

CHAPTER 2

CORRESPONDENCE

A-2001. FILING SYSTEM OF BUREAU OF NAVAL PERSONNEL.

(1) The files of the Bureau of Naval Personnel are divided into three main sections, officers, enlisted and general files.

A-2002. GENERAL FILES.

(1) Correspondence other than that which relates to an individual officer or enlisted personnel is filed in the general files by subject according to classifications as prescribed in the United States Navy filing manual. Each subject has a basic identification symbol followed by a case number for each case under a particular subject. As a prefix to such identifying symbols and numbers is shown the "Pers number" which identifies the action desk originating the correspondence.

(2) In replying to such correspondence, it is imperative that reference be made to the complete file number and date.

A-2003. OFFICERS CORRESPONDENCE FILES.

(1) A correspondence jacket is provided for each officer. These files are maintained in the Records Division, in file number sequence.

(2) Officers' File numbers must be shown on all correspondence which relates to individual officers. These file numbers, if not known, may be obtained from the upper left corner of the original copy of Bureau of Naval Personnel orders, the publication "File Numbers of Officers of the Regular Navy," or The Naval Reserve Register.

A-2004. CORRESPONDENCE CONCERNING ENLISTED PERSONNEL.

(1) Correspondence relating to enlisted personnel is filed in their individual jackets which also contain the copies of their service record. These files are maintained in the Records Division, alphabetically according to names.

(2) Such correspondence must in all cases show the individual's name in full, as well as the service number.

(3) It should be made clear to enlisted personnel that correspondence initiated by themselves is not to be submitted to the Bureau directly, but must be forwarded via their commanding officer.

(4) In order that all correspondence relating to enlisted personnel may be rendered accessible at any time, it shall be separated from the ship or station's general files and accompany the enlisted man, with his service record and other papers, upon transfer. Upon the man's separation from the service, this correspondence is to be forwarded with his service record to the Bureau of Naval Personnel.

(5) All correspondence concerning the individual, together with a copy of action taken, shall be filed in the pocket of the man's service record. When necessary, owing to the subject matter of the correspondence being also allied with ship's administration, copies shall be made for the general files.

(6) File numbers for correspondence relating to enlisted personnel will be the letter "MM" placed before the individual's name and service number, first names to be written in full.

A-2005. CONGRESSIONAL CORRESPONDENCE.

(1) Frequently telegrams and letters of inquiry are addressed to Commanding officers by United States Senators and Representatives in Congress and other individuals concerning personnel under their commands.

(2) Failure to make prompt replies to such telegrams and letters will react to the disadvantage of the service as a whole. Commanding Officers should bear this in mind and not fail to reply promptly to every such communication, even though the nature of the reply may be necessary unfavorable to the request contained in the communication.

A-2006. REGISTERED MAIL.

(1) Registered mail addressed to members of the naval and military forces of the United States when returned to the post office by mail orderlies for forwarding to addresses or return to senders shall be marked "Forwarded" or "Return to writer," as the case may be.

(2) In case registered mail is received with the wrapping in poor condition, that fact should be endorsed on it and the letter or package reenclosed in an official envelope and the original registered number and office of origin, together with the new address, entered on the new envelope.

A-2007. PAPERS SUBSTANTIATING CLAIMS FOR ARREARS OF PAY, SIX MONTHS' DEATH GRATUITY, INSURANCE PENSIONS.

The bureau is concerned over the delays which occur in the payment of just claims listed above on account of the time required to assemble and forward the necessary substantiating papers.

To give beneficiaries the full benefit of the pension laws and to have payment of pension start at the earliest possible date and for the purpose of collecting arrears of pay, 6 months' death gratuity, insurance, etc., all persons in the naval service should assemble and have filed in an accessible place or, if preferred, in the Bureau of Naval Personnel, or with the Navy Mutual Aid Association (if members), the papers which will be needed for substantiating these claims. The following collection of papers should serve this purpose:

(1) *Marriage certificate.*—A certified copy of the public or church record of marriage. If neither is obtainable, the reason why neither can be furnished should be stated, and the affidavit of the clergyman or magistrate who officiated should be furnished. If such affidavit is not procurable, the reason should be stated and the marriage certificate accompanied by proof of its genuineness, or the affidavits of two witnesses present at the ceremony, should be furnished.

(2) *Proof of dissolution of prior marriages.*—A certified copy of the public record of death or divorce decree should be furnished. In case of death a certified copy of the public record of death, or, if divorced, a copy of the decree of divorce, certified by the custodian of such record. This evidence must be furnished in the case of a former husband or wife.

(3) *Birth certificates.*—Certified copies of public records of birth of wife and minor children should be furnished. Public records of birth must show the date on which filed in the office of the legal custodian. If this record is not obtainable, a certified copy of the church record of baptism, showing the date of birth, should be furnished. In the event neither of these records exist no attempt should be made to establish a public or church record of birth for pension purposes, but in place thereof the reasons for their nonproduction should be furnished and the affidavit of the attending physician or midwife, showing the date of birth, or the affidavits of two or more persons, preferably disinterested parties, showing the name, date and place of birth of the person whose birth or age is being established, and that to their own knowledge, such person is the child of certain parents

(naming the parents). Persons testifying should state their name, address, age and the means of their knowledge of the facts to which they testify. In the case of a legally adopted child, a copy of the court order of adoption, certified to by the custodian of the court record must be furnished.

(4) *Insurance*.—A statement of all insurance carried should be furnished.

(5) *Wills* —Wills or copies of wills may be filed in the Bureau. These documents may be filed in sealed envelopes if so desired provided the envelopes are carefully identified and instructions as to disposition are included.

Photostat copies of documents are not acceptable unless they bear the impression seal of the office issuing the original records.

CHAPTER 3

MAILING LISTS

A-3001. PUBLICATIONS DISTRIBUTED.—The Bureau of Naval Personnel is charged by Article 75, U. S. Navy Regulations, 1920, with the distribution of all Navy Regulations and of changes therein, all Uniform Regulations and corrections and changes therein, as well as all General and Court Martial Orders. The general principles of the system of distribution are laid down in Article 75 (11), U. S. Navy Regulations, 1920.

A-3002. COMPOSITION OF LIST.—The Bureau's mailing lists are made up in accordance with the Standard Navy Distribution List issued by the Publications Division, Administrative Office, Navy Department.

A-3003. STANDARD DISTRIBUTION.

(1) In distributing copies of Navy Regulations and changes therein, Uniform Regulations, General Orders, Court Martial Orders and the Bureau of Naval Personnel Manual and changes therein, the Bureau mails them direct to all addresses on lists of 1, 2, 3, 4, 5, 6, 7, and 11 of the Standard Navy Distribution List. The allowance lists of the publications for ships are as prescribed in Articles B-2007 and B-2008.

(2) Sufficient copies will be furnished the Commandants of Naval Districts for distribution to addresses on lists 8, 9 and 10 and to vessels attached to Naval Districts. Offices on list 13 are supplied by the Commandant, U. S. Marine Corps, and those on list 14 by the Commandant, U. S. Coast Guard. The respective Commandants are expected to keep the Bureau informed as to the number required.

(3) Vessels attached to Navy Yards and Naval stations shall be supplied by the commandant of the yard or station.

(4) Special missions not in any Naval District will be supplied from the Bureau.

(5) A ship or station receiving either an excess or insufficient supply of Navy Regulations, General Orders, Uniform Regulations, Court Martial Orders, or Bureau of Naval Personnel Manuals, for distribution should notify the Bureau by letter as to the correct number required.

A-3004. CIRCULAR LETTER LIST.—Bureau of Naval Personnel Circular Letters to All Ships and Stations are included in the Navy Department Semi-monthly Bulletin published by the Publication Divisions, Administrative Office, Navy Department. The miscellaneous letters are mailed direct by the Bureau.

CHAPTER 4

IDENTIFICATION

A-4001. FINGERPRINTS, GENERAL INSTRUCTIONS.

(1) On first entry into the Regular Navy or the Naval Reserve, the fingerprints of all officers and enlisted personnel shall be made on form NAVPERS 680 and forwarded to the Bureau. In the case of officers, form NAVPERS 680 accompanies the application for appointment; for enlisted personnel, the fingerprints are forwarded with the induction or shipping articles and securely clipped thereto.

(2) The fingerprints of all enlisted personnel on first and subsequent enlistments in the Regular Navy or Naval Reserve shall be made on page 3 of the service record.

(3) On reenlistment in the regular Navy or Naval Reserve, fingerprints shall be made as directed on form NAVPERS 681 and forwarded to the Bureau securely clipped to the shipping articles.

(4) A space is provided on each discharge form for the rolled impression of the right index finger. This impression is to be certified by the medical officer, at the time of physical examination for discharge.

(5) Whenever a service record of a man on first enlistment is discovered that does not contain his fingerprints on page 3, they shall be made thereon and form NAVPERS 680 properly filled out and forwarded immediately to the Bureau.

A-4002. IDENTIFICATION RECORD AND INSTRUCTIONS ON OBTAINING FINGERPRINTS.

(1) A sample identification record, prepared by an expert, with instructions, is furnished to each recruiting station, receiving ship, and vessel in commission. This sample represents the only satisfactory standard and no record should be forwarded that does not meet this standard.

(2) Commanding officers should assure themselves that sufficient personnel on board are carefully instructed in the procedure required in making satisfactory fingerprints and that they familiarize themselves with the instructions issued. They should be required to practice making imprints until they become proficient.

(3) Detailed instructions are contained in the booklet "How to obtain good fingerprints," issued by the Bureau of Naval Personnel, and in the Manual of the Medical Department, issued by the Bureau of Medicine and Surgery.

A-4003. USE OF FINGERPRINT RECORDS.

(1) Before the enlistment allowance is paid, a comparison of the fingerprint impression on the discharge shall be made with a similar impression made by the man who presents the discharge, in order that possible fraud may be prevented.

(2) Whenever, in the opinion of the commanding officer, there is liability of fraud in the cashing of pay receipts by enlisted men, they shall be required to make simultaneous impressions of the four fingers of the right hand, on the back of pay receipts at the time of cashing them. In case of fraud, the pay

receipt in question should be forwarded for comparison with the imprints on file with the records in the Bureau.

(3) Safes and receptacles for money and valuable papers should be thoroughly cleaned and washed at least once a month. In case of theft or robbery latent fingerprints recently made are easily developed and identified. If the impression is on a dark surface, glass, or metal, sprinkle with gray powder or aluminum dust and if on a surface of light color, sprinkle with graphite or powdered charcoal. Use a camel's hair brush or blow off the powder in order to bring out the print clearly.

(4) The use of fingerprints is valuable in identifying dead bodies. In the case of a body recovered from water it is usually necessary to smooth out the skin on the bulb of the finger by injecting water with a hypodermic syringe.

A-4004. IDENTIFICATION TAGS—GENERAL.

(1) In time of war or other emergency, or when directed by competent authority, two identification tags shall be prepared and worn by all persons in the naval service.

(2) The identification tag is an oval plate of corrosion-resisting material 1.25 by 1.50 inches, perforated at each end. The cable issued with the tags provides for individual suspension of each tag, one of which may be removed on death or capture leaving the other in place.

(3) The following data shall be placed on one side of the tag; the other side shall be left blank:

- (a) Name.
- (b) Officers file (jacket) number, enlisted service number.
- (c) Blood type.
- (d) Date of administration of tetanus toxoid (e. g. T-8/16/42).
- (e) Appropriate letters "USN," "USNR," "USMC," "USMCR" at one end of the tag.

(4) The placing of the following additional information on the tag shall be optional with the wearer:

(a) *Religious affiliation.*—When requested it shall be designated by "P" (Protestant), "C" (Catholic) or "H" (Hebrew).

(5) In the event of burial either ashore or at sea, one identification tag shall be left on the body and the other shall be sent to the Bureau as soon as practicable under the circumstances.

A-4005. PREPARATION OF IDENTIFICATION TAGS.

(1) The designated sources of supply for identification tags and cables are Naval Supply Depots, Bayonne, N. J., and Oakland, Calif.

(2) The preparation of the tags is the responsibility of the Medical Department of the activity. Commanding officers should assure themselves that sufficient personnel are proficient in the preparation of the tags.

(3) Whenever practicable, the tags should be prepared on the graphotype machines supplied for this purpose. In case of emergency and nonavailability of the graphotype machine, the required data may be placed on the tag by etching or punching with a set of machinist's punches.

(4) Detailed instructions for the preparation of tags will be found in the Manual of the Medical Department and in current Bureau of Naval Personnel Circular Letters.

A-4006. RETURN OF UNFIT MATERIAL.

(1) All tags spoiled in preparation should be salvaged for scrap.

(2) All ink rollers and frames rendered unfit for use should be forwarded to the Bureau of Naval Personnel for reconditioning.

A-4007. IDENTIFICATION (LIBERTY) CARD N. NAV. 546.

(1) In time of war or other emergency or when directed by competent authority, individual identification (liberty) cards N. Nav. 546 shall be issued to and carried by all persons in the Naval Service. Detailed instructions for the preparation of these cards will be issued by the Bureau of Naval Personnel.

(2) All requests for negative masks for use in the preparation of these cards should be made to the Bureau of Naval Personnel.

(3) In order to comply with article twenty-one of the Geneva Conference, all medical personnel, male and female, both officer and enlisted, including Medical, Dental, Hospital and Nurse Corps will have stamped on this card in the lower left corner a red cross of appropriate size. In addition, the date of issue, rank or rating and corps will be added directly beneath the photograph. Cards issued to Chaplains shall indicate the Corps below the signature. Medical personnel and officers of the Chaplains Corps are directed to carry the identification card on their person at all times.

(4) Identification cards when issued shall be carried by an officer and enlisted personnel. On transfer the identification card shall accompany the individual. These cards will permit access to all Naval activities including all bases acquired from the British Government. When officer or enlisted personnel are separated from an active duty status by reason of being discharged, placed on inactive duty, or any other form of separation, the identification card shall be collected and destroyed by the commanding officer of the activity executing the separation.

A-4008. IDENTIFICATION CARD FROM NAVPERS-904, FOR INACTIVE NAVAL RESERVE PERSONNEL.

(1) Identification cards, Form NAVPERS-904, are issued by the Commandants of Naval District and Potomac River Naval Command to inactive members of the Naval Reserve as a means of identification. The completed cards should be placed in a transparent celluloid holder stapled by two brass grommets in the same manner as the Identification (liberty) card N. Nav. 546, which is prepared for personnel on active duty. These identification cards will not be given to aviation cadets, Class V-5, as an identification card, Form N. A. C. S. B. 100, is issued to this class of personnel.

(2) These cards (NAVPERS 904 with appropriate changes) are also issued to retired personnel of the United States Navy on inactive duty. Prior to issuance, make the following changes on the face of the card:

Line 2 change to read "United States Navy Retired"

(Inactive)

Line 7 (Delete entire line).

(3) Issuing officers shall safeguard the supply of these cards to see that they are issued only to authorized members of the Naval Reserve and that they do not fall into unauthorized hands.

A-4009. PINS FOR NAVAL RESERVE PERSONNEL.

(1) Pins indicating membership in the Naval Reserve as prescribed by the Bureau may be issued by Commandants of Naval Districts, or by their direction, to members of the Naval Reserve not on active duty. They are to be worn by Naval Reservists on civilian clothing only. They may not be worn by other persons. These pins will not be given to members of the Naval Reserve already in possession of a button or pin such as the V-5 pin or the H-V (P) button nor shall they be given to any undergraduate college student enrolled in the Naval Reserve.

(2) The Naval Reserve pins may be issued by the Commanding Officers of Maritime Service Training Schools to men accepted for U. S. Maritime Service who are enlisted in Class M-1, U. S. Naval Reserve.

(3) Issuing officers shall safeguard the supply of pins to see that they are issued only to authorized members of the Naval Reserve and that they do not fall into unauthorized hands.

A-4010. HONORABLE SERVICE LAPEL BUTTONS.

(1) These buttons are issued by Naval training stations, receiving stations, hospitals and other shore activities to officers and enlisted personnel at time of their discharge or separation from the Naval service under honorable conditions.

(2) Enlisted personnel receiving an Honorable Discharge (NavPers 660) or Certificate of Discharge (NavPers 661) on or after 9 September 1939 are entitled to receive this lapel button.

(3) Enlisted personnel discharged without having received this button are entitled to—

(a) Present themselves in person at any Naval activity authorized to issue the buttons exhibiting their certificates of discharge as identification in order to obtain a button; or

(b) Apply in writing to the Bureau of Naval Personnel for a lapel button, enclosing their discharge certificate.

