

CHANGES IN U. S. NAVY REGULATIONS, 1920—NO. 25

NAVY DEPARTMENT,
Washington, D. C., 4 October 1944.

The following is a compilation of changes to U. S. Navy Regulations, 1920. These changes, which have been approved by the President, shall be entered in the U. S. Navy Regulations, 1920 upon receipt of this order.

JAMES FOREESTAL,
Secretary of the Navy.

NOTE.—It should be observed that not all pen and ink corrections herein apply to all copies of the book, as there are six editions in use.

Make the following changes in INK:

Table of Contents:

Page III. Chapter 2, Sec. 1—In line 2, delete "75½".

Page V. Chapter 17, Sec. 2—Change "Art. 635-645" to "Art. 637-643".

Page VI.¹ Chapter 38, Sec. 3—Following "1402" insert "1403"; change "425" to "423".

Page VII. Chapter 39, Sec. 2—In proper place insert "Art. 1443. Welfare fund ----- 436".

Page VII. Chapter 41, Sec. 16—Following "Art. 1540," delete "Medical officer" and substitute "Commissary officer." Insert: "Sec. 17—Art 1541. Medical officer ----- 480". Renumber present "Sec. 17" as "Sec. 18".

Page VIII. Chapter 41—Renumber present "Secs. 18, 19, 20" as "19, 20, 21" respectively. Delete "Sec. 21—Art. 1546-1548. Relations of the Commander in Chief, Atlantic Fleet, with the naval station, Guantanamo Bay ----- 482-483".

Index:

Page 2. Opposite "Accounts(s), allotments," delete "(2)." Under "Account(s)," delete "clothing ----- 1865 (4-5)," and insert "clothing" before "Marines afloat." Under "Account(s)" opposite "current, Marine Corps, report of," change "570 (10)" to "570 (9)." Under "Account(s) Naval, Supply," insert the word "ashore" after "supply" and change "1865 (2)" to "1865".

Page 4. Between lines twelve and thirteen, from top of page, insert: "Admiralty litigation ----- 804, 804A, 804B."

Page 6. Opposite "American National Red Cross", change "1470, 1471" to "1470-1479".

Page 11. Opposite "Binnacle list, sick report", change "1540" to "1541".

(I)

- Page 13. Under "Bonds", below "mail clerks," insert:
 "new, examination of _____ 1638 (4)".
 "supply officers _____ 1638 (3) (4)".
- Page 19. Opposite "Collision", delete "1973 (2b)". Under "Collisions", add:
 "Navy ships with wharfs, floats, etc. _____ 804".
 "Navy vessels and foreign merchant vessels _____ 804A".
 "report of _____ 804B".
 "surveys _____ 804B".
- Page 25. Under "Commission, ships in full", delete "ordinary _____ 640"; delete "reduced" and substitute "readiness for service"; delete "reserve" and substitute "vessels in reserve".
- Page 26. Under "Confidential and secret publications" opposite "decommissioned" and opposite "correspondence," change "75½" to "76".
- Page 27. In line 13 from bottom of page, change "Bu.Nav" to "BuPers"; under "Correspondence" opposite "classes of" change "75½" to "76".
- Page 32. In line 9 from bottom of page, change "75½" to "76".
- Page 33. Under "Department(s)", delete "officers relieving _____ 1393 (10, 11)".
- Page 37. Under "Disposition", opposite "secret publications by officers leaving service", delete "(10)" and substitute "(23) (c)".
- Page 39. Under "Duty", change "Navigation" to "Naval Personnel".
- Page 41. In line 21, delete "sailmaker's mate _____ 1339". In last line, opposite "medical officer", change "1540" to "1541".
- Page 42. Under "Effects", opposite "destroyed to prevent spread of disease", change "915, 916" to "916, 1915".
- Page 53. In line 17 from bottom of page delete: "officer acting with temporary higher rank _____ 239 (1)".
- Page 60. Opposite "Indorsements affecting pay, correspondence", change "2015 (25)" to "2043 (25)".
- Page 64. Between lines 1 and 2, insert "Investigation, collisions of Navy vessels and merchant vessels _____ 804B". In line 2 delete "Investigation". Between lines 4 and 5, insert "preservation of original data in collision cases _____ 804B".
- Page 66. In line 11, change "Navigation" to "Naval Personnel".
- Page 67. Between "List, officers, men, and passengers, ship sailing" and "Living and berthing spaces", insert "Litigation, admiralty _____ 804, 804A, 804B".
- Page 73. In line 4 from bottom of page, opposite "detail with Red Cross" change "1470 (2)" to "1471".
- Page 74. In line 18, opposite "yard, duties of" change "1540" to "1541".
- Page 75. Under "Messses" below "presiding officers" insert "regulation of by BuPers _____ 443 (14)".
- Page 84. In line 24, change "Navigation" to "Naval Personnel".
- Page 84. Under "Supply Corps" below "arrest or suspension" insert "bonds, new bonds _____ (1638) (4)".
- Page 86. In line 26, change "Navigation" to "Naval Personnel".
- Page 87. Opposite "Ordnance material, ship going out of commission" change "854" to "964".
- Page 89. Under "Pay", opposite "deserters", change "1879" to "1878".

Page 90. Opposite "Pennant, commission, ship flying", change "636" to "638"; opposite "Pensions applicants for, medical officers to examine" change "1540 (3)" to "1541 (3)".

Page 94. Under "Prisons", in proper place insert "supervision and control of ----- 443 (16)".

Page 96. In line 1, delete "75½".

Page 99. Opposite "Red Cross, American", change "1470, 1471" to "1470-1479". Under "Red Cross, American", opposite "detail of medical officer with" change "1470 (2)" to "1471".

Page 103. In line 23, change "Bunav" to "BuPers". In line 33, change "trail" to "trial".

Page 106. In line 28, change "Navigation" to "Naval Personnel".

Page 107. Under "Rules,", opposite "Sec. 3" change "(p. 779)" to "(p. 780)"; opposite "Sec. 4" change "(p. 784)" to "(p. 783)"; opposite "Sec. 5" change "(p. 807)" to "(p. 811)"; opposite "Sec. 6" change "(p. 822)" to "(p. 826)"; opposite "Sec. 7" change "(p. 836)" to "(p. 843)"; opposite "Sec. 8" change "(p. 838)" to "(p. 845)".

Page 108. Delete "Sailmakers ----- 1262", and "Sailmaker's mate, duties ----- 1339".

Page 112. Under "Ship(s) ('s)", below "determination of tactical data" insert "disposition of, procedure ----- 1510".

Page 113. Under "Ship(s) ('s)", delete "in commission in ordinary ----- 640".

Page 115. Under "Ship(s) ('s) stores" between "Authorization for" and "profits" insert "authorization for ashore ----- Art. 1403".

Page 116. Under "Small" opposite "stores" delete "-1406".

Page 117. Opposite "Squadron defined" change "648 (2) (f)" to "648 (2) (g)".

Page 122. Under "Supply Corps officers", below "authority for payment", insert "bonds, new bonds ----- 1638 (4)".

Page 129. Under "Vessels, chartering of for transports", delete "in ordinary ----- 640". Under "Vessels, chartering of for transports", below "sold, removal of equipage" insert "status, active and inactive ----- 637, 639, 640."

Page 131. Below "Weights, record of, ships building ----- 1531" insert "Welfare fund ----- 1443".

Text:

Page 39. Art. 128 (1)—In lines 7 and 10, change "Navigation" to "Naval Personnel." Art. 128 (2)—In last line, change "Navigation" to "Naval Personnel."

Page 44.¹ Art. 137 (2)—In table, under "Reporting senior", change third item to read "Chief of Naval Personnel".

Page 47. Art. 137 (7) (a)—In line 1, delete "the Bureau of".

Page 52. Art. 140 (2)—In line 3, change "tentanus" to "tetanus".

Page 87. Art. 239—Delete this article.

Page 109. Art. 283 (3)—In line 15, insert "of" between "case" and "a".

Page 113. Art. 292 (5)—In line 6, capitalize the word "other".

Page 129. Art. 331 (3)—In line 4, change "marshall" to "marshal".

IV

Page 130.² Art. 333 (2)—In marginal note, change "Funeral funeral" to "Military funeral".

Page 131. In chapter index, following "Sec. 3", change "Art. 369" to "Art. 396".

Page 134. Art. 394 (1)—In line 7, delete "the Bureau of".

Page 140. Art. 406 (2)—In lines 1 and 2, delete "whether in reserve or in ordinary" and substitute "and commanders of subdivisions of inactive ships (Art. 642)". In line 8, after "command" change the comma to a period, and delete remainder of sentence.

Page 142. Art. 412 (2)—In line 3, change "Navigation" to "Naval Personnel."

Page 142. Art. 416—Change article to read "A vessel *in commission, in service, or in commission or in service in reserve*, being inspected by the board shall be considered as being on detached duty until the inspection is completed."

Page 154. Art. 458 (3)—In line 2, change "Navigation" to "Naval Personnel."

Page 155. Art. 469 (3)—In line 4, change the comma after the word "cases" to a semicolon, and delete, in lines 4-6, the words "all matters relating to the supervision and control of naval prisons and prisoners, including prisoners of war,".

Page 160. Art. 484 (8)—In line 1, change "519" to "528".

Page 163. Art. 492—In line 9, change "530" to "528". In line 14, change "519" to "528".

Page 165. Art. 505 (2)—At the end of paragraph (2) add:

(j) Naval ordnance test stations.

(k) Naval mine warfare test stations.

(l) Naval ordnance laboratories."

Page 169. Art. 524—Delete this article.

Page 173. Chapter 16, in chapter index, between "Sec. 2" and "Sec. 3" insert "Sec. 2½—Art. 564.—Personnel Department Marine Corps."

Page 174. At bottom of page insert "Note: Page 175 is blank."

Page 176. Art. 555 (3)—In line 3, after the word "or" delete "by the order of" and substitute "pursuant to instructions issued by".

Page 213. Art. 695 (1)—In lines 3 and 4, change "chief of the Bureau of Navigation" to "Chief of Naval Personnel".

Page 214. Art. 695 (3) (c)—In line 3, change "abroad" to "aboard".

Page 221. Art. 721 (4)—In line 4, delete "the Bureau of".

Page 227. Art. 740—In lines 4 and 5, delete "the Bureau of".

Page 255. Art. 849—In line 10, after the word "department" change the comma to a period and delete remainder of the sentence.

Page 257. Art. 854—Delete that part of Article 854 which appears on page 257. The entire article is printed on page 256¹.

Page 259. Art. 858—Add new paragraph as follows:

"(3) The commander of each subdivision of *inactive vessels or craft* (Article 642) shall carry out the duties and render material readiness reports for all vessels or craft assigned to his subdivision as are specified in paragraphs (1) and (2) above for the commanding officer of a vessel *in commission*."

Page 259. Art. 859—In line 2, delete "273".

Page 260¹. Art. 863 (3)—In line 1, delete "Construction and Repair" and substitute "Ships".

Page 260¹. Art. 864—In line 2, delete “350” and “874 (3)”.

Page 270. Art. 906—In line 4, delete “the Bureau of Navigation” and substitute “Naval Personnel”.

Page 273. Art. 914—In line 2, delete “the Bureau of”.

Page 274. Art. 918—In line 3, delete “the Bureau of”.

Page 284. Art. 964 (1)—In lines 4 and 5, delete “been inspected by a special board” and substitute “had initial preservation measures applied as required by current Instructions for Inactive Ships”.

Page 301. Art. 981—In line 2, delete “the Bureau of”.

Page 306. Art. 994 (2) (a)—In lines 2, 3, and 4 of subparagraph (2) (a), delete “is prepared for laying up in the approved manner and to the satisfaction of the commandant” and substitute “has had initial preservation measures applied as required by current Instructions for Inactive Ships”.

Page 307. Art. 997 (2) (a) 10.—Delete “Manual of Engineering Instructions” and substitute “Bureau of Ships Manual”.

Page 307. Art. 997 (2)—At the end of paragraph (2) add: “(See Articles 804A and 804B, specifying the procedure to be followed in the event of a collision or casualty which may result in litigation)”.

Page 309. Art. 1007 (1)—In line 2, delete “the Bureau of”.

Page 313. Art. 1022 (3)—At the end of paragraph (3) add: “(For procedure with respect to forwarding log books to the Office of the Judge Advocate General in the event of collision or casualty, which may result in litigation, see Articles 804A and 804B.)”.

Page 314. Art. 1022 (6)—In line 11, delete “the Bureau of”.

Page 329. Art. 1078 (3) (h)—In the last line, delete “and 1393 (8)”.

Page 332. Art. 1091 (6)—In last two lines, delete “Manual of Engineering Instructions” and substitute “Bureau of Ships Manual”.

Page 358. Art. 1203 (2)—In line 15, insert “the” before “Commandant”.

Page 379. Art. 1287 (2)—In lines 2 and 4, delete “the Bureau of”. In paragraph (3), line 3, delete “the Bureau of”.

Page 382. Art. 1287 (23)—In line 2, change “Navigation” to “Naval Personnel”.

Page 383. Art. 1289 (3)—Delete the second sentence and substitute “Petty officers shall not be detailed as messmen, except where men of lower ratings are not available.”

Page 384. Art. 1292 (1)—In line 3, delete “the Bureau of”.

Page 386. Art. 1295 (5) (a)—In line 2, delete “the Bureau of”.

Page 399. Art. 1329 (1)—In line 1, at end of line insert “and”; in line 2, delete “and chief sailmaker or sailmaker”.

Page 403. Art. 1339—Delete this article.

Page 403. Art. 1342 (1)—Change reference at end of paragraph to read “(See also Art. 76 (23) (c))”.

Page 404. Art. 1347 (4)—In line 3, delete “Construction and Repair” and substitute “Ships”. In line 4, delete “Manual of Engineering Instructions” and substitute “Bureau of Ships Manual”.

Page 408¹. Art. 1360 (4)—In line 2, delete “Construction and Repair” and substitute “Ships”.

Page 412¹. Art. 1363 (3)—In line 6, change “Engineering” to “Ships”.

Page 412². Art. 1363 (9)—In last line, change "have" to "has".

Page 412³. Art. 1364 (2)—Delete paragraph (2).

Page 437. In chapter index, following "Sec. 6" change "1471" to "1479".

Page 452¹. Art. 1480 (1)—In table opposite "13", between "Montana" and "Wyoming" insert "and"; after "Wyoming", change comma to period and delete the word "Alaska"; at end of table under "District No." insert "17"; under "States and Counties" insert "Alaska and Aleutians"; under "Headquarters" insert "Kodiak"; in table opposite "14" change "Sands" to "Sand".

Page 454. Art. 1482 (4) (b)—In line 7, change "cordination" to "coordination".

Page 455. Art. 1484 (1)—In line 1, delete "the" at end of line.

Page 470. Art. 1517 (5)—Change paragraph (5) to read "He shall have charge of the moving and be responsible for the mooring of all vessels and craft at the yard."

Page 471. Art. 1518 (1) (h)—Redesignate present subparagraph "(1) (h)" as "(1) (i)"; insert new subparagraph "(1) (h)" as follows:

"(h) Commissary department.—The Commissary officer; he shall be the officer of the Supply Corps detailed for this duty."

Page 473. Art. 1530—Change the period at the end of the paragraph to a comma, and add "or service, except for vessels and craft assigned to the reserve fleet."

Page 475. Art. 1532 (4)—In lines 1, 2, and 3 at top of page 475, delete "except of vessels in full commission, in commission in reserve, and in commission in ordinary;" and substitute "except vessels in commission or assigned to the reserve fleet;"

Page 475. Art. 1532 (5)—Change paragraph (5) to read:

"(5) When a vessel or craft to be disposed of is to be placed *out of commission or out of service*, he shall take charge of her machinery at the time when her engineer officer is detached."

Page 475. Art. 1533 (4)—In lines 4 and 5, delete "except of vessels in full commission, in commission in reserve and in commission in ordinary" and substitute "except vessels *in commission* or assigned to the *reserve fleet*".

Page 478. Art. 1538 (1)—In lines 2 and 3, delete "and to vessels in commission in ordinary".

Page 541. Art. 1681 (1)—In line 4, change "Navigation" to "Naval Personnel".

Page 542. Art. 1682 (3)—In line 2, change "Navigation" to "Naval Personnel".

Page 547. Art. 1692 (6)—In line 3, delete "on the supply officer's pay rolls.", and insert "in the individual's pay account."

Page 581. Art. 1785 (1)—In line 3, change "bearing" to "bear".

Page 583. Art. 1794 (1)—In line 5, after "officer" change comma to period and delete remainder of the sentence.

Page 584. Art. 1801 (2)—In line 5, delete "on the pay roll".

Page 589. Art. 1805 (1) (b)—In line 6, after the word "purpose" change the comma to a period and delete the remainder of the sentence.

Page 608. Art. 1841 (8)—Delete that part of paragraph (8) which appears on page 608. Complete modified paragraph printed on page 609.

Page 617. Art. 1869 (1)—In line 3, delete "an officer of the Supply Corps" and insert "a disbursing officer"; delete "rolls" and insert "account". In line 6, after

VII

"therefor" change the colon to a period, and delete the remainder of the sentence. In line 13, delete "with his rolls".

Page 617. Art. 1875—In line 4, delete "transfer rolls" and insert "their pay accounts".

