be included in one and the same charge and specification of a charge, but each different fact shall be the subject of a distinct charge and specification.

Facts of distinct nature, how charged.

(3) It is not necessary to specify in a charge that an offense was committed in breach of any particular article or statute for the government of the Navy, but whenever the allegation comes directly under any enactment it should be set forth in the terms used therein.

Not necessary to refer to articles of war.

(4) When the offense is a neglect or disorder not specially provided for, it should be charged as "scandalous conduct tending to the destruction of good morals," or "conduct to the prejudice of good order and discipline."

Offenses not specially provided for, how charged.

(5) No part of the charges or specifications should be in figures; all numbers, dates, proper names, titles, and the like must be written at length and without abbreviation, except that Christian names other than the first may be indicated by initial letters.

Amounts, etc., to be written at length.

(6) In cases where the law has adopted certain expressions to show the intent with which an offense is committed, the intent should be expressed by the technical word prescribed. For example, a charge made against an officer for making or for signing a false muster must be laid to have been done "knowingly."

Intention should be expressed in the language of the law.

Where the law attaches higher criminality to acts.

(7) In all cases in which the law attaches higher criminality to acts committed under particular circumstances, the act must, to bring the person within the higher degree of punishment, be charged to have been committed under those circumstances, and the circumstances must be stated with certainty and precision. For instance, by secs. 6 and 7, Art. 4, Articles for the Government of the Navy, the penalty of death shall, in time of war, be inflicted for desertion, betrayal of trust, or enticing others to commit these crimes; in a charge, therefore, under one of these sections it must be laid that the offense was committed in time of war.

1780. The specifications of each charge, one or more, must be:

Specifications of charges, how drawn up.

(*a*) Brief, clear, and explicit.—The facts, circumstances, and intent constituting the offense must be set forth with certainty and precision, and the accused charged directly and positively with having committed it.

(*b*) Certain as to the party accused.—He must be described by his title and rank, or rating, Christian name and surname written at full length, with the addition of his vessel or service at the time the offenses with which he shall be charged took place.

(*c*) Certain as to time and place.—The time when and place where the alleged offenses occurred should be set forth minutely and precisely. Should any doubt exist in regard to either, it may be set forth in the specification that the act was committed "on or about" such a time, "at or near" such a place, but the limitation as to the date must embrace a reasonable time only.

(*d*) Certain as to the person against whom the offense was committed.—In the case of offenses against the person or property of individuals, the Christian name and surname, with the rank and station or duty of such person, if he have any, must be stated at length, if known. If not known, the party injured must be described as a "person unknown."

(*e*) Certain as to the facts, circumstances, and, where intent forms an ingredient of the offense, the intent constituting the offense. It is not sufficient that the accused be charged generally with having committed an offense, as for instance, with habitual violation of orders or neglect of duty, but the particular acts or circumstances constituting such offenses must be distinctly set forth in the specifications.

1781. (1) Written instruments, where they form part of the gist of the offense charged, must be set out verbatim, or where part only of the written instrument is included in the offense, that part alone is necessary to be set out. Great care is to be taken to set them out correctly.

Recital of written instruments.

(2) When the substance only is intended to be set out, it should be introduced by the words, "In substance as follows." The word "tenor" implies that a correct copy is set out.

(3) Where particular words form the gist of the offense they must be set forth with particularity, or declared to be of the like meaning and purport. Where the language is profane or obscene, its nature may be indicated only in general and becoming terms.

1782. (1) After a charge has been signed by the proper authority and ordered to be investigated, it is not competent for the judge advocate or any other person to make alteration therein, except that the former may, with the approval of the court, correct manifest clerical errors, without having first obtained the consent of such authority.

Alterations in the charges and specifications.

(2) If a court-martial considers other alterations necessary in a charge or specification laid before it, the same must be submitted for

the approval of the authority by whom the original charge was sanctioned, previous to the arraignment of the accused.

Letter transmitting charges to be appended to record.

1783. The letter to the judge advocate of the court transmitting the charges and specifications on which a party is to be tried, or a properly authenticated copy of the same, must in every case be filed with the charges as a part of the record of the court.

SECTION 3.—DUTIES AND PRIVILEGES.

The senior member.

1784. (1) The senior officer in rank of a naval general court-martial becomes president thereof by virtue of his rank.

Equality of members to be recognized.

(2) Besides his duties and privileges as a member he is the organ of the court, and is empowered to keep order, and to speak and act for the court in each case where the rule has been prescribed by law, regulation, or its own resolution. But all the members have equal rights before the court, and therefore, when a question shall be raised in the course of the proceedings, the president shall put it to the court, and it shall be decided by the majority.

Responsibility for abuse of power.

1785. Although the members of a duly constituted and organized court-martial can not be dictated to or interfered with in their proceedings by the highest military authority, yet they are collectively and individually responsible to the civil courts for abuse of power or illegal proceedings.

Punishment of members.

1786. (1) There is no power conferred upon a court-martial by the articles for the government of the navy to punish its own members. For disorderly conduct, a member is liable as for other offenses against the discipline of the service.

Proper treatment insured to all persons brought before the court.

(2) The president of the court shall be responsible that all persons called before it are treated in a becoming manner, and in all cases of impropriety, whetner in language or behavior, will, if necessary, report the offender to the convening authority.

Power to punish contempts.

1787. Whenever any person refuses to give his evidence, or to give it in the manner provided by these articles, or prevaricates, or behaves with contempt to the court, it shall be lawful for the court to imprison him for any time not exceeding two months. (Art. 42, sec. 1624, R. S.)

Perjury or subornation thereof.

1788. Persons who willfully give false evidence upon oath before a court-martial, or corruptly suborn others to do so, may be prosecuted in any court of justice in the United States and punished according to the laws in such cases. (See secs. 5392 and 5393, R. S.)

Suspension of proceedings.

1789. When the proceedings of any general court-martial have commenced, they shall not be suspended or delayed on account of the absence of any of the members, provided five or more are assembled; but the court is enjoined to sit from day to day, Sundays excepted, until sentence is given, unless temporarily adjourned by the authority which convened it [Art. 45, sec. 1624, R. S.], to whom report is always to be made when the court shall be reduced to less than five members, or when a longer adjournment than for twenty-four hours shall appear to be necessary.

1790. (1) No member of a general court-martial shall, after the proceedings are begun, absent himself therefrom except in case of sickness, or of an order to go on duty from a superior officer, on pain of being cashiered [Art. 46, sec. 1624, R. S.]. In either of the two cases above specified a certificate of the cause of absence shall be attached to the record.

Absence of members.

(2) In such case of compulsory temporary absence, the court may excuse the member so absent from further attendance upon the case then pending, provided there still remain the legal number of members present; but should that not be deemed possible or advisable, the requirements of the 47th article of the Articles for the Government of the Navy shall be strictly complied with.

Custom in case of legal absence of member.

1791. The temporary absence of the judge advocate at any time during the progress of the trial does not invalidate the proceedings, but as the court has no authority to detail any person to act as judge advocate, it must, in case of his incapacity, adjourn from day to day until he is able to resume his duty or a successor is appointed by the convening authority.

