

CHAPTER 9

SEPARATIONS FROM THE SERVICE

Section 1. Discharge.

Section 2. Cancellation of Enlistment.

Section 3. Release from Active Duty (Reserve and Retired Personnel).

Section 4. Transfer to Fleet Reserve.

Section 5. Retirement.

Section 6. Death or Missing.

Discharges and separations of enlisted personnel of the Regular Navy and the Naval Reserve from the Naval Service will be governed by the provisions of this chapter. (Ch. No. 1.)

Section 1. DISCHARGES

D-9101. DISCHARGE.—All discharges will be made in accordance with the instructions in this section.

D-9102. CLASSIFICATION OF DISCHARGES.

(1) There are 5 characters of discharges, namely:

- (a) Honorable
- (b) Under Honorable Conditions.
- (c) Undesirable.
- (d) Bad-conduct.
- (e) Dishonorable. (Ch. No. 1.)

(2) Reasons for discharge:

- (a) Expiration of enlistment.
- (b) Medical survey or Form Y.
- (c) Convenience of Government.
- (d) Own convenience.
- (e) Dependency.
- (f) Enlistment of minor without consent.
- (g) Under age of authorized enlistment.
- (h) Unsuitability.
- (i) Inaptitude.
- (j) Unfitness.
- (k) Desertion without trial.
- (l) Trial and conviction by civil authorities.
- (m) Fraudulent enlistment.
- (n) Sentence of court martial. (Ch. No 1.)

(3) The character of discharge depends upon the reason for the discharge, service record, and certain other conditions, as set forth in the table, article D-9103, and article D-9115 (7). If a commanding officer believes a man entitled to a character of discharge different from that indicated, he should so recommend to the Bureau. Such recommendation should be accompanied by duplicate pages 9 and 10 of the man's service record extended to date. When a man is to be transferred prior to discharge, such recommendation should be made prior to the transfer, with a copy to the activity to which the man is transferred.

D-9103 (1) TABLE OF MATTERS RELATING TO DISCHARGES

HONORABLE DISCHARGE

Reason for discharge	Special Provisions Regarding Discharges					Conditions affecting character of discharge	Character of discharge ¹	Form NAV Pers
	Travel allowance ²	Transportation in kind and subsistence ²	Issue suit of civilian clothes art. D-9115 (4)	Cash allowance	Retain and wear uniform 3 month after discharge			
Expiration of Enlistment ¹	Yes.....	No.....	No.....	No.....	Yes.....	Not convicted by GCM or more than once by SCM (for exceptions see art. D-9115(7)—minimum final average marks 3.0 proficiency, 3.25 conduct.	Honorable.....	660
Medical survey.....	Option of man..	Option of man..	No.....	No.....	Yes.....	Disability incurred subsequent to enlistment whether or not incurred in line of duty provided not own misconduct—minimum final average marks 3.0 proficiency, 3.25 conduct.	Honorable.....	660
	Option of man..	Option of man..	No.....	No.....	Yes.....	Disability existing prior to enlistment if discovered after completion of recruit training provided not concealed at time of enlistment or induction—minimum final average marks 3.0 proficiency, 3.25 conduct.	Honorable.....	660
	Option of man..	Option of man..	No.....	No.....	Yes.....	Disability incurred as result of action against organized enemy (see art. D-9105 (4) (c)).	Honorable.....	660

¹ Does not apply during period held beyond expiration enlistment during war or 6 months thereafter. Personnel Regular Navy may be discharged due to expiration enlistment only for purpose of immediate voluntary reenlistment. Reservist will not be discharged for expiration enlistment during war or period 6 months thereafter. When discharge by reason expiration enlistment is permitted and effected, provisions this table apply.

² Entries are shown as guide (for convenience) but should not be considered authoritative. (See U. S. Navy Travel Instructions.)

³ CO may recommend to BuPers a different character of discharge. (See art. D-9102 (3).)

D-9103 (2) TABLE OF MATTERS RELATING TO DISCHARGES

DISCHARGE UNDER HONORABLE CONDITIONS

Reason for discharge	Special Provisions Regarding Discharges					Conditions affecting character of discharge	Character of discharge ¹	Form NAV Pers
	Travel allowance ¹	Transportation in kind and subsistence ²	Issue suit of civilian clothes art. D-9115 (4)	Cash allowance	Retain and wear uniform 3 months after discharge			
Expiration of enlistment ¹	Yes.....	No.....	No.....	No.....	Yes.....	Marks below 3.0 proficiency, 3.25 conduct.	Under honorable condition.	661
Medical survey or Form Y.....	Option of man.....	Option of man.....	No.....	No.....	Yes.....	Disability whether or not incurred in line of duty provided not own misconduct—marks below 3.0 proficiency, 3.25 conduct.	Under honorable condition.	661
	Option of man.....	Option of man.....	No.....	No.....	Yes.....	Disability existing prior to enlistment discovered while a recruit.	Under honorable conditions.	661
	Option of man.....	Option of man.....	No.....	Yes.....	Yes.....	Disability due to own misconduct.....	Under honorable conditions.	661
Convenience of Government.....	Yes.....	No.....	No.....	No.....	Yes.....	When directed by Bureau.....	Under honorable conditions.	661
Man's own convenience.....	No.....	No.....	No.....	No.....	Yes.....	When directed by Bureau.....	Under honorable conditions.	661
Dependency existing prior to enlistment.	No.....	No.....	No.....	No.....	Yes.....	When directed by Bureau.....	Under honorable conditions.	661
Dependency arising since enlistment.	Yes.....	No.....	No.....	No.....	Yes.....	When directed by Bureau.....	Under honorable conditions.	661
Minors enlisted without consent—under 18 at time of discharge.	No.....	Special.....	No.....	No.....	Yes.....	When directed by Bureau in individual cases or by special instructions.	Under honorable condition. ra	661
Under age of authorized enlistment ¹ .	No.....	Special.....	No.....	No.....	Yes.....	When directed by Bureau in individual cases or by special instructions.	Under honorable conditions.	661
Unsuitability.....	Yes.....	No.....	Yes.....	Yes.....	No.....	When directed by Bureau in individual cases or by special instructions.	Under honorable conditions.	661
Inaptitude.....	Yes.....	No.....	Yes.....	Yes.....	No.....	When directed by Bureau in individual cases or by special instructions.	Under honorable conditions.	661

¹ Does not apply during period held beyond expiration enlistment during war or 6 months thereafter. Personnel Regular Navy may be discharged due to expiration enlistment only for purpose of immediate voluntary reenlistment. Reservists will not be discharged for expiration enlistment during war or period 6 months thereafter. When discharge by reason expiration enlistment is permitted and effected, provisions this table apply.

² Entries are shown as guide (for convenience) but should not be considered authoritative. (See U. S. Navy Travel Instructions.)

³ CO may recommend to BuPers a different character of discharge. (See art. D-9102 (3).)

⁴ Under 17 in case of male personnel; under 20 in case of Women's Reserve.

D-9103 (3) TABLE OF MATTERS RELATING TO DISCHARGES

UNDESIRABLE, BAD CONDUCT OR DISHONORABLE DISCHARGE

Reason for discharge	Special Provisions Regarding Discharge					Conditions affecting character of discharge	Character of discharge ²	Form NAV Pers
	Travel allowance ¹	Transportation in kind and subsistence ¹	Issue suit of civilian clothes art. D9115(4)	Cash allowance	Retain and wear uniform 3 months after discharge			
Unfitness.....	Yes.....	No.....	Yes.....	Yes.....	No.....	When authorized by Bureau or CO (art. D-9112).	Undesirable.....	662
Desertion without trial.....	No.....	No.....	Special.....	Yes.....	No.....	When authorized by Bureau.....	Undesirable.....	662
Trial and conviction by civil authorities.....	No.....	No.....	Special.....	Yes.....	No.....	When authorized by Bureau.....	Undesirable.....	662
Fraudulent enlistment.....	No.....	No.....	Yes.....	Yes.....	No.....	When authorized by Bureau.....	Undesirable.....	662
Sentence of SCM—Immediate.....	No.....	No. ³	Yes.....	Yes.....	No.....	When so sentenced and approved by required authority. ⁴	Bad conduct.....	662a
Sentence of GCM or SCM.....	No.....	No. ³	Yes.....	Yes.....	No.....	When so directed by Bureau or CO after violation of probation. ⁴	Dishonorable or bad conduct.....	662b or 662a
Sentence of GCM—Immediate.....	No.....	No. ³	Yes.....	Yes.....	No.....	When so sentenced and approved by required authority. ⁴	Dishonorable or bad conduct.....	662b or 662a
Sentence of GCM—After prison.....	No.....	Yes.....	Special.....	Yes.....	No.....	Completion of sentence or when authorized by competent authority.	Dishonorable or bad conduct.....	662b or 662a

¹ Entries are shown as guide (for convenience) but should not be considered authoritative. (See U. S. Navy Travel Instructions.)

² CO may recommend to BuPers a different character of discharge. (See art. D-9102(3).)

³ See art. D-7020.

⁴ See art. D-9114(1).

D-9104. EXPIRATION OF ENLISTMENT.

(1) The normal date of expiration of enlistment for a 2-, 3-, 4-, or 6-year enlistment is the day of the month next preceding the second, third, fourth, or sixth anniversary, respectively, of the date of enlistment (or, in the case of a minority enlistment, the day next preceding the 21st birthday), plus any time in excess of 1 day lost on account of sickness, disease, or injury resulting from his own intemperate use of drugs or alcoholic liquors, or misconduct. A man shall be required to make up day for day the actual time lost and no more.

(2) There are certain provisions of law by means of which an enlistment may be extended beyond the *normal* date of expiration of enlistment; in these cases the *actual* date of expiration of enlistment is postponed, either for a definite or indefinite period. Whenever such an extension is made, there will be entered in the man's service record the reason and the authority therefor.

(a) *Voluntary extension of enlistment.*—A man may execute a voluntary extension of his enlistment in accordance with article D-1006.

(b) *Optional for lost time.*—Every enlisted man in the naval service who, without proper authority, absents himself from his ship, station, or duty for more than 1 day, or who is confined for more than 1 day under sentence, or while awaiting trial and disposition of his case if the trial results in conviction, may be permitted to serve, after his return to a full-duty status, for such period as shall, with the time he may have served prior to such unauthorized absence or confinement, amount to the full term of his enlistment.

If an enlisted man who has lost time in excess of 1 day due to any of the above-mentioned causes desires to serve this time, day for day, at expiration of current enlistment or extension of enlistment, he shall make official application to his commanding officer for this privilege, showing total time lost under each of the conditions enumerated in the act, which time shall be carefully checked to assure that figures given by him are correct, and the commanding officer's action on the request shall be final, unless there are unusual circumstances attending which would justify referring the enlisted man's application to the Bureau. The commanding officer shall cause appropriate entry to be made on page 9 of the man's service record, showing date on which application was submitted and date it was approved or disapproved. The commanding officer shall also cause the supply officer to be furnished with such notice as may be required for accounting purposes.

To secure the benefits authorized by the act of May 21, 1928, it is necessary that the man's application to serve time lost be submitted and approved prior to expiration of the enlistment or extension of enlistment during which the time involved was lost.

Time lost while confined awaiting trial and while serving sentence, when the man concerned is held by civil authorities, is tried and convicted, and later returns to and is retained in the naval service, can also be made good in the same manner.

When an enlisted man makes such application to serve in addition to the term of his enlistment as provided in the foregoing, and application is approved, he will be entitled, on subsequent enlistment within 3 months of date of discharge, to enlistment allowance based on the full term for which enlisted, even though he may be discharged within 3 months of the date of expiration of enlistment as extended by adding the time lost to such enlistment or extension of enlistment.

(c) *Ship at sea.*—The enlistment of a man serving on a ship at sea upon the expiration thereof, will be automatically extended until arrival at the next port, in any case where an agreement to extend has not been executed.

may be recommended in cases deemed to merit consideration by setting forth fully the facts on which the recommendation is based.

(3) No action on release or discharge for physical or mental disability will be taken without prior approval of the Bureau, except wherein specific authority therefor has been delegated to certain commanding officers or commandants.

(4) In effecting discharges for physical or mental disability the character of discharge shall be given as indicated below unless otherwise directed by the Bureau. If a commanding officer believes an individual is entitled to a character of discharge different from that indicated, he should so recommend to the Bureau stating the reasons therefor.

- (a) An individual discharged as a result of disability incurred subsequent to enlistment, whether or not incurred in line of duty, provided not own misconduct, and whose minimum final average marks are 3.0 in proficiency in rating and 3.25 in conduct, shall be given an Honorable Discharge (NavPers 660).
- (b) An individual discharged as a result of disability existing prior to enlistment or induction, if discovered after completion of recruit training, provided not concealed at time of enlistment or induction, and final average marks are not less than 3.0 in proficiency in rating and 3.25 in conduct, shall be given an Honorable Discharge (NavPers 660).
- (c) An individual discharged as a result of disability incurred in line of duty and resulting from action against an organized enemy, shall normally be given an Honorable Discharge regardless of his previous conduct and proficiency in rating marks. In any exceptional cases where the commanding officer is of the opinion that the man should not be given an Honorable Discharge, a full report of the circumstances shall be sent to the Bureau of Naval Personnel for decision.
- (d) An individual discharged for any of the following reasons shall receive a Discharge Under Honorable Conditions (NavPers 661):
 - (1) Disability existing prior to enlistment and discovered while still a recruit
 - (2) Disability due to own misconduct
 - (3) Disability, whether or not incurred in line of duty, where final average marks are less than 3.0 in proficiency and 3.25 in conduct
 - (4) Disability existing prior to enlistment or induction and discovered subsequent to completion of recruit training where it is believed the individual concerned concealed the disability at time of enlistment or induction. (Ch. No. 1.)