(4) When the Honorable Service Button is issued, notation of the issue, place and date of issue, will be entered in the upper right corner of the discharge certificate and counter-signed by the issuing officer with his title of office and rank. Entries shall also be made on page nine of the service record of the recipient over his or her signature. In case service record is not available, one copy of page nine with suitable entry is to be forwarded to the Bureau.

(5) Applications of officers shall include the original or one certified copy of the document separating them from the Naval service. When application is made other than through the Bureau of Naval Personnel, one copy of the document of separation presented by the applying officer shall be forwarded directly to the Bureau of Naval Personnel, with notation of issue of the button entered thereon by the issuing officer.

(6) Applications by personnel other than those covered by the above provisions will be referred without action direct to the Bureau of Naval Personnel.

Part B

THE LOG AND BLANK FORMS

Chapter 1. The log—Articles B-1001 to 1007, inclusive.

Chapter 2. Blank forms—Articles B-2001, B-2002, B-2003, B-2007, B-2008.

Ch. No. 1

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CHAPTER 1

THE LOG

B-1001. REGULATIONS CONCERNING THE LOG.—Attention is invited to the following articles in the United States Navy Regulations, 1920, which should be carefully followed by all persons having to do with the writing of the log or the preparation of same for transmittal to the Bureau:

Article 24.	Article 1031 (6c).
217	1078.
824 (2).	1079.
830.	1214 (2).
841 (1).	1277 (6).
861 (2).	1304.
880 (1).	1317 (1) (2) (3) (5).
884.	1333 (1) (2) (4).
908 (1).	1361 (1).
997 (4).	1364 (1).
1019 (4).	1367 (11).
1022.	1692 (6).
1030.	2040 (e).

B-1002. SHIPS REQUIRED TO KEEP LOGS.

(1) Logs shall be kept and submitted by vessels as listed below. (For definition of status see art. 637, U. S. Navy Regulations, 1920.)

- (a) In full commission.
- (b) In reduced commission.
- (c) In commission in reserve.
- (d) Vessels for training Naval Reserves, out of commission in service (when actively employed).

Vessels in any of the foregoing status shall keep full logs as required by regulations and this manual. Vessels attached to fleet shall forward same direct to the Bureau of Naval Personnel. Vessels attached to naval districts shall forward them to the commandant of the district for further forwarding to the Bureau of Naval Personnel.

(2) Vessels in commission in ordinary, and vessels for training Naval Reserves, out of commission in service (not actively employed), to which any personnel is attached shall keep logs on the regular form, but they need not be kept by watches, and the tables covering weather conditions need not be filled in. The intention is that the log as submitted shall contain necessary data as to personnel, injuries to personnel, damage to vessels, etc., which it is desirable to record even though the vessel be not in cruising status.

(3) Station craft to which the personnel is permanently attached and carried in that manner on the Bureau's records shall submit a log to the commandant of the station for further forwarding to the Bureau of Naval Personnel. Station craft whose personnel is carried as attached to the station and not to the vessel shall keep such log as the commandant of the station shall direct.

B-1003. FORMS TO BE USED.—Forms to be used in preparing logs are as follows:

- (1) Naval vessels:
 - NavPers 130, Deck Log Book (rough log).
 - NavPers 137, title page.
 - NavPers 136, list of officers.
 - NavPers 134, data and remarks.
 - NavPers 135, additional sheets.
- (2) Vessels of patrol type, operating directly under a District Commandant (including all vesesls of the various "Y" classifications) and other vessels specially authorized by the Bureau:
 - NavPers 132.

B-1004. INSTRUCTIONS FOR PREPARING THE LOG.

(1) Detailed instructions for writing the log and standard abbreviations to be used are given in NavPers 130 (deck log book).

(2) Sheets comprising the navigational data and remarks should be typewritten if practicable; otherwise neatly and legibly written with pen and ink.

(3) In writing the log it is intended and desired that the remarks and navigational data for each day shall face each other, so that the completed record for the day is visible without the turning of the leaf. To accomplish this, the navigational data for 1 day must be written on the reverse of the sheet bearing the remarks of the previous day. When additional Remarks Sheets (NavPers 135) are used they should be inserted between the Columnar Sheet and the Remarks Sheet for the day.

(4) Papers, lists, etc., may be pasted in the rough deck log, or copied on the remarks sheet itself. When inserting copy of the Hull report in the log, the copy should be made on additional sheets, signed by members of the board and inserted in the log.

(5) The log shall be written by watches, and the remarks for the watch shall be signed by the watch officer. The following designation of watches shall be used, starting from midnight:

- 0 to 4.
 - 4 to 8.
 - 8 to 12.
 - 12 to 16.
 - 16 to 18.
 - 18 to 20.
 - 20 to 24.
- } Or 16 to 20 if one officer stands both watches.

(6) The pages of the log shall be numbered consecutively, beginning a new series of numbers on January 1 of each year, but in the case of a vessel newly commissioned the numbering shall necessarily commence with the date of commissioning. Blank pages should be numbered as well as other pages. The intention is that the page numbering shall run consecutively and uninterruptedly throughout the volume.

(7) The log for each month shall be complete in itself and shall not lap over into another month, i. e., navigational data for the first day of one month shall not be written on the reverse side of the sheet bearing the remarks for the last day of the preceding month.

B-1005. SUBMISSION OF LOG TO BUREAU.—On the first day of each month the smooth log shall be forwarded to the Bureau of Naval Personnel by registered mail, mailing it flat, between binder boards, and in envelopes provided by the Bureau for that purpose.

B-1006. CHANGES IN LOG.

If at any time it becomes necessary to request the Bureau to make a change in a log which has been submitted to the Bureau, the original typed change properly prepared should be forwarded to the Bureau with the request. The correction will then be inserted in the smooth log.

B-1007. ROUGH DECK LOG AND QUARTERMASTER'S NOTEBOOK.

The rough deck log and the quartermaster's notebook shall be retained as a permanent record on board for a period of two years, except in obedience to a demand from a naval court or board, or from the Navy Department, or on decommissioning; at the end of the two year period, or on decommissioning, the rough deck log and the quartermaster's notebook shall be forwarded to the Bureau of Naval Personnel for disposition. (Ch. No. 1)

CHAPTER 2

BLANK FORMS

B-2001. LIST OF BLANK FORMS AND PUBLICATIONS.—The blank forms and publications issued by the Bureau of Naval Personnel are listed for convenience of reference in the succeeding article.

B-2002. SUBMISSION OF REQUESTS.—Forms listed as issued by the Bureau of Naval Personnel should be requested on NavPers 116, which form should not be submitted oftener than once a month. Publications issued by the Bureau of Naval Personnel not listed on NavPers 116 should be requested by letter.

B-2003. BUREAU OF NAVAL PERSONNEL FORMS AND PUBLICATIONS.—

Old form No.	Nav. Pers. No.	Classification (See note)	Title
	100	M	Articles for the Government of the Navy (Posters).
	100a	M	Articles for the Government of the Navy (Pamphlets).
	107	M	Funeral Record.
	107a	M	Funeral Record Card—for Expeditionary Use Only.
228	108	M	Baptism Record Card.
229	109	M	Marriage Record Card.
530	110	M	Exhibition and Transfer Report of Motion Picture Programs.
532	111	M	Quarterly Statement of Assessment for Motion Pictures.
16	116	M	Requisition for Blank Forms and Pamphlets.
539	120	M	Quarterly Statement of Allotment (Training, Education, Welfare, Navy).
330	130	M	Deck Log Book.
332	131	M	Covers for Deck Log Books.
410	132	M	Log Book for District Craft.
522	133	M	Log Receipt Forms.
43	134	M	Deck Log—Remarks Sheet and Columnar Sheet (Confidential).
	135	M	Deck Log—Additional Remarks Sheet (Confidential).
	136	M	Deck Log—List of Officers (Confidential).
	137	M	Deck Log—Title Page (Confidential).
	138	M	Boarding Book.
28	140	M	Book Pockets.
38	141	M	Book Cards.
225	142	M	Library Record Cards.
	156	M	Test Response Card—Training Aids Test.
558	158	M	Punch Card—Selection Office, U. S. Naval Training Station.
560	160	M	Answer Sheets for Arithmetic, English and Spelling.
561	161	M	Answer Sheets, General Classification.
	162	M	Recruit Questionnaire—Selection Office.
194	170	M	Certificates from Parents of Candidates for Midshipmen Giving Consent to their Service in the Navy.
199	172	M	Formal Appointment as Midshipmen, Representative.
198	173	M	Formal Appointment as Midshipmen, Enlisted.
197	181	M	Formal Appointment as Midshipmen, Senatorial.
94	194	M	Record of Submerged Runs (Submarine).
96	300	O	Appointment, Acceptance and Oath of Office.
96a	300a	O	Appointment, Acceptance and Oath of Office (Disbursing Office Copy).
259	301	O	Memorandum, Full Name Slip.
317	302	O	Next of Kin Slip.
521	303	O	Beneficiary Slip (Officers).
222	304	O	Usual Residence of Officers, Report of.
	309	O	Officer Qualification Questionnaire.
443	310	O	Report on Fitness of (Officers).
443a	311	O	Report on Fitness—Shore Duty (Officers).
234	320	O	Request for Leave of Absence (Officers).
296	321	O	Report of Leave of Absence.
295	322	O	Report of Address (Officers).
17	323	O	Orders, Report of Compliance with (B Slip).
294	324	O	Report on Sick Leave.
97	330	O	Monthly Report of Cost of Repeated Travel.
278	340	O	Officers Data Card, Regular.
	343	O	Naval Aviator Card.
	344	O	Naval Aviator Card.
	349	O	Authorized Complement and On Board Count of Officers.

Old form No.	Nav. Pers. No.	Classification (See note)	Title
246 & 247	350	O	Complement of Officers.
37	353	O	Roster of Officers on Board.
466	361	O	Letter of Transmittal and Receipt for Campaign Medal.
181	370	O	Appointment of Acting Chaplain, U. S. Navy, Application For.
262	376	O	Report of Enrollment, N. R. O. T. C.
263	377	O	Students Record, N. R. O. T. C.
264	378	O	Cruise Training Certificate, N. R. O. T. C.
265	379	O	Naval Training Certificate (Incomplete Work) N. R. O. T. C.
266	380	O	Naval Training Certificate (Completion of Work) N. R. O. T. C.
267	381	O	Annual Return of Books Issued by Bureau of Naval Personnel, R. N. O. T. C.
268	382	O	Contract Certificate, N. R. O. T. C.
269	383	O	Naval Reserve Training Corps, Student Training Record, N. R. O. T. C.
270	384	O	R. O. T. C. Commutation of Subsistence Certificate.
270a	384a	O	Memorandum of Subsistence Roll, N. R. O. T. C.
271	385	O	Application of Enrollment, Basic Course, N. R. O. T. C.
272	386	O	Application and Contract, Advanced Course, N. R. O. T. C.
273	387	O	Department of Naval Training and Tactics, Record of, N. R. O. T. C.
274	388	O	Merit, Multiple Sheet, Georgia Tech., N. R. O. T. C.
365	389	O	Naval Science and Tactics Course Certificate (Students not enrolled), N. R. O. T. C.
	395	O	First Endorsement of Orders.
545	545	E	Identification Card, Persons Authorized to Make Inspection on Ships.
546	546	E	Identification Card (Photo).
230	600	E	Continuous Service Certificate Sheet No. 1, Pages 3 & 4.
230a	600-A	E	Continuous Service Certificate Sheet No. 2, Pages 1 & 2.
1	601	E	Service Record, Regular Navy and Naval Reserve.
	602	E	Continuous Service Certificate Cover.
351	603	E	Shipping Articles, U. S. Navy and Naval Reserve.
	603b	E	Induction Articles, U. S. Navy and Naval Reserve.
323	604	E	Agreement to Extend Enlistment.
5	605	E	Muster Roll Signature and Forwarding Sheet.
5a	605a	E	Muster Roll of Crew.
	605a-1	E	Muster Roll of Crew (IBM Adaptation).
5b	605b	E	Muster Roll, Report of Changes.
	605b-1	E	Muster Roll, Report of Changes (IBM Adaptation).
5c	605c	E	Muster Roll, List of Non-Enlisted Passengers, U. S. Ships.
5d	605d	E	Muster Roll, Recapitulation Sheet.
5e	605e	E	Recapitulation Sheet, Naval Reserve (Yearly) By Districts.
	609	E	Enlisted Personnel Qualifications Card.
10	610	E	Station Billet.
20	611	E	Absentees, List of.
30	612	E	Allowance Card.
47	613	E	Anchor Watch.
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	676	E	Request for Training Courses and Progress Tests and Examination Pamphlets.
	677	E	Dependency Affidavit (Present).
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2	680	E	Fingerprint Record.
379	681	E	Fingerprint Identification Record (One Finger).
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463	692	E	Navy Meal Ticket.
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400	900		Consent, Declaration and Oath of Parent or Guardian, Naval Reserve.
	901		Acceptance and Oath of Office, U. S. Naval Reserve Midshipman's School (V-7).
	903		Beneficiary Slip AV (N).
	904		Identification Card for Members of Naval Reserve, not on Active Duty.
	906		Active Duty Orders for V-12 Men.
	938		Naval Training School Report.
544	944		Report of Investigation of Application for U. S. Naval Reserve.
145	945		Application for Appointment, Merchant Marine Reserve (Line Officer).
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	946		Record of Sea and Shore Duty for Member of Fleet Reserve.
353	953		Application for Commission in U. S. Naval Reserve.
	954		Application for Training in Navy College Training Program.
555	955		Certificate of Active Service.
	956		Forwarding Endorsement.
	957		Endorsement Summary.
	958		Personality Appraisal Sheet.
	959		Summary Record.
360	962		Letter of Transmittal of Appointment in Naval Reserve.
453	963		Certification of Service to be Credited in Computing the Active Duty Pay of a Commissioned Officer—N. R.
568	968		Report of Civil Employees, Naval Reserve.
472	972		Application for Naval Reserve Medal.
474	974		Application for Appointment as Midshipmen, Merchant Marine Reserve of the U. S. Naval Reserve.
474a	974a		Parents Consent to be Accompanied with Application for Appointments as Midshipmen (NavPers-974).
478	978		Acceptance and Oath of Office, Midshipmen, Merchant Marine Reserve.
	979		Personal Biography Sheet for Naval Reserve Officers.
399	999		Certification of Naval Service—Naval Reserve.

NOTE.—O—Commissioned personnel. E—Enlisted personnel. M—Miscellaneous.

B-2007. ALLOWANCE OF PUBLICATIONS.

(1) The following table shows the number of publications named which are allowed for office copies for the various classes of ships:

Class of ship	Navy Regulations, files of general orders										Uniform Regulations			
	Total	Com-mand-ing of-ficer	Execu-tive of-ficer	Gun-ner-y offi-cer	Engi-neer offi-cer	First lieu-tenant	Nav-i-gator	Medi-cal offi-cer	Sup-ply offi-cer	Dis-burs-ing offi-cer	Total	Com-mand-ing of-ficer	Execu-tive of-ficer	Sup-ply offi-cer
BB.....	9	1	1	1	1	1	1	1	1	1	3	1	1	1
OBB.....	8	1	1	1	1	1	1	1	1	0	3	1	1	1
BM.....	4	1	1	0	1	0	0	0	1	0	3	1	1	1
OBM.....	4	1	1	0	1	0	0	0	1	0	3	1	1	1
CC.....	8	1	1	1	1	1	1	1	1	0	3	1	1	1
OCC.....	8	1	1	1	1	1	1	1	1	0	3	1	1	1
CA.....	8	1	1	1	1	1	1	1	1	0	3	1	1	1
OCA.....	8	1	1	1	1	1	1	1	1	0	3	1	1	1
CL.....	8	1	1	1	1	1	1	1	1	0	3	1	1	1
OCL.....	8	1	1	1	1	1	1	1	1	0	3	1	1	1
CV.....	6	1	1	0	1	0	0	1	1	1	3	1	1	1
OCV.....	5	1	1	0	1	0	0	1	1	0	3	1	1	1
CM.....	6	1	1	0	1	0	0	1	1	1	3	1	1	1
OCM.....	5	1	1	0	1	0	0	1	1	0	3	1	1	1
PG.....	4	1	1	0	1	0	0	0	1	0	2	1	1	0
AD.....	6	1	1	0	1	0	0	1	1	1	3	1	1	1
AS.....	6	1	1	0	1	0	0	1	1	1	3	1	1	1
AZ.....	6	1	1	0	1	0	0	1	1	1	3	1	1	1
AV.....	6	1	1	0	1	0	0	1	1	1	4	1	1	1
AR.....	7	1	1	0	1	0	0	1	1	1	3	1	1	1
AF.....	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AC.....	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AO.....	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AE.....	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AK.....	4	1	1	0	1	0	0	0	1	0	3	1	1	1
AP.....	5	1	1	0	1	0	0	1	1	0	3	1	1	1
AH.....	5	1	1	0	1	0	0	1	1	0	3	1	1	1
AG.....	3	1	0	0	1	0	0	0	1	0	2	1	1	0

¹ 1 copy for the repair officer.