Absence of judge advocate, effect of.

1792. (1) An officer of the Navy not above the grade of lieutenant, or an officer of the Marine Corps not above the grade of captain, shall, upon proper application by the president of a general court-martial, be detailed by the commandant of the station or the senior officer present to serve as provost marshal of the court.

Provost marshal.

(2) In case of the trial of a petty officer or person of inferior rating of the Navy, or a noncommissioned officer, musician, or private of marines, the provost marshal may be either a petty officer of the Navy or a noncommissioned officer of marines.

(3) When a prisoner in close confinement or arrest is to be brought before the court, the order will be sent by the president of the court to the prisoner's immediate commanding officer, through the provost marshal, who shall be responsible for such prisoner in transit to and from the place of confinement, and for his safe return to the proper custody, when his presence is not required by the court.

Responsibility of provost marshal.

(4) Besides these duties, the provost marshal shall serve notices to the witnesses and be in attendance generally as police officer of the court.

Other duties of provost marshal.

1793. The custody of a prisoner belongs to his immediate commanding officer, and neither a court-martial nor its judge advocate has any authority over the person of a prisoner, except when he is actually before the court.

Custody of prisoners.

SECTION 4.—THE JUDGE ADVOCATE.

1794. (1) The authority to convene general courts-martial vested in commanders in chief of fleets and squadrons, whether granted by statute or delegated by the President, implies the power to appoint judges advocate.

Appointment of judge advocate.

(2) When, therefore, it is decided to assemble a general court-martial, the convening authority will select a competent commissioned officer who shall, if possible, not be liable to summons as witness in the case, to perform the duties of judge advocate, and will name him as such in the order convening the court.

Responsibility of judge advocate.

(3) The judge advocate is, in his military character, as an officer, responsible for the proper discharge of his duty to the convening authority.

Duties before assembling a court.

1795. Upon being notified that a court is to convene, and having been furnished with such papers and instructions as shall be considered necessary for his guidance, the judge advocate shall ascertain that the accused has received a true copy of the charges and specifications preferred against him.

To examine charges critically.

1796. He shall critically examine the charges and specifications in order that, prior to the arraignment, he may advise the court of any technical inaccuracies that he may discover.

To obtain list of witnesses for defense, etc.

1797. He shall call upon the accused for a list of the witnesses he wishes summoned for his defense, and shall at the same time furnish him a list of the witnesses who are to appear against him. It is to be understood, however, that neither party is precluded from calling further witnesses whose attendance may, during the course of the trial, be found to be necessary to the proper administration of justice.

To summon all witnesses.

1798. (1) He shall summon, through the customary channels, every person whose testimony is in any way necessary, whether to the prosecution or to the defense; but he shall not, except by the order of the court, summon any witness at the expense of the United States, or any officer of the Navy or Marine Corps, unless satisfied that his testimony is material and necessary to the ends of justice.

Notification to Bureau of Navigation.

(2) Whenever the judge advocate of a court-martial convened within the limits of the United States shall have occasion to summon as witness an officer who may at the time be waiting orders or on leave, he shall, at the same time, notify the Bureau of Navigation or the commandant of the Marine Corps, as the case may be, of the fact that the summons has been issued; and shall send a similar notice when such officer is discharged from further attendance on the court as witness.

To examine proceedings of court of inquiry.

(3) The record of proceedings of the court of inquiry in the case, if any has been held, must be transmitted to the judge-advocate, who will examine it to the end that he may, if practicable, summon all the necessary witnesses.

The charge of desertion.

1799. In order to establish the commission of the specific offense of desertion, both the fact of unauthorized absence and the intent permanently to abandon the service must be proved.

Preparation of case.

1800. It is essential that the judge advocate should be thoroughly instructed as to all the circumstances of the case, and as to the evidence by which the charges are to be sustained, and he should therefore inquire what persons have knowledge of the facts, and to what particulars they can testify.

To prepare place of assembling.

1801. The judge advocate shall see that a suitable place is provided for the sessions of the court, and that it is supplied with writing materials for the use of the members.

1802. (1) It is the duty of the judge advocate, under the direction of the court, to record its proceedings, to administer the requisite oath to the members, and to advise the court in all matters of form and law.

General duties during the session.

(2) On every occasion when the court demands his opinion, he is bound to give it freely and fully, and, even when it is not requested, to caution the court against any deviation from essential form in its proceedings, or against any act or ruling in violation of law or material justice.

Rights of parties to judge advocate's opinion.

1803. Either of the parties before the court has a right to the opinion of the judge advocate, in or out of the court, on any given question of law arising out of the proceedings.

1804. The judge advocate is the official prosecutor for the United States, and when the military accuser is allowed to be present in court, it is merely for the purposes of material justice and as assistant to the judge advocate. Whatever observations the accuser has to make or whatever questions to propose must be stated privately to the judge advocate, who, if he thinks the remarks proper, will avail himself of the suggestions of the informant.

Relations of the judge advocate and the accuser.

1805. Justice being the object for which a court is convened, the judge advocate, although he is not for a moment to forget his duties as prosecutor, will at all times prevent the accused, if he is not assisted by counsel, from advancing anything which may tend either to criminate him or prejudice his cause, more especially if he shall appear to be ignorant or inexperienced. Should the accused have no competent adviser, the judge advocate shall also see that no illegal testimony is brought against him, and shall direct him how to present to the court, in the most efficient manner, the facts upon which his defense is based.

Relations of the judge advocate and the accused.

1806. (1) The judge advocate is particularly to object to the admission of improper evidence, and shall point out to the court the irrelevancy of any testimony that may be adduced which does not bear upon the matter under investigation.

Improper evidence and irrelevant matter to be objected to.

(2) Should the advice of the judge advocate be disregarded by the court, he shall be allowed to enter his opinion upon the record. Under such circumstances it is also proper for the court to record the reasons for its decision. The minutes of opinion and decision are made for the information of the revising authority, who should have the error or wrong, on whichever side it may be found, brought fairly under his consideration; but neither the judge advocate, the accused, nor any member of the court has any right to enter an exception or protest on the record.

Disregard of opinion of judge advocate by court.

No protest to be recorded.

SECTION 5.—PLACE OF ASSEMBLY.

1807. Courts-martial shall be assembled and held in a convenient part of a ship or navy yard, or as may be ordered. The sessions shall be public, and all persons except such as may be required to give evidence shall be admitted.

Place of assembly.

Public sessions.

Time and place of meeting not to be changed, except.

1808. The time and place for assembling a court-martial being distinctly stated in the order for convening, neither can be changed except by the convening authority, whose sanction must be obtained should circumstances render a change necessary or expedient, and the court will assemble as nearly as practicable at the time and place named in the order convening it.

Courts not to be held in foreign territory.

1809. No naval general court-martial, or other assembly of a judicial character, shall be ordered or permitted to assemble or conduct any part of its proceedings in any place subject to foreign jurisdiction.

Details of guard.

1810. The necessary guard and orderlies will be detailed by the captain of the ship, or commandant of the yard or station, on board of or at which the court is ordered to convene.