Page 617. Art. 1876—In line 1, delete "name" and insert "pay accounts"; in lines 1 and 2, delete "entered on the books for pay" and insert "opened".

Page 632. Art. 1897 (3) (b)—In line 4, delete "(Naval Districts Division)".

Page 639. Art. 1914 (1) (b)—In the last sentence of subparagraph (1) (b), change "(3) (e)" to "(3) (d)", and change "Shore Establishments Division" to "Shore Establishments and Civilian Personnel Division".

Page 640. Art. 1914 (1) (d)—In line 2, change "Shore Establishments Division" to "Shore Establishments and Civilian Personnel Division".

Page 667. Art. 1975 (1)—In lines 4 and 5, delete the words "covered by Article 1971, paragraph 2".

Page 684. Art. 1996 (14)—In lines 5 and 6, delete "Construction and Repair" and substitute "Ships".

Page 685. Art. 2003—Place a comma after the word "classified" in line 3, and delete "as prescribed in Art. 75½ and shall be".

Page 686. Art. 2007 (2)—In line 4, delete "the Bureau of".

Page 695. Art. 2033 (2)—In line 6, delete "the Bureau of".

Page 696. Art. 2036 (3)—In line 3, delete "1973 (1)" and substitute "1969 (4)".

Page 712. Art. 2063 (2)—In line 4, change "Navigation" to "Naval Personnel"; in paragraph (3), line 15, change "Unites" to "United".

Page 714. Art. 2065—In line 4, change "Stockhold" to "Stockholm".

Page 721. Chapter 54, Sec. 1—Opposite "NAVEXOS 99", in column 3, change "PS&M" to "SECP"; opposite "NAVEXOS 259A" in column 3, change "SED" to "SECP"; opposite "STANDARD 52", in column 3, change "PS&M" to "SECP".

Page 736. Delete "24" from "Sec. 21, 24". Beneath "Sec. 21" insert "C. N. R. 24".

Page 804¹. Regulation 4—Change "bounced" to "bunched".

Page 845. Section 8.—In lines 3 and 4, delete "Construction and Repair" and substitute "Ships".

New pages:

Changes in the following articles have been incorporated in the following reprinted or added pages listed below. These pages shall be inserted in their proper places.

Art. 75½ deleted and Art. 76 modified in reprint of pages 25, 25¹-25¹¹, 26.

Arts. 135 and 137—Minor corrections made in reprint of pages 43-44.

Arts. 149 (1) (4) and 150 (3) (6) (8) modified in reprint of pages 53-60. (Page numbers 55¹ and 60¹ dropped and material included in reprint of pages 53-60.)

Art. 443 (1) (c), (13) (14) (15) (16)—Subparagraph (1) (c) modified, paragraph (13) renumbered as (15), and new paragraphs (13), (14), and (16) added in reprint of pages 151-152.

Arts. 637, 639, 641, and 642 modified in reprint of pages 199-203.

Art. 804 modified, and Arts. 804A and 804B added in reprint of pages 243-246¹.

Arts. 854, 908 (4) (6) (9) (10), and 911 modified, and new article, Art. 922, added in reprint of pages 251-276. (Page numbers 250¹, 256¹, 260¹, and 270¹ have

VIII

been dropped, and all material formerly appearing on pages 250¹-275 is reprinted on pages numbered 251-276, inclusive.)

Art. 972 (98 (111) modified in reprint of page 297-300. (Page number 296¹ dropped and material included in reprint of pages 297-300).

Arts. 1213 (2) and 1215 modified in reprint of pages 363-366. (Page number 362¹ dropped and material included in reprint of pages 363-366.)

Art. 1359 (4) (a) (b) (c) modified in reprint of pages 407-408.

Arts. 1402 and 1404 modified, and new article, Art. 1403, added in reprint of pages 417-418, 425-426.

Art. 1442 modified, and new article, Art. 1443, added in reprint of pages 435-436.¹

Art. 1470 modified, Art. 1471 renumbered 1479, and new articles, Arts. 1471-1478 added in reprint of pages 443-449. (Page number 442¹ dropped and material included in reprint of pages 443-449.)

Art. 1480 (1) modified in reprint of pages 451-452.

Art. 1510 modified in reprint of pages 465-468.²

Art. 1540, Sec. 16—New section added and old sections renumbered in reprint of pages 479-484.

Art. 1595—Paragraphs (11) (12) modified and paragraph (13) deleted; Art. 1597 modified in reprint of pages 503-504. (Remove page 507. Material is included in reprint of page 504).

Art. 1618 (2) (d) modified; new subparagraphs (2) (a) (12) and (2) (e) (f) (g), and new paragraph (8) added in reprint of pages 517-520.

Arts. 1779 (1) (3), 1780, 1781 (1) (2) (4) (5) (6) (7) (8) modified in reprint of pages 577-580.

Art. 1801 (3) (4), 1802 (3) (4) (5), and 1804 (1) (2) (4) modified in reprint of pages 585-588.

Art. 1841 (8) modified in reprint of pages 609-610.

Art. 1868 (3) modified in reprint of pages 615-616.

Art. 1887 (2) modified in reprint of pages 627-628.

Arts. 2022 (1) and 2025 (2) modified in reprint of pages 691-692.

Art. 2040 modified in reprint of pages 699-700¹.

The following advance changes in U. S. Navy Regulations, 1920, have been issued, all of which are incorporated in Change 25:

Arts. 972 (98), 1618 (1), and 1779 (1) by CNO serial 232313 of 8 Nov. 1943, No. R-1580, N. D. Bulletin dated 15 Nov. 1943.

Arts. 443 (13) (14) (15) and 1480 (1) by CNO serial 264313 of 11 Jan. 1944, No. 44-29, N. D. Bulletin dated 15 Jan. 1944.

Arts. 1470-1479 by CNO serial 48513 of 29 Jan. 1944, No. 44-94, N. D. Bulletin dated 31 Jan. 1944.

Arts. 150 (3), 555 (3), 1779 (3), 1802 (3) (4) (5), 2025 (2), and 2040 by CNO serial 64113 of 12 Feb. 1944, No. 44-164, N. D. Bulletin dated 15 Feb. 1944.

Arts. 972 (111), 1692 (6), 1780, 1781 (1) (2) (8), 1794 (1), 1801 (2) (3) (4), 1802 (5), 1804 (1) (2) (4), 1868 (3), 1869 (1), 1875, 1876, 1887 (2) by CNO serial 71413, No. 44-289, N. D. Bulletin dated 15 March 1944.

Art. 1480 (1) by ALNAV 61 of 15 March 1944, No. 44-285, N. D. Bulletin dated 15 March 1944.

Arts. 75½ and 76 by CNO serial 77913 of 29 March 1944, No. 44-358, N. D. Bulletin dated 31 March 1944.

Arts. 804, 804A, 804B, 997 (2), 1022 (3), 1213 (3), 1289 (3), 1442 (1) (d), 1518 (1) (h) (i), 1540, and 1618 (2) (a) (12) by CNO serial 78013 of 30 March 1944, No. 44-361, N. D. Bulletin dated 31 March 1944.

Art. 150 (8) by ALNAV 130 of 12 July 1944, No. 44-795, N. D. Bulletin dated 15 July 1944.

Arts. 443 (1) (c) and (16), 469 (3), 908 (4) (6) (9) (10), 911, 1215, 1540 (2) (a), 1597, 1618 (2) (d) (e) (f) (g), and (8), 1805 (1) (b), 1975 (1), and 2036 (3) by CNO serial 202713 of 13 July 1944, No. 44-802, N. D. Bulletin dated 15 July 1944.

Arts. 637, 639, 640, 642, by CNO serial 205913 of 26 July 1944, No. 44-863, N. D. Bulletin dated 31 July 1944.

Arts. 149, 239, 406, 416, 524, 641, 854, 858, 922, 964, 994, 1359, 1510, 1517, 1530, 1532, 1533, 1538, 1595, 2040, 1402, 1403, 1404, 1442, and 1443 by CNO serial 315013 of 15 September 1944, No. 44-1052, N. D. Bulletin dated 15 September 1944.

or office from which received, and all such publications shall be distributed promptly upon receipt. Commanding officers, afloat and ashore, shall promptly notify the office or bureau responsible for furnishing them with publications, in accordance with paragraph (11) of this article, of any change in the number of such publications required for distribution. C. N. R. 3.

(13) Drill books shall be distributed by the Bureau of Naval Personnel, and the records thereof shall be kept in that bureau, except the "Drill Book for the Hospital Corps," for which the Bureau of Medicine and Surgery shall perform the above-mentioned duties. All receipts for and reports in regard to such publications shall be addressed and forwarded accordingly. C. N. R. 11, 24.

(14) Naval courts and boards, and orders for all changes therein shall be distributed by the Bureau of Naval Personnel, and the records thereof shall be kept in that bureau.

(15) The manuals or circulars of instructions authorized by article 74, and orders for all changes therein, shall be distributed by the bureau or office concerned, and the records thereof shall be kept in such bureau or office.

(16) The information circulars authorized, and instructions for all changes therein, shall be distributed by the bureau or office concerned, and the records thereof shall be kept in such bureau or office.

(17) When an officer resigns or otherwise severs his connection with the naval service, he shall return all technical books, bureau manuals, and other Government property in his possession to his commanding officer, or to the source from which received in the cases provided for in article 76 (23), or, if there be no commanding officer, to the Navy Department, and he shall report the fact in writing to his commanding officer (copy to the Navy Department) or to the Navy Department direct, as the case may be.

Disposition of publications, etc., by an officer leaving the naval service.
C. N. R. 15.

NOTE.—Article 75½ changed by C. N. R. 15, 18, 19; deleted by C. N. R. 25.

Definitions of terms.
C. N. R. 11,
15, 18, 21, 22,
23, 24, 25.

(1) Definitions of terms as used in this article are as follows:

"*Matériel.*"—Any article, substance, or apparatus.

"*Munitions of war.*"—Any item used for war.

"*Documents.*"—Any form of recorded information, such as books, booklets, pamphlets, codes, ciphers, charts, blueprints, letters, messages, photographs, photographic negatives, sketches, plans, maps, writings, notes, and other like matter.

"*Handling.*"—Care in transmission and custody.

"*Distribution.*"—Extent of actual or authorized issue of specific matter.

"*Cryptographic system.*"—Code and/or cipher and instructions therefor.

"*Registered matter (document).*"—Any classified document or device registered usually by number and periodically accounted for.

"*Order of Battle.*"—Important dispositions of our forces with the identities of the units and formations composing those forces in or adjacent to operational theaters.

"*Officer.*"—Commissioned officers and warrant officers. Petty officers are likewise included within this definition when such personnel, who have been specifically designated as officers in charge of small craft or minor shore stations, are engaged in the performance of duties necessary to their assignments.

"*Officer messenger.*"—Commissioned officers of the Army, Navy, Marine Corps, and Coast Guard on active duty, and commissioned officers of the Naval Reserve, Marine Corps Reserve, and Coast Guard Reserve on active duty.

"*Courier.*"—Retired and reserve commissioned officers of the Navy, Marine Corps, and Coast Guard on active or inactive duty, plus other persons as indicated in paragraph (15) (d) of this article.

"*Consignee.*"—The commandant of a naval district or the commanding officer of a naval activity to whom mail may be consigned for delivery or reforwarding. The term "consignee" is distinguished from addressee and indicates a reforwarding agency only.

(2) Any matter of such nature that special precautions should be taken to insure that information concerning it shall be permanently or temporarily limited in circulation shall be classified as *Top Secret*, *Secret*, *Confidential*, or *Restricted*. The term "*classified matter*" shall be used in the naval service as a generic term comprising *top secret*, *secret*, *confidential*, and *restricted* categories to distinguish between matter which requires special provisions for safeguarding and matter which either needs no safeguarding or whose safeguarding can well be entrusted entirely to the discretion of the various custodians and which is normally referred to as nonclassified matter.

Classified matter.

(3) Official matter requiring classification shall be examined and graded under one of the following categories:

(a) *Top secret*.—Certain secret documents, information, and matériel, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation, shall be classified as *top secret*. The following are some examples of matter which normally will be graded *top secret*: Top secret.

1. Plans or particulars of future major or special operations.
2. Particulars of important dispositions or impending moves of our forces or convoys in connection with subparagraph (1) above.
3. Very important political documents dealing with such matters as negotiations for alliances and the like.
4. Information of the methods used or success obtained by our Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.
5. Critical information of new and important munitions of war, including approved scientific and technical developments.
6. Important particular of cryptography and cryptanalysis.

(b) *Secret*.—Documents, information or matériel, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified *secret*. The following are some examples of matter which normally will be graded *secret*: Secret.

1. Particulars of operations in progress.
2. Plans or particulars of operations not included under top secret.
3. Instructions regarding the employment of important new munitions of war.
4. Order of Battle information and locations and moves affecting the Order of Battle.
5. Knowledge of enemy matériel and procedure, the value of which depends upon the enemy not knowing that we possess it.
6. Vital military information on important defenses.
7. Certain reports of operations containing information of vital interest to the enemy.
8. Adverse reports on general morale affecting major operations.
9. Important improvements to existing munitions of war until accepted for service use.

10. Photographs of vulnerable points or vital installations under our control.
11. Certain development projects.
12. Important cryptographic devices unless assigned to a lower category.

Confidential.

(c) *Confidential*.—Documents, information, or matériel, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation shall be classified *confidential*. The following are some examples of matter which normally will be graded *confidential*.

1. Matters, investigations, and documents of a personal and disciplinary nature the knowledge of which it is desirable to safeguard for administrative reasons.
2. Routine operational and battle reports which do not contain information of vital interest to the enemy.
3. Routine intelligence reports.
4. General military radio frequency allocations.
5. Military call signs, unless so collected together that they reveal the Order of Battle.
6. Meteorological information of designated areas.
7. Unit movements of nonoperational significance in areas within or adjacent to operational theaters.
8. Certain technical documents and manuals used for training, maintenance and inspection of important new munitions of war.
9. General tactical lessons learned as a result of operations.
10. Aerial photographs of territories under our control in or adjacent to operational theaters.

Restricted.

(d) *Restricted*.—Documents, information or matériel (other than *top secret*, *secret*, or *confidential*) which should not be published or communicated to anyone except for official purposes, shall be classified *restricted*. The following are some examples of matter which normally will be graded *restricted*:

1. Information of moves of nonoperational significance in areas remote from theaters of war.
2. Training and technical documents for official use only or not intended for release to the public.
3. Certain routine documents relating to supply and procurement.
4. Aerial photographs of territories under our control remote from operational theaters.

5. Photographs of enemy, enemy occupied or dominated areas except those which reveal secret sources.

6. Strength returns of units remote from operational theaters.

(4) (a) The originator of matter shall be responsible for its proper initial classification, and shall provide a means of identification of this assigned classification by subsequent custodians. Each document should be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from graded documents. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

Grading.

(b) Except for registered publications, when a document requires classification in accordance with this article and its form permits, it shall be conspicuously stamped or marked "*top secret*," "*secret*," "*confidential*," or "*restricted*" on the first page, on the cover, on the title page, if any, and in addition, on each sheet thereof. Registered publications shall be marked in accordance with instructions contained in the Registered Publication Manual.

Identification of documents.

(5) (a) Each person who may receive custody of any *classified matter* shall be responsible for its safeguarding in accordance with its assigned classification. If the custodian believes the assigned classification is not sufficiently restrictive, he shall safeguard the matter in accordance with the higher classification he deems proper. Superiors in the chain of command, and chiefs of bureaus and heads of offices, Navy Department, may assign a higher classification to matter within their respective cognizance. When the matter deserving a more restrictive classification is not within the cognizance of the particular commands mentioned above, it shall be referred back to the originator with a recommendation as to the classification deemed appropriate. In all cases where matter has been upgraded the originator thereof, and all custodians or addressees, will be so notified.

Upgrading.

(b) The originator of *classified matter*, his superiors in the chain of command, chief of a cognizant bureau, and the Chief of Naval Operations, may reclassify matter in a less restrictive category when the necessity for the original classification no longer exists. When *classified matter* has been reclassified in a less restrictive category, all custodians or addressees will be informed by the authority reclassifying same. In the case of registered publications issued by the Registered Publication Section, the Chief of Naval Operations will notify custodians of the reclassification.

Downgrading.

(c) It is the obligation of all authorities to keep *classified matter* constantly under review and to downgrade it as soon as conditions permit.

Accumulated files—Declassifying and disposition.

(d) Accumulated files of old and inactive *secret*, *confidential*, and *restricted* matter, as distinguished from current documents considered in subparagraph (b) above, should be declassified and disposed of without notice to other custodians or addressees in accordance with the provisions of paragraph (5), Article 2039.

Classified despatches.

(6) In order to protect the security of cryptographic systems, the Chief of Naval Operations shall issue such special instructions as are necessary governing the classification of radio and landwire despatches.

Knowledge restricted.

(7) (a) No person is entitled solely by virtue of his rank or position to knowledge or possession of *classified matter*. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

(b) *Classified matter* shall not be discussed in the presence of persons not authorized to have knowledge thereof.

Responsibility for safeguarding.

(c) The responsibility for the maintenance of the inviolability of *top secret*, *secret*, and *confidential* matter rests upon each person having knowledge or custody thereof no matter how obtained.

Reporting of compromise.