(2) The following classes of ships are allowed one office copy of each of the above-named publications: DD, ODD, DL, DM, SS, OSS, SF, OSF, SC, SM, PE, PC, PY, AT, and AM.

B-2008. DISTRIBUTION OF BUREAU OF NAVAL PERSONNEL MANUAL.—

This issue of the Bureau of Naval Personnel Manual is based upon an office distribution, and copies will not be furnished individual officers. Binders from the former issue in the possession of individual officers will be used for this edition and the previous edition of the manual will be destroyed. Distribution afloat shall be in accordance with the following table:

Bureau of Naval Personnel Manual

Class and ship	Total	Com- mand- ing of- ficer	Exec- utive officer	Gun- nery officer	Engi- neer officer	First lieu, tenant	Navl- gator	Medi- cal officer	Sup- ply officer	Dis- burs- ing of- ficer	Watch officers	Offi- cers' messes
BB.....	23	1	1	1	1	1	1	1	1	1	11	3
CA and OCA.....	22	1	1	1	1	1	1	1	1	0	11	3
CL and OCL.....	15	1	1	1	1	0	1	1	1	0	5	3
CV and OCY.....	23	1	1	1	1	1	1	1	1	1	11	3
DD, ODD, DM.....	5	1	1	1	1	0	0	0	0	0	0	1
SS, OSS, SF, OSF.....	3	1	1	0	0	0	0	0	0	0	0	1
CM and OCM.....	16	1	1	1	1	0	1	1	1	1	5	3
PG, PY, PE.....	4	1	1	0	1	0	0	0	0	0	0	1
AD and AS.....	16	1	1	1	1	0	1	1	1	1	5	3
AZ and AV.....	15	1	1	0	1	0	1	1	1	1	5	3
AR.....	15	1	1	0	1	1	1	1	1	1	5	3
AF, AC, AO, AE, AK.....	8	1	1	0	1	0	0	0	1	0	3	1
AP.....	13	1	1	1	1	0	1	1	1	0	4	2
AH.....	11	1	1	0	1	0	1	2	1	0	3	1
AG.....	9	1	1	0	1	0	0	1	1	0	3	1
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¹ Repair officer.

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C-1004. TRANSFERS TO HOSPITALS—REPORT OF.

(1) When officers are transferred to hospitals for treatment Commanding Officers will report the transfer to the Bureau only in case there is urgent need to provide a relief. Report may be by despatch or letter, depending upon the degree of urgency, with copies to the Commander in Chief if so directed, and to other commanders as necessary and required.

(2) If an officer is detached from his previous duty and ordered to the hospital, a report of admission should be submitted to the Bureau.

C-1005. RETURN FROM SEA DUTY ABROAD—REPORT OF.

(1) Commanders of forces outside of the waters of the continental limits of the United States will inform the Bureau by despatch of all officers returning to the United States on detachment or with permission, stating the names, sailing and arrival dates, and ports of departure and arrival of the carrier on which passage is being taken.

(2) All officers not reported on as provided in the foregoing will themselves notify the Bureau by despatch as above.

(3) All officers will note that article 136, Navy Regulations, requires that they immediately inform the Bureau by despatch of their addresses upon arrival in the United States and will forward a brief or copy of their orders or permission.

C-1006. REPORTS ON THE FITNESS OF OFFICERS.

(1) Fitness reports form one of the most important documents of an officer's record.

(2) They give a record of the duty performed and the manner of its performance, the professional qualifications of the officer, matter commendatory or censorious received by him, notation of any disciplinary action, the general state of his health and endurance as affects his value to the naval service, any special qualifications possessed by the officer, a statement of his personal characteristics, and, in short, a complete mental picture of the officer.

(3) These reports are used, among other things, in the consideration of officers for assignment to duty involved, in determining the officer's fitness for promotion, in selecting assignments so as to give officers the proper variation in the type of duty performed, as evidence before general courts martial, in connection with disciplinary action of a lesser degree, and, of vital concern to every officer, in connection with the selection for promotion in the higher grades.

(4) It is, therefore, most important that reporting seniors realize the weight of this document and exercise corresponding care and thoroughness in completing it.

(5) The report should be a frank, accurate, and comprehensive portrayal of the characteristics and manner of performance of duty of the officer. Neither outstanding good nor bad points should be stressed to the exclusion of the other.

(6) The Navy regulations require that reports containing entries of an unsatisfactory nature to the officer reported on be referred to the officer for statement. For the purpose of this report an entry of an unsatisfactory nature will be defined by the Chief of Navy Personnel.

The Bureau is liberal in its interpretation as to what constitutes an entry of an unfavorable or unsatisfactory nature, so that, in any case open to question, the officer will always be given the benefit of having seen the report. Such a practice is intended to afford the officer the opportunity of submitting a statement as a matter of record and to acquaint him with the opinion of him held by his seniors. He is thus given information that will help him in correcting deficiencies and, as applies particularly to young officers, to prevent the formation of habits that might ruin or seriously detract from their value to the naval service.

(7) Special instructions regarding the submission of fitness reports in the cases of foreign officers are contained in article C-1007.

(8) In order to complete the record of an officer ordered to appear for examination preliminary to promotion, it is necessary that commanding officers forward immediately to the Bureau of Naval Personnel a report of fitness covering the period from the date of the last report of fitness to the date of the officer's departure from his ship or station. In case the officer is to appear before a statutory naval examining board at a place other than the one at the Navy Department, Washington, D. C., this report shall be made out in duplicate, the original being forwarded to the president of the naval examining board before which the officer is to appear and the certified duplicate to the Bureau of Naval Personnel direct.

C-1007. REPORTS CONCERNING FOREIGN OFFICERS.

Foreign officers regularly attached to ships, staffs, or stations of the United States Navy shall be included on the regularly returned rosters of such ships, staffs, and stations. The rosters shall indicate the nationality of each foreign officer attached. No fitness or other report on such officers need be submitted to this Bureau unless specifically requested. (Ch. No. 1.)

CHAPTER 4

ORDERS AND TRAVEL

C-4001. REPORTING FOR DUTY IN OBEDIENCE TO ORDERS.

(1) Occasionally officers, quite unintentionally, place themselves in the position of being absent without leave for a period of 1 day, with the consequent loss of pay, when availing themselves of the time allowed by Navy Regulations within which to obey orders through their misconception of the manner in which to compute the 4 days allowed to complete the execution of the orders. The error usually arises in this manner: The officer assumes the day of detachment as being a day of duty and as not counting as one of the 4 days allowed. (This is a correct assumption.) He then uses the next 4 days and reports on the following day (the fifth day after the date of his detachment). Consequently he has reported within 5 days from the date of detachment and not within the 4 days allowed. He should have reported during the fourth day after the date of detachment. Article 132, Navy Regulations, covers this matter.

(2) When travel is involved under orders of this character, actual travel time is in addition to the 4 days allowed. Travel time is counted in whole days. However, where travel by the shortest usually traveled route involves travel of 24 hours or less only 1 day travel time is allowed. Travel time on land is based on the assumption that the travel is performed by rail over the shortest usually traveled route. At sea it varies, depending on whether the officer is ordered to travel by Government or commercial transportation. Generally speaking, it is based on the assumption that the travel will be performed by the shortest traveled route.

(3) The 4 days allowed can be taken before commencing the travel, on its completion, or while en route.

(4) When an order to an officer involving change of station combines requirements to proceed from his permanent station to one or more stations for temporary duty, and upon completion to some other permanent station, he is allowed proceed time in addition to travel time in reporting to the first temporary duty station, but no further allowance is authorized in reporting to subsequent temporary duty station, or in reporting to new permanent duty station. If by one order an officer is ordered to proceed to a temporary duty station and by a separate order is detached and directed to proceed to a new station, either temporary or permanent, he is entitled to proceed time under each order. Retired and Reserve officers are not entitled to proceed time in reporting to initial active duty station or in returning to their homes upon release from active duty. (Ch. No. 1.)

(5) When an officer is granted delay, to count as leave, in obeying orders, the date of reporting is computed in the following sequence: Take the date on which the 4-day allowance would have expired and add to it the number of whole days travel time. This will give the date on which the officer would report without any authorized delay. To this date add the authorized delay which will give the latest date on which to report.

For example:

Detached.....	1 August.
4-day allowance.....	4
3 days' travel time.....	3
	—
Normally due to report.....	8 August before midnight.
15 days, delay to count as leave.....	15
	—
Date on which to report.....	23 August before midnight.

In accordance with the Navy Regulations, leave for 1 month, beginning on the first day of a calendar month, shall expire on the last day of the month, whatever its number of days. Beginning on an intermediate day, the leave will expire on the day preceding the same day of the next month.

For example:

Detached.....	25 January.
4-day allowance.....	4
5 days' travel time.....	5

Normally due to report..... 3 February before midnight.

With 1 month's delay leave begins February 3, report not later than March 3, before midnight.

(6) Attention is called to the fact that article 1727 (3), Navy Regulations, states that the day of return from leave does not count as a day of leave if the officer returns before the hour for forenoon quarters on board ship or for commencing work at a shore station. Under this ruling it might be construed that, in the first example in the preceding paragraph, the officer could report on August 24, provided he did so before the hour for forenoon quarters or for commencing work. This is an incorrect assumption, as the officer is not returning from leave, but is reporting for duty after being granted a delay in such reporting.

(7) The Bureau does not consider that it should be necessary for officers to avail themselves of the full allowance for 4 days in reporting in obedience to orders in cases where the transfer takes place between two ships in the same port.

C-4002. DISPATCH ORDERS—CONFIRMATION AND TRAVEL.

(1) The Bureau endeavors to determine assignments of officers and issue orders as far in advance of effective date as possible, but, even so, the exigencies of the service make it impossible to avoid the issuance of a considerable number of orders by dispatch.

(2) Dispatch orders are normally addressed only to the present station of officer concerned in order to reduce the volume of traffic that would result if information addressees were made of all the stations that might be interested in the orders. Information addressees are included whenever necessary.

(3) Dispatch orders are all that are necessary to enable an officer to proceed to a new station. They are also all that is necessary to enable the old station to proceed with the furnishing of transportation for dependents and household effects. Written confirmation of dispatch orders will be issued only in unusual circumstances. (Ch. No. 1.)

C-4003. DELAY IN REPORTING AS LEAVE—HOW COMPUTED.

(1) Any authorized delay in an officer's reporting from one station to a new one is counted as leave, except for the time allowed by article 132, Navy Regulations.

(2) In case the orders direct the officer to proceed from one port to another via Government transportation and the officer is later authorized to proceed, at no additional expense to the Government, by some other method, by some other route of his own selection, or both, any saving in travel time effected by the selected transportation is not charged against the officer as leave. He can use this time as he sees fit, but he must report at his new station on the date specified in his orders or, if no such date is specified, on the date that would have resulted had his travel time been that scheduled for the Government transportation. Attention is called to the fact that the scheduled time of the Government transportation is to be used. Unforeseen delays might occur to put the Government transportation behind its schedule, but the officer traveling by other transportation is not permitted to include such delays in his own travel time.

(3) In case the officer reports for duty at the new station before the expiration of the authorized delay, he is not, of course, charged with leave equal to the full amount of the delay authorized, but only so much of it as is actually used.

C-4004. DELAY IN TRAVEL—TEMPORARY DUTY ORDERS.

(1) When an officer is ordered to proceed to one or more stations for temporary additional duty and upon completion to return and resume his regular duties, he is allowed proceed time plus travel time in reporting to the first station for temporary additional duty, but upon completion of first temporary additional duty no delay in commencing travel to the next station or return travel is authorized.

(2) Special attention is called to the fact that when travel to more than one temporary additional duty station is directed in the same order, no delay is authorized in proceeding from the first temporary additional duty station to the next, nor from any temporary additional duty station to return to the permanent duty station, even though the officer's orders contain the word "proceed" as is the customary wording in ordering him from one temporary additional duty station to another or from any temporary additional duty station to return to his place of permanent duty.

(3) Attention is also called to Article 132, Navy Regulations, which covers this matter. (Ch. No. 1.)

C-4005. ORDERS AUTHORIZING RETURN TO THE UNITED STATES.

(1) Officers returning to the United States for duty from abroad are, in opinions rendered by the Comptroller General, entitled to expenses only on the basis of travel by the most direct route to the United States and from the assumed port of arrival in the United States direct to the station to which the officer is ultimately assigned to permanent duty. Accordingly, officers returning from the Asiatic station who have been granted permission to return by way of Europe are reimbursed only on the basis of the theoretical cost of travel across the Pacific via the carrier on which the officer would have returned had he not proceeded via Europe plus the cost of mileage from the assumed port of arrival on the Pacific Coast direct to the station to which he is ultimately assigned to permanent duty in the United States.

(2) Officers issuing orders authorizing travel via some route other than the most direct one will append to them a notice containing the information given in paragraph (1) above.

C-4006. DELAY IN ORDERS—ENDORSEMENTS ON REQUESTS FOR.

(1) A request for modification of orders involving a change of duty, and in particular requesting a delay or extension of authorized delay in reporting to the new duty, rarely has, if granted, any effects on the activity from which the officer is being detached, but is of very material concern to the activity to which the officer is being ordered.

(2) In order that the Bureau of Naval Personnel may act intelligently and for the best interests of the service, it is necessary for it to have more information than afforded by the routine forwarding endorsement of the commanding officer of the activity from which the officer is being detached.

(3) For these reasons all requests for modification of orders involving a change of duty which entail a delay in reporting to the new duty or an extension of an authorized delay will be forwarded for endorsement where practicable, through the commanding officer of the ship or station to which the officer is going. In cases where such a procedure would involve a material delay, such requests from officers should be forwarded to the Bureau and a copy of the request and the commanding officer's endorsement thereon should be forwarded to the new commanding officer for information.

(4) On receipt of the above copies, the commanding officer of the ship or station to which the officer is being ordered should forward them to the Bureau with his endorsement. On account of the possible delays involved the Bureau cannot always wait for the receipt of these papers before taking action on the original request, but when circumstances permit, it will endeavor to withhold action pending their receipt.

(5) Requests from officers for modification of orders which involve earlier detachment from the old duty but do not involve later reporting for the new duty need not be sent through the new commanding officer.

(6) The Bureau considers that the taking of leave by officers at the time of a change of duty is desirable where the exigencies of the service do not prevent, and that commanding officers should be so guided in making forwarding recommendations.

C-4007. TRANSPORTATION OF DEPENDENTS. (See U. S. Navy Travel Instructions.)

- (d) Full name and relationship of next of kin.
- (e) Address of next of kin.
- (f) Whether or not next of kin has been notified.
- (g) Disposition that has been or will be made of remains.
- (h) Pay per month.
- (i) Name of beneficiary.
- (j) Address of beneficiary.
- (k) Statement whether or not deceased carried National Service life insurance or Government converted insurance and the amount of same. Where premiums are paid by deductions from pay, a statement will be included as to the date of last payment of the deceased and the date to which deduction was last made.
- (l) Whether on active duty (in case of reservists).

In case full information under any of the foregoing heads must await later investigation or determination, the dispatch shall be sent with whatever data are available, supplementing it with complete information at the earliest possible date.

(2) The commanding officer will, whenever he has the necessary information, also notify the next of kin of the death or serious injury of any person in the naval service by dispatch, giving such details stated in paragraph (1) as apply. In case of death, the dispatch should be carefully worded so as to spare the feelings of the next of kin. In case of serious injury, the dispatch should contain a statement as to the present condition of the injured person and should be followed by other dispatches at reasonable intervals reporting the person's condition.

(3) When death occurs at sea or in a port outside the continental United States, he shall not notify the next of kin by dispatch, but shall make report by dispatch to the Secretary of the Navy, giving the full name, rank or rating, and service number, date and cause of death, name and address of the next of kin, and request instructions for disposing of the body. Whenever practicable, the remains shall be embalmed and retained on board awaiting instructions from the Bureau of Medicine and Surgery, and burial shall not be made in a foreign port or at sea in advance of receipt of such instructions, except when preservation or retention of the body is impossible.