SECTION 6.—THE TRIAL.

Accused introduced.

1811. (1) When a general court-martial shall assemble in conformity to order, the person to be tried shall be introduced, and, though up to that time in close confinement, or even in irons, must appear unfettered, unless violence or escape is apprehended.

Precept to be read.

(2) The order convening the court shall then be read by the judge advocate in the presence of the accused; and in each and every case tried, a copy thereof certified by the judge advocate, and the original charges and specifications, shall, after having been read, be appended to the record. The original precept shall be returned to the convening authority, when the court is dissolved, and will in all cases be filed in the Navy Department.

Right of challenge.

1812. (1) The accused and the judge advocate have the mutual right of challenge. It is the duty of the judge advocate to ask the accused if he objects to any member of the court appointed to try him, and a minute of this inquiry, and the answer thereto, is invariably to be entered upon the record.

Judge advocate not challengeable.

(2) The judge advocate can not be challenged on any grounds.

Time for exercise of privilege of challenge.

(3) As a general rule, whatever objection either party may make should be decided upon before the court is sworn; but at any stage of the proceedings prior to the findings challenge may be made, by either the judge advocate or the accused, for cause not previously known.

Action to be taken by court.

(4) It is customary, though not necessary, that a member objected to should withdraw, after offering such explanation as he may think necessary, and the court shall then proceed to deliberate and decide upon the validity of the objection.

Entry upon the record.

(5) The objection, the cause assigned, the statement, if any, of the challenged member, and the decision of the court, shall be regularly and specifically entered on the proceedings.

Decision of court conclusive.

(6) The challenger can not insist upon his challenge in opposition to the decision of the court.

Action of court when reduced below five.

(7) Should the objection be pronounced valid, and the membership of the court be thereby reduced below the legal number, the court shall be adjourned and a report be made to the convening authority.

1813. (1) After the question upon the admission of the grounds of challenge shall have been decided, the oath or affirmation prescribed by law shall be administered in the presence of the accused: (*a*) By the president of the court to the judge advocate, (*b*) by the judge advocate to the members of the court.

Judge advocate and court sworn.

(2) Until a court is duly sworn according to law, it is incompetent to perform any judicial act, wherefore the judge advocate will enter on the record, fully and explicitly, that "the judge advocate was duly sworn, according to law, by the president of the court, in presence of the accused," and that "each of the members of the court was duly sworn according to law, by the judge advocate, in presence of the accused."

Administration of oaths to be fully shown on the record.

1814. Whenever it shall be necessary to employ a clerk or reporter, or an interpreter, to assist in a trial, the provisions of Art. 1730 shall be observed.

Employment of interpreter or reporter.

1815. Members of courts are liable to challenge, and must be sworn, at the beginning of each distinct trial.

To be sworn, etc., at each trial.

1816. If either of the parties desires a postponement of the trial, the motion should, if possible, be made before the arraignment. But the application to suspend the proceedings of a court for a longer period than from day to day, Sundays excepted, must be referred to the officer convening the court, who alone has authority to grant the request.

Postponement of trial.

1817. (1) The accused is entitled to counsel as a right, and the court can not with propriety deny him the assistance of a professional or other adviser; but, unless by special authorization of the convening authority a stenographer is employed to record the proceedings of the court, no person except the judge advocate and the accused shall be permitted to address the court, or to interfere in any manner with its proceedings; and, except when a stenographer is authorized as above stated, all communications, motions, and questions shall be made in writing. Permission to address the court orally may, however, when a stenographer is employed, be granted to counsel for the accused by the court.

Right of accused to have counsel.

(2) When the accused has no legal adviser the court may, at his request, select some officer within reach to assist him. This can only be done, however, with the consent of such officer.

Selection of counsel for accused by the court.

1818. The judge advocate should for the convenience of the court place upon the table several copies of the charges and specifications on which the accused is to be tried.

Copies of charges to be laid before the court.

1819. (1) Before entering upon the trial, the court shall be cleared, the parties to the trial withdrawing, and the charges and specifications read aloud by the president to ascertain that they are specific, and to allow discussion of any doubts which may arise in the minds of the court with regard to the court's jurisdiction, the relevancy of the charges and specifications, or, if a criminal offense is to be investigated, to see that the facts specified are described in such a legal manner as will justify the court in awarding, on conviction, a punishment adequate to the offense.

Examination and emendation of charges and specifications.

Objections to charges to be recorded and reported to convening authority.

(2) Should any doubt arise or objection be made to the charges and specifications by the court, or by either of the parties to the trial, the proceedings and the decision of the court thereon must be regularly and fully recorded and referred without delay to the convening authority whose consent must be obtained before any alterations except the correction of manifest clerical errors shall be made in the charges and specifications.

(3) Should the convening power authorize the judge advocate to amend legal defects in the charges and specifications before the accused is called on to plead, it is to be understood that in doing so the judge advocate is strictly responsible that the facts are not changed, nor the legal responsibilities weakened. He shall on every occasion communicate to the accused any alterations in the charges which were delivered to him at the time of his arrest, as soon as possible after such alterations shall have been made.

1820. (1) The court having been regularly organized, the judge advocate, after reading aloud in open court the charges and specifications against the accused, shall address him by his name and designation, and ask him whether he is guilty or not guilty of the charges and specifications just read.

Arraignment of the accused.

Procedure when the accused pleads guilty.

(2) Should the accused plead "guilty," the court shall warn him that he thereby precludes himself from the benefits of a regular defense. After this warning, should the accused persist in his plea, the court, before proceeding to deliberate and determine upon the sentence, shall allow him to urge anything he may desire to offer in extenuation of his conduct, to call witnesses to character, and offer any other evidence of a strictly palliative nature; and the judge advocate shall have the right to cross-examine such witnesses and introduce evidence in rebuttal.

(3) As by the plea of guilty everything alleged is admitted, no evidence shall, when such plea is offered, be taken by the prosecution.

When the plea is "not guilty."

(4) If the accused plead "not guilty," or stand mute, or if, after making objections to the court which it overrules, he refuses to offer evidence or to make any defense, the trial shall proceed as if he had pleaded not guilty.

Arraignment and replies to be recorded.

(5) The questions constituting the arraignment, and the answers to them, if any be given, must be distinctly recorded.

1821. (1) Pleas in bar of trial are sometimes submitted by the accused for the consideration of the court. These may be either to the jurisdiction of the court, or special pleas which go to the merits of the case. Whatever the plea may be, it must be fully recorded in the proceedings. If a written statement of the plea be handed into court, it shall be read and appended to the record.

Pleas in bar of trial.

Procedure when plea is deemed valid, and when invalid.

(2) If the plea be admitted as valid, an extract from the proceedings of the court shall be forwarded to the convening authority for his information; but if the plea be considered invalid, it shall be duly recorded, the trial shall proceed, and the decision of the court be communicated to the accused on the court being opened.

1822. Before the charges and specifications are read to the accused, the court shall caution all witnesses in the case to withdraw and not to return until they are officially called. In the outset of each day's proceedings the warnings to withdraw should be repeated to all who are cited as witnesses and may chance to be present. Witnesses are also to be warned that they are not to converse on any matter pertaining to the pending trial.