Any person having knowledge or suspicion that *top secret*, *secret*, or *confidential* matter has been lost, compromised, or come to the knowledge of unauthorized persons, shall immediately and fully report the facts to the Chief of Naval Operations via his commanding officer. The commanding officer then, if practicable, shall make a thorough investigation of all the circumstances attendant thereto and shall forward the report of the investigation including statements of all persons concerned, to the Chief of Naval Operations, together with a definite statement giving his opinion as to the responsibility in the case, and the action taken or recommended.

Safeguards—Restricted matter.

(d) The responsibility for the security of *restricted* matter rests upon those persons to whom it is entrusted or disclosed, subject to such special instructions as may be prescribed by the originator or other competent authority. Whenever any person has reason to believe that *restricted* matter has been compromised, he shall notify the administrative head charged with custody of the subject matter who shall take appropriate action.

Matériel—Safeguarded if classified.

(8) (a) Matériel classified as *secret*, *confidential*, or *restricted* in accordance with this article shall, so far as practicable, be safeguarded in handling in the same manner as prescribed for documents. Should circumstances ever require the application of the classification, *top secret*, to certain specific matériel, such matériel will be safeguarded in accordance with the provisions of this article and such additional safeguards as may be necessary.

Matériel—Classified by technical bureau.

(b) Whenever the chief of a technical bureau responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof

shall determine that the maintenance of any degree of secrecy regarding them is sufficiently important to the national defense, he will classify it as secret, confidential, or restricted.

(c) Chiefs of technical bureaus engaged in the preparation of plans, research, and development work, or new design, test, production, procurement, storage, or use of classified matériel are responsible for the promulgation of such additional instructions as may be required for the safeguarding of information in the yards, stations, laboratories, offices, or establishments wherein the data or matériel is located.

Matériel—
specific
instructions
if necessary.

(d) All *secret*, *confidential*, or *restricted* models, exhibits, dies, machines, and other similar items which are to be loaned, leased, or given to a commercial organization will be properly marked to indicate classification when practicable. If such marking is impracticable, the commercial organization will be specifically notified in writing of the classification of such items and of the pertinent provisions of the Espionage Act.

Matériel—
markings.

(9) (a) Information as to the existence, nature, or whereabouts of *top secret* and *secret matter* shall, except as specifically authorized by the Chief of Naval Operations, be disclosed to only those persons in the Military or Naval Establishments whose official duties require such knowledge. *Confidential* matter may be disclosed to officers of the Army and Navy whose duties render it advisable that they have such information and to other persons in the Naval Establishment whose duties require knowledge thereof. *Restricted* matter may be disclosed to persons of the Military or Naval Establishments in accordance with special instructions issued by the originator and other competent authority, or in the absence of special instructions, as determined by the local administrative head charged with custody of the subject matter.

Disclosure—
to members of
the military
services.

(b) Information as to the existence, nature, or whereabouts of *top secret* and *secret matter* shall, except as specifically authorized by the Chief of Naval Operations, be disclosed only to those persons in the Government service whose official duties require such knowledge. *Confidential* matter may be disclosed to persons in the Government service who must be informed, and to other persons therein when, under special circumstances, such disclosure is to the interest of the Navy. *Restricted* matter may be disclosed to persons of discretion in the Government service when it appears to be to the public interest.

Disclosure—
to persons in
civilian
Government
service.

(c) Information as to the existence, nature, or whereabouts of *top secret* and *secret matter* shall, except as specifically authorized by the Chief of Naval Operations, be disclosed only to persons not in the Government service who, under conditions of absolute necessity, must be informed. *Confidential* matter may be disclosed to persons not in the Government service who must be informed

Disclosure—
to persons not
in the Govern-
ment service.

and to others when special circumstances make such disclosure of benefit to the Navy. *Restricted* matter may be disclosed under special circumstances, to persons not in the Government service when it appears to be in the public interest.

Disclosure—
contrary to
existing
instructions.

(10) (a) Nothing contained in this article shall be construed as authorizing the disclosure of any information contrary to custom or the letter or spirit of existing instructions which may be applicable to a particular subject matter.

Disclosure—
to aid a
foreign power
or against
public policy
forbidden.

(b) The disclosure of information, *Classified* or *Nonclassified*, that might aid a foreign power or which, for reasons of public policy, should not be disclosed to persons not of the Military or Naval Establishments, is prohibited except under circumstances specifically authorized by these regulations. (See Article 113.)

Disclosure—
Documents to
persons not
in military
services
additionally
marked.

(11) Documents containing classified matter furnished persons other than those of the military and naval services and their civilian employees will, in addition to being marked *top secret*, *secret*, *confidential*, or *restricted*, bear the following notation:

“This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U. S. C., 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.”

Classified
matter
originated
in other
Government
agencies.

(12) Persons within the naval service who receive matter originated by another Government agency and designated by that agency as having any degree of confidentiality shall safeguard such matter in the same manner as if it had been so designated by naval authority. If the Government agency from which such matter is received does not employ the same classification of *top secret*, *secret*, *confidential*, or *restricted*, as used by the Navy, the recipient in the naval service shall be responsible for giving such matter its appropriate classification for handling within the naval service.

Top secret
and secret
matter—
Dissemination
limited.

(13) The distribution or dissemination of *top secret* and *secret* matter shall be confined to the absolute minimum. It is exclusively for the official use of the persons to whom it is divulged.

(14) *Top secret* matter will be handled in accordance with the following rules:

Top secret
matter—
Transmission.

(a) The highest grade cryptographic systems available will be used for the transmission of *top secret* messages.

(b) Under no circumstances will messages so graded be transmitted by electrical means in the clear.

(c) *Top secret* documents will be transmitted only by officer messenger or officially designated courier in double sealed envelopes, the inner one being marked *top secret*, and will be opened only by the addressee or his authorized representative.

(d) Under no circumstances will such matter be transmitted by registered mail.

(e) It is mandatory that transmission and custody of such matter be covered by a receipt system.

(f) Further limitations imposed upon the dissemination and custody of *top secret* matter are contained in paragraph (20).

(15) *Secret* matter will be handled in accordance with the following rules:

(a) The highest grade cryptographic systems available will be used for the transmission of *secret* messages.

(b) *Secret* registered publications shall be transmitted in accordance with instructions contained in the Registered Publication Manual.

(c) Unless specifically authorized as provided in this article, *secret* documents will normally be transmitted only by officer messenger, or officially designated courier, in double sealed envelopes, the inner one being marked *secret*, and will be opened only by the addressee or his authorized representative.

(d) For transmission of *secret* documents other than registered publications when officer messenger is not available, the responsible officer may designate as an official courier for the purpose a citizen of the United States who is deemed worthy of especial trust, such as, with due regard for the character of the individual in each case, the master of a vessel under United States registry, an officer or official of another United States Government department, a civil employee of the Government, or member of the naval service other than a commissioned officer, provided such employee or member of the naval service has been authorized in accordance with paragraph (21) of this article. Officer messengers and couriers must be warned of the *secret* nature of the documents transmitted in their custody.

(e) Where officer messenger or officially designated courier, or courier service, is not available, or under circumstances requiring delivery with the least possible delay, *secret* documents, other than registered publications, may be transmitted by registered guard mail, United States registered mail, or Railway Express Agency (either rail or air) on money way-bill under hand-to-hand signature and armed guard service, to or from any point within the continental limits of the United States. It is mandatory that the transmission of *secret* documents by registered guard mail or United States registered mail be covered by a receipt system.

(f) Where officer messenger or officially designated courier, or courier service, is not available, or under circumstances requiring delivery with the least possible delay, *secret* documents, other than registered publications, may be transmitted to or from points beyond the continental limits of the United States, or between points beyond the continental limits of the United States, by registered guard mail, diplomatic pouch, or United

**Secret matter—
Transmission.**

**Secret
registered
publications—
Transmission.**

**Secret
documents
normally trans-
mitted by
officer
messenger
or courier.**

**Secret
documents—
Transmission
by official
courier.**

**Secret
documents—
Transmission
in United
States.**

**Secret
documents—
Transmission
beyond United
States.**

States registered mail if the service is completely within national control. Such service is considered to be completely within national control:

1. When the documents are transported in vessels under United States registry; or in United States or allied military or naval aircraft when in the custody of military or naval personnel or persons authorized in accordance with this paragraph or paragraph 21 (b) of this article.

2. When in the control of the Army Postal Service or Navy Mail Service.

3. When in the control of the United States Postal Service provided the documents pass through no foreign postal system or any part of the United States postal system on shore outside the continental limits of the United States other than post offices specifically designated by the Chief of Naval Operations.

(g) In any case of the transmission of a *secret* document by registered guard mail or United States registered mail, the originator thereof will certify in the document, or in the accompanying correspondence, the following statement:

"Transmission by registered guard mail or United States registered mail is authorized in accordance with Article 76 (15) (e) and (f), United States Navy Regulations."

(h) If the facilities of Registered Guard Mail, Army Postal Service, Navy Mail Service, or United States Postal Service are not available at a point of origin, the originator, although thereby compelled to initially transmit *secret* documents by either officer messenger or official courier, may forward the documents to the nearest Army or Navy command having such a mail service as mentioned above with the request that from beyond that point the documents be transmitted by such mail service.

(i) In each case of transmittal by officer messenger, or official courier, unless special circumstances render it inadvisable or unnecessary, the addressee shall be separately advised, if practicable by despatch, of the fact and method of transmittal and the addressee shall cause such courier to be met by a commissioned officer or, if such is not practicable, then by official courier qualified as above who should be given written credentials for this purpose.

(j) Transmission and custody of *secret* documents and matériel will normally be covered by a receipt system and registered documents periodically accounted for. It is mandatory that registered documents be covered by a receipt system, as well as *secret* documents transmitted by a registered mail service.

(16) *Confidential* matter will be handled in accordance with the following rules:

Registered
mail service—
Certification.

Mail service
used when
possible.

Secret
documents—
Separate notice
required.

Secret
documents—
Receipt system
required.

Confidential
matter—
Transmission.

Secret and confidential documents—
Packages or envelopes forwarded by registered mail.

istered mail shall be made up in a double container. The inner container shall be plainly marked "*secret*" or "*confidential*," and be so sealed as to show any evidence of tampering. The inner container shall, if considered desirable, have noted thereon any special instructions to the addressee such as "to be opened by commissioned officer", etc. The outer container shall, in addition to standard marking, show the name and address of the sender and the addressee and the registered mail number. Seals or any markings which will disclose the classified nature of the contents shall not be placed on the outer container.

Secret or confidential documents—
Trans-shipment beyond continental United States.

(c) Packages or envelopes which are consigned to a commandant or the commanding officer of the naval activity for trans-shipment from the continental United States to outlying points shall be prepared as indicated above and enclosed in a third wrapper addressed to the consignee. The second wrapper addressed to the addressee shall bear the originator's identification number and the desired or authorized method of transmission outside the continental limits of the United States or instructions for forwarding shall be indicated on accompanying receipt form. The third and outside wrapper addressed to the consignee shall be prepared as indicated in (b) above.

Secret and confidential documents—
Trans-shipment to the continental United States.

(d) Packages or envelopes which are consigned to a commandant or commanding officer of a naval activity for trans-shipment from points outside the continental limits of the United States to points within the continental United States shall be prepared in three wrappers as indicated in subparagraph (c) above. The outside wrapper addressed to the consignee shall show the originator's identification number and indicate the authorized method of transmission to the consignee. The second wrapper addressed shall bear the originator's identification number and the desired or authorized method of transmission within the continental limits of the United States or instructions for forwarding shall be indicated on accompanying receipt form.

Secret and confidential documents—
"in transit" receipts.

(e) The transmission of documents between originator, consignee, or addressee by authorized carriers shall be accompanied by "in transit" receipts which shall indicate identity of carrier and date, and list all items with identification markings.

Maintenance of records of registered mail.

(f) Originators and addressees shall maintain records of all registered mail and other packages or envelopes bearing identification numbers which will permit identification of the packages or envelopes handled by their registered mail numbers, originator identification numbers, etc., along with the contents thereof, to the extent that ready tracing either by registered mail number, originator identification number, or contents may be accomplished. A file of "in transit" receipts shall be maintained by consignee and authorized carriers to facilitate tracing.

(19) (a) Except as indicated in the following subparagraphs all *secret* publications shall be assigned short titles and register numbers by the Chief of Naval Operations (D. N. C.—Registered Publication Section). They shall be issued by and accounted for to that office.

Secret publications—Registration and issue.

(b) *Confidential* publications are of two categories, registered and nonregistered. *Confidential* registered publications shall have short titles and register numbers assigned by the Chief of Naval Operations (D. N. C.—Registered Publication Section). They shall be issued by and accounted for to that office. *Confidential* nonregistered publications may be assigned short titles by the preparing agency if appropriate. These short titles must be distinct from those of other issuing agencies. They shall not be accounted for to the Chief of Naval Operations (D. N. C.—Registered Publication Section).

Confidential publications—Registration and issue.

(c) *Secret* and registered *confidential* charts and documents issued by the Hydrographic Office (other than *secret* and *confidential* H. O. publications incorporated in the Registered Publications System) will be distributed by and accounted for direct to that office. Nonregistered *confidential* charts shall not be accounted for to the Hydrographic Office.

Secret and confidential matter issued by Hydrographic Office.

(d) Plans, specifications, charts, blueprints, photographs, and matter of like nature, classed as *secret*, *confidential*, or *restricted* for issue to contractors, inspectors, navy yards, or other governmental activities in connection with the production or procurement of matériel will be distributed by and accounted for direct to the bureau or office issuing them under instructions promulgated by that bureau or office.

Classified matter issued to contractors, etc.

(e) Except insofar as they do not conflict with the provisions of this article, the security measures necessary for the protection of classified printed matter during production will be those contained in instructions issued by the Secretary of the Navy.

Printing of classified matter.

(f) Naval commanders afloat and ashore are authorized when special circumstances require to prepare and issue *secret* and *confidential* publications for temporary use within their own commands. The issuing commander shall assign short titles and register numbers to *secret* publications which he prepares. He may assign short titles and register numbers to *confidential* publications at discretion. Generally, however, such publications shall be classified as *confidential* nonregistered. The issuing commander will be responsible that *secret* and *confidential* registered publications which he may issue are accounted for. He will in every case forward five (5) copies of *secret* and *confidential* registered publications prepared to the Chief of Naval Operations (D. N. C.—Registered Publication Section). Distribution of registered publications outside of the command to which the issuing commander belongs will be made through the Chief of Naval Operations

Secret and confidential publications—Preparation and issue by naval commanders.

(D. N. C.—Registered Publication Section), except that in case of necessity the senior officer present may authorize issue direct to the commanders of other United States forces and to diplomatic and consular officials of the United States. The facilities of the registered publication issuing offices may be utilized to facilitate the distribution of *confidential* nonregistered publications particularly outside the issuing command, it being understood that no system of accounting will be set up therefor. When time and other circumstances permit, the prior approval of the Chief of Naval Operations shall be obtained for issues outside of the armed services.

Secret and confidential publications—Issue by service schools.

(g) The Naval War College, the Naval Academy, and other service schools may prepare and issue *secret* and *confidential* publications as necessary for instructional purposes. In each such case the head of the school shall assign short titles and register numbers if appropriate. Internal distribution will be made under the direction of the head of the school, who will be responsible that all copies of publications so issued are safeguarded and accounted for. Five (5) copies of publications to which short titles and register numbers have been assigned shall be forwarded to the Chief of Naval Operations (D. N. C.—Registered Publication Section). Distribution outside of the school of publications to which short titles and register numbers have been assigned will be made through the Chief of Naval Operations (D. N. C.—Registered Publication Section).

Custody—Top secret documents.

(20) (a) *Top secret* documents will be handled only by persons specifically designated and may not be disclosed to any person solely by virtue of his rank or office.

Information restricted to minimum.

(b) It shall be the responsibility of all commanding officers to restrict the spread of *top secret* matter within his command. Only the minimum information necessary to proper planning and action will be disclosed to a subordinate echelon.

Custody of personnel limited.

(c) Only the minimum number of enlisted or civilian personnel necessary to the processing of *top secret* matter will be designated to handle such matter. Such personnel must be carefully selected and specifically designated and each office will maintain an up-to-date list of those so designated.

Recording of names receiving top secret matter.

(d) A record will be maintained in each command containing the names of all persons assigned thereto to whom *top secret* information has been divulged.

Responsibility for top secret, secret, and confidential documents.

(21) (a) It is the responsibility of the commissioned officer or equivalent official holding custody of *top secret*, *secret*, or *confidential* documents to insure that all security precautions are taken to guard such documents at all times. Such officer or official shall at all times be held personally responsible for safe-

guarding *top secret*, *secret*, and *confidential* documents and the contents thereof.

(b) In certain cases where officers are not available commandants and commanding officers may delegate to especially reliable, trustworthy, and temperate civilian employees and enlisted personnel the authority to file and have custody of *secret* and *confidential* documents, provided, however, that the official delegating such authority shall at all times be personally responsible for the safeguarding of the documents so entrusted, and provided that the delegation shall be in writing duly authenticated by the seal of the ship or station.

**Custody—
Certain
civilians and
enlisted
personnel.**

(c) Commandants and commanding officers may authorize, in writing, especially reliable, trustworthy, and temperate petty officers to act as messengers for the delivery of *secret* and *confidential* documents within the limits of any naval activity, ship, navy yard, naval station, or between immediately contiguous naval activities. Where such petty officers are not available, and circumstances necessitate it, especially reliable, trustworthy, and temperate civilian employees may be similarly appointed to act as messengers for the delivery of *secret* and *confidential* documents.