(4) In all cases of death or of accident involving serious injury to any person in the naval service, the commanding officer shall acquaint the next of kin of all the circumstances connected therewith so far as definitely known. This communication should be by letter and in such language as to show personal consideration for the next of kin. Care should be exercised to see that the information given is not at variance with the findings of any court or board that may have been convened in the premises; however, the fact that a court or board is to investigate the circumstances should not operate to delay this communication. This letter is additional to the dispatch required by Navy Regulations, Article 908 (2). Copies of all communications with the next of kin shall be sent to the Bureau.

(5) In cases of naval disasters or where an accident has involved many persons, the dispatch to the department should include full names, ranks, or ratings, and service numbers of those dead, seriously injured, slightly injured, and missing. The additional information outlined in paragraph (1) of this article should be sent as soon as possible thereafter.

(6) A suggested form of dispatch to the next of kin reporting the death of an officer on active duty follows:

Deeply regret to inform you that your ----- (relationship), ----- (name), (rank), U. S. Navy (or Marine Corps), died ----- (date, cause, and place). Please telegraph Bureau of Medicine and Surgery, Navy Department, Washington, D. C., collect, whether you desire remains interred in naval or national cemetery or sent home. Escort of one person to accompany remains home will be furnished if requested. If sent home, expenses for preparation, incasement, and transportation will be prepaid, and reasonable necessary funeral expenses not exceeding \$50 reimbursed on application to the Bureau of Medicine and Surgery, Navy Department. Sincere sympathy is extended to you in your great loss. (Ch. No. 1)

C-7003. ESCORT FOR DEAD BODIES.

(1) Upon request of the next of kin or family of the deceased, a service or civilian escort of one person may be assigned to accompany the remains to place of burial. The escort, if of the service, shall be of the equivalent rank or rate of the deceased so nearly as may be practicable and, when possible, a friend or associate. He shall accompany the remains in transit, shall be responsible for safe delivery at destination, and shall attend the funeral and burial services. He shall then return to his station or proceed as directed. Care will be exercised that enlisted personnel selected for this duty shall be of such character and appearance as to reflect credit upon the service.

(2) The escort will be detailed and the necessary orders issued by the commandant of the navy yard or station when shipment of the remains is made from a naval hospital. If the remains have been transferred to the hospital from a ship in port, the commanding officer should, when practicable, detail the personnel to report to the commandant for escort duty. When shipment of remains is made from a ship, the detail of escort shall be made by the senior officer present ashore.

(3) When desired, a civilian member of the family or a friend may act as escort in lieu of the service escort mentioned in subparagraph (1) above.

(4) When remains are returned to the United States from points outside the continental limits, a relative or friend may travel from the proposed place of burial to the port in the United States where the remains arrive and then accompany the remains to the place of burial, or, if present at the place of death, a relative may accompany the remains from the foreign station to the place of burial. If no relative is present desiring to accompany the remains, naval personnel traveling to the United States at the time may be utilized as escort for one or more bodies to the point of reshipment. From this point the commandant of the yard or station shall arrange for escort to final destination as in other cases.

(5) As the law provides for an escort of one person only, when a civilian accompanies the remains as an escort, a service escort may not be detailed.

(6) Reference should also be made to paragraph 2953, Manual of the Medical Department, 1927.

C-7004. DISPOSITION OF EFFECTS OF DECEASED PERSONS.

(1) The commanding officer shall, upon the death of any officer on board the ship under his command, cause all of the effects to be collected and inventoried. This shall be done by two officers of the ship. The inventory shall be made out in quadruplicate, duly attested and signed by the officer or officers making it. Upon completion of the inventory the effects that are not of a perishable nature shall be put up in packages of convenient size and sealed with the seal of the ship. The commanding officer shall retain one copy of the inventory, deliver one copy to the supply officer and forward two copies to the Bureau of Naval Personnel as provided in paragraph 5. The supply officer shall take charge of the effects for safekeeping.

be made to the division of passport control, Department of State, by the Chief of Naval Personnel for issue of a special passport. The passport will be mailed by the Department of State to the applicant to the address given in his application.

(In New York, Chicago, San Francisco, New Orleans, and Seattle the Department of State maintains passport agencies; when an applicant is in one of these cities application should be made to an agency instead of to a United States court.)

An officer making application for a special passport should show clearly in the blank form of application under the caption "Object of visit" the official character of the duty to which he is ordered, and the wife of an officer should show that she is to accompany or join her husband and give the official character of his duty.

All applications for passports must be accompanied by two unmounted photographs of applicant (size of photographs approximately 2 by 3 inches). Separate photographs of husband and wife are required; minor children may be photographed in group or may appear in photograph with mother.

A birth certificate of an officer if native born is not required, as the Navy Department informs the Department of State that the official records show him to be a citizen of the United States. An officer born in a foreign country must prove his citizenship. By law, where a marriage was solemnized on or after September 22, 1922, the wife does not take citizenship from her husband. Where marriage occurred on or after September 22, 1922, the wife will be required to furnish evidence of her own citizenship; marriage before that date conferred the husband's citizenship on the wife. Clerks of court and passport agents will furnish, upon request, accurate directions as to the proper proof of citizenship.

(4) *Ordinary passports.*—This is the class of passport issued generally to private citizens. It may be obtained upon application to the Department of State in Washington, its passport agencies, or to the clerk of a United States court, of a state court authorized to naturalize aliens, fee \$10, exclusive of fees for visas. This is the class of passport to be obtained by officers, their wives, and members of their families where diplomatic or special passports are not permissible.

(5) *Passports for warrant officers, chief petty officers, petty officers, enlisted men and their families.*—No fee regular passports will be issued to warrant officers, chief petty officers, petty officers, enlisted men, and their families.

A birth certificate, an affidavit of a blood relative or an affidavit by two persons who have known the applicant for passport for 20 years must be submitted with the application in case of the above named. A birth certificate may be obtained from the bureau of vital statistics in the city, town, or county in which the applicant was born.

In the affidavit of a blood relative, a brief family history of the applicant for 20 years is required.

In the affidavits of nonrelatives they should state the source from which the knowledge was acquired to show that they have known the applicant for 20 years and that to their knowledge the applicant is a native born citizen of the United States.

A baptismal certificate if recorded within a few weeks after date of birth will be accepted.

(NOTE.—Instructions outlined above, relative to passports for officers and enlisted men assigned abroad on official business, are in force, but during the present National Emergency dependents of officers and enlisted men are not permitted to leave the continental limits of the United States.)

C-8006. REIMBURSEMENT FOR PERSONAL PROPERTY LOST IN A MARINE DISASTER, ETC.

(1) An individual in the naval service may be reimbursed in the manner prescribed in this article (and in art. D-10117 for enlisted personnel), for the loss, damage, or destruction of his personal property, providing such property was lost, damaged, or destroyed without fault or negligence on his part and occurred:

(a) Due to the operations of war, shipwreck, or other marine disaster including an accident occurring on board a vessel, or the wreck of an aircraft or other disaster thereto;

(b) In consequence of giving attention to the saving of the life of another, or of property belonging to the United States;

(c) By reason of shipment on board an unseaworthy vessel by order of an officer authorized to give such order or direct such shipment;

(d) By reason of shipment pursuant to orders issued by competent authority, whether or not due to negligence on the part of government personnel (see subpar. (3)(d)); or

(e) By reason of being furnished at the direction of competent authority to another person under conditions of immediate and urgent distress.

(2) An officer of the Navy or Naval Reserve who has suffered a loss of personal property under the circumstances described in par. (1) may file a claim for reimbursement in cash on NAV. S. and A. 324, in triplicate, showing his full name, rank, and classification, whether the articles were "lost," "damaged," or "destroyed," and the date and circumstances of the loss. The articles and quantities of each which were lost, damaged, or destroyed, will be listed, together with the purchase price, approximate time in use, value of each item when lost, damaged or destroyed and, if articles were damaged only, the estimated damage to same. Certificate 1 of NAV. S. and A. 324 will be completed and the officer will swear to the claim on certificate 2 before an officer authorized to administer oaths.

(3) (a) The officer will then present the claim in triplicate to the Chief of Naval Personnel, or to any Commandant, or Force or Area Commander, or their respective Chiefs of Staff or legal officers, authorized by the Secretary of the Navy to approve such claims. Adjudicating authority will complete the last column of NAV. S. and A. 324, using for the purpose the uniform allowance list approved and forwarded by the Chief of Naval Personnel to all such activities. The value of the articles at the time of loss will be determined by using the cost or purchase price and depreciating the item for the time in use. When the claimant states in his affidavit that an item is worth less than the average depreciated value it is obvious that he has knowledge of the actual condition, and the lower actual value must be awarded. If claimant states a value which is higher than the average depreciated value, the lower value must be awarded.

(b) *Damaged property.*—Damaged property will be repaired, if possible, and the cost of repairs may be included in the amount of the claim. Vouchers for repairs will accompany the claim.

(c) *Watches.*—If a claim is submitted for reimbursement for damage to a watch which is beyond repair, a statement from a reliable source to that effect must accompany the claim.

(d) *Loss in shipment.*—Prior to adjudication of claims covering loss in shipment, the adjudicating authority should determine definitely that the property actually has been lost by contact with the activity at which the property was last known to have been located. In case of personal property lost, damaged, or

destroyed while being transported by a common carrier, the claim therefor shall be approved only to the extent of such loss, damage, or destruction over and above the amount recoverable from such carrier. A statement of the carrier indicating the amount recoverable will be filed with the claim.

(e) *Money.*—Reimbursement for loss of money is allowed only when the claim therefor is accompanied by a receipt signed by the disbursing officer with whom it had been deposited for safe-keeping, or such other evidence, including the affidavit of the disbursing officer with whom the money was deposited for safe-keeping, as shall conclusively establish that such money had been deposited for safe-keeping and the amount thereof.

(f) *Civilian clothes.*—An individual who has suffered the loss, damage, or destruction of civilian clothing on or after 7 December 1941 may submit a claim for cash reimbursement provided that the nature of the service in which he was engaged at the time of loss, damage, or destruction required that such items be in his possession. A certificate to such necessity, and a copy of the orders under which the claimant was serving at the time of the loss, damage, or destruction, shall accompany the claim and all such claims will be adjudicated only at the Bureau of Naval Personnel.

(g) *Swords.*—No reimbursement is allowed for swords or sword knots lost on and after 15 November 1942.

(h) *Articles other than those appearing on the uniform allowance list approved by the Chief of Naval Personnel.*—Claims for the loss, damage, or destruction of such articles will be submitted on separate forms NAV. S. and A. 324 and forwarded to the Bureau of Naval Personnel together with such certificates or statements as will indicate that they were reasonably and properly in the place where they were lost, damaged, or destroyed, in consequence of the service in which the claimant was engaged.

(4) The adjudicating authority will execute certificate 3 of NAV. S. and A. 324. Authority to sign this certificate may not be redelegated.

(5) After approval of claim, one copy will be forwarded immediately to the Bureau of Naval Personnel, Finance Office, for recordation, and original and second copy will be delivered to claimant. The original of the approved claim will be presented to any disbursing officer for payment in accordance with the instructions contained in the Bureau of Supplies and Accounts Manual.

(6) Claims of Chaplain Corps personnel for loss, destruction, or damage of items of uniform equipment shall be handled in the same manner as those of other officer personnel. However, claims for loss, destruction, or damage of ecclesiastical equipment must be submitted to the Bureau of Naval Personnel together with a certified copy of the approved claim for loss, destruction, or damage of uniform equipment.

(7) Claims of nurses shall be handled in the same manner as those of other officer personnel.

(8) Adjudicating activities, besides immediately forwarding one copy of each approved claim to the Bureau of Naval Personnel, will forward a monthly report showing names of individual claimants, the dates the claims were adjudicated, the amount awarded to each individual, the monthly total number of claims, and the total amount of money involved.

(9) (a) No second claim shall be filed for any one loss until written permission to do so has been obtained from the Bureau of Naval Personnel. When requesting such permission, claimant shall set forth the date of filing of prior claim, the amount involved, the date and nature of the disaster causing the loss, the activity to which prior claim was presented, and the reason for the request.

(b) Individuals who file duplicate claims for cash reimbursement, after receiving the requisite authority from the Bureau of Naval Personnel, will strike out

the words "no other claim for reimbursement for loss of articles listed hereon has been or will be submitted" on the face of NAV. S. and A. 324, and will insert in lieu thereof the words "I have not received reimbursement for loss of articles listed hereon and Bureau of Naval Personnel authorization for filing of this claim is attached hereto."

(c) Disbursing officers are not authorized to make a cash settlement of a duplicate claim for cash reimbursement. Such claims will be settled only by the General Accounting Office after the claim has been approved by proper authority.

(10) *Individuals separated from the service or deceased.*—(a) Claims of or on behalf of individuals who have been separated from the naval service, and claims of dependents of deceased persons, will be adjudicated only at the Bureau of Naval Personnel. Such claims will be submitted on NAV. S. and A. 324.

(b) Enlisted men who have in their possession on final discharge or release from active duty an original certificate of loss (NAV. S. and A. 28) may submit a claim for cash reimbursement for any undrawn balance, using NAV. S. and A. 324, substantiated by the original certificate of loss.

(c) In the case of deceased persons, claims may be filed by a widow or child, or by another relative determined by the Chief of Naval Personnel to be dependent upon the deceased, for cash reimbursement for specific items of personal property of the deceased known to have been lost, damaged, or destroyed under the circumstances described in par. (1) and for which reimbursement has not been made previously. Such relatives also may submit claim for cash reimbursement for the undrawn balance of an approved clothing claim in the manner prescribed in subpar. (b).

(11) Claims must be filed within two years from the occurrence of the loss, damage, or destruction, except that claims originating prior to 27 October 1943 and subsequent to 6 December 1941 may be filed within two years from 27 October 1943, and any person missing who is not willfully absent, or any person who is a prisoner in the hands of the enemy, or who is interned in a neutral country, shall in addition, be allowed one year from the time of return to the jurisdiction of the United States in which to file such claim.

(12) *Coast Guard personnel.*—In the case of Coast Guard personnel serving under the immediate command of an officer of the Navy, claims for reimbursement in kind and in cash for personal property lost, damaged, or destroyed under the circumstances described in par. (1) will be filed and adjudicated in the manner prescribed for naval personnel. Clothing issues made to Coast Guard personnel on the basis of an approved claim for reimbursement in kind will be accounted for in the manner prescribed in the Bureau of Supplies and Accounts Manual, (Ch. No. 1).

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completed reports which are required to be sent to the Bureau shall not be accompanied by a letter of transmittal.

(2) Duplicate of pages 7-8 (beneficiary slip) shall be forwarded whenever one is sworn to.

(3) Duplicates of pages 9, 9a, 9b, etc., shall be forwarded whenever an entry is made of a change of status requiring a report to the Bureau in accordance with the provisions of this manual, or other current instructions. These occasions include:

- (a) Delivery to or return from custody of civil authorities.
- (b) Surrender or delivery from desertion.
- (c) Receipt on board.
- (d) Change of rating.
- (e) Acting appointment issued.
- (f) Effective date of extension of enlistment.
- (g) Request for authority to discharge men not in first enlistment with bad conduct, undesirable, or inaptitude discharges.
- (h) Recommendation for examination for warrant rank.
- (i) Recommendation for placing name on eligibility list for advancement.
- (j) Assignment to detached duty not of a temporary nature.
- (k) Completion of each 3-year period of service for pay purposes to and including the tenth such period.
- (l) Recommendation for advancement of man.
- (m) Recruits at training stations transferred to nearby hospitals, showing entrance and discharge to and from hospital.
- (n) Receipt of good conduct medal or pin, entry to show date appearing on award, and to be signed by enlisted man concerned.
- (o) Convictions by civil authorities (accompanied by letter showing full and complete report of). To apply only in cases involving moral turpitude, or considered serious enough to bring to the attention of Bureau for decision as to discharge or retention.
- (p) Execution of any agreement effecting transfer to the Fleet Reserve.
- (q) Transfer from ship or station.

If transfer involves interchange of duty status between (1) general service and (2) construction battalions (including construction training centers) additional report should be prepared on page 9x (Sand A form 515 in triplicate on parts marked for service record, BuPers for Enlisted man's jacket, and BuPers for Enlisted Statistics use). (See Article D-4022 (5) (nn) for disposition of copies).

- (r) Record of all offenses and punishments imposed.
- (s) The completion of or separation from a naval service school.
- (t) Entry showing naturalization of aliens (Articles D-4022 (5) (h) and D-10201). (Ch. No. 1.)

D-4003. SERVICE NUMBERS.