D-9106. CONVENIENCE OF THE GOVERNMENT.

The Bureau may authorize or direct the discharge of a man for the convenience of the Government when appropriate, even when such action is initiated by a request from the man concerned.

D-9107. OWN CONVENIENCE.

The Bureau may authorize the discharge of a man for his own convenience at his own official request in order to accept an appointment in another branch of the armed service, to enlist in the Regular Navy from the Naval Reserve (or vice versa), or for other reason, in accordance with such policies as may be adopted from time to time. The same general procedure should be followed as outlined in Art. D-9108, i. e., the application must be accompanied by substantiating affidavits or other documentary evidence and must be submitted by the man via his commanding officer. (Ch. No. 1.)

D-9108. DEPENDENCY.

(1) A man may submit an official request to the Bureau for discharge because of the urgent dependency upon him of a member of his family for financial assistance or care.

(2) Such request must be accompanied by at least two affidavits, one of which must be from the dependent concerned, and must be submitted via the man's commanding officer. The request should contain the following information:

- (a) Reason in full for request.
- (b) Complete home address of dependent and applicant.
- (c) Names and addresses of persons familiar with situation.
- (d) Statement as to marital status and date of marriage.
- (e) Financial obligations; amounts and modes of contributions to dependent.

(3) Before forwarding the request the commanding officer shall interview the man in order to elicit any further information and will insure that the required information is supplied; the forwarding endorsement shall include a statement regarding the status of any disciplinary action pending, service schools attended, and a definite recommendation.

(4) Any information concerning the private affairs of persons in the naval service, or of their families, shall be handled in the same manner as provided for restricted matter, and shall not be disclosed to persons other than in connection with their official duties, nor will the source of such information be disclosed.

D-9109. ENLISTMENT OF MINOR WITHOUT CONSENT.

(1) The law requires that written consent of custodial parent or guardian be obtained prior to the enlistment of a minor under 18 years of age. The Bureau requires that consent be obtained in the case of minors under 21 years of age. (See para. 3.) If a purported consent is signed by any other person, it is of no value and is, legally, no consent at all. If for any reason proper consent is not obtained prior to enlistment of a minor in the Regular Navy, the parent or guardian has 90 days in which to make a request for a man's discharge on such grounds, according to law; in the Naval Reserve the parent or guardian may submit request any time prior to the minor's 17th birthday. If no such request is made, tacit consent is recognized.

(2) If it comes to the attention of a commanding officer that a minor has enlisted in the Naval Service without consent of custodial parent or legal guardian, such fact should be reported to the Bureau immediately. In submitting this report to the Bureau the commanding officer should, after careful observation of the man concerned, include a statement as to whether or not, in his opinion, the man is considered sufficiently mature for retention in the Naval Service. If in the commanding officer's opinion the man is not sufficiently mature for retention, he should be retained at, or transferred to, a continental shore station and the Bureau advised.

(3) During the effective period of the Selective Training and Service Act of 1940, consent of parent or guardian to enlistment is not being required in the cases of minors between the ages of 18 and 21. That part of this article which relates to disposition of minors (male) 18 years of age and above will be disregarded for duration of the war and a period of six months thereafter.

(4) In the case of enlisted women of the Naval Reserve, 20 years is the minimum age for enlistment. Discharge must be effected if the woman is under 20 years of age at the time misstatement of age is discovered.

(5) Any cases in the above categories should be promptly reported to the Bureau. (Ch. No. 1.)

D-9110. UNSUITABILITY.

The Bureau may authorize or direct the discharge of a man for unsuitability due to immaturity or other cause wherein it is not desired to discharge him for inaptitude.

D-9111. INAPTITUDE.

(1) The Bureau may direct the discharge of a man for inaptitude.

(2) A commanding officer of the rank of lieutenant commander, or above, is authorized to discharge for inaptitude a man serving in his first enlistment (but not in an extension thereof) whose general qualifications are such as not to warrant his retention in the service. A commanding officer below the rank of lieutenant commander shall obtain the approval of the next senior in command whose rank is that of lieutenant commander, or above, before executing such discharge. The authority herein delegated to a commanding officer is, in effect, an approval in advance of the action provided for by Navy Regulations; for this reason, and in order that the Bureau may be in a position to sustain the action, it is essential that the instructions of this article be carefully followed.

(3) A discharge for inaptitude should be given only when a man has already demonstrated his inability to cope with service conditions and when there is no evidence of his being able to adapt himself to the requirements of naval life in the future. A discharge for inaptitude is also appropriate in a less serious case than would warrant a discharge for reason of unfitness. An individual shall not be discharged for inaptitude as a punishment or in lieu of a Court-Martial. If doubt exists as to the existence of a mental or physical disability as a cause of the inaptitude, the man should be brought before a board of medical survey for a determination of fact. (Ch. No. 1.)

(4) Before making or recommending such a discharge, a commanding officer will investigate the case after giving the man concerned an opportunity to make any statement in his own behalf that he may desire. If the case is referred to the Bureau, one signed copy of the man's statement shall be forwarded with the papers. In every case of discharge effected under this authority, full entry will be made in the service record of the nature of the inaptitude and any other facts bearing on the case, and the statement of the man must be attached to the service record.

(5) Special instructions as to the procedure to be followed at naval training stations for the elimination of the inapt among newly enlisted men will be issued from time to time by the Bureau.

D-9112. UNFITNESS.

(1) The Bureau may direct the discharge of a man for unfitness.

(2) A commanding officer of the rank of lieutenant commander, or above, is authorized to discharge for reason of Unfitness a man who has served less than two years in his first enlistment and who is unfitted for further retention in the naval service; a commanding officer below the rank of lieutenant commander shall obtain the approval of the next senior in command whose rank is that of lieutenant commander, or above, before executing such discharge. However, no man with less than 4 months' service will be discharged without authority of the Bureau. The authority herein delegated to a commanding officer is, in effect, an approval in advance of the action provided for by Navy Regulations; for this reason, and in order that the Bureau may be in a position to sustain the action, it is essential that the instructions of this article be carefully followed. (Ch. No. 1.)

(3) A discharge for reason of unfitness should be given only after a man has already demonstrated that he is totally unfitted for further retention. In this category is a man who repeatedly commits petty offenses not necessitating trial

by court-martial, an habitual shirker, or a man of unclean habits. A man shall not be discharged for this reason as a punishment or in lieu of a court-martial, but to rid the service of a person who is useless. A commanding officer should differentiate carefully between cases warranting discharge for reason of Unfitness and for reason of Inaptitude (see art. D-9111).

(4) Before effecting or recommending such a discharge, a commanding officer shall thoroughly investigate each case. The man concerned shall be informed of the contemplated action, and the reasons therefor, and shall be given an opportunity to appear and present any facts or make any statement in his own behalf that he may desire. If doubt exists as to the existence of a mental and/or physical disability as the cause of unfitness, the man should be brought before a board of medical survey for a determination of fact. In every case of discharge effected under this authority, a complete statement giving all the circumstances of the case, together with the signed statement from the man concerned, shall be placed in the man's service record and a copy forwarded promptly to the Bureau of Naval Personnel. In addition, appropriate entry, giving the character of discharge, date effected, authority and statement that the provisions of this article have been complied with, shall be made on Page 9, of the service record. If the man does not elect to make a statement, the fact shall be clearly set forth that he was afforded the opportunity to do so and declined. In cases referred to the Bureau, a full report of all circumstances, accompanied by a signed statement of the man concerned, and the commanding officer's recommendation, shall be forwarded promptly to the Bureau for decision. (Ch. No. 1.)

D-9113. DESERTION WITHOUT TRIAL; TRIAL AND CONVICTION BY CIVIL AUTHORITIES; FRAUDULENT ENLISTMENT.

(1) The Bureau may direct the discharge of a man who has deserted and who has not been brought to trial, or of a man convicted by civil authorities, or of a man who has perpetrated a fraudulent enlistment. The enlistment of a minor with false representation as to age, or without consent, will not be considered a fraudulent enlistment.

(2) A commanding officer will make a prompt report to the Bureau of all circumstances surrounding a case included in any of the above categories.

D-9114. SENTENCE OF COURT-MARTIAL.

(1) Commanding officers shall carry out the approved sentences of general and summary courts-martial involving immediate dishonorable and bad-conduct discharges only on instructions of the Bureau of Naval Personnel. These instructions shall be requested without delay in order that undesirable men may not be retained in the service any longer than necessary. Pages 9 and 10 of service record completed to date and properly signed shall accompany the request. As the Bureau cannot act upon such a request until the record of proceedings of the court-martial has been received and reviewed by the Department, the convening authority or commanding officer can expedite action by forwarding the record of proceedings of the court-martial immediately to the office of the Judge Advocate General. (The provisions of this paragraph shall be suspended in time of war, or when otherwise directed by the Bureau, in the cases of men serving on first enlistment. First enlistment men shall be discharged with bad conduct or dishonorable discharge as soon as the required action on court-martial proceedings has been taken by the convening and reviewing authorities. If they are to be transferred to receiving ship or station nearest their homes, for discharge, in accordance with the procedure outlined in art. D-7020, the transfer and immediate discharge upon reporting shall be effected without further authority. In the cases of men serving in an extension of enlistment, or serving in a subsequent enlistment, a dishonorable or bad conduct discharge shall not be

executed without specific authority of the Bureau, unless the probationary period is violated, in which event the provisions of par. 2 of this article shall apply.)

(2) If a sentence involving discharge of an enlisted man is remitted, subject to a probationary period, the man's commanding officer need not request the Bureau's authority to effect the discharge provided that the man's conduct during his probationary period does not justify his further retention. Under these circumstances the commanding officer may himself terminate the probationary period and carry the sentence of the court-martial into effect.

(3) In case of either dishonorable or bad-conduct discharge pursuant to sentence of general court-martial when confinement is involved, prior instruction from the Bureau is not required.

D-9116. GENERAL INSTRUCTIONS RELATING TO DISCHARGE.

(1) *Minors.*—When a minor is discharged for a reason other than expiration of enlistment, the commanding officer effecting the discharge shall notify the next of kin, giving the type of discharge, and, in general terms, the reason therefor. If the reason for discharge might be construed as a reflection on the individual concerned, such notification shall be phrased with care and discretion in order not to offend the persons concerned.

(2) *Physical examination.*—Every man will undergo a physical examination by a medical officer just prior to his discharge, and entries shall be made in his health record of all physical defects. Where practicable, each man should be examined by two medical officers. In case physical disability is found, the individual must be brought before a Board of Medical Survey before being discharged.

(3) *Travel allowance and transportation.*—Upon discharge, a man is entitled to travel allowance and/or transportation, based upon the reason for the discharge, in accordance with U. S. Navy Travel Instructions. For convenience, and as a guide, pertinent points are summarized in the table, article D-9103, but this should not be considered complete or authoritative.

(4) *Civilian clothes.*—A man discharged with a dishonorable, bad-conduct, undesirable, or under honorable conditions discharge for reason of unsuitability or inaptitude, shall have the outer garments or distinctive parts of the uniform taken from him and he may, if personally owned civilian clothing is not available, be furnished with an outfit of civilian clothes at a cost not to exceed the sum of \$30. Amounts expended under this provision shall be charged to the appropriation Pay, Subsistence and Transportation. These clothes shall be furnished to the man without regard to the state of his accounts or the amount of personal funds in his possession. Men transferred prior to the actual execution of the discharge shall take all their uniforms, bag and bedding with them to place to which transferred. (Ch. No. 1.)

(5) *Cash allowance.*—An individual discharged with a dishonorable, bad-conduct, undesirable, or under honorable conditions discharge by reason of unsuitability or inaptitude, or for reason of Medical Survey for physical or mental disability due to own misconduct, shall, upon discharge, be paid a sum not to exceed \$25, or such portion thereof, as will, together with other funds available to the individual concerned, exclusive of travel allowance or transportation in kind, total \$25. (See table, Art. D-9103.) (Ch. No. 1.)

(6) *Delivery of discharge certificate.*—A certificate of discharge and honorable discharge button, if entitled thereto, must be delivered to a man being discharged by the commanding officer, executive officer, the officer of the deck, or the officer on duty. A man is entitled to an honorable discharge button (Regular Navy or Naval Reserve) only when discharged with an honorable discharge (NavPers 660).

(7) *Conditions affecting character of discharge.*—(a) In computing the final marks to be entered in the service record, or continuous service certificate, or in computing the averages necessary for certain characters of discharge on expiration of enlistment the first year of a man's service on a first enlistment will be disregarded, except that in the cases of reservists all active duty marks will be used in computing final marks where the reservist has not had 4 years' active duty. In cases where discharges are effected during first enlistment for reason other than expiration of enlistment, all marks will be used in computing final averages. (Ch. No. 1.)

(b) For a man being discharged at the expiration of a first enlistment, which has been extended for 1, 2, 3, or 4 years, the last 4, 5, 6, or 7 years of service will be used in computing the final average.