**Messengers for
delivery of
secret and
confidential
documents.**

(d) As distinguished from the general instructions above, detailed instructions as to physical custody, issue and transmission of registered publications and devices are contained in the Registered Publication Manual. Commanding officers will insure compliance with such instructions.

**Custody—
Registered
publications.**

(22) (a) Naval personnel and civil representatives of the United States Navy shall transport *top secret*, *secret*, or *confidential* documents, or matériel, upon their persons, or in their personal custody, within the continental United States, only upon the expressed authority of their commanding officer or appropriate naval authority. A commanding officer, or naval authority, issuing such an authorization not only is responsible therefor but must assure himself that under no other circumstances can the mission be accomplished without the personal transmission of such documents or matériel. The requirements of specific authority, for personal transportation of such documents or matériel as mentioned above, pertains to any temporary removal thereof from the permanent location in which such documents or matériel are normally held in custody.

**Top secret,
secret, and
confidential
documents—
Personal
transportation
in continental
United States.**

(b) In cases of naval personnel or civil representative of the United States Navy carrying *top secret*, *secret*, or *confidential* documents or matériel to foreign countries, they will be governed by existing instructions issued by the Secretary of the Navy. These instructions indicate the procedures necessary to meet the requirements of the Bureau of Customs and Censorship authorities.

**Personal
transportation
beyond contin-
ental United
States.**

Custody receipts.

(23) (a) *Top secret, secret, or confidential* documents held on custody receipts shall not be taken away from the ship or station by which prepared or to which issued by officers who may be detached, or enlisted men who may be transferred except upon appropriate authority. When an officer resigns, or otherwise severs his connection with the naval service, or is released from active duty, all such *top secret, secret, and confidential* documents held by him shall be returned to the source from which they were received, to the commanding officer or to the nearest issuing office. When an enlisted man is discharged from the naval service, or is transferred to the Fleet Reserve or retired list, or is released from active duty, the commanding officer shall require that all *top secret, secret or confidential* documents, issued on custody receipt held by him be turned in to the command to which attached for proper disposition.

Top secret, confidential, or restricted documents not removable from ship or station.

(b) *Top secret, secret, or confidential* documents not on custody receipt (including personal notebooks, containing official technical or classified matter) for which responsibility for continuous custody remains at a particular ship or station, shall not be removed therefrom by officers who may be detached or enlisted men who may be transferred, without the specific authority of the commanding officer. When an officer or enlisted man severs his connection with the naval service, or is released from active duty, his commanding officer shall assure himself that all such classified documents, or notebooks, are returned to the source from which received, or delivered to the commanding officer. An itemized list will be included with all items turned in and the commanding officer will require a signed statement from the officer or enlisted man concerned that no official technical or classified matter is retained in his possession. The signed statement shall be filed with the official record of the officer or enlisted man.

Classified matter—Locating upon death or desertion.

(c) Upon death or desertion of any person in the naval service, or when any such person is declared "missing in action" or "missing," the commanding officer shall assure that personal effects disposed of contain no *classified matter* in any form and if definitely known such was in possession of the person, and not located in personal effects, every endeavor shall be made to locate and obtain same.

Espionage Act.

(d) The provisions of the Espionage Act, 50 U. S. C., 31 and 32, as amended, apply to persons leaving the naval service.

Disposal in accordance with article 2040.

(e) When a ship or station is placed out of commission, *top secret, secret, confidential and restricted* matter shall be disposed of in accordance with Article 2040, and other instructions issued upon this subject. Classified matter saved or recovered from a ship that is lost shall be disposed of in a like manner.

(f) *Instructions* for the custody of *top secret*, *secret*, *confidential*, and *restricted* messages shall conform as closely as possible to those for other documents. The detailed instructions are prescribed in current Communication Instructions.

Classified messages—
Instructions for custody.

(24) (a) *Top secret* matter will be stowed in safes or vaults having locks of not less than three-way combinations.

Stowage—*Top secret* matter.

(b) *Secret matter*, registered or nonregistered, will be stowed as follows:

Stowage—*Secret* matter.

1. In three-combination safes or vaults, or
2. In three-combination, fire-resisting, lock files, or
3. Locked in desks or file cabinets when a continuous watch of either assigned naval personnel or armed guard is present.

(c) *Confidential* matter, registered or nonregistered, will be stowed as follows:

Stowage—*Confidential* matter.

1. In three-combination safes or vaults, or
2. In three-combination, fire-resisting, lock files, or
3. Locked in desks or file cabinets when a continuous watch of either assigned naval personnel or armed guard is present, or when an hourly patrol is maintained.

(d) *Restricted* matter will be stowed in any locked room or in any locked file cabinet or locked desk drawer, as well as in the facilities described in sub-paragraph (c) above, provided *top secret*, *secret*, or *confidential* matter is not displaced thereby.

Stowage—*Restricted* matter.

(25) The disposition of files or records containing classified documents, whether preserved or destroyed, will be governed by the provisions of Article 2039.

Disposition of records.

(26) (a) *Top secret*, *secret*, or *confidential* documents shall be destroyed by burning. An authority directing the destruction of *secret* or *confidential* documents may require that a certificate of destruction be submitted to him. In all cases of the destruction of *top secret* documents, or registered publications, a certificate of destruction, signed by the custodian and by a witnessing officer, will be required. When *top secret* matter is destroyed the certificate will be retained by the authority directing the destruction. The certificate evidencing the destruction of registered publications will be forwarded to the Chief of Naval Operations (D. N. C.—Registered Publication Section). If the ship, station, or location has only one officer assigned thereto, he will so state upon the certificate.

Destruction of classified matter.

(b) Preliminary drafts, copies, carbon sheets, plates, stencils, stenographic notes, work sheets, or other reproductions, containing *top secret*, *secret*, or *confidential* matter will be destroyed as soon as practicable by either the person responsible for the produc-

tion thereof, or by or under the supervision of an officer designated for that purpose. The destruction of the matter herein described will be by burning.

(c) *Restricted* documents, except registered publications, and the material used in the production thereof, will be destroyed by tearing, reduction to pulp, shredding, or any convenient way as will render them useless. Registered *restricted* publications will be destroyed in the same manner as prescribed for other registered publications.

C. N. R. 11.

SECTION 2.—INSTRUCTIONS IN GENERAL.

76½

Observance of the regulations and all orders.

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

(2) Officers of all grades must carefully examine the regulations governing commanders in chief, flag officers not in chief command, senior officers present, and commanding officers, under which frequent reference is made to the duty of subordinate officers.

Inquiries as to interpretation.

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

77

Relations with foreign States.

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

C. N. R. 25.

78

Naval harbors
closed to
foreign vessels.
C. N. R. 17.

(1) It has been ordered that the following-named harbors:

Great Harbor, Culebra;
Guantanamo Naval Station, Cuba;
Pearl Harbor, Hawaii;
Guam;
Subic Bay, Philippine Islands;
Kiska, Aleutian Islands;

are not, and that they shall not be made, supports of entry for foreign vessels of commerce, and that said harbors shall not be visited by any commercial or privately owned vessel of foreign registry; nor by any foreign national vessel, except by special authority of the United States Navy Department in each case. (Executive order, September 23, 1912.)

C. N. R. 13.

(2) The air space over each of the harbors named in paragraph (1) is reserved and set aside for governmental purposes as a prohibited area within which civil aircraft are not authorized to be navigated. At no time shall civil aircraft of any kind be navigated within the air space reservations above defined except by special authority of the United States Navy Department in each case. Navigation of aircraft within such air space reservations otherwise than in conformity with this order shall be subject to the penalties provided by section 11 of the "Air Commerce Act of 1926." (Executive order February 17, 1930.)

(3) Foreign Governments have been notified that permission must be obtained from the Secretary of the Navy through their respective diplomatic representatives at Washington before their men-of-war or other public vessels may enter the actual limits of a navy yard or naval station of the United States.

(4) For the proper control, protection, and defense of the naval station, harbor, and entrance channel at Pearl Harbor, Territory of Hawaii, the Secretary of Navy is authorized, empowered, and directed to adopt and prescribe suitable rules and regulations governing the navigation, movement, and anchorage of vessels of whatsoever character in the waters of Pearl Harbor, Island of Oahu, Hawaiian Islands, and in the entrance channel to said harbor, and to take all necessary measures for the proper enforcement of such rules and regulations. (U. S. Code, title 33, sec. 475.) (See also art. 1552.)

C. N. R. 20.

C. N. R. 25.

SECTION 4.—RECEIPT OF ORDERS AND OFFICIAL ADDRESS

131

Officers of the Navy shall, immediately after reporting for duty in obedience to orders, communicate the fact, and the date of reporting, to the Bureau of Naval Personnel, using form "Navpers 323" in duplicate.

C. N. R. 4, 24.

132

An order from competent authority to an officer of the Navy or Marine Corps requiring him to proceed to any point, or to report for duty at a place not involving travel, but fixing no date and not expressing haste, shall be obeyed by reporting within four days, exclusive of travel time, after its receipt. If the order read "without delay," he shall report within 48 hours, exclusive of travel time, after its receipt; if "immediately," within 12 hours, exclusive of travel time, after its receipt; and all officers shall endorse on their orders the date and hour of their receipt. The foregoing allowances of time do not apply to any provisions of an officer's orders requiring him, after performing the duty specified, to return to his regular station or to proceed on further duty. Any delay in carrying out orders which may be granted to an officer of the Navy or Marine Corps by competent authority will be additional to the time allowed above.

Duty upon the receipt of orders.

133

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

Duty when reporting in obedience to written orders.

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

134

Every officer, whether active or retired, not on duty, shall report to the Bureau of Naval Personnel or the Commandant of the Marine Corps, his address on January 1 of each year; the report to be mailed so as to reach the bureau by December 20 preceding.

Address of officers.

C. N. R. 24

135

(1) Every officer of the Navy or the Marine Corps shall keep the Bureau of Naval Personnel or the Commandant of the Marine Corps, respectively, informed of his usual residence and of the address of his wife or next of kin.

Usual residence of officers.

C. N. R. 13, 23, 24.

C. N. R. 25.

(2) No officer on the active list shall change his usual residence without permission of the Bureau of Naval Personnel or the Commandant of the Marine Corps.

(3) Officers on the retired list may change their residence, or travel abroad, except in belligerent countries, without specific permission from the department, but they shall keep the Bureau of Naval Personnel or the Commandant of the Marine Corps informed of their address.

136

Officers re-
turning from
sea by order
of a superior.
C. N. R. 24.

An officer returning from sea under orders from, or by permission of, a superior shall, immediately upon arrival in the United States, report by despatch to the Bureau of Naval Personnel or the Commandant of the Marine Corps stating his address and a brief or copy of the order or permission.

SECTION 5.—REPORTS OF FITNESS

137

When sub-
mitted.
C. N. R. 12, 14,
19, 21, 24, 25.

(1) Reports on fitness of officers other than ensigns and second lieutenants shall be made on prescribed forms annually on the last day of March, and whenever officers are ordered to appear for examination or reexamination, and upon permanent change of station or upon separation from active service of either the reporting senior or the officer reported upon. Reports on fitness of ensigns and second lieutenants shall be made on prescribed forms on the last days of June and December of each year, and whenever ordered to appear for examination, or reexamination and upon permanent change of station, or upon separation from active service of either the reporting senior or the officer reported upon. Reports on officers of the Navy shall be forwarded to the Bureau of Naval Personnel and those on officers of the Marine Corps to the Commandant of the Marine Corps. All reports of fitness shall be considered as private (official) communications between the Bureau of Naval Personnel (or the Commandant of the Marine Corps, as the case may be) the reporting senior and the officer reported upon. In the event of their being referred to an officer for comment or other purpose, they shall be sent privately (officially) to such officer

CHAPTER 3

RANK, COMMAND, AND DUTY

- Sec. 1.—Art. 148–160. Officers in general.
 Sec. 2.—Art. 161–178. Detail of command and duty.
 Sec. 3.—Art. 180–186. Law and decisions on rank and command.

SECTION 1.—OFFICERS IN GENERAL

148

(1) Officers of the United States Navy shall be known as officers of the Line and officers of the Staff. Uniforms and titles of officers.

(2) Applicable alike to regulars and reservists, the uniform of any given rank or rating in the Navy shall be identical in every respect throughout except for the necessary distinguishing corps devices; and every officer in the Navy shall be designated and addressed by the title of his rank without any discrimination whatever.

(3) In oral official communications officers below the rank of commander may be addressed as "Mr." and in the case of the officers of the Medical Corps as "Dr." In written communications the name of the corps to which any staff officer belongs will be stated immediately after his name; for example: Lieutenant John Doe, Medical Corps, United States Navy; Lieutenant John Doe, Supply Corps, United States Navy; Lieutenant John Doe, Construction Corps, United States Navy; and Lieutenant John Doe, Civil Engineer Corps, United States Navy.

149

(1) On the active list the officers of the line are, by law, as follows: admiral, vice admiral, rear admiral, commodore (only in time of war or national emergency), captain, commander, lieutenant commander, lieutenant, lieutenant (junior grade), and ensign; and they have respectively, these titles. Rank and titles of line officers.
C. N. R. 25.

(2) Line officers have rank in the order given in paragraph 1 of this article and shall exercise military command accordingly, subject to the restrictions of article 150 (6) (7).

(3) Midshipmen are, by law, officers in a qualified sense. They are classed as being of the line. C. N. R. 19, 24.

(4) On the retired list the grades of the officers of the line are the same as on the active list, except that the grade of commodore is not restricted to time of war or national emergency. C. N. R. 25.

C. N. R. 25.

Rank in grade.

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

150

Authority of line officers.

(1) Officers of the line exercise military command.

(2) Only officers on duty can exercise, or are subject to, command except as provided for in article 87.

**Command of ships' expeditions.
C. N. R. 25.**

(3) On all occasions where two or more ships' expeditions or detachments of officers and men meet, the command of the whole devolves upon the senior line officer, including Naval Reserve officers qualified for general line duties, subject to the limitations of paragraphs (6), (7), (8), (9), and (10) of this article.

(4) At all times and places not specifically provided for in these regulations, where the exercise of military authority for the purpose of cooperation or otherwise is necessary, of which the responsible officer must be the judge, the senior line officer on the spot shall assume command and direct the movements and efforts of all persons in the Navy present, subject to the limitations of paragraphs (6), (9), and (10) of this article or specific orders.

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

**Officers of the line restricted to certain duties.
C. N. R. 9, 25.**

(6) Officers of the line restricted to the performance of engineering duties only shall have all necessary authority for the exercise of command within their particular departments or services for the performance of their respective duties, but shall not exercise military command outside of their respective departments or services. Nothing herein shall be taken to restrict the rights of officers of the line of the Navy, assigned to engineering duties only, to succeed to command on shore within the meaning of the law.

(7) The commanding officer of a squadron, division, flotilla, or higher naval authority may, when he deems it desirable and where not restricted by law, specially authorize any line officer to exercise command on board the ship to which he is attached without regard to the above restrictions and may specifically designate the senior line officer to whom the restrictions of paragraph (6) apply, to exercise the functions of senior officer present in the absence of a line officer not so restricted.

**Forces acting in conjunction.
C. N. R. 25.**

(8) For the purpose of determining who shall exercise command over forces acting in conjunction, composed of vessels commanded by officers of the Naval Reserve and vessels commanded by

officers of the regular Navy, or over military units composed of forces acting in conjunction, commanded by officers of the Naval Reserve and officers of the regular Navy, Naval Reserve officers qualified for general line duties shall be eligible for command in accordance with rank, unless a specific officer shall have been ordered by higher authority to command the forces.

(9) In time of peace officers of the Naval Reserve on active duty shall be restricted in succession to command ashore in naval administration to the duties of organizing, administering, and recruiting the Naval Reserve and Naval Militia. **C. N. R. 9.**

(10) When serving on shore with a mixed detachment, composed of seamen and marines, the marines shall always be placed on the right in battalion or other infantry formation, and the senior officer of the line of the Navy, or of the Marine Corps, according to rank, shall command the detachment. **Mixed detachments.**

(11) A naval aviation school, a naval air station, or a naval air unit organized for flight tactical purposes shall be commanded only by an officer of the line of the Navy who is a naval aviator. (See act of June 24, 1926.) (Art. 552 (7).)

(12) Line officers detailed to command of aircraft carriers or aircraft tenders shall be naval aviators or naval aviation observers who are otherwise qualified. (Act of June 24, 1926.)

(13) If any aircraft organization comprises one or more naval vessels or commissioned airships, the command of such organization, in the absence, death, or disability of the officer regularly assigned to command, shall devolve upon the senior line officer of the Navy or Naval Reserve attached to such organization, subject to the provisions of paragraphs (6) to (9), inclusive, of this article. **C. N. R. 15.**

(14) Officers of the Navy shall not be regularly ordered to command aviation units of the Marine Corps nor shall officers of the Marine Corps be regularly ordered to command aviation units of the Navy. Aircraft units of the Marine Corps may, however, be assigned to naval vessels or to naval air stations in the same manner as aircraft units of the Navy. Aircraft of the Navy and aircraft of the Marine Corps may be, by proper authority, assigned together in a task group, and in such case, subject to the provisions of paragraph (13) of this article, the command of such task groups shall be vested in the senior aviator attached thereto, whether of the Navy or of the Marine Corps.