(1) Service numbers are assigned to enlisted men upon first enlistment. These numbers will continue throughout their entire service, regardless of whether such service is continuous or broken.

(2) Should it be discovered at any time that the record of a man does not contain his service number, the Bureau should be immediately notified and requested to assign him a number.

(3) No reports or correspondence in regard to enlisted men by name will be considered complete without the service numbers of the men concerned.

D-4004. SERVICE RECORD; SIGNATURES REQUIRED.

(1) The signature of the recruiting officer is required on page 2 of the service record at the time of enlistment.

(2) The signature of the medical officer and the enlisted man are required on page 4 of the service record at the time of enlistment.

(3) The signature of an officer authorized to administer oaths is required in duplicate on page 8 at the time the beneficiary slip is sworn to.

(4) The signature of the commanding officer or the executive officer or any other officer designated by the commanding officer is required as follows:

(a) On page 9 as appropriate for each entry regarding courts-martial or deck courts, commendatory action and offenses committed with punishments awarded.

(b) On pages 9, 11 and 12, when the record is closed out, in case of cancellation, discharge, desertion, death, retirement, or transfer to the Fleet Reserve.

(5) The following may be signed by the commanding officer, the executive officer or other officer designated by the commanding officer in accordance with Article 2025 U. S. Navy Regulations:

(a) Entries on page 5 regarding authorized leave.

(b) Entries on page 6 regarding absence from duty.

(c) Entries on page 9 or 9x regarding change of rating or change in service for longevity pay purposes.

(d) Entries on receipt or transfer of man.

(e) Entries on page 10.

(6) When a stamped signature (facsimile or plain type) is used, the officer whose name is stamped must initial the stamp personally, except that signatures on page 10 may be stamped only. (Ch. No. 1.)

D-4005. CONTINUOUS SERVICE CERTIFICATES.

(1) A continuous-service certificate will be issued by the Bureau to any man who, having been discharged under honorable conditions and recommended for reenlistment, reenlists within three months from date of such discharge.

(2) When a man has agreed to extend his enlistment he will be issued a continuous-service certificate at the completion of his original four years.

(3) The Bureau will issue a continuous-service certificate upon receipt of the original discharge properly indorsed as to the fact of reenlisting, with the date on the back, by the commanding officer of the ship or station, or the officer in charge of the recruiting station. The discharge must also include a statement of the amount of enlistment allowance credited to the man's account, signed by the officer making the credit. In order that this statement may be properly entered, the discharge of a man reenlisting under continuous service at a recruiting station will be forwarded to the Bureau via the ship or station to which the man is transferred.

(4) The original discharge will be returned with the continuous-service certificate and may be delivered to the man or kept with the service record, if he so desires.

(5) Entries in continuous-service certificates will be made by typewriter using standard-sized type. Entries to be made in the continuous-service certificate include enlistments, extensions, discharges, transfers, receipts, quarterly marks, changes in rating (including acting and permanent appointments to chief petty officer and officers' chief steward and cook ratings), appointments to warrant or commissioned grades; training courses, classification tests and service

schools completed, with final marks attained; medals awarded; letters of commendation received; and meritorious mast awards. Entries shall also be made showing the result of general classification tests, arithmetic tests, mechanical tests, and any other tests given men at any time, and showing completion of instruction in service school. Entries shall be made at date of discharge of total net service for pay purposes. In case of desertion no notation whatever is to be made on the certificate.

(6) Marks in continuous-service certificates shall correspond with entries in service records. *In time of war*, periodical entries in continuous-service certificates shall be discontinued. Upon discharge, copy onto the continuous-service certificate, from current service record, the entries that are ordinarily required, including the copied signatures of prior entries. Only the final personal signature of the commanding officer will be required on continuous-service certificates

upon discharge, which will be accepted as verification of all previous entries and signatures as copied from current service record.

(7) A discharge certificate shall be issued to a man regardless of whether or not he holds a continuous-service certificate.

(8) Continuous-service certificates are the property of the individual men to whom issued. They shall be retained in the custody of commanding officers, kept up to date, and delivered to men upon discharge from each enlistment, transfer to the Fleet Reserve, retirement, or when an enlisted man is permanently appointed to officer grade. In the cases of enlisted men temporarily appointed to warrant or commissioned grade, the continuous-service certificate shall be retained in the custody of commanding officers and kept up to date, except that no quarterly marks are to be assigned or entered therein.

D-4006. WEEKLY REPORT FROM RECEIVING SHIPS.

(1) The commanding officer of a receiving ship should assure himself that the weekly report of men available, Form NavPers 626, includes every man available for general detail.

(2) If any man whose name appears as on general detail is unavailable for immediate transfer for any reason, a notation to that effect, showing the cause of unavailability, should be placed on the back of the form.

D-4007. REPORT OF PERSONNEL.

(1) The following instructions shall govern:

(a) **SUBMISSION:** All commands, afloat and ashore, having an established complement, NavPers 639, shall submit Report of Enlisted Personnel, NavPers 625, direct to the Bureau of Naval Personnel, upon commissioning and on the first day of each month. Commands having enlisted naval personnel on board, but with no established complement, shall submit a similar report, unless personnel are included in complement sheet and accounted for on report of enlisted personnel submitted by another activity, in which event the command to which complement sheet has been issued shall be the reporting activity. Otherwise, a request shall be submitted to the Bureau of Naval Personnel for the issuance of an approved complement sheet. Ships acting as flagships, with flag complements approved by the Bureau, shall submit separate report for flag complement, and shall not show men attached to flag on ship's report. The title of the reporting activity to be entered on NavPers 625 shall be identical in wording with the title as given on approved complement sheet, NavPers 639, if one has been issued.

(b) **COPIES:** Individual activities shall forward original of NavPers 625 direct to the Bureau of Naval Personnel, with copy of the respective administrative command charged with the distribution of enlisted personnel. Aviation and hospital corps activities shall, in addition, forward a copy of NavPers 625 to the Chief of Naval Operations and Bureau of Medicine and Surgery, respectively. Individual activities on shore within continental United States, not under the jurisdiction of commandants of naval districts or river commands (except activities of naval air functional training commands) shall, in addition, forward a copy of NavyPers 625 to the respective commandant of naval district or river command whose military jurisdiction embraces the geographical location of the activity concerned.

(c) **COAST GUARD ACTIVITIES** having enlisted naval personnel on board, and naval activities having Coast Guard Personnel on board, submit separate reports prominently marked "Naval Personnel on Board" and "Coast Guard Personnel on Board," respectively, as outlined in current Bupers instructions, with additional copy to Commandant, U. S. Coast Guard.

(d) *MARINE CORPS ACTIVITIES* having enlisted naval personnel on board submit separate reports prominently marked "Naval Personnel on Board," with additional copy to Commandant, U. S. Marine Corps. Naval activities having Marine Corps personnel on board report total Marines, complement, on board (ship's company), and transients in space provided at bottom of page 3.

(e) *SUMMARIZED OR COMPOSITE REPORTS*: These shall be submitted by administrative commands, afloat and ashore, as required under instructions issued from time to time by the Bureau, or as specified by the administrative command for types or units within the command. Such reports shall include the required data for the combined activities. The title of each individual activity incorporated in summarized or composite report shall be shown on page 4 of form, listing complement, on board for ship's company, and transients. Total of complement and on board for ship's company as shown on page 4 of report shall agree with totals shown on face of report. Particular care should be exercised to insure that aviation units or squadrons, and all submarines, submarine division and squadron flag and training allowances embodied in composite report are listed on page 4. Submarine squadron and force commanders shall hereafter submit two completed forms NavPers 625 whenever submission of this report is required under current instructions. One of these shall show all data on submarine relief crews, flag and training allowances, bearing prominent notation "Submarine Units Only; Non-submarine men in this command are shown on separate report"; the other shall show data on all other personnel (aboard tenders, bases, repair units, and miscellaneous surface craft) bearing prominent notation "Non-Submarine Units Only. Submarine units shown on separate report." On each of the above composites from submarine squadron and force commanders shall be shown in unused columns on pages 1 and 2 of the form, the numbers of personnel **QUALIFIED IN SUBMARINES**. Copies of the above two reports from each submarine squadron and force shall be sent directly to Commander Submarines, Atlantic Fleet, for his use in assigning the enlisted graduates of the Submarine School.

(f) *TRANSIENTS*: All commands afloat and ashore report transients as a total only in spaces provided. Explain "transients" by appropriate notation on page 4 of report. Do not include "transients" on face of report, as detailed information by ratings covers ship's company personnel only, unless a separate report is submitted by ratings covering particular groups not a part of regular ship's company. Hospital ships and naval hospitals report enlisted naval patients under "transients." Naval transports and other ships having enlisted naval personnel on board for passage report such as passengers as transients.

(g) *DETAILED INSTRUCTIONS*: Do not use zero (0) or dash (—) to indicate no men on board in respective columns by ratings. Total each rating group by columns, enter grand total by columns at end of list of ratings on page 3. Include under appropriate rating group all Class "A" service school graduates on board in seamen and firemen ratings. All commands, afloat and ashore, will complete the data called for in the several columns on face of report as applicable for the respective ratings, where indicated personnel are on board. Enter in appropriate columns the following data:

COMPLEMENT—The number in each respective rating group as shown on approved complement sheet.

ON BOARD—The number by ratings on board (ship's company).

ORDERED, not reported—The number by ratings for whom it is known orders have been issued directing transfer to command, who have not reported to date (not included in "on board" column).

ORDERED, not transferred—The number by ratings (included in "on board" column) for whom orders have been received directing transfer from command. (Every endeavor should be made to execute outstanding transfer orders from command prior to submission of monthly report.)

ABSENT, expected to return—The number by ratings transferred from command to naval hospitals or hospital ships (not included in on board) whose return to the command may normally be expected. Include also those absent on temporary duty, and in other categories, whose records and accounts are not carried on board but whose return to the command may normally be expected.

CLASS V-10—The number of enlisted women on board (included in "on board" column).

COLORED—The number of colored enlisted personnel on board (included in "on board" column).

SPECIAL ASSIGNMENT USN (I)—Only USN (I) designated by entry in service record as "Special Assignment Personnel" shall be reported in this column (included in "on board" column).

MOBILIZATION ASHORE—The number of enlisted men with Bureau approved classification for shore duty only (included in "on board" column). Covers all classes of enlisted men except special assignment personnel, viz, USN, USNR, Fleet Reserve and Retired, classified for shore duty only. (Do not include colored or special assignment USN (I) if in this category.) Include USN (1-A-0) inductees (conscientious objectors).

BLANK COLUMNS—For possible future use.

All activities having enlisted personnel assigned as recruit or school instructors shall show them on page 4 of the report or in addenda by ratings (also included in "on board" on face of report) (Ch. No. 1)

D-4008. MUSTER ROLL.

(1) A muster roll shall be made out on the last day of each quarter and forwarded to the Bureau, showing the name of every enlisted man attached to each ship, station, aviation squadron or unit. A muster roll, separate from the regular crew muster roll, shall be submitted for any aviation squadron or unit attached to a vessel or station. Instructions for preparing the muster roll will be found on the forwarding sheet of the muster roll form NavPers 605.

(2) In case of disaster, it is imperative that the Bureau have complete and accurate lists of personnel actually on board. Therefore the requirements of article 20 (2) Navy Regulations and the provisions of this article, must be complied with strictly. The data from these reports are used to furnish lists of personnel involved in connection with legal benefits and to notify next of kin in the event of disaster.

(3) In all cases of vessels sailing from one port to another, form NavPers 605b shall be submitted prior to sailing showing all changes in crew since last report. These changes should not be shown on subsequent reports, but form NavPers 605b should clearly indicate "NO CHANGES" if appropriate. Form NavPers 605b "Passengers" and Form 605c, showing all other persons taking passage on the vessel also shall be submitted as required by instructions.

In addition to the "Detail Instructions" on form NavPers 605, the following shall be observed:

- (a) Forms NavPers 353, officers, changes in: NavPers 352, officers received, detached or orders received; and NavPers 605a, 605b, and 605c, muster roll changes, must be submitted promptly.
- (b) Include on form NavPers 605b, under "Report of Changes" all changes in naval personnel, both officers and enlisted men. These shall be separate reports for officers and separate for enlisted men.

- (c) Include on form NavPers 605b, under "passengers" all enlisted naval passengers. (Personnel on board for transportation only.)
 - (d) Submit additional NavPers 605b, headed "Absentees," including therein all officers and enlisted personnel regularly attached who are not actually on board at sailing, including reason therefor, such as leave, over-leave, temporary duty, hospitalization, etc., and give present station or address. Report return of absentees on form NavPers 605b.
 - (e) Include on form NavPers 605c, under "List of nonenlisted passengers," officers of the Navy and all other passengers on board except enlisted naval passengers. Include home address and next of kin for all passengers except those in the military or naval service.
 - (f) Prior to every sailing into dangerous waters, submit above reports to Bureau by fastest mail, and if sailing with a task group, deliver copies to at least two vessels of that group, and deliver, or transmit copy to nearest naval shore activity for transmission by radio to Bureau, if later circumstances warrant. Indicate distribution on all copies.
 - (g) In case of receipt or transfer of personnel after sailing, send this information to at least two ships in company, if practicable, and submit special report on such changes after arrival in port, or sooner if possible.
- (4) The following shall apply to merchant vessels not fully manned by the Navy:
- (a) District Commandants will direct Port Directors or other appropriate officers, at each port in the district, to comply with the following instructions. Similarly, at advanced bases, or at other overseas activities not under District Commandants, the senior naval officer present ashore shall comply. In general, the officer to comply shall be the officer controlling or directly concerned with the movement of the merchant ship. Should there be no such naval officer ashore, the senior naval officer in the ship concerned shall comply.
 - (b) When officers and enlisted men of the Navy, Naval Reserve, Coast Guard, Coast Guard Reserve, and officers of the Coast and Geodetic Survey and Public Health Service are placed on board or removed from merchant vessels not fully manned by the Navy, the appropriate officer as designated in paragraph 4 (a) will submit required reports to the Bureau by fastest mail, except that from ports on the Gulf and East Coasts of continental United States, ordinary mail will be satisfactory. When overseas mail service is involved, a duplicate copy shall be forwarded by separate mail service, that is, not in the same convoy, plane or group of planes, etc. When transfers are accomplished at sea, or at places having no mail service, both the transferring and receiving vessels shall, if at all practicable, deliver copies of the appropriate report to at least two other ships in company, or if there be none, then to each other; and such reports shall be placed in regular mail service at the earliest opportunity. Indicate distribution on all copies.
 - (c) The following reports covering personnel listed in paragraph 4 (b) are required for merchant vessels not Navy manned:
 - (1) When first placed on board as of date of departure from initial port, a complete muster roll, forms NavPers 605a and NavPers 605b to show ships and stations from which received.

D-4016. THE MUSTER CARD.—

Received—No.	-----			-----		
	(Surname)	(Christian)	(Middle)	(Service number)		
	(Pay number)		(Rating—Last roll)	(Present rate)		
	(Date of enlistment)			(Place of enlistment)		
Trans.—No.	-----			-----		
	(Place of acceptance)			(Branch of service)		
	Received-----			From-----		
	SERVICE QUALIFICATIONS			SERVICE SCHOOLS ATTENDED		
MUSTER CARD			<small>NAVPERs-617 (Rev. 5-43) 16-29489-3 GPO</small>			
<small>(ENTER REMARKS ON REVERSE SIDE)</small>						

Items (1), (2), (3), (4), (5), (6), (7), (8), (9), and (10) are required for muster roll. The duplicate numbers (8), (9), and (10) are used for any changes in status that may have occurred since date of reporting on board. The received and transferred numbers on the left margin are obtained from the received and transferred books. Blank spaces on the card should be used to indicate the man's division on board ship.

D-4017. THE EXPIRATION OF ENLISTMENT CARD.

NavPers 615. Expiration of Enlistment Card		
-----	-----	-----
(Day)	(Month)	(Year)
-----	-----	-----
(Surname)	(Christian)	(Middle)

(Rate)		

This card is self-explanatory.

D-4018. THE ALLOWANCE CARD.—

Name (Last)	(First)	(Middle)	Classification	Division	Rate
Date enlistment expires	Service number	Stamp letters C. S. C. when continuous service certificate is received			
					16-29920-3

[Front]

ALLOWANCE CARD NAVPERS 612 (1-44) U. S. S. _____ Date _____		
To (Name on other side) You will report immediately to the following-named officers for examination and the settlement of all necessary matters preliminary to your (discharge) (transfer to)		
By _____	Executive Officer.	
To—	Time released	Signature of officer to whom reported
Medical officer.....		
Supply officer.....		
Commissary store officer.....		
Athletic officer.....		
Ship's service store.....		
Division officer.....		
First lieutenant.....		
Chaplain-Librarian.....		
Mail clerk.....		
Educational officer.....		
Chief police petty officer.....		
Officer of the deck.....		
Deliver papers. Enter in log This card must, without fail, be returned to executive officer.		