Witnesses cautioned to withdraw.

Exceptions to competency of witnesses.

1823. (1) Should either of the parties take exception to the competency of any witness, such exception must be stated in open court. and, together with the decisions of the court thereupon, must be fully recorded in the proceedings.

(2) As a general rule, exceptions to the competency of a witness should be stated before he is sworn, but at whatever stage of the trial the incompetency of a witness appears, the court may arrest the evidence and disregard his testimony.

All witnesses to be sworn.

1824. (1) The oath or affirmation prescribed by law shall be administered to each witness by the president of the court, in open court and in presence of the accused.

Form of administration of oath.

(2) The particular form in which the prescribed oath or affirmation may be taken is not essential; witnesses, therefore, shall be sworn according to the peculiar ceremonies of their own religion, or in such manner as they may deem binding on their own consciences.

1825. If any member of the court or the judge advocate is required to testify for the prosecution, he should be the first witness called. Should the president of the court become a witness, the oath or affirmation shall be administered to him by the member next in rank, who will preside during the progress of his examination. If the judge advocate be a witness he shall record his own testimony, unless the employment of a stenographer shall have been authorized by the convening authority.

Members or judge advocate as witnesses.

Record to show the swearing and identification of each witness.

1826. (1) After each witness has been "duly sworn, according to law," the judge advocate shall enter a minute on the proceedings that this has been done, and, having ascertained the full name, rank, and distinctive condition of the witness, shall record them at length in order to fix his identity.

Recognition of the accused.

(2) The witness shall also, if called to testify to the acts of the accused, be required to identify him, either by name or otherwise, to the end that his testimony shall appear relevant to the case.

Reading charges to witnesses.

1827. Before a witness shall be examined the general charges may be read to him, if the court thinks proper; but the specifications should not be read to him, particularly when they are so worded as to instruct him how to answer, or to make known to him the minute facts of the case.

Questions to witness to be in writing.

1828. (1) Questions to be propounded to a witness shall be reduced to writing, except in cases where the employment of a stenographer is authorized by the convening authority.

Objections to questions; how decided.

(2) Should objection be made to any proposed question, or to the reception of any testimony, the court shall proceed at once to determine the same; and the question or matter objected to, with the court's decision, shall be recorded in full in the minutes of the proceedings.

Deliberations to be in closed court.

(3) Deliberations upon any questions of this, or of any other character, should be conducted in closed court, the accused being informed of the action the court has taken, when the doors are opened; and whenever the court is closed for deliberation, either upon objection made or for final consideration of the case, the judge advocate of the court shall withdraw and make a note of his having done so in the record.

1829. (1) All evidence, whatever its nature, shall be recorded on the proceedings in the order in which it is received by the court, and as nearly as possible in the words of the witness.

Evidence; how recorded.

(2) When documentary evidence is offered it must be in public session of the court, and the document in full, or an authenticated copy thereof, must be annexed to the record.

Documentary evidence.

1830. (1) When the examination of a witness is closed, the whole of his testimony shall be read over to him, in order that if he so desire he may correct or amend it. When the employment of a stenographer is authorized, witnesses may, at the discretion of the court, read over, out of court, their testimony as recorded and be called before the court to correct, amend, or pronounce it to be correct.

Testimony to be read over to witness.

(2) In recording corrections or amendments made by a witness, no erasure or obliteration is under any circumstances to be admitted. The correction or amendment made, and any remark or explanation the witness may have to make, shall be separately and distinctly entered on the proceedings.

Amendment of testimony, how recorded.

(3) A witness who has approved his testimony may, even upon a subsequent day, be readmitted, at his request, for the purpose of correcting or amending the same.

Amendment, when allowed.

1831. (1) When the court has finished with a witness he shall be directed to retire, and a minute shall be entered on the record to the effect that the witness withdraws, to show that two witnesses were not in court at the same time.

Withdrawal of witness to be recorded.

(2) Should a member of the court or the judge advocate have been testifying, an entry will be made to the effect that the witness resumed his seat as member or judge advocate.

Further entry when a member is a witness.

1832. The order in which a witness is to be examined is as follows: After having been duly sworn, he shall be examined in chief by the party who produces him. The opposite party may next cross-examine him, and, in case of new matter being introduced on the cross-examination, the party calling him may reexamine into that matter. The court may put such questions to the witness as it may deem necessary. Upon new matter elicited by the examination of the court, the judge advocate and the accused may, within the discretion of the court, further examine the witness.

Order of examination of witnesses.

1833. The evidence on the part of the prosecution shall be first taken; and when the prosecution is closed a minute to that effect must be entered on the record, after which no further evidence on the part of the prosecution shall be admitted, except by special permission of the court.

Evidence for prosecution to be taken first.

1834. (1) The accused shall at his own request, but not otherwise, be allowed to testify in his own behalf; but his failure to make such request shall not create any presumption against him.

Accused as witness.

(2) When the examination of witnesses is closed, the accused shall be at liberty to make his defense in writing, or, if an official stenographer be present, orally, either in person or by counsel. This defense, if written, he shall submit to the court for inspection before it is publicly read, and, if it contains anything disrespectful, the court may prevent that part from being read; but the whole shall be appended to the proceedings, or recorded as a part thereof, if the accused desires it, and he will be held responsible for the same.

Written defense.

Defense closed.

(3) When the defense is closed, a minute to that effect shall be entered on the proceedings, after which no evidence on the part of the defense can be admitted, except by special permission of the court.

Reply of judge advocate.

1835. The judge advocate, as prosecutor, has the right to reply to the defense in writing, or, if an official stenographer be present, orally, and should be allowed time for this purpose, if he require it. If counsel be detailed by the convening authority to assist the judge advocate, the court will give him equal facilities with the counsel for the accused in the performance of his duties.

Witnesses recalled.

1836. The court is at liberty at any stage of the proceedings, before finding, to recall and reexamine a witness if it so desires; all the parties must, however, be present.

Trial finished.

1837. When the accused and the judge advocate shall have laid their respective cases before the court, the trial is finished, and this circumstance shall invariably be recorded on the proceedings.

SECTION 7.—FINDING AND SENTENCE.

Testimony and defense read over.

1838. The court will then be closed, the judge advocate withdrawing, and will proceed to examine such part of the evidence as may be indicated by the members, together with the argument in the case.

Vote on specifications.

1839. (1) When the court has sufficiently examined the evidence, the president of the court shall put the question upon each specification of each charge, beginning with the first, whether the specification is "proved," "not proved," or "proved in part."

Manner of voting.

(2) Each member shall write "proved," "not proved," or "proved in part," and if "in part," what part, over his signature, and shall hand his vote to the president of the court, who, when he has received all the votes upon such specification, shall read them aloud, being careful not to disclose whose vote he is reading.

Individual votes not to be disclosed.

Minute of votes not to be preserved.

(3) No written minute of the votes shall be preserved, unless so ordered by the unanimous vote of the court.

Finding on specification.

(4) The court shall deliberate and consider until a majority agrees upon a finding, which shall then be recorded.