(c) For a man being discharged from other than a first enlistment, the entire period of such enlistment, including extensions, will be used in computing the final average.

(d) When, in any case, the beginning of a year does not coincide with a period assigned a mark in the service records, the marks for the entire quarter during which the year began shall be used in computing the final average.

(e) Regardless of his previous record, a man who has been awarded a Medal of Honor, or who has been decorated for heroism or for distinguished service, or who has received a letter of commendation from the Secretary of the Navy, is entitled to an honorable discharge, provided his record, subsequent to the act for which he was rewarded or commended, would so entitle him.

(8) *Discharge without immediate reenlistment.*—(a) Men leaving the service should be instructed that, should they desire to reenlist at some subsequent date, they should apply to the nearest recruiting officer and not direct to the Bureau. Recruiting officers have all the necessary information and can answer questions in much less time than if inquiry is made direct to the Bureau. Individual cases will be referred to the Bureau, when necessary, by the recruiting officers themselves.

(b) At the time of leaving the service every man who is carrying Government insurance should receive explicit notice that he must pay premiums direct to the United States Veterans' Administration, Washington, D. C., if he wishes to continue the insurance. Further details will be found in the Bureau of Supplies and Accounts Manual.

(c) When a man is to be discharged, without immediate reenlistment, and when selective service laws are in effect, he shall be directed to register immediately with his local board, and entry to the effect that he has been so informed shall be made in his service record.

(d) When a man is serving in a ship or station overseas from the place of acceptance for enlistment and is to be discharged without immediate reenlistment, he shall, unless he elects otherwise, be transferred as provided in article D-7018.

(e) Personnel who are entitled to retain and wear their uniforms after discharge as outlined in Art. D-9103, Table of Matters Relating to Discharges, may do so for a period of 3 months after discharge. (Ch. No. 1.)

(9) *Entries in service record.*—(a) General instructions regarding entries in the service record are found in article D-4001 to 4005.

(b) Full information regarding the reason and character of discharge issued, including form number of certificate, with all particulars, shall be entered in the individual's service record over the signature of the commanding officer. (Ch. No. 1.)

(10) *Entries on discharge certificate.*—(a) The entries to be made on a discharge certificate are self-evident.

(b) The characters of discharge shall accord with those given in the table, Art. D-9103, Table of Matters Relating to Discharges. On the reverse side of the discharge certificates, forms NavPers 661, 662, 662a, and 662b, abreast the entry "authority for discharge," the applicable Manual article (including Manual change number, if any), BuPers letter or other authority for effecting the discharge, shall be entered. The descriptive words "Inaptitude," "Unsuitability," "Desertion without trial," etc., shall not appear on discharge certificates. (Ch. No. 1.)

(c) In the case of a man who has received a letter of commendation from the Secretary of the Navy (art. D-8016), entry shall be made on the face of the discharge and continuous-service certificate in abbreviated terms, certified by the commanding officer, giving the date and brief statement of the commended act and the date of the letter. The entry shall be made conspicuous by heavy lines ruled above and below. For example:

June 10, 1924: Recovered man overboard; commended by Secretary of the Navy, letter, June 20, 1924.

(d) In the cases of chief petty officers, and chief stewards and cooks, entry shall be made on discharges and continuous-service certificates to show whether the appointment is acting or to pay grade 1.

(e) Every individual discharged who is not recommended for reenlistment shall be informed that fraudulent enlistment in any branch of the Service will undoubtedly be detected by fingerprints, and shall be further advised that if concealment of his previous service and discharge results in his reenlistment he will be subject to disciplinary action. No entry as regards recommendation for reenlistment shall be made on a certificate of discharge itself; however, such entry shall be made in the individual's service record.

(f) In entering recommendation for reenlistment in service records of individuals, the commanding officer should give careful weight to all factors before making decision. In general, it may be stated that an individual should be recommended for reenlistment who meets the standards in marks established in Art. D-8020 (3) (b); however, the commanding officer may in his discretion and judgment deviate from these marks, in which case explanation shall be made on Page 9 of his service record. If the individual is discharged by reason of approved report of board of medical survey, notation to that effect shall be made in service record, pages 9 and 11; and on page 11, the recommendation for reenlistment will be "No." (Ch. No. 1.)

(g) On the back of every Honorable Discharge Certificate or Certificate of Discharge Under Honorable Conditions, on the line marked "qualifications" or "special duties for which qualified," an entry shall be made giving, in civilian terms, a statement of the duties the man has performed and his ability therein. An honorable discharge certificate or a certificate of discharge under honorable conditions can, under these circumstances, be an understandable recommendation for a man in pursuit of civilian employment.

(h) In order that commanding officers may have record of the date men were last advanced in rating, this information will be entered at time of discharge in the space provided on back of discharge certificate for "Rating at discharge." Example: Rating at discharge, GM2c, (C. R. 7/1/38). Upon reenlistment this information will be entered on page 1 of service record, Form NavPers 601, second line from bottom.

D-9116. DETAILED STATEMENT OF NET SERVICE.

(1) A detailed statement of service, certified by the commanding officer, will be furnished a man on discharge at expiration of enlistment. Copy shall

be placed in the pocket of the service record (NavPers 601) before forwarding the closed service record to the Bureau of Naval Personnel.

(2) The detailed statement of net service supplements entries on discharge and continuous service certificates, and has a dual purpose, viz: (a) It is an official record of service for determining payment of enlistment allowance on reenlistment, based on the number of years served in last expiring enlistment, or reenlistment as extended; and (b) it forms the basis on which longevity pay is credited, that is, 5 percent increase in base pay after each 3-year period of net service for pay purposes, not exceeding 30 years.

ILLUSTRATION

Total military or naval service for pay purposes prior to enlistment.	8 yrs. 2 mos. 10 ds.
Enlisted (4 yrs.)	7/2/38.
AWQL	6/29-30/39.
NPDI	None.
Sick Misc.	None.
Discharged Hon. EE	7/3/42.
Completed 12 yrs. for pay purposes	4/23/42.
Completed 4 yrs. for enlistment allowance	7/3/42.
Total service for pay purposes on discharge	12 yrs. 2 mos. 10 ds.

home address, naval district to which records are forwarded. Forward to Bureau of Naval Personnel.

- (c) NavPers 952—Naval Reserve record: Record will be made out, the data form showing the character of service and the duty for which best fitted filled out and attached to the record, and forwarded to the commandant of the naval district in which the reservist intends to reside.
- (d) Health records: Handle in accordance with current instructions from the Bureau of Medicine and Surgery.
- (e) Continuous service certificate: Continuous service certificate should be closed out and returned to the man. If accounts are incomplete upon transfer and it is necessary for the commandant to make adjustments, the continuous service certificate will be forwarded to the commandant of the naval district with his Naval Reserve record; when all adjustments have been made, the continuous service certificate will be returned to the man.
- (f) Instructions to reservist: The reservist will be instructed in writing by his commanding officer of the necessity of keeping himself in readiness for service in the event of war or national emergency; that he must at all times keep the commandant of the naval district in which he resides informed of his home address; that he must answer promptly all letters addressed to him by the proper authority; that he must inform the commandant of any change in his health which might prevent service at sea in time of war. The commanding officer will inform the reservist as to the recruiting and other naval stations nearest his home and encourage him to maintain touch with these stations.

(3) A man transferred to the Fleet Reserve must be released from active duty on the date the transfer is effected unless an order to the contrary has been received.

(4) A Fleet Reservist on inactive duty is entitled to medical treatment and hospitalization. When hospitalized in a naval hospital, he is entitled to a daily ration. (Naval Reserve Act of 1938.)

(5) A Fleet Reservist on inactive duty, who is a war veteran, is entitled to hospitalization in a Veterans' Administration hospital, and continues to receive his regular Fleet Reserve pay when he has a dependent. If without a dependent, his Fleet Reserve pay is reduced to \$15 monthly during his hospitalization under authority of the Veterans' Administration.

Section 5. RETIREMENTS

D-9501. RETIREMENT FROM REGULAR NAVY AND FLEET RESERVE.

An enlisted man is entitled to be placed on the retired list of the Regular Navy:

- (1) When serving in the Regular Navy, upon completion of 30 years' active service in the armed forces, and upon his application to the President of the United States.
- (2) When a member of the Fleet Reserve, upon completion of 30 years' total time, active or inactive, in the armed services, without application.
- (3) When a member of the Fleet Reserve and after examination, he is classified as not physically qualified for active duty, without application.

D-9502. RETIREMENT—SERVICE COMPUTED.

For retirement purposes, the armed services include the Army, Navy, Marine Corps, Coast Guard, and the various reserve components thereof. Active serv-

ice means active duty other than training duty. Double time credits are allowed for service as follows:

(1) In the Army, Navy, and Marine Corps from April 21, 1898, to April 11, 1899, inclusive.

(2) In the Army and Marine Corps in Puerto Rico and Hawaii on or before April 23, 1904, and in Cuba, the Philippines, China, Guam, Alaska, and Panama on or before August 24, 1912.

D-9503. RETIREMENT—PROCEDURE.

A man shall be placed on the retired list on the first day of the month following receipt of retirement orders. His records on the active list or in the Fleet Reserve shall be closed accordingly.

(1) If he is to be retained on active duty in his status as a retired man his retirement orders shall so state.

(2) If he is to be released from active duty on date of retirement, he shall be ordered, and provided transportation in kind, to his home; his records, containing his permanent home address, should be forwarded to the commandant of the naval district in which he will reside. (Ch. No. 1.)

(3) A retired man may be ordered to active duty in time of war or national emergency, and while so serving on active duty shall be subject to the laws and regulations governing persons in the Naval Service. If on inactive duty he shall inform the Navy Department, via his district commandant, of any change of address, and in all communications shall give his full name, rate, and service number.

(4) *If retired from the Fleet Reserve*, appropriate entry as to retirement shall be made in service record, Form NavPers 952, and duplicate page 9 forwarded to the Bureau. Service record to be marked prominently at top of cover "Retired-Fleet Reserve" and shall be retained in the command to which attached.

(5) *If retired from the regular Navy*, after 30 years in the armed forces, current service record will be closed and forwarded to the Bureau as required by Articles D-4004 (3) and D-4021 (1) (f). A new service record, Form B. NavPers 601, will be prepared as of the effective date of retirement in all cases where transfer to the retired list is made from the regular Navy. The new service record shall be marked prominently at top of cover "Retired, Regular Navy," and upon release of the retired man to inactive duty, will be forwarded to the Commandant of the Naval District where the man will reside.

D-9504. RETIREMENT PAY.

(1) A retired man on active duty shall receive the full pay and allowances of his rating.

(2) A retired man on inactive duty shall receive such retirement pay as may be provided by law, from the Bureau of Supplies and Accounts (Master Accounts Division).

D-9505. HOSPITALIZATION, RETIRED MEN.

A retired man on inactive duty is entitled to medical treatment and hospitalization. When hospitalized in a naval hospital, he is entitled to a daily ration. (Naval Reserve Act of 1938.)

D-9506. HOSPITALIZATION VETERANS' ADMINISTRATION, RETIRED WAR VETERANS.

A retired man on inactive duty, who is a war veteran, is entitled to hospitalization in a veterans' administration hospital, and continues to receive his regular retired pay when he has a dependent. If without a dependent, his retired pay is reduced to \$15 monthly during his hospitalization under authority of the Veterans' Administration.

counts, accompanied by a statement of account and by the will, if there is a will, for further transmittal to the General Accounting Office. The letter of transmittal should state that the account is closed because of death.

(7) Whenever possible to comply with requests of individuals or from veteran organizations for naval participation a firing squad and a bugler will be supplied for the funeral of any person who at any time has served in the armed forces of the Navy and Marine Corps and was honorably discharged therefrom, provided that such participation can be supplied without expense to the Government and provided further that the required personnel is available. No firing squad and bugler shall be supplied for the funeral of any person not entitled to burial in a national cemetery.

D-9603. TRANSPORTATION OF DEAD BODIES.

(1) Arrangements now in effect provide for the handling of bodies by wagon transfer at junction points where transfer is necessary, permitting the through handling of bodies by the carriers from point of origin to final destination. The parties performing the final transfer by wagon are to bill against the carrier whose baggage agent arranges for the services, and the carriers will present the bill to the department in the usual manner accompanied by the transfer certificate.

(2) Complaints have been received from carriers stating that the escorts in many cases were unable to give the baggage agents the number of the transportation request upon which the original tickets were received, and due to this neglect they were unable to support their bills covering wagon transfers; it is therefore directed that all issuing officers furnish the escorts of bodies with a memorandum indicating the transportation request number and also give explicit instructions to mark the number plainly on the transfer certificate presented to them for their signature by the baggage agent. (See U. S. Navy Travel Instructions 1-3, 2-30 (5), 5-6, 5-9 (1) (2) (3).)

CHAPTER 10

MISCELLANEOUS

Section 1. QUARTERS, SUBSISTENCE, AND CLAIMS

GENERAL INSTRUCTIONS

D-10101. ALLOWANCES IN THE ABSENCE OF QUARTERS AND SUBSISTENCE IN KIND; GENERAL.

(1) Enlisted men on shore duty when quarters or rations in kind are not furnished at the station to which attached, and enlisted men on sea duty while absent from their ships on temporary duty not involving travel are paid allowances in the absence of quarters and subsistence in accordance with an Executive order and modifications thereto based on the Pay Readjustment Act of 1942.