[Back]

These allowance cards should, if practicable, be filed in a visible index system in alphabetical order by ratings. A red card at the top of each different class of ratings should show the authorized allowance in that rating. This card also acts as a check on the complete transfer of a man, and the complete file shows immediately the number on board in any single rating.

This system can be inaugurated on any ship or station at the beginning of any quarter by taking the total number of men on board and entering their names on the received book pages, making out the necessary muster cards, allowance cards, and expiration of enlistment cards. The system follows then day by day as changes occur.

D-4019. INSPECTIONS.—The system of personnel accounting should be included in all periodical inspections of the command, contemplated in article 689, Navy Regulations, 1920.

D-4020. ANNUAL CENSUS REPORT.

(1) Every ship in commission, or in commission in reserve, including receiving ships, and every administrative unit on shore, shall submit an annual report of the personnel on board as of midnight, December 31.

(2) The manner in which the annual census is to be prepared and submitted, and the detailed information which is to be included therein, will be promulgated to the service each year by circular letter or Alnav.

(3) Special care should be exercised in the preparation and verification.

(4) These reports will be forwarded as soon as practicable after December 31, of each year.

D-4021. SERVICE RECORD—DETAILED INSTRUCTIONS.

(1) The service record, form NavPers 601, consists of a binder cover containing looseleaf pages as follows:

- (a) Pages 1-2 contain personal data and abstract of shipping articles. These are filled out upon enlistment and reenlistment. Send no copy to Bureau.
- (b) Pages 3-4 contain identification record and description list. These are filled out upon enlistment and reenlistment. Send no copy to Bureau.
- (c) Pages 5-6 contain data regarding authorized leave and absence from duty. These are filled out as occurring. Send no copy to Bureau.
- (d) Pages 7-8 are the beneficiary slips. These are prepared and filed with the Bureau upon enlistment or reenlistment, whenever any change occurs in the data entered thereon, annually on 1 October by all enlisted men; and in addition, on 1 April by all men of pay grades 1, 2 and 3 who are receiving dependents' quarters allowance. The beneficiary slips filed by men of pay grades 1, 2 and 3 who are receiving dependents' quarters allowance shall contain the following certifications where applicable:

"I certify that there has been no change in condition of dependency between -----
and -----"

"I certify that I will notify my commanding officer immediately of any changes in marital status or conditions of dependency, or of voluntary occupancy of public quarters by my dependents."

It is imperative that the Bureau have a correct beneficiary slip for every enlisted man on active duty, including the latest address of next of kin, in event of casualty, and in connection with claims for dependents' quarters allowance and death gratuity. Send copy to Bureau immediately.

The attention of all men executing beneficiary slips certified as indicated above to be used as payroll vouchers, will be invited to the provisions of U. S. Code, Title 18, Section 80 which makes it a crime for any person knowingly and willfully to submit any false or fraudulent statement to any agency of the United States as to any matter within its jurisdiction. (Ch. No. 1.)

- (e) Pages 9-10 are the chronological record of service during enlistment. See article D-4022 for full information regarding entries to be made therein and article D-4002 (3) regarding when to send copies to Bureau.
- (f) Pages 11-12 are the closing out and summary sheet for the enlistment. These are filled out upon cancelation of enlistment, dis-

charge, desertion, death, retirement, or transfer to the Fleet Reserve. The commanding officer of the ship or station from which the man is discharged is responsible for the complete filling out of page 12.

(g) The gunnery record forms an essential part of the service record when appropriate. The data required shall be entered as occurring and includes:

- (1) Date qualified as gun pointer, with class, caliber of gun, and score attained.
- (2) Date qualified as gun-director pointer, with class, whether qualified by practice or by examination.
- (3) Date qualified as gun range-finder operator.
- (4) Date qualified as gun captain, second-class, by examination or as first-class by practice, indicating in the latter case the caliber of gun and score attained.
- (5) Date of stationing and relief from detail at gun, gun director, or gun range finder of the type at which qualified.
- (6) Date and location of range when qualified as expert rifleman or sharpshooter.
- (7) Date of lapse of qualification due to expiration of time limit or to requalification.
- (8) See Article D-4010 regarding disposition of duplicate copies.
- (9) Date of qualification as master horizontal bomber or as master horizontal bombing pilot.
- (10) Details of any participation in aerial bombing, camera, or machine gunnery, whether or not qualified.

(h) Service school or training course records shall be recorded on the Enlisted Personnel Qualifications Card which will be inserted in the service record. This card which is described in Article D-4024 contains complete personal and occupational data including civilian background, Navy test scores and summarized record of service. The service school or training course records shall also be entered on page 9 at completion of or separation from a Navy service school. The original page 9 shall be inserted in the service record and a duplicate forwarded to the Bureau. (Ch. No. 1.)

(i) Pages 4-C and 4-D, Record of Completion of Practical Factors for Advancement in Rating.

- (1) Pages 4-C and 4-D (original only) shall be inserted in the service record, Form NavPers 601, of each man in the Naval service (no copy is required by the Bureau).
- (2) When all practical factors required for advancement to a rating are completed, make entry. When a man is transferred or does not reenlist immediately, enter all practical factors completed prior to transfer or discharge.
- (3) Pages 4-C and 4-D, Record of Completion of Practical Factors for Advancement in Rating.

Upon a man's immediate reenlistment on the same ship or station, pages 4-C and 4-D will be removed from the completed Service Record and placed in the new record before the completed record is forwarded to the Bureau. When a man does not reenlist immediately, the Service Record will be forwarded to the Bureau complete, and upon reenlistment, the Bureau will forward pages 4-C and 4-D to the ship or station to which the man is attached for insertion in his current Service Record. (Ch. No. 1.)

- (4) Page 4-D, Record of Advancements. This table is to be filled in upon advancement (No copy is required by the Bureau).

D-4022. SERVICE RECORD—DETAILED INSTRUCTIONS (PP. 9-10).

(1) It is intended that pages 9-10 shall show a full chronological record of service. Duplicate copies shall be sent to the Bureau in accordance with Arts. D-4002 (3), and D-4021.

(2) When a man is received on board, the data required by the printed form at the top of page 9 shall be filled out. Particular care should be taken in the cases of chief petty officers, and chief stewards and cooks, to indicate whether serving under acting or appointment to pay grade 1. In the blank space of page 9 shall be entered the data required in this article. When a man is transferred, the date, authority for the transfer, and the ship or station to which transferred, is to be entered in the printed form at the bottom of page 9, and the original and duplicate copy forwarded with the service record to the new station. Upon receipt on board the remainder of the entries required at bottom of page 9 shall be filled out and duplicate forwarded to the Bureau. For all purposes after transfer from one activity and before reporting at next station to which ordered, the man concerned is considered attached to the latter command.

A third copy of page 9 of service record shall be prepared when a man is transferred, in addition to the original and duplicate copies referred to above. This third copy of page 9 shall be forwarded at time of transfer *direct* to the Bureau.

(3) Should a man be transferred as a passenger to a new station via a transporting vessel, such vessel shall enter in blank space on page 9 either by typewriter or stamp the date received on board. No other entries should be made in the record during such passage except in case of some unusual circumstance, such as death, desertion, commendatory or disciplinary action. In this case, the receipt shall be completed on the last page 9 and a new page 9 opened for the purposes of making the necessary entries and taking appropriate action with regard to the service record itself.

(4) Additional sheets required shall be lettered thus—9a, 9b, etc.

(5) The following entries are required on page 9:

- (a) Data regarding absence resulting in straggling and desertion. (See arts. D-8003 and D-8005.)
- (b) Amount of enlistment allowance credited upon extension of enlistment. (See art. D-1007.)
- (c) Issuance and revocation of acting and appointments to pay grade 1, giving rating held before change of status. (See arts. D-5110, 5111, 5112.)
- (d) Reduction in rating giving rating from which and to which reduced and quoting authority therefor. (See art. D-5113.)
- (e) Notation of any change made in date or place of birth or other change made in pages 1-2, quoting authority therefor. (See art. D-9109.)
- (f) Change in rating without advancement or reduction giving rating from which and to which transferred, quoting authority therefor. (See art. D-5114.)
- (g) Full information regarding the nature of the discharge issued and reasons therefor, quoting authority where appropriate. (See ch. 9.)

- (*jj*) Entry regarding date of qualification and designation as master diver, diver first class, or diver second class. Date of lapse of qualification, revocation of designation, requalification, redesignation, of, as master diver, diver first class, or diver second class. Number, length (time), depth (feet), of dives made for requalification as master diver, diver first class, or diver second class. (See (*s*) above and art. D-5326.)
- (*kk*) Upon transfer, brief statement of man's qualifications for advancement. If a nonrated man, state the petty officer rating for which striking.
- (*ll*) Entry of date and place sent ashore, and date returned to the vessel, when men are sent ashore as a part of a landing force for protection of life or property, or for preserving order. Should there be an armed engagement, or should a man perform any particular act worthy of mention, appropriate entry will be made on page 9 of service record.
- (*mm*) Entry of service school and training course records.
- (*nn*) Entry on Page 9x (SandA form 515) change of duty status on transfers from general service activities to construction battalion activities, or vice versa. (See Article D-4002 (3) (q). File appropriate copy in service record of individual concerned. Parts marked 'For enlisted man's jacket,' and 'For Enlisted Statistics use,' shall be forwarded to the Bureau by the activity effecting the transfer. In addition to data required by the heading of this form, when interchange of duty status of this nature occurs, the name of the transferring activity shall be entered opposite the caption 'FROM', the name of the activity to which transferred shall be entered opposite the caption 'TO', the date of the change shall be shown and under the caption 'Authority and Remarks', shall be entered in type-written capitals 'TRANSFERRED TO GENERAL SERVICE,' or 'TRANSFERRED TO CONSTRUCTION BATTALIONS,' as the case may be. This is in addition to the usual page 9 required upon transfer. (Ch. No. 1.)
- (6) The following entries are required on Page 10:
- (*a*) Column 1.—Date of each separate entry.
- (*b*) Column 2.—Rate held at date of each separate entry.
- (*c*) Column 3.—Proficiency in rating. Mark entered quarterly and upon transfer even though less than one month. Mark also entered when record closed out for any reason and whenever duplicate copies of pages 9-10 are sent to bureau. (See arts. D-8018 (2), (3), and 8020.)
- (*d*) Column 4.—Seamanship. Enter mark as in column 3 for every man holding rating of the seaman branch and other ratings when appropriate.
- (*e*) Column 5.—Mechanical ability. Enter mark as in column 3 for every man holding rating of the artificer, artificer (E. R. F.), or aviation branches and other ratings when appropriate.
- (*f*) Column 6.—Ability as leader of men. (See art. D-8018 (5).)
- (*g*) Column 7.—Special qualification or special detail Enter when-
 ever detailed to or qualified for any special duty, including
 Divers.
 Mining technicians.
 Pigeon men.
 Lighter-than-air duty.

Watch and clock repairs.
 Electric welders.
 Acetylene welders.
 Parachute men.
 Aviation instrument men.
 Instructors of recruits.
 Instructors of service schools.
 Cooks qualified as bakers.
 Gyrocompass.
 Sound operators (other than soundmen).
 Optical repairmen.
 Radar operators (other than radarmen).
 Radiomen qualified in aircraft.
 Mail clerks.
 Qualified submarine men.
 Foreign language interpreters and translators.
 Motion-picture projectionists.
 Operators of special machinery (State machinery).
 Stenographers (other than chief and first-class yeomen.)
 X-ray technicians.
 Dental technicians.
 Laboratory technicians.
 Miscellaneous (barbers, butchers, tailors, laundrymen, cobblers).
 Ability as bomb sight mechanic.

NOTE.—Gunnery details and qualifications entered in gunnery record and on page 9.

- (h) Column 8.—Conduct. Enter mark as in column 3. See arts. D-8018, 8019, 8020.)
- (i) Column 9.—Initials of executive officer. Type name of executive officer. Full signature or initial only required for verification.
- (j) Final average.—It is essential that final average of all marks in columns 3, 4, 5, 6, and 8 be computed and entered whenever the service record is closed out for any reason (including desertion).

(7) Wherever two or more marks are assigned in the same column during one quarter, the average of these shall be the quarterly mark for that column, except that in a case involving misconduct or disciplinary action a quarterly mark shall not be higher than the maximum mark for that column prescribed in current instructions. For a period greater than one quarter, the average mark in any column shall be the average of all the quarterly marks in that column.

D-4023. MUSICIANS, QUARTERLY REPORT OF.

(1) All ships and stations having musician ratings on board, shall submit to the Bureau of Naval Personnel a quarterly report of musicians, on Form B. N. P. 623, on the first day of each quarter.

(2) The names of men who are actually filling a billet in the approved complement or allowance will be shown in Part I of this report. In a nonrated man, other than of a musician rating, is filling a billet, his name should appear in Part I. Musicians in excess will be entered in Part II. Instrumentation, name in full, rate, date reported for present sea or shore duty, additional instruments qualified to play, and next shore or sea duty desired, should be reported. Instructions for completing Form B. N. P. 623 appear on the reverse of form, which also lists the approved instrumentation for the different sized bands and orchestra.

(3) As instrumentation, rather than ratings, forms the basis for distribution and assignment to duty of musicians, the importance of the quarterly report of musicians is obvious.

D-4024. ENLISTED PERSONNEL QUALIFICATIONS CARD.—The Enlisted Personnel Qualifications Card (NavPers 609) is to be filled out in every Naval Training Center for every recruit by the selection officer or a Specialist (C) Classification Interviewer, in accordance with directions in the Manual of Procedures for Enlisted Personnel Selection and Classification Records (NavPers 15,023). It will also be filled out by classification officers or Specialists (C) at other classification centers for enlisted men for whom no such card has been previously prepared.

The card is to be folded and inserted in the man's service record as a part thereof; to accompany him to his next assignment.

Attention of naval activities is called to the availability of this cumulative record and its usefulness in the detailing of men to duties on ships and at shore stations.