Voting on the charges.

1840. (1) When the members have thus voted upon all the specifications of any charge, the question shall be put upon the charge to each member: "Is the accused guilty of this charge?" "guilty in a less degree than charged?" or "not guilty?" The members, as before, shall write "guilty" or "not guilty," or "guilty in a less degree than charged," and in what degree, over their signatures, and hand their votes to the president; who shall, after receiving all the votes, read them aloud, and should there be a decision by the majority, shall record the result. If otherwise, the process shall be repeated until a decision is arrived at.

(2) The court will then proceed to the next charge and specifications, until votes have been taken and decisions recorded, as hereinbefore directed, upon all the charges and specifications.

1841. (1) When the members of the court have voted upon all the charges, if the accused has been found guilty, or guilty in a less degree than charged, upon any one of them, by the number of members which the law may require in the particular case, the court will be opened to receive evidence of previous convictions. These convictions should be proved by the records of previous trials or by duly authenticated orders promulgating the same, showing the actual offenses of which the accused was convicted. The members shall next proceed to vote upon the punishment to be inflicted.

Evidence of previous convictions.

(2) Each member shall, in the order before directed, write down and describe the measure of punishment which he may think the accused ought to receive, and hand his vote to the president, who shall, after having received all the votes, read them aloud.

Method of voting.

(3) If the requisite number shall not have agreed upon the nature and degree of the punishment to be inflicted, the president shall proceed in the following manner to obtain a decision:

Procedure when the first ballot is not decisive.

(*a*) He shall begin with the mildest punishment that has been proposed, and after reading it aloud shall ask the members, successively, beginning with the junior in rank: "Shall this be the sentence of the court?" and every member shall vote, and the president shall note the votes.

(*b*) Should there be no decision, the president will, in the same manner as before, obtain a vote upon the next lowest punishment, and shall so continue until some sentence, either of the first or of a subsequently proposed set, shall have been decided upon.

1842. Except in the case noted in Art. 1847, the opinion of the majority is the opinion of the court and the minority is bound thereby; but as the oath taken by every member provides for the concealment of the vote or opinion of each particular member, care shall be taken that it does not appear on the record either that the votes of the members in regard to the finding or sentence were unanimous, or what number of them voted for any particular finding or sentence, with the exception already noted; and in that case the record must explicitly show the concurrence of two-thirds of the members present.

Sentences, how determined.

1843. The president, in collecting the votes, must bear in mind that the court is bound to exhaust the whole of the charges that come before it, by expressly acquitting or convicting the accused of each allegation that is contained in the specification.

Court must acquit or convict of every allegation.

1844. (1) It is made by law the duty of courts-martial, in all cases of conviction, to adjudge a punishment adequate to the character and nature of the offense committed.

Adequate punishment to be assigned.

(2) The law has never intended to vest in courts-martial the power to pardon offenses, or to award a nominal punishment equivalent to a pardon. The power to pardon, remit, or mitigate is expressly vested in the President of the United States or the officer authorized to convene the court. The exercise of this power by a court-martial is therefore illegal.

Court has not the pardoning power.

(3) If mitigating circumstances have appeared during the trial, which could not be taken into consideration in determining the degree of guilt found by the verdict, the court can avail itself of such circumstances as adequate grounds for recommending the prisoner to clemency.

Recommendation to clemency.

Statutory penalty.

1845. In all cases where the statute has designated a penalty for a particular offense, none other than that particular penalty can be imposed, and the court must pronounce the sentence which the law requires, whenever the fact is proved.

Punishment of death.

1846. The punishment of death can only be adjudged against persons subject to the Articles for the Government of the Navy, for the crimes specified in the fourth, fifth, and sixth of those articles, and sentence of imprisonment at hard labor only as a substitute for the death penalty, or under the provisions of Arts. 7 and 8 of the said Articles.

Death sentences, how determined.

1847. Sentences of courts-martial which extend to loss of life require the concurrence of two-thirds of the members present, and can not be carried into execution until confirmed by the President of the United States.

Sentences to hard labor as substitute for death penalty.

1848. A naval court-martial may adjudge the punishment of imprisonment for life, or for a stated term at hard labor, in any case where it is authorized to adjudge the punishment of death; and such sentences of imprisonment and hard labor may be carried into execution in any prison or penitentiary under the control of the United States, or which the United States may be allowed by the legislature of any State to use; and persons so imprisoned in the prison or penitentiary of any State or Territory, shall be subject in all respects to the same discipline and treatment as convicts sentenced by the courts of the State or Territory in which the same may be situated. (Art. 7, sec. 1624, R. S.)

Offenses without mandatory sentences.

1849. Sentences for offenses not provided for by special penalty, but left to be determined by the discretion of the court, must be neither cruel nor unusual, but in accordance with the common law of the land and the customs of war in like cases.

Sentences to suspension from rank, duty, or pay.

1850. (1) Sentences to suspension must state distinctly whether from rank or from duty only, and whenever they include forfeiture of pay, it shall be the duty of the court, in the case of commissioned officers, to state the rate of pay and time of such forfeiture, and in all other cases to fix the amount of pay so forfeited, stating it in dollars and cents.

Allowances to prisoners.

(2) In every sentence of confinement involving loss of pay and discharge or dismissal from the service, it should be provided that a sum of not less than twenty dollars shall be paid to the offender when dismissed or discharged; and it is usual and desirable to allot during imprisonment a sum of not less than two dollars per month for prison expenses.

Marine clothing.

(3) Regular allowances, such as marine clothing, continue unless stopped in direct terms by the sentence.

Forfeiture of pay due.

(4) It is competent for a court-martial to decree forfeiture of all pay that is due, or may become due to an offender.

Terms of imprisonment to be defined.

1851. (1) A sentence of imprisonment must express distinctly for what period the same shall continue.

When confinement is to begin.

(2) The term of confinement is understood to take effect from the date of promulgation of the sentence. Should an unusual time elapse between the approval and promulgation of the sentence, all of that time, beyond what is necessary for its communication, may be counted as part of the punishment.

But should the sentence be to solitary confinement, or to confinement on low diet, the full time of the conditioned confinement must of course be fulfilled.

Conditioned confinements.

(3) Whenever a general court-martial imposes a sentence of solitary confinement on bread and water or diminished rations, the provisions of Art. 1767, pars. 3 and 4, shall be observed.

General courts may inflict same punishments as summary courts.

1852. General courts-martial are empowered by statute to inflict any of the punishments authorized for summary courts-martial.

SECTION 8.—THE RECORD.

1853. When the president has taken the votes of all the members on all points, the judge advocate shall be called in, and under the direction of the court he shall draw up the finding and sentence, specifying precisely how far the accused has been found guilty of each charge, and the exact nature and degree of punishment awarded by the court, and after approval by the court shall enter the same upon the record in his own handwriting.

Finding and sentence, how drawn up and recorded.

1854. The sentence having been recorded, the proceedings in each separate case tried by the same court are required by law to be signed by all the members present when the judgment is pronounced, and also by the judge advocate.

Authentication of judgment.