(2) The term "quarters" means quarters equivalent to those a man would have assigned him on board ship as an enlisted member of the naval service.

Bunks are defined as "suitable" quarters for chief petty officers and for all other enlisted men below that grade, as noted above.

(3) Different rates have been prescribed for the subsistence allowance, depending on whether or not Government messing facilities are furnished.

The term "Government messing facilities" means facilities for establishing a mess equivalent to a general mess on board ship. This includes messing utensils and equipment with the proper facilities for preparing and serving meals. A general mess is defined as "suitable" messing facilities for chief petty officers in the absence of a chief petty officers' mess at shore stations.

(4) Except for men absent from their ships or stations on temporary duty, not involving travel, as set forth in paragraph D-10109 of this manual, these allowances will be paid to enlisted men only upon the approval of the Bureau of Naval Personnel. In submitting requests for the consideration of the Bureau, commanding officers will be governed by the fact that existing facilities for quartering and messing the personnel at any station *must be employed*; and if, for the special privilege or benefit of any man, that man is excused from availing himself such facilities, such excuse cannot be considered as a good reason for authorizing an allowance in his case. No person employed in the service of the general mess shall be paid subsistence allowances. In submitting requests of personnel of the Commissary Branch to the Bureau for approval, the Commanding Officer's endorsement shall include a statement that the man is not detailed in connection with the administration of a general mess. (Ch. No. 1)

(5) These instructions will be *scrupulously observed* by all commanding officers before stating on any request that "quarters and messing facilities are, or are not, available."

Articles D-10102, D-10103, and D-10109 will govern the amounts to be paid when quarters and subsistence in kind are not furnished by the Government, and these amounts will in no case be exceeded.

(6) Requests received in the Bureau which do not conform with the specific instructions contained in article D-10105 of this manual will be returned without action.

(7) As a general rule, authorization for the payment of allowances in the absence of quarters and messing facilities on shore will be issued only by the Bureau of Naval Personnel. This procedure is necessary in order that the

Bureau may exercise administrative and budgetary control over such expenditures. However, in time of war, or when considered necessary, the Bureau may delegate authority to certain commands afloat and ashore, to make payments without specific approval of the Bureau in each case, in which event appropriate instructions will be promulgated.

D-10102. ALLOWANCES FOR QUARTERS AND SUBSISTANCE TO ENLISTED MEN NOT FURNISHED QUARTERS OR RATIONS IN KIND.

SECTION I

Men on duty where quarters or rations in kind are not furnished shall be granted daily allowances as follows:

	No Govern- ment mess- ing facilities furnished	Govern- ment mess- ing facilities furnished
A. General—When assigned to countries or places not otherwise hereinafter specified:		
(a) Subsistence.....	\$1.80	\$1.20
(b) Quarters.....	1.25	1.25
B. Special—When assigned (except as hereafter provided) to Europe, South America, India, Africa, Australia, or at such other countries or isolated stations as determined by the head of the department concerned, or when absent from their ships on temporary duty not involving travel:		
(a) Subsistence.....	2.25	2.10
(b) Quarters.....	1.25	1.25
Exception No. 1—Canal Zone:		
(a) Subsistence.....	1.80	1.20
(b) Quarters.....	1.25	1.25
Exception No. 2—Alaska:		
(a) Subsistence.....	3.00	3.00
(b) Quarters.....	2.00	2.00
Exception No. 3—Naval missions to Brazil, Colombia, Ecuador, Peru, and Venezuela:		
(a) Subsistence.....	0.75	
(b) Quarters.....	1.25	
Exception No. 4—American embassies, Bogota, Colombia, Havana, Cuba, and Moscow, U. S. S. R.; and American Legations, Addis Ababa, Ethiopia, and Guatemala City, Guatemala:		
(a) Subsistence.....	3.00	3.00
(b) Quarters.....	2.00	2.00
C. Special—Enlisted men assigned to duty where emergency conditions justify such allowances, payable at the discretion and upon the determination of the head of the department concerned, in lieu of allowances at rates otherwise specified herein:		
(a) Subsistence, at not to exceed.....	3.00	3.00
(b) Quarters, at not to exceed.....	2.00	2.00

NOTE 1.—Upon arrival at or departure from a station where allowances for subsistence are paid, allowances shall be computed as follows: The day to begin at midnight; for 18 hours or more at the station, 1 whole day; for 12 hours or more but less than 18 hours at the station, two-thirds of 1 day; for 6 hours or more but less than 12 hours at the station, one third of 1 day. No allowances for subsistence shall be paid for the day on which a man arrives at a station after 6 o'clock p. m.

NOTE 2.—In determining station allowance for quarters a fractional part of a day shall be computed as a whole day; payment of station allowance shall accrue from midnight. Station allowance for quarters shall be paid for the day of arrival at, but not for the day of departure from, permanent station.

NOTE 3.—This section is an excerpt from Executive Order No. 9386 of Oct. 15, 1943.

NOTE 4.—Determinations under B and C Special must be made by the Secretary of the Navy as "head of the department concerned" at the request of the Bureau of Naval Personnel, and no subordinate is authorized to make such determination, or to direct any payments to enlisted personnel until such determinations have been made by the Secretary of the Navy. (Ch. No. 1)

D-10103. ALLOWANCES, MEN TRAVELING ON DUTY.

SECTION II

Men traveling on duty including detentions not exceeding thirty-one days at any one place, when not furnished sleeping car, stateroom accommodations, or other quarters and rations in kind, shall be granted a daily allowance of \$5.00: *Provided*, that when quarters in kind are furnished, they shall be entitled only

to an allowance for subsistence at the rate of \$1.00 per meal, and when subsistence is furnished they shall be entitled only to an allowance for quarters at the rate of \$2.00 per day. For the purposes of this section quarters in kind will be considered as furnished for the day of arrival at a permanent station.

Men absent under orders from their station upon duty which involves travel and also temporary detentions during the journey shall be deemed to be traveling under orders during the entire period of such absence including the day of departure therefrom and return thereto. For periods of detention in excess of thirty-one days at any one place, the allowances prescribed in Section I shall govern after the thirty-first day. (Ch. No. 1.)

D-10104. ADVANCE PAYMENTS, ALLOWANCES FOR QUARTERS AND SUBSISTENCE.

(1) Payments of allowances for quarters and subsistence may be made to enlisted men not more than one month in advance, except that as to men proceeding to or from a station beyond the continental limits of the United States or in Alaska, such payments may be made not more than three months in advance. The heads of the Departments concerned may prescribe such additional regulations as may be necessary to carry out the provisions of this paragraph. (Executive Order No. 9386 of Oct. 15, 1943.) (Ch. No. 1.)

D-10105. ALLOWANCES IN THE ABSENCE OF QUARTERS AND SUBSISTENCE IN KIND, AUTHORITY FOR PAYMENT TO BE OBTAINED FROM BUREAU OF NAVAL PERSONNEL.

(1) Requests for authority for payment of these allowances from commands within the jurisdiction of a naval district will be forwarded via the commandant of that district. From all other commands, including recruiting stations, requests should be forwarded direct to the Bureau. Requests should be submitted for the Bureau's approval on the date that the man reports for duty.

(2) When preparing and forwarding these requests the following instructions shall be carefully and specifically followed:

- (a) Prepare a separate request for each man (in triplicate) for each class of allowance.
- (b) The original must be signed by the commanding officer and by the commandant when forwarded via that officer.
- (c) Include in each request the full name of the man concerned, his rating, service number, organization, actual place of detail or performance of duty, together with the date that payment of allowance requested should commence.
- (d) Include in every case a definite statement as to whether or not quarters and messing facilities (either or both) are available at the station from which the request is submitted. If the statement that quarters and messing facilities are available appears on a request, a *full report* in the premises will be submitted as to the reasons why they are not utilized.

(3) In time of war, or when considered necessary, the Bureau may delegate authority to certain commands afloat and ashore, to make payments without specific approval of the Bureau in each case, in which event appropriate instructions will be promulgated by circular letter.

D-10106. SUBSISTENCE ALLOWANCES, ETC., UPON REENLISTMENT AND OTHER REASONS FOR RENEWAL AT STATIONS TO WHICH ATTACHED.

(1) In case men are discharged and reenlist the following day on the same ship or station, allowances in the absence of quarters and subsistence may be paid on the basis of the original authorization of the Bureau, and reference

should be made to this authority thereafter. When more than one day elapses between date of discharge and date of reenlistment, the original authorization of the Bureau will be considered void and a new request will be submitted for the Bureau's approval in accordance with instructions contained in paragraph D-10105 of this manual.

(2) Enlisted men, entitled to receive allowances for quarters and subsistence, shall continue, while their permanent stations remain unchanged, to receive such allowances while sick in hospital or absent from their permanent duty stations in a pay status: *Provided*, That allowances for subsistence shall not accrue to such an enlisted man while he is in fact being subsisted at Government expense. (Transfer from shore duty in one naval district to a hospital in another naval district is considered a change of permanent station for this purpose.)

D-10107. REPORTS ON SUBSISTENCE AND QUARTERS AND ALLOWANCES.

Monthly Quarters and Subsistence Reports will be submitted as of the last day of each month to the Bureau of Naval Personnel (in duplicate) by all ships and stations where cash allowances are being paid to enlisted personnel in the absence of Government quarters and/or messing facilities under the provisions of Section I, Executive Order No. 9386 of Oct. 15, 1943.

Names and ratings of enlisted personnel to whom cash allowances are paid will NOT be included in these Reports.

The total number of enlisted personnel to whom cash allowances are paid, the total number of man days involved, the rates applicable, and the total amount paid will be reported in the following manner:

(a) Subsistence only:

	<i>Rate</i>	<i>Total</i>
55 men—1125 man days.....	\$1.20	\$
30 men— 811 man days.....	\$1.80	\$

A separate entry for each different rate under which enlisted personnel are paid cash allowances for subsistence only will be made.

(b) Quarters only:

	<i>Rate</i>	<i>Total</i>
21 men—615 man days.....	\$1.25	\$
15 men—325 man days.....	\$2.00	\$

A separate entry for each different rate under which enlisted personnel are paid cash allowances for quarters only will be made.

(c) Quarters and subsistence:

	<i>Rate</i>	<i>Total</i>
42 men—1026 man days.....	\$3.05	\$
33 men— 918 man days.....	\$3.50	\$

A separate entry for each different rate under which enlisted personnel are paid cash allowances for both quarters and subsistence will be made.

Enlisted personnel included under (a) and (b) should not be included under (c).

Where cash allowances for quarters and/or subsistences are paid on public vouchers, copies of the public voucher may be substituted for the Monthly Quarters and Subsistence Report.

The monthly allowances accruing to enlisted personnel in Pay Grades 1, 2, and 3, inclusive, for quarters for dependents, should not be included in this Report, nor will the money value of commuted rations be so included.

As these Monthly Quarters and Subsistence Reports are required for budgetary purposes, it is essential that they be carefully examined before mailing, in order to assure that all the information required above is complete in every respect, and to eliminate unnecessary correspondence, due to failure to forward a complete report. These Reports should be mailed prior to the 10th of each month. (Ch. No. 1.)

D-10108. COMMUTED RATIONS FOR MEN ON SHORE DUTY.

(1) Commanding officers of shore activities and receiving ships are authorized to approve, without reference to the Bureau, requests of enlisted men under their command for commutation of rations, under the following conditions:

- (a) The mess to which the man is regularly assigned shall not be left with too few members to permit of economical administration as a result of approval of the request. A statement to this effect shall be contained in the commanding officer's approval.
- (b) In accordance with Article 1213 (2) Navy Regulations, no person employed in the service of the general mess shall have his ration commuted. When the request of a Chief Commissary Steward, Ship's Cook, or Baker is approved, the commanding officer's endorsement shall include a statement that the man is not detailed in connection with the administration of a mess.

(2) The authority contained in paragraph 1 above shall extend to commanding officers of aviation squadrons and units only while actually based on shore.

(3) When enlisted men are subsisted in messes on shore other than the general mess, a commutation of 65 cents a day will be paid monthly to treasurers of the messes concerned.

(4) The commanding officer's approval of requests for commutation of rations may not be retroactive. The payment of commuted rations shall commence on the date following the date of the commanding officer's approval.

(5)

- (a) When an enlisted man is transferred for any reason, the authority to commute his rations shall cease.
- (b) When an enlisted man is discharged and reenlists the following day on the same shore station, commuted rations may be paid on the basis of authority which was effective on day of discharge. When more than one day elapses between date of discharge and date of reenlistment, the authority to commute rations shall cease.

D-10109. PAYMENTS TO MEN FOR QUARTERS AND SUBSISTENCE WHILE ABSENT FROM THEIR SHIPS OR STATIONS ON TEMPORARY DUTY OTHER THAN SHORE PATROL, NOT INVOLVING TRAVEL.—(1) For men absent from their ships or stations on temporary duty, other than shore patrol, not involving travel, the following instructions will govern:

- (a) Enlisted personnel absent from their ships on temporary duty during any regular meal hour will be paid a subsistence allowance equal to one-third of the daily rate prescribed by Section I-B or I-C of Executive Order No. 9336, for the locality in which such temporary duty is performed; and when such absence necessitates the procurement of quarters, they will be paid the applicable allowance therefor.
- (b) The allowances under Section I-B are not payable to men absent from shore stations in the U. S. Enlisted personnel absent from shore sta-

tions on temporary duty during regular meal hour will be paid a subsistence allowance equal to one-third of the daily rate applicable, as prescribed in Section I-A, B, or C of Executive Order No. 9386, to the locality in which such temporary duty is performed: and when such absence necessitates the procurement of quarters, they will be paid the applicable allowance therefor.