CHAPTER 5

ADVANCEMENT IN RATING

Section 1. GENERAL

D-5101. RATINGS, ABBREVIATIONS, AND PAY GRADES.—The following ratings have been established; attention is invited to the necessity of using the designations and abbreviations as given:

Rating	Abbreviations	Pay grade
Seaman branch:		
Chief boatswain's mate	CBM	1
Boatswain's mate, first class	BM1c	2
Boatswain's mate, second class	BM2c	3
Coxswain	Cox	4
Chief boatswain's mate A	CBMA	1
Boatswain's mate A, first class	BMA1c	2
Boatswain's mate A, second class	BMA2c	3
Chief turret captain	CTC	1
Turret captain, first class	TC1c	2
Chief gunner's mate	CGM	1
Gunner's mate, first class	GM1c	2
Gunner's mate, second class	GM2c	3
Gunner's mate, third class	GM3c	4
Chief mineman	CMN	1
Mineman, first class	MN1c	2
Mineman, second class	MN2c	3
Mineman, third class	MN3c	4
Chief torpedoman's mate	CTM	1
Torpedoman's mate, first class	TM1c	2
Torpedoman's mate, second class	TM2c	3
Torpedoman's mate, third class	TM3c	4
Chief torpedoman's mate E	CTME	1
Torpedoman's mate E, first class	TME1c	2
Torpedoman's mate E, second class	TME2c	3
Torpedoman's mate E, third class	TME3c	4
Chief quartermaster	CQM	1
Quartermaster, first class	QM1c	2
Quartermaster, second class	QM2c	3
Quartermaster, third class	QM3c	4
Chief signalman	CSM	1
Signalman, first class	SM1c	2
Signalman, second class	SM2c	3
Signalman, third class	SM3c	4
Chief fire controlman	CFC	1
Fire controlman, first class	FC1c	2
Fire controlman, second class	FC2c	3
Fire controlman, third class	FC3c	4
Chief fire controlman R	CFCR	1
Fire controlman R, first class	FCR1c	2
Fire controlman R, second class	FCR2c	3
Fire controlman R, third class	FCR3c	4
Chief fire controlman S	CFCS	1
Fire controlman S, first class	FCS1c	2
Fire controlman S, second class	FCS2c	3
Fire controlman S, third class	FCS3c	4
Seaman, first class	S1c	5
Seaman, second class	S2c	6
Apprentice seaman	AS	7
Artificer branch:		
Chief radioman	CRM	1
Radioman, first class	RM1c	2
Radioman, second class	RM2c	3
Radioman, third class	RM3c	4
Chief radio technician	CRT	1
Radio technician, first class	RT1c	2
Radio technician, second class	RT2c	3
Radio technician, third class	RT3c	4
Chief Radarman	CRdM	1
Radarman, first class	RdM1c	2
Radarman, second class	RdM2c	3
Radarman, third class	RdM3c	4
Chief sonarman	CSoM	1
Sonarman, first class	SoM1c	2
Sonarman, second class	SoM2c	3
Sonarman, third class	SoM3c	4
Chief sonarman H	CSoMH	1
Sonarman H, first class	SoMH1c	2
Sonarman H, second class	SoMH2c	3
Sonarman H, third class	SoMH3c	4
Chief carpenter's mate	CCM	1
Carpenter's mate, first class	CM1c	2
Carpenter's mate, second class	CM2c	3
Carpenter's mate, third class	CM3c	4

Rating	Abbreviations	Pay grade
Artificer Branch—Continued.		
Chief shipfitter	CSF	1
Shipfitter, first class	SF1c	2
Shipfitter, second class	SF2c	3
Shipfitter, third class	SF3c	4
Chief metalsmith	CM	1
Metalsmith, first class	M1c	2
Metalsmith, second class	M2c	3
Metalsmith, third class	M3c	4
Chief molder	CM1	1
Molder, first class	M1c	2
Molder, second class	M2c	3
Molder, third class	M3c	4
Chief patternmaker	CPM	1
Patternmaker, first class	PM1c	2
Patternmaker, second class	PM2c	3
Patternmaker, third class	PM3c	4
Chief special artificer I	CSAI	1
Special artificer I, first class	SAI1c	2
Special artificer I, second class	SAI2c	3
Special artificer I, third class	SAI3c	4
Chief special artificer O	CSAO	1
Special artificer O, first class	SAO1c	2
Special artificer O, second class	SAO2c	3
Special artificer O, third class	SAO3c	4
Chief special artificer D	CSAD	1
Special artificer D, first class	SAD1c	2
Special artificer D, second class	SAD2c	3
Special artificer D, third class	SAD3c	4
Chief painter	CPtr	1
Painter, first class	P1c	2
Painter, second class	P2c	3
Painter, third class	P3c	4
Chief telegrapher I	CT	1
Telegrapher, first class I	T1c	2
Telegrapher, second class I	T2c	3
Telegrapher, third class I	T3c	4
Artificer branch—engine-room force:		
Chief machinist's mate	CMM	1
Machinist's mate, first class	MM1c	2
Machinist's mate, second class	MM2c	3
Machinist's mate, third class	MM3c	4
Chief machinist's mate G	CMMG	1
Machinist's mate G, first class	MMG1c	2
Machinist's mate G, second class	MMG2c	3
Machinist's mate G, third class	MMG3c	4
Chief machinist's mate R	CMMR	1
Machinist's mate R, first class	MRR1c	2
Machinist's mate R, second class	MRR2c	3
Machinist's mate R, third class	MRR3c	4
Chief machinist's mate S	CMMS	1
Machinist's mate S, first class	MMS1c	2
Machinist's mate S, second class	MMS2c	3
Machinist's mate S, third class	MMS3c	4
Chief motor machinist's mate	CMoMM	1
Motor machinist's mate, first class	MoMM1c	2
Motor machinist's mate, second class	MoMM2c	3
Motor machinist's mate, third class	MoMM3c	4
Chief electrician's mate	CEM	1
Electrician's mate, first class	EM1c	2
Electrician's mate, second class	EM2c	3
Electrician's mate, third class	EM3c	4
Chief water tender	CWT	1
Water tender, first class	WT1c	2
Water tender, second class	WT2c	3
Water tender, third class	WT3c	4
Chief boilermaker	CB	1
Boilermaker, first class	B1c	2
Boilermaker, second class	B2c	3
Boilermaker, third class	B3c	4
Fireman, first class	F1c	5
Fireman, second class	F2c	6
Aviation branch:		
Chief aviation pilot	CAP	1
Aviation pilot, first class	AP1c	2
Aviation pilot, second class	AP2c	3
Aviation chief machinist's mate	ACMM	1
Aviation machinist's mate, first class	AMM1c	2
Aviation machinist's mate, second class	AMM2c	3
Aviation machinist's mate, third class	AMM3c	4
Aviation chief machinist's mate C	ACMMC	1
Aviation machinist's mate C, first class	AMMC1c	2
Aviation machinist's mate C, second class	AMMC2c	3
Aviation machinist's mate C, third class	AMMC3c	4

Rating	Abbreviations	Pay grade
Aviation branch—Continued.		
Aviation chief machinist's mate F	ACMMF	1
Aviation machinist's mate F, first class	AMMF1c	2
Aviation machinist's mate F, second class	AMMF2c	3
Aviation machinist's mate F, third class	AMMF3c	4
Aviation Chief machinist's mate E	ACMMH	1
Aviation machinist's mate E, first class	AMMH1c	2
Aviation machinist's mate E, second class	AMMH2c	3
Aviation machinist's mate E, third class	AMMH3c	4
Aviation chief machinist's mate I	ACMMI	1
Aviation machinist's mate I, first class	AMMI1c	2
Aviation machinist's mate I, second class	AMMI2c	3
Aviation machinist's mate I, third class	AMMI3c	4
Aviation chief machinist's mate P	ACMMP	1
Aviation machinist's mate P, first class	AMMP1c	2
Aviation machinist's mate P, second class	AMMP2c	3
Aviation machinist's mate P, third class	AMMP3c	4
Aviation chief electrician's mate	ACEEM	1
Aviation electrician's mate, first class	AEM1c	2
Aviation electrician's mate, second class	AEM2c	3
Aviation electrician's mate, third class	AEM3c	4
Aviation chief radioman	ACRM	1
Aviation radioman, first class	ARM1c	2
Aviation radioman, second class	ARM2c	3
Aviation radioman, third class	ARM3c	4
Aviation chief radio technician	ACRT	1
Aviation radio technician, first class	ART1c	2
Aviation radio technician, second class	ART2c	3
Aviation radio technician, third class	ART3c	4
Aviation chief metalsmith	ACM	1
Aviation metalsmith, first class	AM1c	2
Aviation metalsmith, second class	AM2c	3
Aviation metalsmith, third class	AM3c	4
Aviation chief ordnanceman	ACOM	1
Aviation ordnanceman, first class	AOM1c	2
Aviation ordnanceman, second class	AOM2c	3
Aviation ordnanceman, third class	AOM3c	4
Aviation chief ordnanceman B	ACOMB	1
Aviation ordnanceman B, first class	AOMB1c	2
Aviation ordnanceman B, second class	AOMB2c	3
Aviation ordnanceman B, third class	AOMB3c	4
Aviation chief ordnanceman T	ACOMT	1
Aviation ordnanceman T, first class	AOMT1c	2
Aviation ordnanceman T, second class	AOMT2c	3
Aviation ordnanceman T, third class	AOMT3c	4
Chief airship rigger	CAR	1
Airship rigger, first class	AR1c	2
Airship rigger, second class	AR2c	3
Airship rigger, third class	AR3c	4
Chief parachute rigger	CPR	1
Parachute rigger, first class	PR1c	2
Parachute rigger, second class	PR2c	3
Parachute rigger, third class	PR3c	4
Chief aerographer's mate	CAerM	1
Aerographer's mate, first class	AerM1c	2
Aerographer's mate, second class	AerM2c	3
Aerographer's mate, third class	AerM3c	4
Chief photographer's mate	CPhoM	1
Photographer's mate, first class	PhoM1c	2
Photographer's mate, second class	PhoM2c	3
Photographer's mate, third class	PhoM3c	4
Chief torpedoman's mate V	CTMV	1
Torpedoman's mate V, first class	TMV1c	2
Torpedoman's mate V, second class	TMV2c	3
Torpedoman's mate V, third class	TMV3c	4
Chief painter V	CPtrV	1
Painter V, first class	PTrV1c	2
Painter V, second class	PTrV2c	3
Painter V, third class	PTrV3c	4
Chief storekeeper V	CSKV	1
Storekeeper V, first class	SKV1c	2
Storekeeper V, second class	SKV2c	3
Storekeeper V, third class	SKV3c	4
Special branch:		
Chief yeoman	CY	1
Yeoman, first class	Y1c	2
Yeoman, second class	Y2c	3
Yeoman, third class	Y3c	4
Chief storekeeper	CSK	1
Storekeeper, first class	SK1c	2
Storekeeper, second class	SK2c	3
Storekeeper, third class	SK3c	4
Chief storekeeper D	CSKD	1
Storekeeper D, first class	SKD1c	2

Rating	Abbreviations	Pay grade
Special branch—Continued.		
Storekeeper D, second class	SKD2c	3
Storekeeper D, third class	SKD3c	4
Chief storekeeper T	CSKT	1
Storekeeper T, first class	SKT1c	2
Storekeeper T, second class	SKT2c	3
Storekeeper T, third class	SKT3c	4
Chief printer	CPtrr	1
Printer, first class	Prtr1c	2
Printer, second class	Prtr2c	3
Printer, third class	Prtr3c	4
Chief printer L	CPrtrL	1
Printer L, first class	PrtrL1c	2
Printer L, second class	PrtrL2c	3
Printer L, third class	PrtrL3c	4
Chief printer M	CPrtrM	1
Printer M, first class	PrtrM1c	2
Printer M, second class	PrtrM2c	3
Printer M, third class	PrtrM3c	4
Chief ship's service man B	CSSMB	1
Ship's service man B, first class	SSMB1c	2
Ship's service man B, second class	SSMB2c	3
Ship's service man B, third class	SSMB3c	4
Chief ship's service man C	CSSMC	1
Ship's service man C, first class	SSMC1c	2
Ship's service man C, second class	SSMC2c	3
Ship's service man C, third class	SSMC3c	4
Chief ship's service man T	CSSMT	1
Ship's service man T, first class	SSMT1c	2
Ship's service man T, second class	SSMT2c	3
Ship's service man T, third class	SSMT3c	4
Chief ship's service man L	CSSML	1
Ship's service man L, first class	SSML1c	2
Ship's service man L, second class	SSML2c	3
Ship's service man L, third class	SSML3c	4
Chief pharmacist's mate	CPHM	1
Pharmacist's mate, first class	PhM1c	2
Pharmacist's mate, second class	PhM2c	3
Pharmacist's mate, third class	PhM3c	4
Hospital apprentice, first class	HA1c	5
Hospital apprentice, second class	HA2c	6
Chief musician	CMus.	1
Musician, first class	Mus1c	2
Musician, second class	Mus2c	3
Musician, third class	Mus3c	4
Chief buglemaster	CBgmstr	1
Buglemaster, first class	Bgmstr1c	2
Buglemaster, second class	Bgmstr2c	3
Buglemaster, third class	Bgmstr3c	4
Bugler, first class	Bug1c	5
Bugler, second class	Bug2c	6
Commissary branch:		
Chief commissary steward	CCS	1
Ship's cook, first class	SC1c	2
Ship's cook, second class	SC2c	3
Ship's cook, third class	SC3c	4
Ship's cook B, first class	SCB1c	2
Ship's cook B, second class	SCB2c	3
Ship's cook B, third class	SCB3c	4
Baker, first class	Bkr1c	2
Baker, second class	Bkr2c	3
Baker, third class	Bkr3c	4
Steward's branch:		
Chief steward	CSt	1
Steward, first class	St1c	2
Steward, second class	St2c	3
Steward, third class	St3c	4
Chief cook	CCK	1
Cook, first class	Ck1c	2
Cook, second class	Ck2c	3
Cook, third class	Ck3c	4
Steward's mate, first class	StM1c	5
Steward's mate, second class	StM2c	6
Steward's mate, third class	StM3c	7
Specialists:		
Chief specialist 1	CSp.	1
Specialist, first class 1	Sp1c	2
Specialist, second class 1	Sp2c	3
Specialist, third class 1	Sp3c	4

¹ Ratings not authorized for personnel in the regular Navy and Fleet Reserve. See Article D-5246 for specialists' ratings.

In the case of men of the insular force the abbreviations will be the same as the corresponding rating in the regular Navy, preceded by "Nat."

D-5102. PRECEDENCE OF RATINGS.—The following tables give the precedence of ratings by classes:

CHIEF PETTY OFFICERS

SEAMAN BRANCH

Chief boatswain's mate.
 Chief boatswain's mate A.
 Chief turet captain.
 Chief gunner's mate.
 Chief mineman.
 Chief torpedoman's mate.
 Chief torpedoman's mate E.
 Chief quartermaster.
 Chief signalman.
 Chief fire controlman.
 Chief fire controlman R.
 Chief fire controlman S.

ARTIFICER BRANCH

Chief radioman.
 Chief radio technician.
 Chief radarman.
 Chief sonarman.
 Chief sonarman H.
 Chief carpenter's mate.
 Chief shipfitter.
 Chief metalsmith.
 Chief molder.
 Chief patternmaker.
 Chief special artificer I.
 Chief special artificer O.
 Chief special artificer D.
 Chief painter.
 Chief telegrapher.

ARTIFICER BRANCH—ENGINE ROOM FORCE

Chief machinist's mate.
 Chief machinist's mate G.
 Chief machinist's mate R.
 Chief machinist's mate S.
 Chief motor machinist's mate.
 Chief electrician's mate.
 Chief water tender.
 Chief boilermaker.

AVIATION BRANCH

Chief aviation pilot.
 Aviation chief machinist's mate.
 Aviation chief machinist's mate C.
 Aviation chief machinist's mate F.
 Aviation chief machinist's mate H.
 Aviation chief machinist's mate I.
 Aviation chief machinist's mate P.
 Aviation chief electrician's mate.
 Aviation chief radioman.
 Aviation chief radio technician.
 Aviation chief metalsmith.
 Aviation chief ordnanceman.
 Aviation chief ordnanceman B.
 Aviation chief ordnanceman T.
 Chief airship rigger.
 Chief parachute rigger.
 Chief aerographer's mate.
 Chief photographer's mate.
 Chief torpedoman's mate V.
 Chief painter V.
 Chief storekeeper V.

SPECIAL BRANCH

Chief yeoman.
 Chief storekeeper.
 Chief storekeeper D.
 Chief storekeeper T.
 Chief printer.
 Chief printer L.
 Chief printer M.
 Chief ship's service man B.
 Chief ship's service man C.
 Chief ship's service man T.
 Chief ship's service man L.
 Chief pharmacist's mate.
 Chief musician.
 Chief buglemaster.

COMMISSARY BRANCH

Chief commissary steward.

SPECIALISTS

Chief specialist.

PETTY OFFICERS, FIRST CLASS

SEAMAN BRANCH

Boatswain's mate, first class.
 Boatswain's mate A, first class.
 Turret captain, first class.
 Gunner's mate, first class.
 Mineman, first class.
 Torpedoman's mate, first class.
 Torpedoman's mate E, first class.
 Quartermaster, first class.
 Signalman, first class.
 Fire controlman, first class.
 Fire controlman R, first class.
 Fire controlman S, first class.

ARTIFICER BRANCH

Radioman, first class.
 Radio technician, first class.
 Radarman, first class.
 Sonarman, first class.
 Sonarman H, first class.
 Carpenter's mate, first class.
 Shipfitter, first class.
 Metalsmith, first class.
 Molder, first class.
 Patternmaker, first class.
 Special artificer I, first class.
 Special artificer O, first class.
 Special artificer D, first class.
 Painter, first class.
 Telegrapher, first class.

ARTIFICER BRANCH—ENGINE ROOM FORCE

Machinist's mate, first class.
 Machinist's mate G, first class.
 Machinist's mate R, first class.
 Machinist's mate S, first class.
 Motor machinist's mate, first class.
 Electrician's mate, first class.
 Water tender, first class.
 Boilermaker, first class.

AVIATION BRANCH

Aviation pilot, first class.
 Aviation machinist's mate, first class.

AVIATION BRANCH—continue

Aviation machinist's mate C, first class.
 Aviation machinist's mate F, first class.
 Aviation machinist's mate H, first class.
 Aviation machinist's mate I, first class.
 Aviation machinist's mate P, first class.
 Aviation electrician's mate, first class.
 Aviation radioman, first class.
 Aviation radio technician, first class.
 Aviation metalsmith, first class.
 Aviation ordnanceman, first class.
 Aviation ordnanceman B, first class.
 Aviation ordnanceman T, first class.
 Airship rigger, first class.
 Parachute rigger, first class.
 Aerographer's mate, first class.
 Photographer's mate, first class.
 Torpedoman's mate V, first class.
 Painter V, first class.
 Storekeeper V, first class.