1855. Should a court be dissolved by the convening authority for any sufficient cause, before it has proceeded to judgment, that fact, together with the proceedings of the court up to its dissolution, must be recorded and authenticated in the same manner as if the trial had been completed.

When dissolution takes place before judgment.

1856. After the sentence of a court shall have been decided on, it is competent for any of its members to move that the accused be recommended to the clemency of the revising power. This recommendation is not to be inserted in the body of the sentence, but recorded, with the reason therefor, immediately after the signatures of the court and judge advocate to the sentence, and must be signed by the members concurring in it.

Recommendation to clemency.

1857. (1) The record of all naval courts-martial shall be clearly and legibly written without erasure or interlineation, leaving a margin of one inch on each side and at the top of each leaf, through which latter margin the leaves are to be fastened. Every page, unless the proceedings be typewritten, shall be numbered and written on the odd-numbered pages from top to bottom, and the even-numbered pages from bottom to top.

How the record is to be kept and made up.

(2) The judge advocate shall take especial care that the entire proceedings of a court during a trial or in any session, shall be fully set forth in the record. All orders, motions, votes, or rulings of the court, all motions, propositions, objections, arguments, statements, etc., of the accused, and of the judge advocate; the entire testimony of each witness, given as nearly in his own language as possible; and, in short, every part and feature of the proceedings material to a complete history of the case, and to a correct understanding of every point thereof by the reviewing officer, shall be recorded at length.

Duties of judge advocate in regard to record.

Remarks and arguments of members in discussion not to be recorded.

(3) The remarks and arguments of the members of the court in discussing interlocutory questions, or in connection with their final judgment, shall not be detailed as part of the proceedings.

1858. After the proceedings and sentence, with the recommendation to clemency, if any, have been signed, the action of the court, whether an adjournment or the taking up of a new case, shall be recorded, and this entry having been authenticated by the signatures of the president and the judge advocate, the record shall be forwarded by the president, with a letter of transmittal, to the convening authority, or, in the United States, where the court is convened by order of the Department, direct to the Judge-Advocate General.

Completion of record.

Record to be sent to convening authority.

Distinct trials to be signed and made up and forwarded separately.

1859. Each case being thus made complete in itself and the record continuous, when all the cases laid before the court have been finished and severally authenticated and forwarded as hereinbefore provided, the president will inform the convening authority by letter that all the business before the court has been completed, and the court will adjourn to await his further orders, he being the only proper person to dissolve it.

Report of president.

Adjournment of court.

SECTION 9.—REVISION.

1860. Upon the receipt of the record of a court-martial it shall be the duty of the reviewing officer to proceed at once to scrutinize the same, in order to return it for revision or amendment, if such course be necessary, before the dissolution of the court.

Reviewal of proceedings.

1861. (1) When a court is ordered to revise its proceedings, new testimony shall not be brought forward in any shape.

Revisal of proceedings by a court.

(2) The revision will be strictly confined to a reconsideration of the matter already recorded in the proceedings, no part of which is to be amended, altered, or annulled in any way.

(3) During a revision, an entirely separate record shall be kept, to which the order for reassembling must be affixed; and a full entry must be made of all the proceedings, verified in the ordinary manner by the signatures of all the members of the court and the judge advocate, and transmitted as before to the reviewing officer for his approval The judge advocate shall be excluded from the court room during a revision of the finding and sentence of the court.

Record of revision.

1862. (1) If the court be reconvened to amend or otherwise remedy a defect or omission in the record, which may be done if the facts warrant, the reconvening order must be attached to the record, which shall also show that at least five members of the court, the judge advocate, and the accused were present, and that the amendment was then made to conform to and express the truth in the case.

Amendment of defects in the record.

(2) Clerical errors may be amended by the court without the presence of the accused, but they are not to be corrected in an informal manner by erasure or interlineation. The legal procedure is for the proper officer to reconvene the court, calling its attention in the order for reassembling to the error requiring correction,

Correction of clerical errors.

and for the court, on reassembling, to continue the record by a report of the proceedings of the additional session in which the amendment is made.

Record of additional sessions, how kept.

(3) Whenever a court shall be reconvened for the purpose of amendment or correction of its record, the reconvening order must be annexed to the proceedings, which are to be entered in full, authenticated in the proper manner, and transmitted to the reviewing officer for his approval.

SECTION 10.—FINAL ACTION.

Court entitled to a free exercise of judgment.

1863. It is not in the power of the revising authority to compel a court to reverse its judgment upon a plea in bar of trial, or to change its finding or sentence when, upon being reconvened by him, it has declined to modify the same, nor either directly or indirectly to enlarge the measure of punishment imposed by sentence of a court-martial.

Confirmation and execution of sentence.

1864. No sentence of a general court-martial can be carried into execution until after the whole of the proceedings have been laid before the reviewing authority, or, when the circumstances of the case require such action, have been submitted through the Secretary of the Navy to the President of the United States for his confirmation and orders.

Powers of the officer ordering the court.

1865. Where the law does not authorize the officer who convened a general court-martial to confirm and execute the sentence, he has still absolute power to disapprove and annul it. Should the sentence be one which he is not empowered finally to confirm and execute, and he can not remit or mitigate the same, if he thinks it ought to be confirmed, he should, in transmitting the proceedings to the authority having such power, subscribe a formal approval thereof upon the record.

Promulgation of sentence.

1866. (1) The finding and sentence of every general court-martial approved by the commander in chief of a squadron shall be communicated by him in a general order to his command.

(2) The sentences of courts held by order of the Secretary of the Navy within the United States will, in like manner, be published in general orders by the Navy Department.

Irregularities in procedure to be published.

1867. Should the proceedings of a court-martial be disapproved for any informality or irregularity of the court, the particular informality or irregularity will be made known in the general order promulgating the result of the trial, so as to prevent, if possible, a recurrence of similar errors.

Final disposition of court-martial records.

1868. The proceedings of all courts-martial will be forwarded direct to the Judge-Advocate General by the reviewing authority after acting thereon, or in the case of general courts-martial convened by the Secretary of the Navy, by the presiding officers of such courts; as will be all communications pertaining to questions of law arising before courts-martial, or to the proceedings thereof, which may require the action of the Department.

Persons entitled to copy of court-martial records.

1869. Any person having an interest in the record of a naval court-martial is entitled to have an exemplified copy of it, after the proceedings are consummated by the proper authority.

ARTICLES FOR THE GOVERNMENT OF THE UNITED STATES NAVY.

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

Commanders to supervise and correct.

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

Divine service.

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

Irreverent behavior.

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

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

Mutiny.

(1) Who makes, or attempts to make, or unites with any mutiny or mutinous assembly, or, being witness to or present at any mutiny, does not do his utmost to suppress it; or, knowing of any mutinous assembly or of any intended mutiny, does not immediately communicate his knowledge to his superior or commanding officer;

Disobedience.

(2) Or disobeys the lawful orders of his superior officer;

Striking superior officer.

(3) Or strikes or assaults, or attempts or threatens to strike or assault, his superior officer while in the execution of the duties of his office;

Intercourse with enemy.