- (c) In each case orders must be issued by the commanding officer. These orders shall be endorsed, showing the time of leaving the ship or station and the time of return. In the case of men who may habitually be absent during meal hours, monthly orders may be issued; but such orders shall contain endorsement showing dates and times actually absent from the ship or station.
- (d) Where enlisted personnel are ordered to perform service which requires them to be regularly absent from shore stations during the noon meal hour, the payment of one-third of the applicable station allowance prescribed by Section I-A, B, or C of Executive Order No. 9386, may be authorized. Orders will be so worded as to authorize the payment on days it is actually necessary for enlisted personnel to be away from their stations and will not authorize payments for Sundays and holidays, unless the duty assignment requires absence on those days.
- (e) Payments in such cases will be made on public voucher (Standard Form 1034), one copy of which will be forwarded to the Bureau of Naval Personnel.
- (f) The approval of the Bureau will not be required for payments made to men under subparagraphs (a), (b) and (d) unless the period exceeds 72 hours. In such cases a request (in triplicate) will be forwarded to the Bureau, prior to the detail, for approval to pay per diem allowances in accordance with Section I, Article D-10102 of the Manual if quarters and subsistence in kind are not available. Where such action is impracticable, request will be submitted by dispatch, stating in detail reasons for such payment and giving full names of each man involved. If approval is granted by the Bureau the request by dispatch will be augmented by a request by mail (in triplicate) for each man. (Art. 1823 (6), U. S. Navy Regulations 1920). (Ch. No. 1.)

D-10110. DEPENDENTS QUARTERS ALLOWANCE.

(1) Each enlisted man of the first, second, or third grade in the active military, naval, or Coast Guard service of the United States who is not entitled to a money allowance for quarters in a nontravel status under the provisions of section 10 of the act of June 16, 1942, and who has a dependent as defined in section 4 thereof, shall be entitled to receive for any period during which public quarters are not provided and available for such dependent, the money allowances for quarters prescribed for enlisted men in a nontravel status by section I of article D-10102. Any such enlisted man shall continue to be entitled to this allowance although receiving the allowance for quarters in a nontravel status prescribed in section I above, if by reason of orders of competent authority his dependent is prevented from dwelling with him.

(2) The term "dependent" as defined in section 4 of the said act of June 16, 1942, shall include at all times and in all places a lawful wife and unmarried children under twenty-one years of age. It shall also include the father or mother of the person concerned provided he or she is in fact dependent upon such person for his or her chief support: *Provided*, That the term "children" shall be held to

include stepchildren and adopted children when such stepchildren or adopted children are in fact dependent upon the person claiming dependency allowance.

(3) Orders of competent authority shall be considered as instructions issued by the Secretary of the Navy preventing dependents from accompanying personnel to their duty stations, or a determination or the inclusion of a similar directive in individual orders for transfer of enlisted men issued by the Chief of Naval Personnel. Where doubt exists as to eligibility, official request shall be submitted to the Bureau of Naval Personnel for determination.

(4) Detailed instructions concerning dependents quarters allowance are contained in the Bureau of Supplies and Accounts Manual. (Ch. No. 1.)

D-10111. LEAVE RATIONS.—(1) Enlisted men of the Navy, the Naval Reserve and retired components thereof on authorized leave of over three days, and not furnished rations in kind, will be entitled to a leave ration at the rate prescribed by the Secretary of the Navy. (S&A Memo, Art. 2143-4).

(2) (a) Except as specified in subparagraph 2 (b) credits of leave rations will be substantiated by commanding officer's individual order to adjust pay account for absence specifying the hours and dates of departure and return and including a statement that leave was granted for period of absence and the individual was not absent over leave (or that period of absence over leave was excused as unavoidable). The original commanding officer's order will be forwarded to the disbursing officer as authority to credit leave rations.

(b) When orders directing transfer between ships or stations authorize delay in reporting to a new ship or station, such delay to count as leave, a certified copy of the orders directing transfer and granting delay or leave may be filed in lieu of a commanding officer's order. Endorsement by the disbursing officer as to the inclusive dates for which leave rations were credited, date and amount of payment will be placed on the face of the original and all pertinent copies of such orders. Leave rations will not be credited in the accounts of such men when they have been paid subsistence allowance for either a whole or a fractional part of a day.

(3) Leave rations accrue for periods of leave as defined in Article 1727 (3) U. S. Navy Regulations, but no credits of fractional leave rations and no credits of leave rations for periods of less than three days will be made. Specifically, leave begins on the day following, that of departure from the ship or station; the day of departure, whatever the hour, is a day of duty, the day of return is a day of absence except when such return is made before the regular hour for forenoon quarters aboard ship or for beginning work at a shore station, in which case it shall not be counted a day of absence.

(4) If a man is granted leave from a ship or station outside the continental limits of the United States to be effective upon arrival within the United States, and travel was performed aboard a government vessel, the commanding officer of the vessel will endorse on the man's orders the dates and hours of embarkation and debarkation. Leave rations will not be credited for the period on board such vessel, including both dates of embarkation and debarkation.

(5) Leave rations do not accrue if leave is overstayed unless the absence over leave is excused by the commanding officer as unavoidable. When absence over leave is not so excused, leave rations are not pay-

able for the period of either the authorized leave or the over leave; when excused as unavoidable, the commanding officer's order to credit leave rations will show the entire period of authorized absence and payment will be made for the period of authorized leave and the excused over leave.

- (6) Enlisted men on leave from ships or stations where they are in receipt of a subsistence allowance, while their permanent stations remain unchanged, will continue to receive subsistence allowance during such leave in lieu of leave rations.
- (7) Commuted rations are not payable either to the man or to a mess for any day of authorized or unauthorized leave. When commuted rations are being credited to a man pursuant to the commanding officer's order, the original commanding officer's order to credit leave rations will serve also as authority to check commuted rations, thereby eliminating the use of commanding officer's temporary stoppage order in such cases.
- (8) The original commanding officer's order to credit leave rations will serve also as authority to check Navy mail clerk, messman and submarine pay which are not payable for periods of leave. (Ch. No. 1.)

D-10112. SHORE PATROL EXPENSES.

(1) *Orders.*—Orders assigning personnel to shore patrol duty required.—When it is impracticable for members of a shore patrol to return to their regular ship or station for meals or lodging, the commanding officer shall issue orders to the officer or man in charge of the patrol which shall list by name the members of the patrol, and shall be endorsed to show the time of departure, and the time of returning. The orders will direct the disbursing officer to advance the officer or man in charge of the patrol a specific amount for necessary lodging and subsistence of officers and men at the rates prescribed in paragraph 2 (a) or (b), as applicable. A copy of the orders, certified a true copy by an officer, will be furnished the disbursing officer, who will obtain thereon the receipt of the person to whom the advance is made.

(2) *Allowances for meals and lodging.*—

(a) *Officers and midshipmen.*—Officers and midshipmen on shore patrol are allowed actual and necessary expenses at not to exceed the following rates: \$1.75 per meal and \$3.00 per day for lodging but the total for meals and lodging shall not exceed \$7.00 per day. If the allowance for meals or lodging is exceeded, the excess cost must be borne by the individuals concerned. Officers and midshipmen on shore patrol from a shore station are not entitled to allowances for subsistence and lodging.

(b) *Enlisted men—Meals and lodging obtained for members of patrol.*—The officer or enlisted man in charge of the patrol or ship, or shore station, may obtain under an existing contract, or otherwise, meals each at a rate of one-third of the daily rate prescribed by Section I-A, B, or C of Executive Order No. 9386, for the locality in which the shore patrol is performing duty and, when such duty necessitates the procurement thereof, lodging at the applicable rate. Particular attention is invited to the fact that the rates prescribed by Section I-B, apply to men on shore patrol duty from ships in the United States but do not apply to men on shore patrol duty from shore stations in the United States. When enlisted men from a shore station in the United States are on shore patrol duty the rates

prescribed by Section I-A will govern. When the officer or man in charge of the patrol does not obtain meals for members of the patrol, he may advance cash to each enlisted man at the applicable rate.

- (c) Allowances for meals and lodging for enlisted men of the shore patrol unit will be advanced to the individual in charge of the unit and not to the individual members thereof.

(3) *Periods of assignment.*—The period of shore patrol duty for which the allowances prescribed above are payable for enlisted men shall in no case exceed 31 days. When the period of assignment of enlisted men from ships or shore stations to shore patrol duty exceeds 31 days, all allowances for such periods, from date of assignment will be authorized in accordance with Articles D-10101 and D-10105 and payments made to the men in accordance with the applicable rates prescribed in Section I-A, B or C of Executive Order No. 9386, particular attention being invited to the fact that allowances under section I-B are not payable to men attached to shore stations in the United States.

(4) *Receipts.*—

(a) *Officers and midshipmen.*—Officers and midshipmen will obtain receipts for lodging to substantiate the expenditure but need not obtain receipts for meals. When meals are furnished along with lodging at a flat rate per diem it is not necessary that the receipt therefor itemize the meals separately from the lodging.

(b) *Enlisted men.*—When meals are obtained for members of the patrol under a formal contract, the public voucher (Std. Form 1034) in payment thereof must be accompanied by a dealer's bill and a statement of the patrol officer that the total number of meals indicated on the dealer's bill were actually served to the members of the patrol whose orders to shore patrol duty are attached. When meals or sleeping accommodations for the entire patrol are obtained by the officer or man in charge of the patrol without formal contract, he will obtain an itemized receipt, stating the unit price, the number and names of the individuals served, and the total amount paid. When the officer or man in charge of the patrol advances cash to enlisted men for meals, he will obtain individual receipts therefor.

(5) *Miscellaneous expenses.*—

(a) Receipts will be obtained for miscellaneous expenses when practicable, except for carfare and official telephone calls.

(b) Automobile hire, including taxi fares, are not usual items of patrol expense except at transient ports or places where, in the opinion of the senior officer present afloat, such hire is necessary to the efficient conduct of shore patrol activities because the area to be patrolled is large and places frequented by liberty parties are widely separated. In addition to the hire of automobiles upon authorization of the senior officer present afloat as provided above, automobiles may be hired in cases of emergency, and in each such case the person hiring shall submit a full report of the circumstances to his commanding officer (or senior officer present afloat if the patrol is financed under subpar. (7), who shall, if satisfied as to the necessity, direct that the expenditure be allowed. Receipts covering expenditures for automobile hire shall be obtained by the person making the transaction and delivered to the disbursing officer.

(6) *Settlement.*—

(a) *Preparation and audit of sundry expense account (S&A Form 326).*—Immediately after returning from patrol duty the officer or man in

charge of the patrol will prepare a sundry expense account showing thereon the amount spent for the patrol for meals, lodging and other miscellaneous expenditures separately and present the account to the disbursing officer with any unexpended cash, all receipts obtained and the original and two certified copies of the orders of the personnel concerned, bearing endorsements showing the dates and hours of departure from and return to the ship or station. The disbursing officer will audit the expenditures claimed and forward the expense account to the commanding officer for approval. If, in the opinion of the disbursing officer, receipts have not been furnished or expenditures have been made that are not deemed allowable, he shall submit his opinion in writing to the commanding officer with the expense account.

- (b) *Action of commanding officer.*—The commanding officer will review any disputed items and either require the person who received the advance to make refund of the amount involved, or direct the disbursing officer in writing to allow them in accordance with Art. 1748 N. R. The expense account must be approved by the commanding officer before the amount may be expended.
- (c) When a shore patrol is landed from a vessel without a disbursing officer or when it is otherwise impracticable to advance the necessary funds to the officer or man in charge of the patrol, reimbursement may be made to such officer or man in charge of the patrol or to the individual members of the patrol, at the rates prescribed in paragraph (2), by any disbursing officer on the basis of a sundry expense account prepared in accordance with subparagraph (a).
- (d) *Preparation of public voucher.*—Payments for shore patrol expenses will be expended by public voucher (Std. Form 1034). Shore patrol expenses of officers and midshipmen, enlisted men, and those expenses incurred under a written contract, will be expended on separate public vouchers. Two copies of each will be forwarded to Bureau of Naval Personnel.

(7) *Joint Patrols.*—Where several ships maintain a joint patrol party on shore under one officer, the senior officer present afloat may designate one disbursing officer to make all advances and reimbursements incident to such patrol to the officer in charge of the joint patrol. With this exception the procedure prescribed in subpar (5) will govern. (Ch. No. 1.)

D-10113. DEATH CLAIMS, SUBSTANTIATING PAPERS FOR. (See art. A-2007).

D-10114. CLAIMS FOR ARREARS OF PAY, SUBSISTENCE, ETC.

(1) All claims from enlisted men for arrears of pay, subsistence, etc., should be settled, so far as may be practicable, by the disbursing officers carrying their pay accounts, provided payment is considered due and payable and can be made under the requirements of article 1869 (1), Navy Regulations, 1920.

(2) In any case where the requirements of the article quoted cannot be satisfied, or where the disbursing officer has insufficient information at hand to determine whether these requirements are satisfied, and in any case where the disbursing officer considers the claim as not properly payable, the claim in question shall be forwarded through official channels to the Bureau of Supplies and Accounts, with a brief statement as to the reason for not making settlement on current rolls.