SPECIAL BRANCH

Yeoman, first class.
 Storekeeper, first class.
 Storekeeper D, first class.
 Storekeeper T, first class.
 Printer, first class.
 Printer L, first class.
 Printer M, first class.
 Ship's service man B, first class.
 Ship's service man C, first class.
 Ship's service man T, first class.
 Ship's service man L, first class.
 Pharmacist's mate, first class.
 Musician, first class.
 Buglemaster, first class.

COMMISSARY BRANCH

Ship's cook, first class.
 Ship's cook B, first class.
 Baker, first class.

SPECIALISTS

Specialist, first class.

PETTY OFFICERS, SECOND CLASS

SEAMAN BRANCH

Boatswain's mate, second class.
 Boatswain's mate A, second class.
 Gunner's mate, second class.
 Mineman, second class.
 Torpedoman's mate, second class.
 Torpedoman's mate E, second class.
 Quartermaster, second class.
 Signalman, second class.
 Fire controlman, second class.
 Fire controlman R, second class.
 Fire controlman S, second class.

ARTIFICER BRANCH

Radioman, second class.
 Radio technician, second class.
 Radarman, second class.
 Sonarman, second class.
 Sonarman H, second class.
 Carpenter's mate, second class.
 Shipfitter, second class.
 Metalsmith, second class.
 Molder, second class.
 Patternmaker, second class.
 Special artificer I, second class.
 Special artificer O, second class.
 Special artificer D, second class.
 Painter, second class.
 Telegrapher, second class.

ARTIFICER BRANCH—ENGINE ROOM FORCE

Machinist's mate, second class.
 Machinist's mate G, second class.
 Machinist's mate R, second class.
 Machinist's mate S, second class.
 Motor machinist's mate, second class.
 Electrician's mate, second class.
 Water tender, second class.
 Boilermaker, second class.

AVIATION BRANCH

Aviation pilot, second class.
 Aviation machinist's mate, second class.
 Aviation machinist's mate C, second class.
 Aviation machinist's mate C, second class.

AVIATION BRANCH—continue

Aviation machinist's mate F, second class.
 Aviation machinist's mate H, second class.
 Aviation machinist's mate I, second class.
 Aviation machinist's mate P, second class.
 Aviation electrician's mate, second class.
 Aviation radioman, second class.
 Aviation radio technician, second class.
 Aviation metalsmith, second class.
 Aviation ordnanceman, second class.
 Aviation ordnanceman B, second class.
 Aviation ordnanceman T, second class.
 Airship rigger, second class.
 Parachute rigger, second class.
 Aerographer's mate, second class.
 Photographer's mate, second class.
 Torpedoman's mate V, second class.
 Painter V, second class.
 Storekeeper V, second class.

SPECIAL BRANCH

Yeoman, second class.
 Storekeeper, second class.
 Storekeeper D, second class.
 Storekeeper T, second class.
 Printer, second class.
 Printer L, second class.
 Printer M, second class.
 Ship's service man B, second class.
 Ship's service man C, second class.
 Ship's service man T, second class.
 Ship's service man L, second class.
 Pharmacist's mate, second class.
 Musician, second class.
 Buglemaster, second class.

COMMISSARY BRANCH

Ship's cook, second class.
 Ship's cook B, second class.
 Baker, second class.

SPECIALISTS

Specialist, second class.

PETTY OFFICERS, THIRD CLASS

SEAMAN BRANCH

Coxswain.
 Gunner's mate, third class.
 Mineman, third class.
 Torpedoman's mate, third class.
 Torpedoman's mate E, third class.
 Quartermaster, third class.
 Signalman, third class.
 Fire controlman, third class.
 Fire controlman R, third class.
 Fire controlman S, third class.

ARTIFICER BRANCH

Radioman, third class.
 Radio Technician, third class.
 Radarman, third class.
 Sonarman, third class.
 Sonarman H, third class.
 Carpenter's mate, third class.
 Shipfitter, third class.
 Metalsmith, third class.
 Molder, third class.
 Patternmaker, third class.
 Special artificer I, third class.
 Special artificer O, third class.
 Special artificer D, third class.
 Painter, third class.
 Telegrapher, third class.

ARTIFICER BRANCH—ENGINE ROOM FORCE

Machinist's mate, third class.
 Machinist's mate G, third class.
 Machinist's mate R, third class.
 Machinist's mate S, third class.
 Motor machinist's mate, third class.
 Electrician's mate, third class.
 Water tender, third class.
 Boilermaker, third class.

AVIATION BRANCH

Aviation machinist's mate, third class
 Aviation machinist's mate C, third class.

AVIATION BRANCH—continued

Aviation machinist's mate F, third class.
 Aviation machinist's mate H, third class.
 Aviation machinist's mate I, third class.
 Aviation machinist's mate P, third class.
 Aviation electrician's mate, third class.
 Aviation radioman, third class.
 Aviation radio technician, third class
 Aviation metalsmith, third class
 Aviation ordnanceman, third class.
 Aviation ordnanceman B, third class.
 Aviation ordnanceman T, third class.
 Airship rigger, third class.
 Parachute rigger, third class.
 Aerographer's mate, third class.
 Photographer's mate, third class.
 Torpedoman's mate V, third class.
 Painter V, third class.
 Storekeeper V, third class.

SPECIAL BRANCH

Yeoman, third class.
 Storekeeper, third class.
 Storekeeper D, third class.
 Storekeeper T, third class.
 Printer, third class.
 Printer L, third class.
 Printer M, third class.
 Ship's service man B, third class.
 Ship's service man C, third class.
 Ship's service man T, third class.
 Ship's service man L, third class.
 Pharmacist's mate, third class.
 Musician, third class.
 Buglemaster, third class.

COMMISSARY BRANCH

Ship's cook, third class.
 Ship's cook B, third class.
 Baker, third class.

SPECIALISTS

Specialist, third class.

D-5103. DISTRIBUTION OF RATINGS BY PAY GRADES.—The following distribution of ratings, by pay grades, has been authorized:

Grade	Class or Rating
1	Chief petty officers. Chief stewards and cooks.
1-A	Chief petty officers (acting). Chief stewards and cooks (acting).
2	Petty officers, first class. Stewards and cooks, first class.
3	Petty officers, second class. Stewards and cooks, second class.
4	Petty officers, third class. Stewards and cooks, third class.
5	Nonrated men, first class. Steward's mates, first class.
6	Nonrated men, second class. Steward's mates, second class.
7	Apprentice seamen. Steward's mates, third class.

D-5104. ADVANCEMENT IN RATING—GENERAL.

- (1) Before a man may be advanced in rating he must—
 - (a) Meet certain requirements as to length of service;
 - (b) Meet certain requirements as to marks in proficiency in rating and conduct.
 - (c) Have completed satisfactorily the Navy training course, where a suitable one is available for rating to which candidate is eligible for advancement.
 - (d) Have satisfactorily completed course at a service school when required;
 - (e) Qualify in the practical factors that are prescribed for his rating.
 - (f) Pass satisfactorily a technical examination;
 - (g) Be recommended by his commanding officer; and
 - (h) The Bureau must have authorized advancements to the rating in question, either—
 - (1) By provisions of this manual, or special instructions contained in Bureau circular letters.
 - (2) By assignment of quotas to administrative commands;
 - (3) By order of commanding officer to fill vacancies; or
 - (4) From an eligible list maintained in the Bureau.

(2) Current instructions from the Bureau will indicate the method of advancement for particular ratings.

(3) In an effort to insure every man opportunity to demonstrate his practical ability in his rating so-called practical factors have been introduced under the General Qualifications for Petty Officers, and under the requirements for numerous ratings. As soon as a man is promoted he may commence the practical work for the next higher rating, and as each factor is completed to the satisfaction of his ship's officers a notation is made in his service record. All practical factors for the next higher rating must be completed and the completion noted in his record before a man may be considered eligible to take the examination for promotion. The practical factors are noncompetitive and no mark is assigned, on the assumption that the candidate either can or cannot perform the required tasks. The importance of the practical factors cannot be too strongly emphasized, providing, as they do, an opportunity for a man actually to prove his ability in the practical aspects of his ratings, and, in many instances, having the additional benefit of permitting him to demonstrate his ability as a leader. The completion of the practical factors should not be hurried. Generally there will be numerous opportunities for a man to qualify in his practical factors before he is eligible as to length of service for consideration for advancement in rating. During certain infrequent drills, such as the exercise of the landing force and drill with field piece, arrangements should be made to permit the maximum number of candidates to receive instruction or to qualify in pertinent practical factors.

D-5105. EXAMINING BOARDS.

(1) The examining board for all ratings below that of pay grade 1 shall consist of three officers. When practicable, at least one member shall be an officer with 2 years' active naval service. In the case of members of the hospital corps, the membership of the board shall include, when practicable, at least one medical officer. Examination for advancement to all aerographer ratings should, if practicable, be conducted by examining boards of which at least one officer is a qualified aerologist.

To--	Proficiency in rating	Conduct
Seaman, second class	No requirements as to marks	No requirements as to marks.
Fireman, third class	do	Do.
Other nonrated grades except steward and cook.	No mark less than 2.5 for preceding 6 months and not less than 3.5 for quarter preceding advancement.	No mark less than 2.5 and an average of not less than 3.5 for 6 months.
Steward; officers' cook	No mark less than 2.5 for preceding 12 months and not less than 3.5 for quarter preceding advancement.	No mark less than 3 and an average of not less than 3.5 for 1 year.
Lowest petty officer rating from nonrated grades.	do	Do.
Petty officer, second class, from third class.	No mark less than 3 and an average of not less than 3.5 for 1 year.	Do.
Petty officer, first class	do	Do.
Chief petty officer or chief stew- ard or cook.	No mark less than 3 and an average of not less than 3.5 for 2 years.	No mark less than 3 and an average of not less than 3.5 for 2 years.

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D-5108. ADVANCEMENTS AUTHORIZED.

(1) Commanding officers are authorized to make advancements from ratings in pay grade 7 to next higher ratings in accordance with the below provisions, except that length of service periods indicated may be modified by circular letter in time of war or national emergency. (See Article D-5106 (1).) In cases of Naval Reservists on active duty, the periods of service indicated are active service periods, i. e., are not counted from date of enlistment, but from date of reporting for active duty.

(a) On completion of 4 months' service—

Apprentice seamen under instruction at elementary schools to firemen third class, seamen second class, or hospital apprentices second class, as appropriate.

Apprentice seamen to firemen third class to fill vacancies in engine room artificer branch allowance.

Apprentice seamen to buglers second class to fill vacancies in bugler group allowance.

Apprentice seamen not included in above to seamen second class without regard to allowance.

Mess attendants third class to mess attendants second class without regard to allowance.

(b) Upon graduation from elementary service schools before completion of 4 months' service—AS to F3c, S2c, or HA2c, as appropriate.**(c) On completion of 1 month's service of men who have had 1 year or more prior service in the Army, Navy, Marine Corps, Coast Guard, or the Organized Naval Reserve—apprentice seamen and mess attendants third class to the appropriate next higher ratings as set forth under subparagraph (a) above.**

(2) From time to time the bureau will issue instructions as to methods of advancing men or for recommending men to the Bureau for advancement to all other ratings.

D-5109. ADVANCEMENTS OF SPECIAL RATINGS TO CHIEF PETTY OFFICER.

(1) Signalmen, first class, may compete for advancement to chief quartermaster, provided they have performed the duties of a quartermaster, first class, for a period of one (1) year. An appropriate entry to this effect should be made on page 9 of service record.

(2) Boilermakers, first class, may compete for advancement to chief water tender, provided they are fully qualified in every respect for the duties of chief water tender, and have been standing water tender watches in the firerooms for a period of one (1) year. An appropriate entry to this effect should be made on page 9 of service record.

(3) In view of the similarity of the duties of the ratings, turret captains, first class, and gunner's mates, first class, may compete for advancement to either chief turret captain or chief gunner's mate, without reference to the Bureau. Ch. No. 1.

D-5110. ACTING APPOINTMENTS, CHIEF PETTY OFFICERS AND CHIEF STEWARDS AND COOKS.

(1) Bureau circular letters will prescribe the current method of effecting advancements to chief petty officer and chief steward or cook. Normally, advancements to these ratings will be authorized by the Bureau from eligibility lists in order of relative standing of qualified candidates established as the result of service-wide competitive examinations.

(2) Men discharged with acting appointments as chief petty officers or chief stewards and cooks reenlisting under continuous service shall be reenlisted in the rating held at date of discharge.

D-5111. APPOINTMENTS TO PAY GRADE 1.

(1) Appointments to pay grade 1 will be issued by the Bureau to chief petty officers and chief stewards and cooks, who are qualified and eligible under existing instructions, when recommended by their commanding officers. Recommendations should be forwarded by letter to reach the Bureau not earlier than one month before the date the man concerned becomes eligible. *The Chief Naval Personnel may delegate authority to commanding officers to effect appointments to pay grade 1 on behalf of the Bureau when conditions make such a procedure advisable.*

(2) Before being issued an appointment to pay grade 1 a chief petty officer or chief steward or cook must:

- (a) Have completed the service and sea service requirements, as prescribed in current instructions.
- (b) Have no mark in conduct less than 4.0 and no mark in other subjects (page 10 of service record) less than 3.5 for a period of one year preceding date of appointment to pay grade 1.

(3) Before recommending men for appointments to pay grade 1 commanding officers should take into consideration the class of duty performed under the acting appointments in order to assure that men who are given appointments to pay grade 1 are capable of performing the duties of their rating.

(4) When recommending men to the Bureau for appointment to pay grade 1, the letter of recommendation shall contain the following data: (*No formal recommendation is made when by current instructions the Bureau delegates authority to commanding officers to effect appointments to pay grade 1.*)

- (a) Date man concerned was issued the acting appointment.
- (b) Average of marks and the lowest mark in each subject (taken from page 10 of service record) for period of 1 year to date.
- (c) Statement that sea service requirements have been fulfilled, and that man is in all respects qualified for the rating.

(5) Appointments to pay grade 1 are issued to protect men in their rating and may not be revoked by the commanding officer. Should a man holding an

rating in which the appointment to pay grade 1 is revoked, the commanding officer is authorized to issue such acting appointment as of the day following the date of revocation of the appointment to pay grade 1.

(9) Commanding officers, in effecting reductions in rating, shall be guided by the table giving the classification for disrating contained in section 678, Naval Courts and Boards, 1937.

D-5114. CHANGES OF RATING, AUTHORIZED TO BE EFFECTED BY COMMANDING OFFICERS.

(1) Commanding officers are authorized to make the following changes in rating without reference to the Bureau, provided the men whose rates are so changed are fully qualified for the specialized duties of their new ratings:

- (a) Seamen, second class, to firemen, second class, and vice versa to fill actual vacancies in group allowance of artificer branch (engine-room force) and other rating branches involved, as the case may be.
- (b) Seamen, second class, to hospital apprentice, second class, without regard to vacancies, provided they are graduates of hospital corps school.
- (c) Seamen, second class, to bugler, second class, to fill actual vacancies in bugler group allowance.
- (d) Seamen, first class, to firemen, first class, and vice versa to fill actual vacancies in approved allowance.

(2) All changes of rating other than the above shall only be made by authority of the Bureau, except advancements and reductions covered elsewhere in this manual.

(3) As the Bureau will not approve changes of rating of men of the Stewards' branch to other ratings men of that branch should not be placed in training for a change of rating.

D-5115. QUALIFICATIONS FOR ADVANCEMENT AFTER REDUCTION IN RATING.

(1) Men who have been disrated by their commanding officers for an offense or by sentence of a court martial, are required to fulfill the service and other requirements currently in effect for each subsequent advancement, except that chief petty officers reduced to petty officer, first class, will be considered eligible to compete for readvancement if in other respects qualified, after one year from date of disrating.

(2) Men who have been disrated by their commanding officers in accordance with article D-5113 (3) for lack of qualifications for the duties of their ratings, as distinguished from reduction for disciplinary reasons, will not be required to again serve any set length of time to be eligible for readvancement. Eligibility in such cases is dependent on the man's eventually acquiring the necessary professional qualifications.

(3) Appointments to pay grade 1 that have been revoked by the Bureau under the provisions of articles D-5111 (5) and D-5113 (8) will not be reissued until the expiration of at least one year from the date of revocation.