(4) Or gives any intelligence to, or holds or entertains any intercourse with, an enemy or rebel, without leave from the President, the Secretary of the Navy, the commander in chief of the fleet, the commander of the squadron, or, in case of a vessel acting singly, from his commanding officer;

Messages from enemy.

(5) Or receives any message or letter from an enemy or rebel, or, being aware of the unlawful reception of such message or letter, fails to take the earliest opportunity to inform his superior or commanding officer thereof;

Desertion.

(6) Or, in time of war, deserts or entices others to desert;

Betraying trust.

(7) Or, in time of war, deserts or betrays his trust, or entices or aids others to desert or betray their trust;

Sleeping on watch.

(8) Or sleeps upon his watch;

Leaving station.

(9) Or leaves his station before being regularly relieved;

Willful stranding or injury of vessel.

(10) Or intentionally or willfully suffers any vessel of the Navy to be stranded, or run upon rocks or shoals, or improperly hazarded; or maliciously or willfully injures any vessel of the Navy, or any part of her tackle, armament, or equipment, whereby the safety of the vessel is hazarded or the lives of the crew exposed to danger;

Destruction of public property.

(11) Or unlawfully sets on fire, or otherwise unlawfully destroys, any public property not at the time in possession of an enemy, pirate, or rebel;

Striking flag, or yielding.

(12) Or strikes or attempts to strike the flag to an enemy or rebel, without proper authority, or, when engaged in battle, treacherously yields or pusillanimously cries for quarters;

Cowardice in battle.

(13) Or, in time of battle, displays cowardice, negligence, or disaffection, or withdraws from or keeps out of danger to which he should expose himself;

Deserting duty in battle.

(14) Or, in time of battle, deserts his duty or station, or entices others to do so;

Neglecting orders for battle.

(15) Or does not properly observe the orders of his commanding officer, and use his utmost exertions to carry them into execution, when ordered to prepare for or join in, or when actually engaged in, battle, or while in sight of an enemy;

Neglecting to clear for action.

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

Neglecting signal for battle.

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

Failing to encourage others.

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

Failing to seek encounter.

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

Failing to afford relief.

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

Spies.

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

Murder.

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

Imprisonment in penitentiary.

7. A naval court-martial may adjudge the punishment of imprisonment for life, or for a stated term, at hard labor, in any case where it is authorized to adjudge the punishment of death; and such sentences of imprisonment and hard labor may be carried into execution in any prison or penitentiary under the control of the United States, or which the United States may be allowed, by

the legislature of any State, to use; and persons so imprisoned in the prison or penitentiary of any State or Territory shall be subject, in all respects, to the same discipline and treatment as convicts sentenced by the courts of the State or Territory in which the same may be situated.

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

Profanity, falsehood, etc.

(1) Who is guilty of profane swearing, falsehood, drunkenness, gambling, fraud, theft, or any other scandalous conduct tending to the destruction of good morals;

Cruelty.

(2) Or is guilty of cruelty toward, or oppression or maltreatment of, any person subject to his orders;

Quarreling.

(3) Or quarrels with, strikes, or assaults, or uses provoking or reproachful words, gestures, or menaces toward, any person in the Navy;

Fomenting quarrels.

(4) Or endeavors to foment quarrels between other persons in the Navy;

Duels.

(5) Or sends or accepts a challenge to fight a duel or acts as a second in a duel;

Contempt of superior officer.

(6) Or treats his superior officer with contempt, or is disrespectful to him in language or deportment, while in the execution of his office;

Combinations against superior officer.

(7) Or joins in or abets any combination to weaken the lawful authority of, or lessen the respect due to, his commanding officer;

Mutinous words.

(8) Or utters any seditious or mutinous words;

Neglect of orders.

(9) Or is negligent or careless in obeying orders, or culpably inefficient in the performance of duty;

Destruction of property.

(10) Or does not use his best exertions to prevent the unlawful destruction of public property by others;

Stranding.

(11) Or through inattention or negligence suffers any vessel of the Navy to be stranded, or run upon a rock or shoal, or hazarded;

Convoy service.

(12) Or, when attached to any vessel appointed as convoy to any merchant or other vessels, fails diligently to perform his duty, or demands or exacts any compensation for his services, or maltreats the officers or crews of such merchant or other vessels;

Receiving freight, etc.

(13) Or takes, receives, or permits to be received, on board the vessel to which he is attached, any goods or merchandise, for freight, sale, or traffic, except gold, silver, or jewels, for freight or safe-keeping; or demands or receives any compensation for the receipt or transportation of any other article than gold, silver, or jewels, without authority from the President or Secretary of the Navy;

False muster.

(14) Or knowingly makes or signs, or aids, abets, directs, or procures the making or signing of, any false muster;

Waste of property.

(15) Or wastes any ammunition, provisions, or other public property, or, having power to prevent it, knowingly permits such waste;

Plundering.

(16) Or, when on shore, plunders, abuses, or maltreats any inhabitant, or injures his property in any way;

Apprehending offenders.

(17) Or refuses, or fails to use, his utmost exertions to detect, apprehend, and bring to punishment all offenders, or to aid all persons appointed for that purpose;

Receiving prisoners.

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

Absence without leave.

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

Violating orders or regulations.

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

Desertion.

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

Harboring deserters.

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

Officer absent without leave.

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

Desertion by resignation.

10. Any commissioned officer of the Navy or Marine Corps who, having tendered his resignation, quits his post or proper duties without leave, and with intent to remain permanently absent therefrom, prior to due notice of the acceptance of such resignation, shall be deemed and punished as a deserter.

Dealing in supplies.

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

Importing dutiable goods.

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

Distilled spirits.

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

Crimes of fraud against United States.

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

Presenting false claims.

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

Agreement concerning false claims.

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

False papers.

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

Perjury.

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

Forgery.

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or

counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

Delivering less property than receipted for.

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

Giving receipts without knowing their truth.

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

Stealing, selling, etc.

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

Buying public military property.

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

Other frauds.

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

Liability to arrest and trial.

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

Persons entitled to prize money.

15. The commanding officer of every vessel in the Navy entitled to or claiming an award of prize money shall, as soon as it may be practicable after the capture, transmit to the Navy Department a complete list of the officers and men of his vessel entitled to share, stating therein the quality of each person rating; and every commanding officer who offends against this article shall be punished as a court-martial may direct.

Removing property from prize.

16. No person in the Navy shall take out of a prize, or vessel seized as a prize, any money, plate, goods, or any part of her equipment, unless it be for the better preservation thereof, or unless such articles are absolutely needed for the use of any of the vessels or armed forces of the United States, before the same are adjudged lawful prize by a competent court; but the whole, without fraud, concealment, or embezzlement, shall be brought in, in order that judgment may be passed thereon; and every person who offends against this article shall be punished as a court-martial may direct.

Maltreating persons on prize.

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

Returning fugitives.

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

Enlisting deserters, minors, etc.

19. Any officer who knowingly enlists into the naval service any deserter from the naval or military service of the United States, or any insane or intoxicated person, or any minor between the ages of sixteen and eighteen years, without the consent of his parents or guardian, or any minor under the age of sixteen years, shall be dishonorably dismissed from the service of the United States.