(3) All claims that cannot be satisfactorily adjusted by the Bureau of Supplies and Accounts with the disbursing officer carrying the accounts will be forwarded to the General Accounting Office for final settlement, accompanied by such informa-

tion relating to the claim as may be available in the Navy Department, including pertinent extracts from the man's record on file in the Bureau of Naval Personnel.

D-10115. GOVERNMENT INSURANCE.—(See arts. E-7701 to E-7708.)

D-10116. ALLOTMENTS.

(1) Commanding officers are requested to bring to the attention of all men under their command the advisability of making such allotments from their pay as is necessary for the support of their families. Men about to sail for distance service should make all arrangements in this regard in ample time before sailing.

(2) Allotments must be signed, registered, and mailed in time to reach the Bureau of Supplies and Accounts by the 10th of the month of first payment.

(3) Personnel detailed to duty involving flying and receiving flight pay therefor should be advised that this extra pay is a compensation for the additional risk of flying; and if they have not provided for their dependents in the event of accident, all or part of it, as necessary, should be applied to insurance for this purpose.

D-10117. REIMBURSEMENT FOR PERSONAL PROPERTY LOST IN A MARINE DISASTER, ETC.

(1) An enlisted man suffering a loss of items of clothing and small stores under the circumstances described in art. C-8006 (1) will prepare a claim for reimbursement in kind on NAV. S. and A. 28, in quadruplicate, showing the man's surname, first name, and middle initial, service number, rating, date and nature of loss, and items lost. The man will execute the following affidavit on the reverse of form at the top: "I hereby certify that no other claim covering this loss has been or will be submitted and reimbursement for loss of articles listed on the face is hereby claimed."

(2) The claim in quadruplicate will be presented to an officer of or above the rank of Commander who is (1) a commanding officer, or (2) in a higher echelon of command, or (3) the senior officer present, for adjudication. The claim will be approved in an amount equal to the value of specific articles lost (but not in excess of the quantities of identical items required in a regulation full bag) on the basis of issue prices in effect on date of approval of claim.

(3) The adjudicating authority will place below the man's affidavit the certificate: "Claim approved (date) in the amount of (amount), and any supply officer to whom this is presented is authorized to issue clothing and small stores within the limit of the amount approved hereon." The original and two copies of approved claim will be delivered to the man for safekeeping. The man will be instructed to safeguard an approved claim as valuable property because no duplicate will be issued in case of loss after the claim has been delivered into the possession of the claimant. One copy will be forwarded immediately to the Bureau of Naval Personnel for recordation.

(4) The man may present the original approved claim to any supply officer who is authorized to issue clothing and small stores within the limit of the amount approved thereon, but not necessarily conforming with the specific articles lost. Supply officers will account for such issues in the manner prescribed in the Bureau of Supplies and Accounts Manual.

(5) (a) Claims of enlisted men for cash reimbursement for articles not customarily issued in kind will be submitted in triplicate on NAV. S. and A. 324, and will be handled as prescribed for claims of officers in art. C-8006. Reimbursement may be made only for watches; eye-glasses; Blue Jacket's Manual; toilet articles, including one razor; and chief petty officers', cooks', stewards' and band members' clothing (if not items of clothing and small stores), cuff links and collar buttons, and for money, civilian clothes, and other articles in accordance with art.

C-8006 (3) (e), (f) and (h). Reimbursement shall not be made for any item in an amount in excess of the maximum value prescribed in the Bureau of Naval Personnel allowance list reduced by the percentage which the approximate time in use bears to the estimated life of the article.

(b) *Damaged property*.—See art. C-8006 (3) (b).

(c) *Watches*.—See art. C-8006 (3) (c).

(d) *Toilet articles*.—The maximum total amount of \$10, including the value of one razor which must not exceed \$5, will be allowed for the toilet articles of enlisted men.

(e) *Loss in shipment*.—See art. C-8006 (3) (d).

(f) *Money*.—See art. C-8006 (3) (e).

(g) *Civilian clothes*.—See art. C-8006 (3) (f).

(h) *Other articles*.—See art. C-8006 (3) (h).

(6) Monthly report of adjudicating activities to the Bureau of Naval Personnel. See art. C-8006 (8).

(7) Subsequent claims for the same loss.

(a) See art. C-8006 (9).

(b) Instead of the affidavit prescribed in subpar (1), the man will execute the following affidavit on the reverse of NAV. S. and A. 28: "I certify that no issues of clothing and small stores have been made to me on the basis of the first claim filed for reimbursement for this loss. Bureau of Naval Personnel authorization for filing of this claim is attached hereto."

(8) Entries pertaining to personal property claims will not be shown in pay accounts.

(9) Claims of or on behalf of individuals who have been separated from the naval service and claims of dependents of deceased personnel. See art. C-8006 (10).

(10) Period within which claims must be filed. See art. C-8006 (11).

(11) Claims for clothing destroyed to prevent spread of disease are handled in accordance with art. 1915, Navy Regulations.

(12) Coast Guard personnel under the immediate command of an officer of the Navy. See art. C-8006 (12). (Ch. No. 1.)

Section 2. MISCELLANEOUS

D-10201. NATURALIZATION.—(1) Commanding officers of vessels to which Filipinos are attached should instruct such men to appear before the immigration officials of the port at which they first enter the United States or any Territory thereof. This is necessary in order that a record and certificate of arrival may be obtained for use later should naturalization be desired.

on articles sent as gifts valued at not more than \$1. It is not intended that articles purchased abroad and sent as gifts to others may be passed under the \$100 exemption allowed to residents of the United States returning from abroad. In order to take advantage of the provisions of this regulation, evidence of the return of the resident must be furnished so far as it relates to the \$100 exemption.

I N D E X

Abbreviations:	Article
Muster rolls and service records.....	D-4009
Ratings.....	D-5101
Absence, unauthorized, general.....	D-8001
Absentees, returning to ship.....	D-8012
Acquittals, entries not to be made in service records.....	D-8017
Acting appointments:	
Chief petty officers, chief stewards and cooks.....	D-5110
Entries on discharges.....	D-9115 (10) (e)
Warrant rank.....	D-6208
Acting pay clerk:	
Examination.....	D-6225
Qualifications.....	D-6224
Administrative commands, distribution enlisted personnel.....	D-7002
Advancements:	
Authorized.....	D-5108
In rating.....	D-5104
Examining boards.....	D-5105
Procedure in effecting.....	D-5112
Qualifications after reduction in rating.....	D-5115
Service qualifications.....	D-5106
Special qualifications.....	Ch. 5, Sec. 2
Advance payments, allowances for quarters and subsistence.....	D-10104
Aerographer:	
Examination.....	D-6231
Qualifications.....	D-6230
Aerographer's mates, qualifications.....	D-5208.10
Air bombers, qualifications.....	D-5321
Aircraft machine gunners, qualifications.....	D-5313
Airship riggers, qualifications.....	D-5208.08
Allotments.....	D-10116
Allowance card.....	D-4018
Allowances:	
Navy mail clerks.....	D-5307
Quarters and subsistence.....	D-10101
Men travelling on duty.....	D-10103
Quarters and subsistence.....	D-10102
Allowances, quarters and subsistence:	
Advance payments.....	D-10104
Authority for payment.....	D-10105
Monthly report.....	D-10107
Renewals of.....	D-10106
Temporary duty.....	D-10109

	Article
Annual census.....	D-4020
Appointment to Pay Grade 1:	
Failure to receive honorable discharge cancels.....	D-5111 (7)
May not be revoked by commanding officers.....	D-5111 (5)
Those holding, not qualified, report to Bureau.....	D-5111 (5)
Appointments, enlisted men to Naval Academy.....	D-6102
Arrears in pay, claims.....	D-10114
Aviation commands, forward copy report of personnel to Bupers.....	D-4011 (3)
Aviation electrician mates, qualifications.....	D-5208.03
Aviation machinist's mates, qualifications.....	D-5208
Aviation metalsmiths, qualifications.....	D-5208.06
Aviation ordnancemen, qualifications.....	D-5208
Aviation pilots:	
Details re.....	D-5301
Qualifications.....	D-5208
Qual LTA, details re.....	D-5301
Aviation radiomen, qualifications.....	D-5208.04
Aviation radio technicians, qualifications.....	D-5208.05
Bad conduct discharges:	
Authorization required prior to.....	D-9114
Authorization not required when confinement involved.....	D-9114
Authorization not required when probation violated.....	D-9114
Bag inspection, passengers.....	D-7011 (3)
Bakers, qualifications.....	D-5210.02
Bands, detail of under certain conditions.....	D-10204 (2)
Barbers, detail of men as.....	D-5329
Beneficiary slips, instructions re.....	D-4021 (1) (d)
When forwarded to Bureau.....	D-4002 (2)
Boatswains:	
Examination.....	D-6211
Qualifications.....	D-6210
Boatswain's mates, qualifications.....	D-5205
Boilermakers, qualifications.....	D-5207.06
Bombers, air, qualifications.....	D-5321
Bombers, horizontal, qualifications.....	D-5321
Bonding, Navy mail clerks.....	D-5306
Buglemasters, qualifications.....	D-5209.071
Buglers, qualifications.....	D-5209.07
Cancellation of enlistments.....	D-9202
Carpenters:	
Examination.....	D-6219
Qualifications.....	D-6218
Carpenter's mates, qualifications.....	D-5206.05
Cash allowance on discharge.....	D-9103-D-9115
Character of discharge.....	D-9102
Checkage, pay, fraudulent enlistment.....	D-1009
Chief commissary stewards, qualifications.....	D-5210.03
Chief petty officers:	
Acting appointments.....	D-5110
Advancements to, in special ratings.....	D-5109
Appointment to Pay Grade 1.....	D-5111
Reenlistment under acting appointment.....	D-5110 (3)

Chief stewards and cooks:	Article
Acting appointment.....	D-5110
Reenlistments as under acting appointment.....	D-5110 (2)
Civil service employment.....	D-10203
Civilian clothes on discharge.....	D-9103-D-9115
Claims, arrears in pay.....	D-10114
Claims, death.....	D-10113
Classification:	
Discharges.....	D-9102
Navy mail clerks.....	D-5307
Clothing and effects:	
Patients.....	D-7011
Transfers.....	D-7011
Commendations, record of.....	D-8016
Communication funds, mail clerk custodian.....	D-5310
Commuted rations.....	D-10108
Comparison of men with service records on reporting.....	D-7007
Compensation:	
Gun director operators.....	D-5314 (7)
Limitation on total, extra.....	D-5322
Navy mail clerks.....	D-5307 (6)
Pistol, extra.....	D-5322
Rifle, extra.....	D-5322
Small arms qualification, entitlement on reenlistment.....	D-5312 (6)
Use of arms.....	D-5312
Conditions affecting character of discharge.....	D-9115 (7)
Congressional appointments to Naval Academy.....	D-6101
Continuous service certificates:	
Entries in time of war, discontinue periodic.....	D-4005 (6)
Instructions re.....	D-4005
Reenlistments.....	D-1002
Convenience of Government discharges.....	D-9106
Conviction civil authorities, discharges.....	D-9113
Cooks, qualifications.....	D-5211.03
Correspondence, mail clerks, through commanding officer.....	D-5310 (5)
Coxswains' qualifications.....	D-5205.02
Cuba, mail through.....	D-5309 (10)
Custody, discharge certificates.....	D-9117
Customs duty, gifts from abroad.....	D-10205
Dead bodies, fingerprints.....	D-2003 (4)
Death claims.....	D-10113
Deaths:	
Disposition of effects.....	D-9602
Procedure in cases of.....	D-9601
Transportation remains.....	D-9603
Death claims, substantiating papers.....	D-10110
Delivery of certificates of discharge.....	D-9115
Dependency discharges.....	D-9108
Dependents' quarters allowance.....	D-10110
Deprivation of liberty.....	D-7027

Deserters:

	Article
Declarations issued by C. O. outside United States.....	D-8005
Delivered or surrendered at own or nearby stations.....	D-8006
Delivered or surrendered at recruiting stations.....	D-8006
Effects.....	D-8005
General.....	D-8004
Hold records two months on Asiatic station.....	D-8005
Notify Bureau immediately.....	D-8005
Notification to next of kin.....	D-8005
Pay accounts.....	D-8005
Policy re returning to own ship.....	D-8010
Procedure.....	D-8005