(15) When, by proper authority, an aircraft squadron composed of aircraft regularly attached to vessels is temporarily based on shore, the senior naval aviator, of the line of the Navy or of the Marine Corps, as the case may be, who is attached to and present with such squadron shall have the same authority and responsibility over that unit as is vested in the commanding officer of a regularly commissioned vessel, including authority to order sum- **C. N. R. 15.**

mary and deck courts-martial and to impose the punishments authorized by article 24 of the articles for the government of the Navy. The same shall apply whenever an aircraft squadron, whether based on board ship or on shore, is, while on detached duty, absent for a period of more than forty-eight hours from the vessel or vessels or from the station to which it is regularly assigned.

151

Staff officers.

The officers of the staff are as follows: Medical officers, dental officers, supply officers, chaplains, professors of mathematics, naval constructors, civil engineers.

152

Rank and titles of line officers, chiefs of bureaus.

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

**Titles of other chiefs of bureaus.
C. N. R. 22.**

(2) The chiefs of the Bureaus of Medicine and Surgery, Supplies and Accounts, and Yards and Docks, while holding these offices, shall have, respectively, the title of Surgeon General of the Navy, Paymaster General of the Navy, and Chief of Civil Engineers of the Navy. Each such chief of bureau, however, shall be addressed and designated by the title of his rank, in written communications the title of his office to be stated next after his name.

(3) Correspondence from a chief of bureau shall show the name of his office.

Judge Advocate General.

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

Acting appointments.

(5) An officer holding an acting appointment shall affix the title of his acting rank to his official signature, and when such appointment is revoked he shall resume the title of his actual rank.

153

Authority of staff officers.

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

(2) They shall not, by virtue of rank and precedence, have any additional right to quarters, nor shall they have authority to exercise command, except in their own corps, and except as provided in articles 170 and 171; nor shall they take precedence of

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

154

(1) All line officers of the same rank take precedence with each other according to their respective dates of commission in such rank. All staff officers of the same rank take precedence with each other according to their respective dates of commission in such rank. All line and staff officers of the same rank, originally commissioned as officers of the Navy since March 4, 1913, take precedence with each other according to their respective dates of commission in such rank. All line and staff officers of the same rank, originally commissioned as officers of the Navy on or before March 4, 1913, take precedence with each other according to length of service in the Navy. (For purpose of estimating length of service such staff officers are credited with constructive service under sec. 1486, R. S., as amended.) The precedence of officers of the Navy is shown in the precedence list published in the Navy Register. Where commissioned officers of the different corps, who are not graduates of the Naval Academy, take precedence from the same date, they shall be arranged in the precedence table to take rank in the following order: (a) Line officers; (b) medical officers; (c) officers of the Supply Corps; (d) chaplains; (e) professors of mathematics; (f) naval constructors; (g) civil engineers; (h) dental officers.

Precedence of officers.

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

C. N. R. 9, 21.

NOTE.—See Part H, Bureau of Naval Personnel Manual.

155

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

Officers of the Navy, Army and the Marine Corps.

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

- (f) Commander with lieutenant colonel.
- (g) Lieutenant commander with major.
- (h) Lieutenant with captain.
- (i) Lieutenant (junior grade) with first lieutenant.
- (j) Ensign with second lieutenant. (Sec. 1466, R. S.)

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

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

(4) Graduates of the Naval Academy who, upon graduation, are assigned to the Marine Corps and appointed second lieutenants therein, take rank with their classmates who are appointed ensigns in the Navy, in accordance with their final standing upon graduation. This applies only while holding the same relative rank and date of commission.

156

Officers of the
Marine Corps
and Army.

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

157

Officers of the
Coast Guard.
C. N. R. 23.

(1) The relative rank between officers of the Navy and Marine Corps, whether on the active or on the retired list, and officers of the Coast Guard shall be as follows:

- (a) Commandant with rear admiral (lower half).
- (b) Assistant Commandant with rear admiral.
- (c) Engineer in Chief with rear admiral.
- (d) Captain and captain (engineering) with captain.
- (e) Commander and commander (engineering) with commander.
- (f) Lieutenant commander and lieutenant commander (engineering) with lieutenant commander.
- (g) Lieutenant and lieutenant (engineering) with lieutenant.
- (h) Lieutenant (junior grade) and lieutenant (junior grade) (engineering) with lieutenant (junior grade).
- (i) Ensign and ensign (engineering) with ensign. "Provided, That all laws applicable to the titles hereby abolished in the Coast Guard shall apply to the titles hereby established;" (Act approved 5 June 1920).

Whenever the personnel of the Coast Guard, or any part thereof, is operating with the personnel of the Navy in accordance with law, precedence between commissioned officers of corresponding grades in the two services shall be determined by the date of commissions in those grades. (Act 29 Aug. 1916.)

(2) The Coast Guard constitutes a part of the military forces of the United States operating under the Treasury Department in time of peace, and as a part of the Navy, subject to the orders of the Secretary of the Navy in time of war, or when the President shall so direct. (Act 28 Jan. 1915.) Whenever the whole or any part of the personnel of the Coast Guard is operating with the personnel of the Navy, officers and men of each service shall have the same authority and control over officers and men of the other service as that to which their rank or rating entitles them in their respective services. (Executive order of 2 May 1916.)

(3) Whenever in time of war the Coast Guard operates as part of the Navy, the personnel of that service shall be subject to the laws prescribed for the government of the Navy (Act 29 Aug. 1916), but they shall continue to be subject to the laws, regulations, and orders for the government of the Coast Guard, except insofar as may be necessary for discipline, command, and effective military administration.

Coast Guard
operating under
Navy during
war.

158

(1) Boatswains, gunners, torpedomen, electricians, radio electricians, machinists, carpenters, ship's clerks, aerographers, photographers, pharmacists, pay clerks, acting pay clerks of the Navy, marine gunners, quartermaster clerks and pay clerks of the Marine Corps are warrant officers. They take precedence with each other on the active list of the Navy or Marine Corps, according to the date of their warrants, and in case the warrants of two or more of them are of the same date, then according to the order in which their names are borne upon the Official Navy Register as kept in the Navy Department. They take precedence next after midshipmen.

Warrant
officers.
C. N. R. 24.

(2) After six years from date of warrant, boatswains, gunners, torpedomen, electricians, radio electricians, machinists, carpenters, ship's clerks, aerographers, photographers, pharmacists, and pay clerks upon completion of a total service of six years as pay clerk and acting pay clerk, if duly qualified, shall be commissioned chief boatswains, chief gunners, chief torpedomen, chief electricians, chief radio electricians, chief machinists, chief carpenters, chief ship's clerks, chief aerographers, chief photographers, chief pharmacists, and chief pay clerks, respectively, to rank with but after ensigns, and shall be designated commissioned warrant officers. On the active list of the Navy, these commissioned warrant officers take precedence after ensigns, and of each other

Commissioned
warrant
officers.
C. N. R. 9, 24.

according to the dates of their commissions, and in case the commissions of two or more of them are of the same date, then according to the order in which their names are borne upon the Official Navy Register as kept in the Navy Department. Their commissions give no additional right to quarters on board ship or to command.

How classed.
C. N. R. 24.

(3) Chief boatswains, chief gunners, chief torpedomen, chief electricians, chief radio electricians, chief machinists, chief carpenters, chief ship's clerks, chief aerographers, chief photographers boatswains, gunners, torpedomen, electricians, radio electricians, machinists, carpenters, ship's clerks, aerographers, and photographers are classed as line officers of the Navy; chief pharmacists, chief pay clerks, pharmacists, and pay clerks as staff officers. So far as succession to command or succession to duties aboard ship outside their respective departments are concerned, chief electricians, chief radio electricians, chief machinists, chief carpenters, chief ship's clerks, chief aerographers, chief photographers, electricians, radio electricians, machinists, carpenters, ship's clerks, aerographers, and photographers are restricted to the performance of duties in their departments.

Rank of, and
precedence.
C. N. R. 24.

(4) Such commissioned warrant officers as are or may be retired with the rank of lieutenant (junior grade) take precedence next after officers having the rank of lieutenant (junior grade).

Article 159 deleted by C. N. R. 24.

160

Authority of
subordinate offi-
cers and petty
officers.
C. N. R. 24.

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

SECTION 2.—DETAIL OF COMMAND AND DUTY

161

Officers of the Navy shall perform such duty at sea or on shore as may be assigned them by the department. **Duty performed.**

162

Any staff officer who has performed duty as Chief of Bureau for a full term shall thereafter be exempt from sea duty. (Sec. 1436, R. S.) **Staff officer, Chief of Bureau.**

163

Officers of the line who have been assigned to engineering duty only shall not, after they reach the grade of commander, be assigned to sea duty except upon their own request, and then only as fleet or squadron engineers or as engineer officers of ships, but they shall be eligible for any shore duty assignable to other line officers of their rank. (See Acts of August 29, 1916, and May 11, 1928.) **Officers restricted to engineering duties. C. N. R. 15.**

164

The President is authorized to establish, and from time to time to modify, as the needs of the service may require, a classification of vessels of the Navy, and to formulate appropriate rules governing assignments to command of vessels and squadrons. (Act Mar. 3, 1901.) **Classification of vessels.**

165

Vessels under the jurisdiction of the Navy in foreign ports having merchant crews are amenable to navigation laws. Crews must be shipped and discharged before consuls and papers deposited with consuls, except in those cases where anticipated orders for prompt movement makes this course undesirable, in which case the consul is to be notified. **Merchant crews.**

166

A fleet may be commanded by a flag officer; a force, a squadron, or division by a flag officer, captain, or commander; a destroyer or submarine flotilla by a captain, commander, or lieutenant com- **Assignments to command.**

CHAPTER 8

THE BUREAU OF NAVAL PERSONNEL

SECTION 1, ART. 443.—DUTIES OF THE BUREAU OF NAVAL PERSONNEL

443

1. (a) The Bureau of Naval Personnel, under the direction of the Secretary of the Navy, is charged with and responsible for the procurement, education, training, discipline, promotion, and distribution of officers and enlisted personnel of the Navy, including the Naval Reserve and the Reserve Officers' Training Corps, except the professional education of officers, nurses, and enlisted men of the Medical Department.

Personnel.
C. N. R. 16, 24.

(b) It is charged with the cognizance and responsibility for the preparation of the estimates, the justification, and the administration of that part of the appropriation "Pay, Subsistence and Transportation of Naval Personnel" relating to pay and transportation of naval personnel.

Duties.
C. N. R. 16, 22,
23.

(c) It is charged with the upkeep and operation of the following and with their repair, except as excluded in article 484—

C. N. R. 16, 24,
25.

Naval Academy,
Postgraduate School,
Naval War College,
Schools for the training of enlisted men.
Training stations,
Naval Home,
Naval Prisons,

and with the direction of receiving ships and stations.

2. It shall issue, record, and enforce the orders of the Secretary of the Navy to the individual officers of the Navy and of the Naval Reserve.

Officers.
C. N. R. 16.

3. It shall have under its direction recruiting stations, and shall supervise the enlistment and discharge of all enlisted persons.

Recruiting
stations.
C. N. R. 16.
Naval Reserve.

4. It shall have under its direction the organization and administration of the Naval Reserve, and shall provide for the mobilization of all these Reserves.

5. It shall have cognizance of transportation for all naval personnel except the Marine Corps.

CHAPTER 17

C. N. R. 16, 24

ORGANIZATION OF THE NAVAL FORCES

- Sec. 1.—Art. 632–633. Classification of vessels and aircraft.
 Sec. 2.—Art. 637–643. Status of vessels.
 Sec. 3.—Art. 648–652. Organization of naval forces
 Sec. 4.—Art. 655–660. Command of naval forces.
 Sec. 5.—Art. 663. Naval Transportation Service.
 Sec. 6.—Art. 665–668. Hospital ships.

SECTION 1.—CLASSIFICATION OF VESSELS AND AIRCRAFT

632

(1) The water-borne and air-borne craft of the Navy shall be classified generally for administrative purposes as follows: C. N. R. 16, 22.

(a) *Vessels*, carried as such on the list of vessels in the Navy Register.

(b) *Aircraft*, including *airships* (lighter-than-air dirigibles).

(c) *District craft*, comprising water-borne utilitarian craft which are not of a nature to be included in any one of the other three categories.

(d) *Small boats*, comprising primarily those suitable for ship-board use, together with such other small craft as may appropriately be classed in this category.

(2) The regulations in this chapter apply only to vessels, aircraft and district craft belonging to the Navy, and to any other vessels, aircraft or district craft which may be in naval custody and use.

(3) The regulations in this chapter with respect to vessels shall apply equally to commissioned airships, and to commissioned units of small craft, such as motor torpedo boat squadrons.

633

(1) Subject to the provisions of article 164, the classification of naval vessels, aircraft and district craft shall be as the Secretary of the Navy may direct. Classification.

(2) The Chief of Naval Operations shall advise the Secretary regarding the action which should be taken under paragraph 1 of this article and all correspondence on this subject shall be presented for the department's action through his office. C. N. R. 16.

C. N. R. 25.

List of vessels and district craft.
C. N. R. 22.
List of aircraft.

(3) The list and classification of vessels and district craft shall be kept by the Bureau of Ships, and shall be published from time to time for the information of the service.

(4) The list and classification of aircraft shall be kept by the Bureau of Aeronautics.

NOTE.—There is no Art. 634. Arts. 635 and 636 deleted by C. N. R. 23.

SECTION 2.—STATUS OF VESSELS AND DISTRICT CRAFT

637

(1) The status of each vessel and district craft of the Navy shall be definitely ordered as being in one of the following four conditions:

Active Status:

- (a) In commission or in service.
- (b) In reduced commission or in reduced service.

Inactive status:

- (c) In commission or in service, in reserve.
- (d) Out of commission or out of service, in reserve.

(2) During war or mobilization for war or national emergency, the commandants of naval districts and of outlying naval stations, commanders in chief and commanders of separate squadrons, and senior officers present may change the status of vessels and district craft as may be required by the war plans approved by the Navy Department, or as may be necessary to meet an emergency not provided for in the war plans. In every case prompt report of the action so taken shall be made to the Navy Department.

(3) Except as provided in paragraph 2 of this article, the status of each vessel and district craft shall be as directed by the Chief of Naval Operations.

638

(1) A commissioned vessel or district craft of the Navy shall be commanded by an officer of the line of the Navy, and shall be manned by naval personnel. It shall fly the national ensign and union jack as prescribed in article 284, and a commission pennant or personal flag as prescribed in article 292. In formal reference it shall be called the "United States Ship _____", and "U. S. S. _____".

(2) A vessel or district craft of the Navy which is in service but not in commission may be manned by naval or civil personnel. It shall fly the ensign and union jack, if appropriate, but shall not fly a commission pennant or personal flag.

(3) A vessel or district craft which is not in commission and not in service shall not fly a commission pennant or personal flag, and shall fly the national ensign only in case it is necessary to indicate its national character.

C. N. R. 16, 23, 25.

Authority to commission.

Vessels in commission.
C. N. R. 16.

In service, not in commission.

C. N. R. 25.

639

(1) Vessels and district craft in an *active status* shall be maintained in a condition of readiness for service as follows:

Condition of
readiness,
active status.

(a) *In commission or in service*: Ready in all respects for *active service*, with war complement assigned, and subject to orders for such service without prior notice.

C. N. R. 16, 25.

(b) *In reduced commission or reduced service*: Ready in all respects for *active service* within the capacity of their reduced assigned allowance (less than war complement) including such operations as may be necessary to insure efficient performance of their material and to train their personnel. Such service to be subject to orders without prior notice.

640

(1) Vessels and district craft in an *inactive status* shall be maintained in a condition of readiness for service as follows:

Condition of
readiness,
inactive status.

(a) *In commission or in service, in reserve*: In readiness, such that additional personnel being provided within ten days they can be placed in *active service* within that time. Except as specifically approved by the Chief of Naval Operations, the material condition of readiness shall include habitability for berthing and messing; hull, ordnance, machinery, and other equipment in good operable condition fully assembled, and full allowances of equipage and supplies stowed on board. They shall be subject to orders from the commanders under whom they are serving, or from the Chief of Naval Operations, for such minimum operations as may be necessary to test their material readiness and to train their personnel. The personnel allowance shall be adequate for the above purpose and, in addition, the total personnel of these vessels or craft in a subdivision shall be sufficient to carry out the requirements of readiness and care of all other vessels or craft *out of commission or out of service, in reserve* assigned to the subdivision. (See Article 642.) The above allowance shall include a commanding officer or officer-in-charge, an engineer officer and a supply officer.

C. N. R. 16, 25.

(b) *Out of commission or out of service, in reserve*: In condition of readiness such that, personnel being provided within ten (10) days, they can be placed in an *active status in reduced commission or in reduced service* within a period of thirty (30) days. They shall have no naval personnel attached, but their readiness and care shall be carried out by the personnel of the vessels and craft *in commission or in service, in reserve* assigned to their subdivision. (See Article 642.) Except as specifically approved by the Chief of Naval Operations, the material condition of readiness shall include habitability for berthing and messing; hull,

C. N. R. 25.

ordnance, machinery, and other equipment in good operable condition fully assembled, and full allowance of equipage and supplies stowed on board. The crews will be retained during the period of placing them in the *inactive status*.

(c) For each vessel or craft which the Chief of Naval Operations has determined and approved to be in a lesser state of readiness than stated in subparagraph (b) above, he shall determine and then prescribe the number of days required to place the vessel or craft *in active status in reduced commission or in reduced service* from the standpoints of both improvement in material condition and provision of personnel.