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

Men received on board.

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

List of officers, men, and passengers.

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

Deaths and desertions.

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

Property of deceased persons.

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

Accounts of men received.

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

Accounts of men sent from ship.

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

Provisions.

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

Health of crew.

(8) He shall frequently consult with the surgeon in regard to the sanitary condition of his crew, and shall use all proper means to preserve their health. And he shall cause a convenient place to be set apart for sick or disabled men, to which he shall have them removed, with their hammocks and bedding, when the surgeon so advises, and shall direct that some of the crew attend them and keep the place clean.

Payment of crew.

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

Articles to be hung up and read.

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

Punishment for offending.

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

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

Authority of officers after loss of vessel.

Offenses not specified.

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

Offenses committed on shore.

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

24. No commander of a vessel shall inflict upon a commissioned or warrant officer any other punishment than private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than ten days, unless a further period is necessary to bring the offender to trial by a court-martial; nor shall he inflict or cause to be inflicted upon any petty officer, or person of inferior rating, or marine, for a single offense, or at any one time, any other than one of the following punishments, namely:

Punishment by order of commander.

(1) Reduction of any rating established by himself.

(2) Confinement, with or without irons, single or double, not exceeding ten days, unless further confinement be necessary in the case of a prisoner to be tried by court-martial.

(3) Solitary confinement, on bread and water, not exceeding five days.

(4) Solitary confinement not exceeding seven days.

(5) Deprivation of liberty on shore.

(6) Extra duties.

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

Punishment by officers temporarily commanding.

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

26. Summary courts-martial may be ordered upon petty officers and persons of inferior ratings, by the commander of any vessel, or by the commandant of any navy yard, naval station, or marine barracks to which they belong, for the trial of offenses

Summary courts-martial.

which such officer may deem deserving of greater punishment than such commander or commandant is authorized to inflict, but not sufficient to require trial by a general court-martial.

Constitution.

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

Oaths of members and recorder.

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

Testimony.

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

Punishment.

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

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

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

(3) Solitary confinement in irons, single or double, not exceeding thirty days.

(4) Solitary confinement not exceeding thirty days.

(5) Confinement not exceeding two months.

(6) Reduction to next inferior rating.

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

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

Disrating for incompetency.

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

Execution of sentence.

32. No sentence of a summary court-martial shall be carried into execution until the proceedings and sentence have been approved by the officer ordering the court and by the commander in chief, or, in his absence, by the senior officer present. And no sentence of such court which involves loss of pay shall be carried into execution until the proceedings and sentence have been approved by the Secretary of the Navy.

Revision of sentence.

33. The officer ordering a summary court-martial shall have power to remit, in part or altogether, but not to commute, the sentence of the court. And it shall be his duty either to remit any part or the whole of any sentence, the execution of which would, in the opinion of the surgeon or senior medical officer on board, given in writing, produce serious injury to the health of the person sentenced; or to submit the case again, without delay, to the same or to another summary court-martial, which shall have power, upon the testimony already taken, to remit the former punishment and to assign some other of the authorized punishments in the place thereof.

34. The proceedings of summary courts-martial shall be conducted with as much conciseness and precision as may be consistent with the ends of justice, and under such forms and rules as may be prescribed by the Secretary of the Navy, with the approval of the President; and all such proceedings shall be transmitted, in the usual mode, to the Navy Department.

Conduct of proceedings.

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

Same punishment by general court.

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

Dismissal of officers.

37. When any officer, dismissed by order of the President since 3d March, 1865, makes, in writing, an application for trial, setting forth under oath that he has been wrongfully dismissed, the President shall, as soon as the necessities of the service may permit, convene a court-martial to try such officer on the charges on which he shall have been dismissed. And if such court-martial shall not be convened within six months from the presentation of such application for trial, or if such court, being convened, shall not award dismissal or death as the punishment of such officer, the order of dismissal by the President shall be void.

Officer dismissed may demand trial.

38. General courts-martial may be convened by the President, the Secretary of the Navy, or the commander in chief of a fleet or squadron; but no commander of a fleet or squadron in the waters of the United States shall convene such court without express authority from the President.

General courts-martial; by whom convened.

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

Constitution.

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

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

Oaths of members and judge advocate.

This oath or affirmation being duly administered, each member of the court, before proceeding to trial, shall take the following oath or affirmation, which shall be administered by the judge advocate or person officiating as such:

"I, A B do swear (or affirm) that I will truly try, without prejudice or partiality, the case now depending, according to the evidence which shall come before the court, the rules for the government of the Navy, and my

own conscience; that I will not by any means divulge or disclose the sentence of the court until it shall have been approved by the proper authority; and that I will not at any time divulge or disclose the vote or opinion of any particular member of the court, unless required so to do before a court of justice in due course of law."

Oath of witness.

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

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

Contempt.

42. Whenever any person refuses to give his evidence or to give it in the manner provided by these articles, or prevaricates, or behaves with contempt to the court, it shall be lawful for the court to imprison him for any time not exceeding two months.

Charges.

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

Duty of officer arrested.

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

Suspension of proceedings.

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

Absence of members.

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

Witnesses examined in absence of member.

47. Whenever any member of a court-martial, from any legal cause, is absent from the court after the commencement of a case, all the witnesses who have been examined during his absence must, when he is ready to resume his seat, be recalled by the court, and the recorded testimony of each witness so examined must be read over to him and such witness must acknowledge the same to be correct and be subject to such further examination as the said member may require. Without a compliance with this rule, and an entry thereof upon the record, a member who shall have been absent during the examination of a witness shall not be allowed to sit again in that particular case.

Suspension of pay.

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

Flogging, branding, etc.

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

Determination of sentences.

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

Adequate punishment; recommendation to clemency.

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

Authentication of judgment.

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

Confirmation of sentence.

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

Remission and mitigation of sentence.

54. Every officer who is authorized to convene a general court-martial shall have power, on revision of its proceedings, to remit or mitigate, but not to commute, the sentence of any such court, which he is authorized to approve and confirm.

Courts of inquiry; by whom convened.

55. Courts of inquiry may be ordered by the President, the Secretary of the Navy, or the commander of a fleet or squadron.

Constitution.

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

Powers.

57. Courts of inquiry shall have power to summon witnesses, administer oaths, and punish contempts, in the same manner as courts-martial; but they shall only state facts, and shall not give their opinion, unless expressly required so to do in the order for convening.

Oaths of members and judge advocate.

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

Rights of party to the inquiry.

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

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

Proceedings; how authenticated and used as evidence.

61. No person shall be tried by court-martial or otherwise punished for any offense, except as provided in the following article, which appears to have been committed more than two years before the issuing of the order for such trial or punishment, unless by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

Limitation of period in which amenable to trial.

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

Punishment for desertion in time of peace.

63. Whenever, by any of the Articles for the Government of the Navy of the United States, the punishment on conviction of an offense is left to the discretion of the court-martial, the punishment therefor shall not, in time of peace, be in excess of a limit which the President may prescribe.

Limitation of punishment.

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