Deserters:	Article
Removal of mark of.....	D-8008
Return of, general.....	D-8006
Reward for payment of.....	D-8007
Desertion:	
In time of war.....	D-8001 (5)
Without trial, discharges.....	D-9113
Designations:	
Divers.....	D-5327
Navy mail clerks.....	D-5305 (2)
Details to special duties.....	D-5329
Director pointers, gun, qualifications for.....	D-5314
Discharges:	
Acting appointment, entry on.....	D-9115 (10) (e)
Bad conduct.....	D-9114
Cash allowance on.....	D-9103, D-9115
Character of.....	D-9102
Civilian clothes on.....	D-9103, D-9115
Classification of.....	D-9102
Convenience of government.....	D-9106
Conviction civil authorities.....	D-9113
Custody of blanks.....	D-9117
Delivery, certificates of.....	D-9115
Dependency.....	D-9108
Desertion without trial.....	D-9113
Disciplinary, transfer prior to.....	D-7020
Dishonorable.....	D-9114
Disregard first year's service in computing final marks.....	D-9115 (7)
Early.....	D-9104 (4)
Enter date last advancement on.....	D-9115 (10) (i)
Entries on certificates of.....	D-9115 (10)
Fraudulent enlistment.....	D-9113
Honorable.....	D-9117 (3)
Inaptitude.....	D-9111
Instruct men re insurance premiums.....	D-9115 (8) (b)
Medical survey.....	D-9105
Minors enlisted without consent.....	D-9109
Minors, notify next of kin.....	D-9115
Own convenience.....	D-9107
Physical examination prior to.....	D-9115
Reasons for.....	D-9102
Selective service registration after.....	D-9115 (8) (c)
Sentence courts-martial.....	D-9114
Table relating to.....	D-9103
Transfers prior to.....	D-7018
Transportation on.....	D-9103, D-9115
Travel allowance on.....	D-9103, D-9115
Unfitness.....	D-9112
Unused blanks to Bureau on decommissioning.....	D-9117 (2)
Unsuitability.....	D-9110
Wearing uniform after.....	D-9115 (8) (e)
Disciplinary action, temporarily serving in another command.....	D-7001 (11)

	Article
Disciplinary discharges, transfers prior to.....	D-7020
Discontinuance Navy mail service.....	D-5309 (4)
Dishonorable discharges.....	D-9114
Bureau's authority required prior to.....	D-9114
Bureau's authority not required when confinement involved.....	D-9114
Bureau's authority not required when probation violated.....	D-9114
Distribution enlisted personnel.....	D-7002
General.....	D-7001
Annual report by activities ashore.....	D-4007 (5)
Distribution ratings by pay grades.....	D-5103
Divers:	
Designations.....	D-5327
Pay.....	D-5326 (3)
Qualifications.....	D-5327
Diving, physical requirements.....	D-7031
Duration of war, extensions of enlistments.....	D-9104
Electricians:	
Examination.....	D-6215
Qualifications.....	D-6214
Electrician's mates, qualifications.....	D-5207.04
Employment:	
Enlisted men in civil pursuits prohibited.....	D-10204
In civil service.....	D-10203
Enlisted personnel:	
Distribution of.....	D-7002
Distribution of, general.....	D-7001
Transfers, general.....	D-7001
Enlistment allowance:	
Comparison fingerprints before paying.....	D-2003 (1)
Following extension of enlistment.....	D-1005 (4)
On extension of enlistment.....	D-1007
On reenlistment under continuous service.....	D-1005
Enlistments:	
Cancellation of, on Bureau's direction.....	D-9202
Cancellation of, reasons for.....	D-9201
Expiration dates defined.....	D-9104
First.....	D-1001
Examination:	
Acting pay clerks.....	D-6225
Aerographers.....	D-6231
Boatswains.....	D-6211
Carpenters.....	D-6219
Electricians.....	D-6215
Gunners.....	D-6213
Machinists.....	D-6221
Pharmacists.....	D-6223
Photographers.....	D-6233
Radio electricians.....	D-6217
Ship's clerks.....	D-6227
Torpedomen.....	D-6229
Warrant rank, authority to take.....	D-6203
Written, warrant rank.....	D-6207

	Article
Examining board:	
Advancement in rating.....	D-5105
Warrant rank.....	D-6206
Expert pistol shots, qualifications.....	D-5320
Expert riflemen, qualifications.....	D-5320
Expiration enlistment:	
Card.....	D-4017
Normal date defined.....	D-9104
Extension of enlistment:	
After retention beyond expiration.....	D-1006 (10)
Cancellation of.....	D-1006 (3)
Duration of war.....	D-9104
Married men.....	D-1011
Not authorized where misconduct involved.....	D-9104 (3) (b)
Not permitted for men reporting on receiving ships.....	D-1006 (9)
Only one permitted.....	D-1006 (7)
Patients in hospital at expiration.....	D-9104
Physical examination required.....	D-1006 (4)
Prisoners.....	D-9104
Ships at sea.....	D-9104
Ships outside continental limits.....	D-9104
Terms of.....	D-1006
Waivers executed when eligible for Fleet Reserve.....	D-1010 (1)
Witnesses.....	D-9104
Extra compensation:	
For use of arms.....	D-5312
Limitation on total.....	D-5322
Filipinos, naturalization of.....	D-10201
Fingerprints:	
Comparison before paying enlistment allowance.....	D-2003 (1)
Dead bodies.....	D-2003 (4)
General instructions.....	D-2001
How to obtain.....	D-2002
On safes and receptacles.....	D-2003 (3)
Pay receipts where liability fraud exists.....	D-2003 (2)
Fire controlmen, qualifications.....	D-5205
Fire controlmen, seamen, qualifications.....	D-5325
Firemen:	
Physical requirements.....	D-7031
Qualifications.....	D-5207. 01
First enlistments.....	D-1001
Fleet Reserve:	
Application for transfer to.....	D-9401
Eligibility.....	D-1010
Hospitalization and medical treatment.....	D-9401
Procedurè in effecting transfers to.....	D-9401
Releases to inactive duty.....	D-9401
Transfers to.....	D-9401
War veterans, hospitalization under veterans' administration.....	D-9401
Flight Orders.....	D-5302
Flight training, physical requirements.....	D-7031

	Article
Foreign mail, weights of.....	D-5309 (9)
Foreign service, physical requirements.....	D-7061
Foreign stations:	
Tour of duty.....	D-7029
Transfers to.....	D-7023
Fraudulent enlistment, checkage pay.....	D-1009
Fraudulent enlistment discharges.....	D-9113
Furlough without pay.....	D-7026
Active duty or reenlistment.....	D-1005 (5)
General courts-martial, locations of.....	D-8009
General detail, men on receiving ships.....	D-7005
Transfers to crew only on Bureau's order.....	D-7005
Transfers upon completion confinement.....	D-8013
Weekly reports from receiving ships.....	D-4006
Weekly reports to Bureau.....	D-7005 (6)
Gifts from abroad, customs duty.....	D-10205
Good behavior, 1/2 sentence credit for GCM prisoners.....	D-8013
Government conveyance, use when effecting transfers.....	D-7004
Government insurance.....	D-10115
Graduates, service schools, report men available 2 weeks prior graduation.....	D-7016 (2)
Gun captains, qualifications for.....	D-5318
Gun director pointers, qualifications for.....	D-5314
Gun range finder operators, qualifications.....	D-5315
Gunners:	
Examination.....	D-6213
Qualifications.....	D-6212
Gunner's mates, qualifications.....	D-5205.03
Gunnery record.....	D-4021 (1) (g)
General instructions.....	D-4010
Gun pointers, qualifications.....	D-5313
Health records, not received.....	D-7014
Honorable discharge entitlement medal of honor men, etc.....	D-9115 (7) (e)
Honorable discharge buttons, custody of.....	D-9117
Honorable discharge certificates:	
Commanding officer relieved obtain receipt.....	D-9117 (3) (g)
Instructions re.....	D-9117 (3)
Horizontal bombers, qualifications.....	D-5321
Hospital apprentices, qualifications.....	D-5209.05
Hospital corps:	
Assignments where no medical officer attached.....	D-7001 (10)
Report changes in rating to BuM&S.....	D-4011 (1) (2)
Hospital patients, transfer records (except for recruits).....	D-4007 (7) (b)
Hospitalization:	
Retired men.....	D-9505
Retired war veterans under veterans administration.....	D-9506
Hospitals:	
Not under naval jurisdiction, records of men.....	D-7010
Transfers from.....	D-7017
Household effects, transfers involving.....	D-7004 (5)

Identification tags:	Article
General instructions re-----	D-2004
Preparation of-----	D-2005
Return of used material-----	D-2006
Illegal enlistments, cancellation of-----	D-9201
Inaptitude discharges-----	D-9111
Injuries, serious, procedure in cases of-----	D-9601
Inspections:	
Navy mail clerks-----	D-5308
Personnel accounting-----	D-4019
Instructors:	
Recruit, qualifications-----	D-7033
Service schools, qualifications-----	D-7032
Insurance, government-----	D-10115
Insurance premiums, instruct men discharged re-----	D-9115 (8) (b)
Insured parcel post-----	D-5309 (7)
Laundrymen, detail of men as-----	D-5329
Leave-----	D-7028
Navy mail clerks-----	D-5309 (3)
Not authorized on Bureau order transfer-----	D-7006 (6)
Rations-----	D-10111
Reenlistment-----	D-1002 (6)
Letters of commendation-----	D-8016
Liberty-----	D-7027
Deprivation of-----	D-7027
Local boards; warrant rank:	
Composition-----	D-6204
Procedure-----	D-6205
Longevity pay periods-----	D-4002 (3) (k), D-4022 (5) (z), D-9116 (3)
Machine gunners, aircraft, qualifications for-----	D-5313
Machinists:	
Examination-----	D-6221
Qualifications-----	D-6220
Machinist's mates, qualifications-----	D-5207
Mail clerks-----	D-5305, D-5329
Money order service-----	D-5311
Marine disaster, reimbursement loss personal property-----	D-10117
Marks-----	D-8019
Qualifications in, advancement in rating-----	D-5107
Quarterly-----	D-8019
Scale of-----	D-8018
Semiannually in time of war-----	D-8019
Standards established-----	D-8020
Medals of honor:	
Holders entitled honorable discharge-----	D-9115 (7) (e)
Pay-----	D-5326 (1)
Medical survey discharges-----	D-9105
Merit, record of-----	D-8016
Meritorious mast, record of-----	D-8016
Messmen:	
Duty as, not in excess 3 months-----	D-5329 (2)
Pay-----	D-5326 (2)
Metalsmiths, qualifications-----	D-5206.07

	Article
Minemen, qualifications.....	D-5205.04
Minors, enlisted without consent, discharge of.....	D-9109
Missing papers, action in case of.....	D-7015
Molder, qualifications.....	D-5206.08
Money order service:	
Daily audit.....	D-5311 (4)
Discontinuance.....	D-5311 (5)
Forms, how procured.....	D-5311 (2)
Funds, remittances.....	D-5311 (3)
Navy mail clerks.....	D-5311
Monthly money, men in confinement.....	D-8014
Motor machinist's mates, qualifications.....	D-5207.03
Musicians:	
Qualifications.....	D-5209.08
Quarterly report of.....	D-4023
Muster card.....	D-4016
Muster roll:	
Abbreviations on.....	D-4009
Instructions re.....	D-4008
Naturalization:	
Filipinos.....	D-10201
Noncitizens serving during war of December 7, 1941.....	D-10201 (2)
Naval Academy:	
Appointments, enlisted men to.....	D-6102
Congressional appointments.....	D-6101
Entrance requirements.....	D-6102
Procedure in cases men ineligible preparatory school.....	D-6107
Naval Academy Preparatory School:	
Coast Guard cadet appointees.....	D-6105
Preliminary examination for.....	D-6104
Procedure for.....	D-6103
Qualifications.....	D-6102 (3)
Scope of.....	D-6106
Transfers to.....	D-6105
Navy mail clerks:	
Allowance.....	D-5307
Bonding.....	D-5306
Classification.....	D-5307
Compensation.....	D-5307 (6)
Correspondence through commanding officer.....	D-5310 (5)
Custodian communication funds.....	D-5310
Designation.....	D-5305 (2)
Detailing of.....	D-5329
Discontinuance of service.....	D-5309 (4)
Inspection.....	D-5308
Insured parcel post.....	D-5309 (7)
Leave.....	D-5309 (3)
Mails through Cuba.....	D-5309 (10)
Money order service.....	D-5311
Operation post offices.....	D-5310
Postal funds.....	D-5309 (5)
Registered mail lost.....	D-5309 (8)
Relieved.....	D-5309 (1)

Navy mail clerks:

	Article
Stamps	D-5309 (6)
Supervision	D-5308
Unauthorized absence	D-5309 (2)
Weights of foreign mails	D-5309 (9)
Own convenience discharges	D-9107

Pages 9-10 service record:

General	D-4022
Send third copy to Bureau at time of transfer	D-4022 (2)
Painters, qualifications	D-5206
Parachute regulations	D-5331
Parachute riggers, qualifications	D-5208.09
Passengers, bag inspection	D-7011 (3)

Patients:

Clothing and effects on transfer	D-7011 (2)
In hospital, extensions enlistments	D-9104
Records to accompany	D-7010
Patrol, shore expenses	D-10112
Patternmakers, qualifications	D-5206.09

Pay:

Arrears in, claims	D-10114
Divers	D-5326 (3)
Medals	D-5326 (1)
Messmen	D-5326 (2)
Permanent and temporary additions to	D-5326
Radar operators	D-5326 (5)
Receipts, fingerprints where liability fraud exists	D-2003 (2)
Sound operators	D-5326 (5)
Submarine service	D-5326 (4)

Pay accounts:

Deserters	D-8005
During transportation	D-7012
Not received	D-7013
Transmittal where disbursing officers separated	D-7008 (5)

Pay clerks, acting:

Examination	D-6225
Qualifications	D-6224

Pay grades of ratings:

Payment of rewards, stragglers and deserters	D-8007
Performance of duty, general	D-8018
Permanent additions to pay	D-5326
Permanent appointments	D-5111
Warrant rank	D-6209

Personal property:

Losses, liability of Government	D-10117 (9)
Reimbursement, marine disaster	D-10117

Personnel:

Distribution of	D-7002
Requests for	D-7003

Personnel accounting:	Article
Inspections.....	D-4019
Instructions re.....	D-4012 to D-4018
Personnel reports:	
Quarterly, afloat and ashore.....	D-4007 (1)
Entries on reverse listing specialties or designations.....	D-4007 (6)
Monthly, from ships and stations.....	D-4007 (1)
Quarterly, from administrative shore units overseas.....	D-4007 (1)
Petty officers, general qualifications for.....	D-5204
Pharmacists:	
Examination.....	D-6223
Qualifications.....	D-6222
Pharmacist's mates, qualifications.....	D-5209
Photographers:	
Examination.....	D-6233
Qualifications.....	D-6232
Photographer's mates, qualifications.....	D-5208.11
Physical examinations, prior to discharge.....	D-9115
Physical requirements for certain types of duty.....	D-7031
Pistol shots, expert, qualifications.....	D-5320
Policy re returning absentees to own ship.....	D-8012
Policy re returning deserters to own ship.....	D-8010
Post offices, operation of.....	D-5310
Postal funds.....	D-5309 (5)
Precedence of ratings.....	D-5102
Preliminary examination, warrant rank.....	D-6202
Printers, qualifications.....	D-5209
Prisoners, extensions of enlistments.....	D-9104
Prisoners, not to be employed for industrial work at Navy yards.....	D-8013
Prisoners and detentioners, weekly report from receiving ships.....	D-8012
Promotions to warrant rank.....	D-6201
Punishments, record of.....	D-8017
Qualifications for advancement in rating (see alphabetical list of ratings and rating designators with article numbers in art. D-5201).	
Qualification cards.....	D-4021 (1) (h), D-4024
Quarterly marks.....	D-8019
Quartermasters, qualifications.....	D-5205.06
Quarters allowance.....	D-10101
Radarmen, qualifications.....	D-5206.03
Radar operators, pay.....	D-5326 (5)
Radio electricians:	
Examination.....	D-6217
Qualifications.....	D-6216
Radiomen, qualifications.....	D-5206.01
Radiomen, seamen, qualifications.....	D-5324
Radio technicians, qualifications.....	D-5206.02
Range finder gun operators, qualifications.....	D-5315
Rangekeeper operators, qualifications.....	D-5317
Rating, advancement in.....	D-5104
Authorized.....	D-5108
Ratings, changes in:	
Authorized by C. O. in certain nonrated groups.....	D-5114
Hospital corps, report to Bu. M & S.....	D-4011 (1) (2).

Ratings:	Article
CPO, advancement opportunities covering special:-----	D-5109
Distribution by pay grades-----	D-5103
List of-----	D-5101
Precedence of-----	D-5102
Ration book-----	D-4015
Rations, commuted-----	D-10108
Rations, leave-----	D-10111
Reasons for discharge-----	D-9102

	Article
Received book.....	D-4013
Receiving ships, weekly report men available general detail.....	D-4006
Records:	
List of, accompanying transfers.....	D-7009
Patients transferred.....	D-7010
Transfers to hospitals not under naval jurisdiction.....	D-7010
Recruit instructors, qualifications.....	D-5304, D-7033
Recruiting duty:	
Marks on.....	D-8019
Transfers to.....	D-7025
Recruiting officer, designation as by all commanding officers.....	D-9104 (3) (c)
Recruits, weekly report available transfer.....	D-7016 (1)
Reduction in rating.....	D-5113
Reenlistments:	
Cause for rejection to be stated.....	D-1008
After disciplinary discharges.....	D-1002
After special order discharges.....	D-1002
After three months from discharge.....	D-1003
After three months, for 4 or 6 years only.....	D-1003 (3)
Discharge without immediate.....	D-9115 (8)
From Naval Reserve.....	D-1004
Leave.....	D-1002 (6)
Married men.....	D-1011
Not to be made at sea.....	D-1002 (4)
Ratings held at discharge.....	D-1002 (3)
Waivers executed when eligible for Fleet Reserve.....	D-1010 (1)
With continuous service.....	D-1002
With continuous service for periods 4 and 6 years only.....	D-1002 (2)
With continuous service, interpretation within 3 months.....	D-1002 (7)
Registered mail lost.....	D-5309 (8)
Reimbursement, personal property lost in marine disaster.....	D-10117
Releases from active duty:	
Peace time.....	D-9303
War or national emergency.....	D-9302
Removal of mark of desertion.....	D-8008
Renewals, quarters and subsistence allowances.....	D-10106
Reports:	
Weekly:	
General detail, receiving ships.....	D-4006, D-7005 (6)
Recruits available, training stations.....	D-7016 (1)
Prisoners and detentioners, receiving ships.....	D-8012
Monthly:	
Personnel, ships and stations.....	D-4007 (1)
Personnel, summarized, administrative commands, afloat and ashore.....	D-4007 (9) (a)
Subsistence.....	D-10107
Muster roll changes.....	D-4008
S&A flight certificate (copy to BuPers).....	D-5302 (2)
Quarterly:	
Personnel reports, afloat and ashore.....	D-4007 (1)
Personnel reports, administrative overseas shore units.....	D-4007 (1)

Reports:

Quarterly:	Article
Personnel, summarized, administrative commands over seas.....	D-4007 (9) (b)
Musicians	D-4023
Muster roll.....	D-4008

Annual:

Census.....	D-4020
Distribution, enlisted personnel, afloat and ashore.....	D-4007 (5)
Passengers, administrative commands, Atlantic and Pacific.....	D-4007 (10) (a)
Passengers, other administrative commands, and independent commands afloat.....	D-4007 (10) (b)

As occurring:

Men available transfer from service schools, 2 weeks prior graduation.....	D-7016 (2)
Muster roll, on sailing.....	D-4008

Copies to other Bureaus:

Monthly report of personnel, by aviation activities, to BuAer.....	D-4011 (3)
Summarized report of personnel, by aviation activities, to BuAer.....	D-4011 (3)
Changes in rating, Hospital Corps, to Bu. M&S.....	D-4011 (1) (2)

Requests:

For details and change of duty.....	D-7030
For personnel.....	D-7003

Retirement:

Computation service for.....	D-9502
From fleet reserve after physical unfitness.....	D-9501
From fleet reserve after combined 30 years.....	D-9501
From regular Navy after 30 years.....	D-9501
Pay.....	D-9504
Procedure.....	D-9503
Procedure, from fleet reserve.....	D-9503 (4)
Procedure, from regular Navy.....	D-9503 (5)

Return of deserters, general..... D-8006

Rewards:

Deserters and stragglers, payment of.....	D-8007
Stragglers.....	D-8002
Rifle sharpshooters, qualifications.....	D-8002
Riflemen, expert, qualifications.....	D-5320
Rigid airship duty, qualifications.....	D-5328
Safes and receptacles, fingerprints on, washing of.....	D-2003 (3)
Samoa, tour of duty.....	D-7029
Samoa, transfer to.....	D-7023
Satisfactory classes of discharge.....	D-9102
Seamen, qualifications.....	D-5205.01
Seamen, fire controlmen, qualifications.....	D-5325
Seamen, radiomen, qualifications.....	D-5324
Seamen, signalmen, qualifications.....	D-5323
Selective service, registration after discharge.....	D-9115 (8) (c)
Service numbers, assignment to enlisted men.....	D-4003
Service numbers, correspondence and reports incomplete without.....	D-4003 (3)

	Article
Service numbers, enlisted men without, notify Bureau.....	D-4003 (2)
Service qualifications, advancements in rating.....	D-5106
Service records:	
Abbreviations on.....	D-4009
Action in case of missing papers.....	D-7015
Comparison with men on reporting.....	D-7007
Detailed instructions.....	D-4021
Detailed instructions re pages 9-10.....	D-4022
Entries in.....	D-9115 (9)
General instructions.....	D-4001
Marks in, general.....	D-8019
Not received.....	D-7014
Pages 9-10, when forwarded to Bureau.....	D-4002 (3)
Preparation third copy page 9, forwarding direct Bureau.....	D-4001 (9)
Signatures required.....	D-4004
Temporary officer appointments, disposition.....	D-4001 (11)
Transfers to hospitals not under Naval jurisdiction.....	D-4001 (10)
Transmittal of.....	D-7008
When forwarded to Bureau.....	D-4002
Service schools:	
Instructors, qualifications.....	D-7032
Physical requirements.....	D-7031
Report men available transfer 2 weeks prior graduation.....	D-7016 (2)
Sharpshooters, rifle, qualifications.....	D-5320
Shipfitters, qualifications.....	D-5206.06
Ship's Clerks:	
Examination.....	D-6227
Qualifications.....	D-6226
Ship's cooks; qualifications.....	D-5210
Ship's servicemen, qualifications.....	D-5209
Ship's tailor to fit uniforms at no expense.....	D-10202
Shore duty, transfers to.....	D-7024
Shore patrol expenses.....	D-10112
Sick misconduct, time not served.....	D-8015
Signalmen, qualifications.....	D-5205.07
Signalmen, seamen, qualifications.....	D-5323
Signatures, required in service records.....	D-4004
Small arms qualification, entitlement on reenlistment.....	D-5312 (6)
Sound operators, pay.....	D-5326 (5)
Sonarmen, qualifications.....	D-5206
Special artificers, qualifications.....	D-5206
Special duties, detail of men to.....	D-5329
Specialists, qualifications.....	D-5212
Spotters, qualifications.....	D-5316
Stamps, Navy mail clerks.....	D-5309 (6)
Statement of service for pay purposes.....	D-9116
Steward's mates:	
Physical requirements.....	D-7031
Qualifications.....	D-5211.01
Stewards, qualifications.....	D-5211.02
Storekeepers, qualifications.....	D-5208, 5209

Stragglers:	Article
Procedure	D-8002
Rewards, furnish Bureau copy	D-8002
Rewards, payment of	D-8007
Status changes to deserter	D-8002
Surrender of	D-8003
Submarine pay	D-5326 (4)
Submarine qualifications	D-5303
Submarine service:	
Physical requirements	D-7031
Reassignment to, requests	D-7030
Subsistence allowance	D-10101
Supervision, Navy mail clerks	D-5308
Surrenders, stragglers	D-8003
Tables:	
Allowances men traveling on duty	D-10102
Quarters and subsistence allowances	D-10102
Relating to discharges	D-9103
Tailors, detail of men as	D-5329
Telegraphers, qualifications	D-5206.12
Temporary additions to pay	D-5326
Temporary duty:	
Carry as on board permanent command	D-4007 (7) (c)
Quarters and subsistence allowances	D-10109
Temporary officer appointments, disposition enlisted service records	D-4001 (11)
Time not served, pay purposes	D-8015
Torpedo data computer operators, qualifications	D-5319
Torpedomen:	
Examination	D-6229
Qualifications	D-6228
Torpedoman's mates, qualifications	D-5205, 5208
Tour of duty:	
Foreign service	D-7029
Samoa	D-7029
Training reserves, jurisdiction regular Navy assigned	D-8011
Training stations, weekly report recruits available transfer	D-7016 (1)
Transfer book	D-4014
Transfers:	
Baggage, clothing and effects to accompany men on	D-7011
Enlisted personnel, general	D-7001
From hospitals	D-7017
From ship or station when hospitalized (except recruits)	D-4007 (7) (b)
Government conveyance, use when practicable on	D-7004
List records accompanying	D-7009
Not to be effected when undesirables and inaptitudes entitled transportation	D-7022
On Bureau's orders, instructions re	D-7006
Patients from one hospital to another	D-7017
Patients, records to accompany	D-7010
Prior to discharge	D-7018
Prior to disciplinary discharge	D-7020
To activities where medical treatment lacking	D-7031 (3)

Transfers—Continued.	Article
To foreign service.....	D-7023
To hospitals not under Naval jurisdiction, disposition records...	D-4001 (10)
To recruiting duty.....	D-7025
To Samoa.....	D-7023
To shore duty.....	D-7024
Upon completion sentence.....	D-8013
Where dependents and household effects involved.....	D-7004 (5)
Transmittal service records and accounts.....	D-7008
Transportation:	
General.....	D-9301
Dependents, transfers involving.....	D-7004 (5)
On discharge.....	D-9103, D-9115
Pay accounts during.....	D-7012
Waivers of.....	D-7019
Travel allowance, on discharge.....	D-9103, D-9115
Turret captains, qualifications.....	D-5205.031
Types of discharges.....	D-9102
Unauthorized absence:	
General.....	D-8001
Navy mail clerks.....	D-5309 (2)
Time not served.....	D-8015
Unfitness discharges.....	D-9112
Uniforms:	
Ship's tailor to fit at no expense.....	D-10202
Wearing of, after discharge.....	D-9115 (8) (e), D-10202
Unsuitability discharges.....	D-9110
Waivers of transportation.....	D-7019
Warrant rank:	
Acting appointments.....	D-6208
Examination, authorization for.....	D-6208
Examining boards at Washington.....	D-6206
Local board, composition.....	D-6204
Local board, procedure.....	D-6205
Permanent appointments.....	D-6209
Preliminary examination.....	D-6202
Promotions to, general.....	D-6201
Written examination.....	D-6207
Water tenders, qualifications.....	D-5207.05
Weights of foreign mail.....	D-5309 (9)
Welders, qualifications.....	D-5330
Witnesses, extensions of enlistments.....	D-9104
Yeomen, qualifications.....	D-5209.01