(d) The Chief of Naval Operations and the cognizant bureaus will prepare manuals covering the detailed instructions for placing vessels and craft in the *inactive status*, including preparations therefor, their "readiness and care" while in the *inactive status*, and their return to *active status*.

641

Disabling
of vessels.
C. N. R. 16, 25.

By authority of the Navy Department, or of a senior in the chain of command, or of the senior officer present, a vessel or a district craft may be temporarily disabled for repairs, without its status in the naval organization being changed.

642

Vessels in
an inactive
status.
C. N. R. 16, 25.

Vessels and craft in an *inactive status* shall be organized in subdivisions and berthed at navy yards, naval stations, bases or other places designated by the Chief of Naval Operations. At least one vessel or craft of each subdivision will be placed *in commission or in service, in reserve*. The senior commanding officer or officer-in-charge of the vessel or craft *in commission or in service, in reserve* in each subdivision shall be assigned to command the subdivision. The senior officer of the vessels or craft in an *inactive status* at each berthing point will be assigned to duty under the appropriate commander in the fleet organization.

643

Relations
with navy
yards.
C. N. R. 16.

When vessels in reduced commission, or in an inactive status are at a navy yard, naval station or base, the relation between the commanding officers and subdivision commanders of such vessels and the commandant of the navy yard or naval station or the commanding officer of the naval base shall be the same in all respects as if the vessels were in full commission.

NOTE.—There are no Articles 644–647.

SECTION 3.—ORGANIZATION OF NAVAL FORCES

648

(1) The naval forces of the United States comprise the combatant forces of vessels, aircraft, and troops operating under naval authority together with such additional vessels, district craft, aircraft, or other units as may be assigned thereto for training, utilitarian, or other purposes.

Definitions.
C. N. R. 16.

(2) In the organization of the naval forces, the following definitions shall govern:

(a) A *fleet* is an organization of vessels and aircraft under the command of a commander in chief operating directly under the instructions or orders of the department, and normally comprises all types and numbers necessary for major operations in a given theater of war.

(b) A *force* is a major subdivision of a fleet, and may comprise vessels and aircraft of one or more types. In the plural, the term "forces" may be used in the general sense, as in the titles of this chapter and this section.

(c) A *type organization* is a subdivision of a fleet or force, comprising all vessels of same type attached to such fleet or force, together with such flagships, tenders, and aircraft as may be assigned, and less such vessels as may be specifically excepted.

(d) A *flotilla* is an organization consisting of two or more squadrons of light vessels, except light cruisers, or submarines, together with such additional vessels as may be assigned as flagships and tenders, and such aircraft as may be assigned.

(e) An *aircraft wing* is an organization consisting of two or more aircraft groups. C. N. R. 18.

(f) An *aircraft group* is an organization consisting of two or more squadrons of aircraft.

(g) A *squadron* is an organization consisting of two or more divisions of vessels or one or more divisions of aircraft. It is normally but not necessarily composed of vessels or aircraft of the same type. The term "squadron" may also be applied to a separate organization of minor strength whose commander operates directly under the instructions or orders of the department.

(h) A *division* is an organization composed of two or more vessels of the same type, or two or more sections of aircraft of the same type. The aircraft division is a tactical organization. A section of aircraft normally comprises three aircraft.

649

Basic organization.

C. N. R. 18.

(1) The basic fleet organization shall show the organization of vessels into divisions, squadrons, and flotillas, and of aircraft into squadrons, groups and wings. It shall be prepared and issued by the Chief of Naval Operations.

War organization.

(2) The initial organization of the naval forces for war shall be stated in the war plans.

Peace-time organization.

C. N. R. 16.

(3) The current peace-time organization of the naval forces except troops shall be prescribed in general orders. It shall designate the fleets and squadrons whose commanders operate directly under the instructions or orders of the Department, together with

CHAPTER 21

SENIOR OFFICER PRESENT

Sec. 1.—Art. 798–810. General duties.

SECTION 1.—GENERAL DUTIES

798

When two or more ships meet in port or at sea, the chief command during the time the ships are within signal distance of each other shall be exercised as laid down in article 150.

Command when two or more ships meet.

799

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

Junior to show orders.

800

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

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

801

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

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

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

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

Article 802 deleted by C. N. R. 19.

803

**Identification
of ships
meeting.**

(1) When two or more ships meet they shall hoist their ensigns and the signals establishing their identities (ships attached to the same fleet shall use their distinguishing pennants in identifying themselves to one another), except that, if two or more of them are in company under the permanent or temporary command of a flag officer or senior officer present, only the flagship of such flag officer or the ship of such senior officer present shall hoist her identification signal.

(2) When two or more ships meet and there is doubt as to what commanding officer is the senior officer present the fact shall be ascertained by signal.

804

**Repair of privately owned
merchant vessels in collision
with naval
vessels.
C. N. R. 25.**

(1) The Navy Department is without authority to effect any repairs to merchant vessels in collision with naval vessels except on specific approval of Congress. Such repairs are authorized, however, when in the opinion of the senior officer present, the exigencies of war or of national defense so require or when immediate repairs are necessary to save life or to prevent the merchant vessel from sinking, and the material is at hand, but under no other circumstances. A full statement of any repairs effected under this authority with the cost thereof, including labor and material, and a certification of the senior officer present that the exigencies of war or of national defense required said repairs, or that said repairs were necessary to save life or to prevent the merchant vessel from sinking, shall be included in the senior officer present's report or forwarding endorsement.

(2) If the collision occurs in a foreign port, such measures shall be taken as may be required by the port regulations, and the captain of the port shall be informed should it be necessary.

(3) The foregoing provisions shall also apply, as far as practicable, in all cases of collision by a ship of the Navy with a wharf, float, or other object.

804A

When injuries are sustained in the waters of a foreign port, or adjacent thereto, by a United States naval vessel as a result of a collision between it and a foreign merchant vessel, clearly the fault of the latter, it may become necessary or desirable on the part of the commanding officer of the former, or of the senior officer present, to libel the latter vessel. Such libel proceedings shall be instituted in the name of the United States, and not in the name of the commanding officer or senior officer present. In all such cases it shall be the duty of the commanding officer concerned, or of the senior officer present according to circumstances, immediately to inform the Judge Advocate General of his action. For the form of such libel, see Naval Courts and Boards.

Libel by commanding officer against foreign vessel.
C. N. R. 25.

804B

(1) The provisions of Naval Courts and Boards with respect to an investigation of a collision will be observed.

(2) When a vessel of the Navy, or a vessel manned by naval personnel, comes into collision with a merchant vessel, a public vessel of one of our Allies, a public vessel of a neutral nation, a floating object, wharf or other land structure, all original documents and records relating to or recording the occurrence of such a collision or damage are to be preserved. As soon as practicable after the collision the above documents together with the name and rank or rating of every witness and his station at the time of collision, and whose testimony would be of value relative thereto, shall be forwarded to the Judge Advocate General via the Bureau of Naval Personnel, with copy of letter of transmittal being sent directly to the Judge Advocate General. When the specific documents shall have served their purpose in the protection of the Government's interest, they shall be deposited in the Bureau of Naval Personnel or in the Bureau of Ships as is appropriate. This procedure is intended to avoid later inquiry and search for original documentary material required in admiralty litigation.

Investigations in collision cases.
C. N. R. 25.
Preservation of original data in collision cases.
C. N. R. 25.

(a) The following shall be included in the data furnished the Judge Advocate General: the original record of entry in the deck and engine departments, such as the rough engine room log or rough deck log; smooth copies of such log books; the engine room and bridge bell books; the quartermaster's notebook; the chart actually in use at the time of the collision; the bearing record book; the gyro course record when such a record is available, and the night order book. Where there can be any issue of proper course in any ensuing collision litigation the deviation data, azimuth records, etc., shall also be forwarded. Copies of such

parts of the original documents specified above as may be required for ship's use shall be made and kept on board.

(b) If the entries recorded were, in the first instance, made in a separate notebook or on slips of paper, these should be similarly preserved. It is very important that all original records of the first instance be forwarded with the other required data. A copy, certified by a Navy officer, does not, in the federal courts, have the same standing as the original document and such certification does not dispense with the necessity for the production of the original record.

(c) No erasures should be made, for any purpose, in a log book or on a sheet of original entry of navigation records. If the entry is to be corrected, the original should be lined through and the correction inserted in such a manner that no question can arise as to the nature of the original entry which is being corrected. (See Article 1317.)

(d) In complying with the provisions of these paragraphs, there should be kept in mind the objective of preserving all original data and transmitting them to the Judge Advocate General for availability if litigation ensues.

Surveys.

(3) To facilitate the proof of damages in collision cases, there should be followed, as far as possible, the practice in cases of collision between commercial vessels, with respect to the checking of damage to the merchant vessel and affording the merchant vessel an opportunity to survey the damage to the Navy vessel. Immediately after the collision, if there has been damage to a Navy vessel, notice should be given to the owner, agent, or master of the other craft as to when the Navy vessel may be examined and a survey held for the purpose of reaching, if possible, an agreement as to which of the items, which may be in the process of being repaired, were in fact caused by the collision. This agreement may be obtained in the form of the signature of the surveyor employed on behalf of the commercial vessel to a statement that the items listed constitute the damage due to the collision. By reason of the difference between Navy yard practice and the commercial practice, in determining the cost of repairs to Navy vessels, it is not expected that there can be obtained the agreement of the surveyor of the commercial ship to other than a list of the damages caused by the collision.

(a) Where Navy craft are known to have caused damage of any nature, steps are to be taken to insure the presence of Navy representatives to survey the damage to the other vessel or property. This survey is to avoid any possible later question as to whether what might be claimed to be damage caused by a collision was, in fact, caused by the collision. The Navy Department representatives at these surveys, unless instructed

otherwise, need not follow the commercial practice of signing the survey and agreeing to an estimated cost of repairs, even though such signature is without prejudice. The attendance of the Navy representative at the survey may, however, be noted. If so instructed by the commandant of the naval district where the survey is held, the Navy surveyor may, in keeping with the commercial practice, sign the survey report, without prejudice. It should be appreciated, however, that such signature to a survey in effect constitutes a binding determination of the items of damage due to the collision and also the cost of the repairs when such an estimate forms a part of the survey. The Navy surveyor should prepare and forward with the office copy of his survey a statement as to his objections to the inclusion of any items of repairs or repair costs.

(b) The Navy surveyor should follow the repair work through and visit the commercial vessel during the course of repairs. If work other than the collision damage is being repaired, that fact, the time consumed by the other repair work, the essentiality of such other repair work, and when the necessity for such work arose should be included in the Navy surveyor's report; such factors may be controlling on the question of whether the commercial vessel can recover detention.

(c) Navy surveyors should have in mind that the claim of the commercial vessel is determined by the standard of private shipyard repair costs. An estimate of the repair cost to the privately owned vessel, based upon Navy yard charges and practices, while useful as a check, is not controlling as such vessel cannot be repaired in a navy yard. To make his work of maximum value, the Navy surveyor must take all practical steps to ascertain and report the commercial repair yard cost of effecting the repairs to the privately owned vessel. If the commercial shipowner obtains bids on the repair specifications, these should be checked and reported.

(d) This direction, with respect to affording an opportunity for survey of damaged Navy craft, is subject to considerations of security interests and possible disclosure of confidential information. If such a survey would involve any possible disclosure of confidential information or of confidential construction matters, the representatives of the commercial vessel should be advised that, for these reasons, an opportunity for a survey of the Navy vessel cannot be afforded to them.

(e) This direction is intended to eliminate controversy and, in the event of collision or damage, the procedure to be followed should tend toward the objective which is to be served, that is the elimination of questions as to whether the claimed damage was in fact attributable to the collision.

Maintenance
cost during
repairs.
C. N. R. 25.

(4) The claim of the United States will include the complete expense of the operation and maintenance of the Navy vessel involved for such period as the United States was deprived of the use of the vessel solely by reason of the necessity for making repairs of the collision damage. The commanding officer shall forward, as soon as available, to the Judge Advocate General a statement of the expense during the repair period, such as wages, subsistence of the entire ship's complement, itemized by divisions, operation costs including fuel, lubricating oil, supplies consumed and other items. Such statement will be required only in the event that it appears probable that there is fault (entire or partial) on the part of the other vessel. In cases of uncertainty, instructions from the Judge Advocate General should be requested. Original data, from which such statement is compiled, are also to be forwarded. For items not supported by original data, there should be forwarded a detailed signed statement prepared by the person computing such items.

805

Reports to the
officer in chief
command.

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

806

To require
exercise in
communications.

When two or more ships are together the senior officer present shall have frequent exercises in day and night communications.

807

Duties of flag
officer dis-
charged by
senior officer.
C. N. R. 19.

The senior officer present shall discharge the duties of a commander in chief as laid down in articles 683 to 687 inclusive, 695, 697, 699 (1), 703 to 727 inclusive, 731 (2), 734, 737, 739, 743, and authority for that purpose is hereby conferred upon him.

808

Business, how
conducted.

The senior officer present shall, as far as practicable, conduct business coming under his jurisdiction through the duly authorized force or other subordinate commanders or senior force officers present of the fleet or other command to which ships present may belong.

809

Portfolio of
senior officer
present afloat.

There shall be maintained at each navy yard and naval station a "Portfolio of senior officer present afloat," in which shall be contained the originals or certified copies of all orders or

instructions received or issued by the senior officer present afloat. This portfolio shall be transferred to and kept in the custody of the senior officer present afloat or, if there be no such officer, in the custody of the commandant.

810

When two or more ships are in the vicinity of each other while liberty is being granted, the senior officer present will designate the daily order in which each ship having a medical officer shall take the medical guard.

Medical guard.
C. N. R. 7.

NOTE—There are no Articles 811–818.

(2) All enlisted men received for duty shall be compared with their service records for identification as soon as practicable after receipt. In case a discrepancy is found to exist, full report, together with a statement of the man concerned, shall be forwarded to the Bureau of Naval Personnel.

827

(1) The commanding officer of a ship newly placed in commission, both before and after commissioning, shall pay particular attention to the equipment of the ship and endeavor to discover if there are any defects in her outfit and stores, including machinery, boilers, pumps, water-tight doors, valves and cocks, access to bottoms and bilges, ventilation, fire-extinguishing and distilling apparatus, spars, sails, rigging, guns and implements, ammunition and ordnance stores, navigation supplies and instruments, clothing, provisions, and medical outfits.

**Defects in
equipment.**

(2) He shall satisfy himself that the battery can be manipulated effectively.

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

**Machinery,
boats.**

(4) Should any defect be discovered in connection with the items mentioned in paragraphs 1 and 2 of this article, or in any other particular, he shall make a written report thereof to the commandant, and if not remedied in a reasonable time, to the Chief of Naval Operations.

**Report of
defects.**

(5) Before leaving the navy yard the commanding officer shall require the supply officer of the ship to report to him in writing if all the stores as laid down in the allowance books have been received, and what defects or deficiencies, if any, exist in the matériel or personnel under his immediate supervision. He shall then report to the Chief of Naval Operations the condition of the ship, her outfit, and equipment.

828

When the command of a ship in commission and acting singly is changed, the officer relieved shall make a report to the Secretary of the Navy on the date of his detachment in accordance with so much of article 699 (4) as may be applicable to his late command; if in command of a vessel attached to a fleet, he shall furnish the commander in chief with the data necessary for him to make the required report complete as far as the vessel is concerned.

**Data for
annual report.**

SECTION 3.—ORGANIZATION

829

Police and other regulations.

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

830

General orders and Articles for Government of Navy.

The Articles for the Government of the Navy shall be read aloud to the officers and crew, at quarters if practicable, once in every month and a copy of them shall be kept posted at all times in a conspicuous place accessible to the crew. All general orders issued by the Secretary of the Navy or the commander in chief which may in any degree affect the crew shall be read to the officers and crew by an officer, under the direction of the commanding officer, at the first quarters after their receipt and the fact entered in the log book. Court-martial orders and other official matter of like tenor shall be read in the same manner or placed on bulletin boards or other conspicuous places where they can be read by officers and crew. Copies of all orders concerning the daily routine and police regulations and of routine orders concerning the ship's company shall be kept posted in a conspicuous position accessible to the crew.

831

The orders to be issued through the executive.

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

832

Crew stationed and exercised before sailing.

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

(2) If the vessel be newly commissioned the commanding officer shall take the first opportunity after leaving the navy yard to determine her tactical qualities and periods of rolling and pitching.

833

Determination of tactical qualities.
C. N. R. 6.

(1) Newly commissioned ships shall conduct trials during their shaking-down cruise in accordance with the department's current instructions for turning trials and for obtaining tactical and maneuvering data and periods of rolling and pitching.

(2) On vessels where the above data are found to be incomplete or inaccurate, commanding officers will cause additional tactical trials to be held and will forward results to the Chief of Naval Operations.

834

The commanding officer shall superintend all important evolutions, exercises, and inspections.

To superintend evolutions and exercises.

SECTION 4.—GENERAL DUTIES

835

A commanding officer who departs from his orders or instructions under any circumstances, or takes official action at the request of any person, must do so upon his own responsibility and immediately report the circumstances to the officer from whom he received his orders and instructions.

A commanding officer always responsible for his acts.

836

The commanding officer shall keep a night order book in which shall be entered the course and any necessary special precautions concerning the speed and navigation of the ship and all orders given to the officer of the deck for the night. This book shall be preserved as a part of the official records of the ship and turned in at the end of the cruise.

Night order book.

837

The commanding officer shall not, when in a fleet or squadron, perform any independent evolution without orders from the commander in chief, division commander, or other officer in direct authority over him, except to avoid a collision or danger.

No independent movements.

838

If, when in a fleet, squadron, or division, the commanding officer finds that the course directed is leading the ship under his command or any other, into danger he shall promptly give notice to the commander in chief, division commander, or other officer in direct authority over him, and to the ship endangered.

Notice of danger.

839

(1) If a ship is separated from the command to which she belongs, her commanding officer must explain the cause of such separation to his immediate superior, and also to the commander in chief. (Art. 769.)

If separated.

Entering port
not designated.

(2) If a ship enters a port not designated nor permitted by the instructions, her commanding officer shall report to his immediate superior the cause for so doing and the delay necessary.

840

Reports in case
of damage to
ship.

The commanding officer shall report to the commander in chief, immediately after its occurrence, every instance when the ship under his command touches the ground, has a collision, a fire on board, any serious accident to hull, spars, machinery, or boilers, or other important events of like nature; he shall forward with the report a statement of all the circumstances attending the accident.

841

Loss of the
ship.

(1) In case of the loss of the ship, her commanding officer shall remain by her with officers and crew as long as necessary and save as much Government property as possible. Every reasonable effort shall be made to save the log book, muster roll, accounts of officers and crew, and other valuable papers.

The captain
last to leave.

(2) If it becomes necessary to abandon the ship, he should be the last person to leave her.

(3) He shall make a report of the circumstances to the Secretary of the Navy as soon as possible, and if wrecked within the United States shall repair to the nearest naval station with the crew of the ship.

Crew and prop-
erty saved, how
disposed of.

(4) He shall, if in a foreign country, lose no time, after making all efforts to save property, in returning with the officers and crew to the fleet or squadron to which they belong or, if acting singly, to the United States. He shall take steps for the preservation of the Government property saved, until it shall be disposed of in such manner as the department may direct.

842

Expeditions
sent from a
ship.

On occasions of sending a boat or other expedition away from the ship on important duty, when it is to proceed beyond signal distance, the commanding officer of the ship shall give written orders to the officer in command of the boat or expedition.

843

Care of crew.

The commanding officer of a ship shall use all proper means to preserve the health of the crew, and shall from time to time consult with the medical officer of the ship in regard to sanitary measures to be adopted for that end. (Art. 741.)

844

(1) The commanding officer of a ship shall facilitate any examination which it may be the duty of a customs officer of the United States to make on board of the ship under his command.

Customs
examinations.

(2) He shall not permit a foreign customs officer to make any examination whatsoever on board of the ship or boats under his command.

845

The commanding officer shall not permit any ship of the Navy under his command to be searched by any person representing a foreign state, nor any of the officers or crew to be taken out of her, so long as he has the power to resist. If force is used it must be repelled.

Search never
to be permitted.

846

(1) In ports where war or insurrection exists or threatens, the commanding officer of a ship shall always require the boats away from the ship to have some competent person in charge, and shall see that the proper steps are taken to make their national character evident at all times.

Man-of-war
boats.

(2) The boats of a ship of war will be regarded, in all matters concerning the rights, privileges, and comity of nations, as parts of the ship herself.

847

(1) The commanding officer of a ship shall not perform a marriage ceremony on board; nor shall he permit one to be performed when the ship is outside of the territory of the United States, except in accordance with the local laws and laws of the State, Territory, or district in which the parties are domiciled, and in presence of a diplomatic or consular official of the United States, who has consented to issue the certificates and make the returns required by the consular regulations.

Marriages on
board.

(2) He shall report to the Secretary of the Navy all marriages occurring on board.

848

The commanding officer of a ship is not required to perform the duties of a supply officer. (Sec. 1432, R. S.)

Not required
to act as supply
officer.

849

Whenever an officer in charge of a department is ordered detached from a ship during a cruise, the commanding officer shall require the officer so ordered to make a thorough inspection of

Officer de-
tached during
cruise.
C. N. R. 7, 15,
17, 25.

the material of the department in company with his relief, and upon the completion thereof, to submit jointly with his relief a report on the condition of the parts of the ship, machinery, and equipment of the department, with particular reference to any defects or deficiencies discovered. This report shall include a statement as to the action taken relative to transferring the responsibility for the equipage in use in the department. In the event of any disagreement between the officers as to the conditions discovered, the commanding officer shall take appropriate steps to ascertain the actual conditions, and, if necessary, the responsibility therefor, and shall forward the report to the Secretary of the Navy. Should lack of time or other circumstances prevent the two officers making the inspection in company, the incoming head of department shall be required to make the inspection and report as soon as possible and within 20 days after taking charge.

850

Safety orders.

The commanding officer shall see that the officers and crew are instructed in the safety orders and all requirements regarding the care, stowage, handling, and examination of explosives, inflammables, and fuels as laid down in the Navy Regulations and the bureau manuals. He shall be responsible that all the proper, necessary, and prescribed precautions are taken relative to the care, stowage, handling, and inspection of explosives, inflammables, and fuels on board ship.

851

Issuance of additional safety orders.

(1) Conditions not covered by safety instructions included in the Navy Regulations or in the Bureau of Ordnance Manual may arise which, in the opinion of the commanding officer, may render firing unsafe. Nothing in these safety instructions shall be construed as authorizing firing under such conditions or as preventing the commanding officer from issuing such additional safety orders as he may deem necessary.

C. N. R. 20.

(2) Before firing any gun, other than a saluting gun, in time of peace, the recoil cylinders shall be inspected and filled in the presence of the gunnery officer or assistant gunnery officers, and such officer shall check the pressure being carried by the pneumatic counter recoil cylinders and verify that the air systems are properly charged and that the valves of the gas ejector system operate freely; and a report thereof shall be made to the commanding officer.

NOTE.—There is no Article 852.

C. N. R. 25.

853

(1) A commanding officer about to be relieved shall deliver to his successor the keys for all spaces and receptacles used for the storage of projectiles and explosives, also the keys to the entire flooding system used in connection with ordnance.

(2) The commanding officer shall be the custodian of the keys to all spaces and receptacles containing projectiles and explosives.

(3) He shall be the custodian of the keys to all flood cocks, and shall take the necessary steps to insure that the flooding and sprinkling testing caps and plugs are kept locked except when actually in use for testing, and that they are never left attached to the flooding or sprinkling systems at the conclusion of the tests.

(4) Spaces containing explosives will not be opened without the knowledge and consent of the commanding officer.

(5) When practicable an officer should obtain the keys for spaces containing explosives, and for flooding and sprinkling systems, from the commanding officer, and be present when such spaces are open, explosives being handled, or flooding systems tested. Keys should be returned to the commanding officer, when exercises or inspections are completed, by the officer who obtained them.

(6) In time of war the commanding officer may designate such persons under his command as he considers necessary to have custody of duplicate keys.

854

Unless otherwise directed by higher authority in the chain of command, the commanding officer of a vessel ordered from active status to inactive status shall not deliver the orders of detachment to officers assigned to duty as heads of departments nor shall other officers or members of the crew in any department be detached or transferred until he has insured by proper inspections that the condition of readiness for future service required by article 640 and current Instructions for Inactive Ships issued by the Chief of Naval Operations and the initial preservation measures prescribed by the manuals of the cognizant bureaus have been carried out satisfactorily for that department. Should a vessel or craft be placed out of commission or out of service in reserve before the orders of detachment of one or more of her officers have been delivered, such officers shall immediately report to the subdivision commander for temporary duty and the Bureau of Naval Personnel shall be immediately informed.

Detachment of officers of a vessel ordered from active status to inactive status.
C. N. R. 25.

855

The commanding officer shall designate the number of rockets, and amount of powder to be kept in readiness for signal pur-

Ready signal ammunition.

C. N. R. 25.

poses; also the number of rounds of ammunition to be kept ready for possible contact with an enemy, and for saluting purposes.

856

Open ports at sea.

(1) When at sea no gun or air ports shall be opened without the knowledge and consent of the commanding officer, and they shall always be opened and closed by men specially appointed for that duty. Those on the lower decks shall be closed at sunset unless special authority is granted to keep them open after that time; and a report shall invariably be made to the officer of the deck when a port is opened or closed at sea. Neither gun nor air ports shall be opened when there is any probability that water will enter to a dangerous extent.

Sounding of compartments.
C. N. R. 12, 19.

(2) The commanding officer of each ship shall require such routine soundings of compartments as may be necessary for the safety of the ship. To the extent applicable in each case, these soundings shall include: (1) daily soundings or inspections of peak tanks; of fresh water and reserve feed water tanks; of voids and empty compartments adjoining engineering spaces, particularly double bottoms beneath machinery spaces, and of all storerooms and spaces in which leakage would damage stored material; and (2) weekly soundings or inspections of other voids adjacent to the shell of the ship, of all oil tanks, of all voids adjoining tanks containing oil or water, and of any other spaces not covered in the daily soundings and inspections. In addition, compartments adjoining or containing gasoline tanks shall be inspected daily for the presence of fumes, and if any fumes are present, the source thereof shall be immediately sought; and the cause thereof shall be removed as soon as possible, the compartment being inspected at least twice daily while leakage is known to continue. Water-filled compartments adjoining gasoline tanks shall be overflowed weekly to ascertain whether gasoline has leaked into them from these storage tanks.

857

Fire control and gas warfare material to be kept secret.
C. N. R. 13.

(1) Commanding officers shall see that the utmost secrecy is observed in connection with all fire-control and gas warfare material in so far as persons not connected with the naval service are concerned. To this end it is directed that—

(a) Blue prints, textbooks, or descriptive matter relating to fire control be not shown, loaned, or quoted to persons not connected with the United States naval service.

(b) Systems used for training the personnel in fire control and spotting or the system used during the practice or in battle be not explained to persons not connected with the United States naval service.

(c) Instruments used in connection with fire control be not explained, loaned, demonstrated, or stripped for copying for the benefit of any persons not connected with the United States naval service.

(d) Filters, air circulating and purifying devices; gas mask stowage; gas defense apparatus and any gear or device used in connection with the removal or neutralization of agents employed in chemical warfare be not explained, loaned, demonstrated, or stripped for copying for the benefit of any persons not connected with the United States naval service. **C. N. R. 13.**

(2) These restrictions also apply to representatives of companies having contracts for fire-control material. Authority will be granted by the Chief of the Bureau of Ordnance to waive the restrictions in individual cases when it is considered desirable or necessary to do so.

858

(1) The commanding officer of each vessel in commission shall exert every effort to maintain the material of his ship in readiness for war service. To this end, the commanding officer, when his ship is at a navy yard for overhaul, will cooperate with the yard authorities as provided in article 1536. **Material readiness. C. N. R. 8.**

(2) The commanding officer of each ship in commission except vessels of the U. S. Fleet, the U. S. Asiatic Fleet, and district craft shall submit a material readiness report on the prescribed form to the Chief of Naval Operations through official channels (arts. 757 (1), 771 (4), and 688 (4)), showing the state of material readiness of his ship for active war service— **Material readiness reports. C. N. R. 17.**

(a) Semiannually on the 31st day of May and on the 30th day of November.

(b) Immediately following a yard overhaul.

(c) When there is a change in the state of material readiness of a vessel affecting her availability for war service.

When the vessel is undergoing yard overhaul on the 31st day of May or the 30th day of November, a letter to this effect may replace the regular material readiness report. A letter may likewise replace the material readiness report when the yard overhaul is completed within a month of the dates mentioned above. **C. N. R. 11.**

These reports will contain:

(a) A detailed list of authorized but uncompleted navy yard work by titles and bureau cognizance.

(b) A list of navy yard work considered necessary but not yet authorized arranged as in (a).

(c) Items of necessary work affecting material readiness for war to be done by tenders or ship's force.

Material readiness reports shall reach the Chief of Naval Operations in duplicate.

C. N. R. 25.

(3) The commander of each subdivision of *inactive vessels or craft* (Art. 642) shall carry out the duties and render material readiness reports for all vessels or craft assigned to his subdivision as are specified in paragraphs (1) and (2) above for the commanding officer of a vessel *in commission*.

859

Movements of ship.

When a ship is acting singly her commanding officer shall keep the department advised of her movements. (Arts. 700 A, 2015.)

860

Bill of health.

Before proceeding to sea the commanding officer shall require the medical officer to procure a bill of health in all cases in which it may be necessary or advisable.

861

(1) He shall not permit a passenger to interfere in the management of the ship in any way, except as provided in article 174.

(2) The names of all passengers and the dates of arrival on board and departure shall be entered in the log book and reported to the Bureau of Naval Personnel.

(3) Before proceeding to sea he shall satisfy himself that there are no unauthorized persons on board.

862

Routine reports.

(1) Commanding officers of vessels of the battleship and scout forces shall forward directly to the commander of the division to which their vessel is assigned and commanding officers of all other vessels to the commander of the squadron or flotilla, unless otherwise directed by him, all routine reports concerning the organization, administration, duties, and discipline of the ship in accordance with the administrative flow of command as stated in article 656. (Article 2036.)

Report defects.

(2) He shall report in detail, as soon as discovered, any defect in the ship, its armament, or equipment, which lessens its efficiency.

Lost torpedo.

(3) Every effort shall be made to guard against the loss of torpedoes, and an ample number of boats shall be in attendance when engaged in torpedo practice. When a torpedo sinks, the spot shall be buoyed at once and, if the depth of water and other circumstances permit, a diver shall be sent down as promptly as possible. Whenever a vessel fails to recover a torpedo, the commanding officer of such vessel shall report fully to the commander in chief of force commander (through the division commander) the methods and periods of search. In the case of a

lost torpedo, a board of survey shall be convened which shall determine the cause and responsibility for the loss. The report of the board of survey shall be forwarded to the commander in chief, or force commander, by the officer ordering such survey, who shall indicate thereon his action.

863

(1) Commanding officers shall offer and pay a sum not exceeding \$20 for the recovery of a lost torpedo, mine, or paravane or when a torpedo, mine, or paravane has not been recovered, within a reasonable period and its recovery appears doubtful. On approval of the senior officer present the amount may be increased to \$50 if attendant circumstances justify the payment of this amount. A copy of the notice of reward shall be forwarded to the bureau concerned.

Reward, lost torpedoes, mines, and paravanes. C. N. R. 12.

(2) Rewards will be paid on requisitions for services and chargeable to the current appropriation "Ordnance and ordnance stores," or "Construction and repair," as the case may be.

(3) In special cases where the commanding officer or senior officer present may consider an amount in excess of \$50 to be just and reasonable for exceptional service in the recovery of a torpedo or paravane, he may recommend payment of a sum in excess of the above specified amount, which recommendation in the case of torpedoes should be referred for approval to the Chief of the Bureau of Ordnance, or in the case of paravanes to the Chief of the Bureau of Ships before payment is made.

(4) If considered desirable the senior officer present may publish standing offers of reward in lieu of the offers by commanding officers, required above. Rewards so offered shall not exceed fifty dollars except when authorized by the bureau concerned. A copy of each notice published shall be sent to the bureau concerned.

C. N. R. 20.

(5) In all cases of payment of above rewards, a report of the attending circumstances will be forwarded to the Bureau of Ordnance or the Bureau of Ships as the case may be.

864

When acting singly the commanding officer shall report as required by articles 700B, 712, 805, 874 (3), 874 (6).

Reports to the officer in chief command. C. N. R. 11.

NOTE.—Article 865 deleted by C. N. R. 24.

866

When not attached to a fleet or squadron, the commanding officer of a ship shall inspect the ship under his command in accordance with articles 689 and 690.

Inspection acting singly.

Customs inspections of naval ships and Army transports.

(1) When any ship under the control of the Navy Department arrives within the territory of the United States, after having visited a foreign port or ports, the commanding officer thereof or, in the case of a number of ships in company, the senior officer present, shall inform the collector of such United States port of the arrival of said ship or ships, and shall hold such ship or ships subject to such custom inspection as the collector of the port shall be directed to make by the Treasury Department. Commanding officers shall see that no dutiable articles are landed until after such action has been taken by the collector of the port. If the first port visited be not a port of entry, the provisions of this order shall be complied with at the first port of entry visited thereafter.

List of dutiable articles.

(2) The commanding officer of each such ship shall cause each person on board who has purchased or otherwise acquired articles abroad which he intends to land from the ship to furnish a list of such articles and the prices paid therefor, separately stating articles of wearing apparel and similar personal effects intended for their personal use and articles intended for others. All such articles shall be conveniently packed, ready for examination by the customs officials upon arrival.

Inspection, how made.

(3) The Secretary of the Treasury has instructed the customs officers to examine and appraise such articles and to collect the duties accruing thereon, after allowing the one hundred dollars exemption upon wearing apparel and similar personal effects intended for personal use. No customs examination of baggage other than that so listed and presented for examination will be made.

Not to affect ship movements.

(4) The provisions of this article shall not be construed to delay the movements of any naval vessel engaged in the performance of her duty.

To whom applicable.

(5) By agreement with the Treasury Department this procedure has been extended to officers and enlisted men returning upon Army transports but excluding Red Cross, Young Men's Christian Association, and other workers who may travel on Army transports. Commanding officers should take every measure to see that the provisions of this article are strictly complied with, since failure to do so involves the good faith of this department in abiding by its agreement with the Treasury Department on this subject. Strict compliance with the provisions of this article will greatly facilitate the examination of baggage of returning officers and men.

Detailing officers as heads of departments. C. N. R. 23, 24. C. N. R. 25.

(1) The commanding officer shall see that, pursuant to changes in the detail of officers, there is always an officer in charge of

every department by detailing one, and that the regulations for turning over property when officers are transferred are strictly complied with. If in command of a ship in reserve, he shall exercise particular care to prevent the deterioration of her equipment in any manner. (Arts. 1228 and 1393.)

(2) Dealers, agents of dealers, and tradesmen generally will not be permitted on board of vessels of the Navy, except as hereinafter specified.

(3) Dealers and agents of dealers may be permitted on board naval vessels when wanted for the purpose of expediting public business. Others having specific business may be permitted on board at the discretion of the commanding officer.

(4) Bumboating will not be allowed on board or alongside of naval vessels; and, with the exception of daily newspapers, all sales made on vessels of the Navy must be made through the ship's store, or the ship's service store, except that the crews of vessels which do not carry supply officers may purchase fresh fruit and vegetables (and these articles only) from boats. C. N. R. 18.

SECTION 5.—DUTIES IN TIME OF WAR

869

The commanding officer of a ship shall consider the provisions of article 704 as applicable to himself in reference to this section. In time of war.

870

The station of the commanding officer of a ship in battle shall be such as will enable him to fight the ship to the best advantage. Station in battle.

871

If the commanding officer of a ship entertain any doubts in regard to the pacific relations of the United States with any foreign State, he shall be vigilant in watching the movements and acts of possible enemies, in order to prevent being surprised or taken at a disadvantage. When pacific relations are doubtful.

872

(1) The commanding officer of a ship shall, when in presence of an enemy, or upon approaching a strange ship or on being approached by one, have the crew at quarters and the ship ready for battle. When an engagement is possible.

(2) When in company with an enemy for a considerable length of time, as when both are at anchor in a neutral port, the officers and crew shall be kept on board and the ship and personnel at all times, day and night, in readiness for action at a moment's notice.

873

Communicating important information.

The commanding officer of a ship shall, if possible, before going into action, communicate to his officers his plans for battle and such other information as will be of service to them should they succeed to the command of the ship.

874

To prepare for further service immediately after battle.

(1) Immediately after a battle he shall repair damages as far as possible, and use every effort to prepare the ship for further service in action. He shall transmit to his superior in command a list of killed and wounded, and of ammunition, personnel, or material necessary for immediate service.

Shall not retire from battle.

(2) He shall not, without permission, retire from battle to assist a disabled ship, or to take possession of a captured one.

When an enemy's ship strikes her flag.

(3) When an enemy's ship strikes her flag in battle he shall continue the action with other ships of the enemy, but shall take possession of the surrendered ship as soon as practicable.

Taking possession of a captured vessel.

(4) On taking possession of a prize, he shall adopt such measures as may be necessary to prevent her from being recaptured. He shall remove such of the officers and crew as may be necessary, and take great care to preserve the log, all journals, signal books and signals, orders, instructions, letters, ship's papers, and any other documents of importance or bearing upon the validity of the capture.

Prisoners of war.

(5) He shall take care that all prisoners of war are treated with humanity; that their personal property is preserved and protected; that they are allowed the use of such of their effects as may be necessary for their health; and that they are supplied with rations properly cooked. He shall, however, have them properly guarded and deprived of all means of escape or revolt.

Reports after a battle.

(6) After a battle he shall make full report thereof as prescribed in article 712. These reports must be accurate and explicit and contain all important details; the movements of ships should be illustrated; the force and direction of the wind and the state of the sea given; the bearing, distance, and outlines of the land, if any is in sight, stated; and the efficiency of the ship and all munitions of war carefully noted.

875

General duties.

When acting singly, the commanding officer of a ship shall carry out the instructions prescribed in section 2, chapter 18, of these regulations for a commander in chief, as far as they may be applicable.

SECTION 6.—INTERCOURSE WITH FOREIGNERS

876

The commanding officer of a ship shall carefully note and conform to the instructions laid down in Section 3, chapter 18, of these regulations.

General duties in relation to foreigners.

877

The commanding officer of a ship shall afford all assistance in his power to vessels of a foreign state at peace with the United States and to vessels of the United States.

Assistance to foreign vessels. C. N. R. 25.

878

If refused assistance by any foreign official, the commanding officer of a ship shall report the circumstances to the officer in chief command and to the Secretary of the Navy.

If refused assistance.

879

The commanding officer shall require the officers of his command to cooperate with him in acquiring information for intelligence reports.

Intelligence reports.

SECTION 7.—NAVIGATION

880

(1) The commanding officer of a ship shall, immediately before leaving and as soon as practicable after entering port, require the navigating officer to ascertain the draft of the ship, forward and aft, and enter it in the log book.

Draft of ship.

(2) He shall have such lookouts stationed as are necessary in accordance with the best practice of seamen, having in mind the special conditions, the results to be accomplished, and the physical limitations of personnel and material. When under way during low visibility, or when approaching or traversing congested traffic lanes or areas, he shall maintain at least one lookout stationed in the bow as far forward and as near the water as feasible under the circumstances. He shall take steps to insure that lookouts are proficient in their duties.

Lookouts. C. N. R. 19.

(3) He shall take special care that the lights required by law, to prevent collisions at sea and in port, are kept in order and burning during the night, unless it be necessary to extinguish them for war purposes or while exercising as though engaged in war. He shall require that there be kept at hand, convenient for use, means for relighting or replacing any such light as may be extinguished.

Running and anchor lights.

Precautions to prevent collisions.

(4) He shall observe every precaution required by law to prevent collisions and other accidents on the high seas and inland waters.

Course steered.

(5) Unless in company with a senior, he is responsible for the course steered, and he is always responsible for the safe conduct of the ship.

881

Piloting.

The commanding officer shall pilot the ship under his command under all ordinary circumstances, but may, in accordance with the provisions of article 1454, employ a pilot when necessary.

882

Preparations for anchoring.

When in the vicinity of the land, or upon approaching an anchorage of any kind, the commanding officer shall have the cables bent and the anchors ready for letting go.

883

When soundings shall be taken.

(1) When under way on soundings the commanding officer shall have casts of the lead taken frequently, if necessary, to verify the position.

(2) When going into or out of a port or approaching an anchorage, shoal, or rock, with or without a pilot on board, he shall keep the hand leads going and, if necessary in order to obtain correct soundings, reduce the speed.

884

Anchoring.

(1) The commanding officer shall select a safe place to anchor. After anchoring he shall have such bearings and angles taken and entered in the log book as will enable the exact position of the ship to be located on the chart.

(2) He shall, if the ship is anchored at a place not surveyed, and if practicable, have the depth of water and character of the bottom examined for at least three cables' length around the ship. The result shall be entered in the log book.

885

**Compasses.
C. N. R. 17, 18.**

The commanding officer shall keep himself informed of the error of the standard and steering compass and of the gyrocompass and radio direction finders.

886

Hydrographic information.

The commanding officer shall report to the Navy Department all important hydrographic or other information he may acquire concerning the navigation of ships. In case of temporary deficien-

cles in aids to navigation he shall forward a copy of his report directly to the nearest District Commander, United States Coast Guard, concerned. The addresses of District Commanders, United States Coast Guard, are in the Introduction to Light Lists.

Sailing directions.
C. N. R. 23.

887

(1) The commanding officer shall carefully preserve all information that he may receive or be able to procure concerning the safe navigation of the ship.

Navigation information, preservation, procurement, and correction.

(2) He shall require the sailing directions, light and beacon lists, and notices to mariners of the ship to be compared with those of other ships of the Navy which he may meet, having later information on these subjects than his own, and any differences shall be noted.

(3) He shall, when there is any doubt about the safe navigation of routes he proposes to take, or ports he intends to visit, make every effort to obtain from any reliable source, foreign or otherwise, all possible information that will aid him.

888

The commanding officer shall, when his duties and other circumstances permit, make a careful survey and construct a chart of any shoals, harbors, or dangers to navigation that he may discover or find to be inaccurately located. He shall forward them through the usual official channels, with all the original data and computations used in their construction, to the Hydrographic Office.

Surveys.

889

When passing in the vicinity of suspected dangers or where there are indications of shoal water or danger not on the chart, the commanding officer shall, unless there are good reasons to the contrary, make such search as the weather and other circumstances permit, forwarding to the Hydrographic Office the results, with a track chart showing the traverses made and soundings taken. In the event of no search being made, he shall report to the Hydrographic Office the result of his observations and his reasons for the omission.

Suspected dangers.

SECTION 8.—SUPPLIES AND REPAIRS

890

The commanding officer shall regard himself as responsible for the economical maintenance of his ship, and shall require from all under his command a rigid compliance with the regulations in relation to the receipt and expenditure of public money or stores.

Economy in expenditure.

891

Not to interfere with duty of commandant.

The commanding officer shall exercise no control over the officers or mechanics of a navy yard or station where the ship under his command may be moored, unless by the permission or direction of the commandant, except in matters coming under the police regulations of the ship. (Arts. 1502 and 2036.)

892

Repairs by ship's mechanics.

(1) The commanding officer shall, as far as possible and when in accordance with the interests of the Government, cause all repairs to the hull, machinery, spars, boats, and to all articles of equipment and outfit to be made by the ship's mechanics. This regulation is subject to the following provisions of the act of August 22, 1912: No enlisted men or seamen, not including commissioned and warrant officers, on battleships of the Navy, when such battleships are docked or laid up at any navy yard for repairs, shall be ordered or required to perform any duties except such as are or may be performed by the crew while at sea or in a foreign port.

(2) He shall regard as urgent all repairs necessary to insure efficiency, or to preserve the health of the personnel. He may request assistance from the senior officer present in making such repairs, both in labor and material, but the ship's own force must be utilized to the utmost.

893

Disposing of supplies.

The commanding officer shall be governed by the provisions of article 736. Should he learn of inaccuracies in the property accounts of any officer of the ship charged with the care and custody of the property, he shall arrange the adjustment by survey or other method prescribed by these regulations.

894

Requisitions and other papers submitted to senior officer.
C. N. R. 20, 22.

Before arriving in port, the commanding officer shall cause the supply officer of the ship to submit requisitions for, and, immediately upon arrival, to take the necessary steps to procure needed supplies. He shall also submit to the commandant of the station, or senior officer present, reports of all repairs needed and all other papers requiring action.

Article 895—deleted by C. N. R. 20.

896

Not to land spare articles.

Except in emergency, the nature of which shall be reported, the commanding officer shall not land any spare parts, stores, or

C. N. R. 25.

other articles belonging to the ship, at any port, without the written permission of the bureau concerned.

Article 897—deleted by C. N. R. 20.

898

When any work done upon the ship under his command at a navy yard is deemed by him to be unsatisfactory in any particular, the commanding officer shall make a special, detailed, written report of the same to the Chief of Naval Operations, forwarding the original of such report through the commandant of the navy yard concerned, who shall cause to be endorsed thereon statements from the heads of divisions concerned, together with his own recommendation, and forward the same to the bureau or office concerned.

Unsatisfactory
Navy Yard
work.

Article 899 deleted by C. N. R. 19.

SECTION 9.—PERSONNEL

900

(1) The commanding officer of a ship is authorized, when acting singly, to send to the United States the following:

Persons who
may be sent to
the United
States.

(a) Persons whose term of service has expired or is about to expire.

(b) Persons who have been condemned by medical survey.

C. N. R. 22.

(c) Persons charged with a crime or offense for which they can not be tried on the spot by a court competent to adjudge a sufficient punishment, in which case necessary witnesses shall also be sent.

(2) He shall follow the instructions laid down in articles 742 and 743, when applicable to himself.

901

The commanding officer shall carefully observe the instructions given in article 741.

Service on un-
healthy
stations.

902

(1) The commanding officer of a ship shall, if possible, investigate in person all offenses. The investigation shall not be delegated to any other officer, unless in case of illness or absence from the ship. (Art. 213.)

Investigation
of offenses.

(2) He shall have a record of punishments kept according to prescribed forms, including all minor punishments such as extra duty and deprivation of leave as well as confinement.

Record of
punishments.

Merchant
seamen not to
be received on
board as
prisoners.

The commanding officer of a ship shall not, while on a foreign station, receive on board as prisoners seamen from merchant vessels, unless the witnesses necessary to substantiate the charges against them are also received, or adequate means adopted to insure the presence of such witnesses on the arrival of the prisoners at the place where they are to be handed over to the civil authorities.

903

Complaints of
merchant
seamen.
C. N. R. 3.

Whenever three or more members of the crew of any merchant vessel of the United States bound from a port in the United States to any foreign port, or being of the burden of seventy-five tons or upward, and bound from a port in the Atlantic to a port in the Pacific, or vice versa, complain to the commanding officer of any United States naval vessel that the provisions or water for the use of the crew are at any time of bad quality, unfit for use, or deficient in quantity, he shall cause the said provisions or water to be examined. If upon examination said complaint may be found to be justified, the commanding officer shall certify the same in writing to the master of the merchant vessel. Upon every occasion of such an examination the commanding officer shall have a statement of the result thereof entered in the log book of the merchant ship and shall send a report thereof to the district judge for the judicial district embracing the port to which such vessel is bound. (Sec. 4565, Revised Statutes.)

904

Distressed
seamen.

The commanding officer of a ship may, when on a foreign station, receive on board distressed seamen of the United States without reference to the established complement of the ship. They shall be entered as supernumeraries for rations and passage to the United States, provided they bind themselves to be amenable in all respects to the laws and regulations for the government of the Navy. Such persons, however, shall not be received or entered upon the books of the ship without the authority of the senior officer present, and commanding officers shall keep the commander in chief fully informed of all transactions in regard to them.

905

Not to exceed
complement of
the ship.

The commanding officer of a ship shall not exceed the number of men allowed by the complement of the ship in any rating, except to make up a deficiency in some superior rating, or by express authority of the Chief of Naval Personnel or, when on a foreign station, by authority of the commander in chief.

906

C. N. R. 25.

907

The commanding officer shall cause all recruits to be inspected and examined in accordance with the requirements of the enlistment forms previous to their enlistment.

To inspect recruits.

908

(1) The commanding officer shall cause to be entered in the log book the name and rank or rating of any person who may die on board, with a statement as to the exact time and cause of death.

Deaths to be entered in log.

(2) When death occurs while the ship is at a port within the continental United States, he shall report the same to the Secretary of the Navy by despatch, providing existing radio restrictions permit, giving the following information: (a) Full name; (b) rank or rating and service number; (c) branch of service; (d) in the case of a reservist, whether or not on active duty; (e) date, place, and cause of death; (f) line of duty and misconduct status; (g) full name and relationship of next of kin; (h) address of next of kin; (i) whether or not next of kin has been notified; (j) what disposition has been or will be made of remains, or where the remains are being held; (k) pay per month; (l) full name and address of beneficiary; (m) whether or not the deceased carried United States Government life insurance and date to which premiums have been paid. In case full information under any of the foregoing headings must await later investigation or determination, the despatch shall be sent with whatever data are available, and supplemented with complete information at the earliest possible date. In such cases he shall also inform (by despatch) the nearest relative or legal representative of the deceased (unless living outside of continental United States) and request him to communicate by telegram with the Bureau of Medicine and Surgery, Navy Department, or the Commandant of the Marine Corps, Washington, D. C., regarding disposition of the remains. If practicable, the body shall be transferred immediately to the nearest naval hospital or to the medical department of the nearest navy yard or station for embalming, preparation, and retention for such further disposition as may be directed by the Bureau of Medicine and Surgery. Otherwise the body shall be embalmed and retained on board until directions for disposition are received. (See Art. 1513 (5) (6).)

Report of deaths.

C. N. R. 12, 18.

(3) When death occurs at sea or in a port outside the continental United States, he shall *not* notify the next of kin by despatch, but shall make report by despatch, providing existing radio restrictions permit, to the Secretary of the Navy, giving the information specified in the preceding paragraph, and request

When death occurs at sea.

C. N. R. 18, 23.

C. N. R. 25.

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.

Effects of deceased persons.

(4) He shall, upon the death of any person on board the ship under his command, cause all of the effects of the deceased to be collected and inventoried. If the deceased was an officer, this shall be done by two officers of the ship; if a member of the crew or other person, by the officer of his division or one detailed for the purpose. The inventories shall be made out in duplicate, duly attested and signed by the officers making them. Upon the completion of the inventory the effects, if not of a perishable nature, shall be put up in packages of a convenient size and sealed with the seal of the ship. The commanding officer shall retain one copy of the inventory himself, and shall deliver the other to the supply officer. The packages containing the effects will be delivered to the supply officer, who will, if located within the continental limits of the United States, forward the effects to the next of kin, or if located outside the continental limits of the United States forward the effects to the nearest Personal Effects Distribution Center, or otherwise as may be directed. (See also Art. 76 (23) (c).)

C. N. R. 25.

C. N. R. 12.

(5) If any of the effects of a deceased person are perishable and deteriorating they shall be immediately sold at auction, and the proceeds of sale shall be disposed of in the same manner as other money found in his effects.

Disposition of effects of deceased persons.
C. N. R. 7, 12, 18, 25.

(6) All moneys, articles of value, papers, keepsakes, and other similar effects shall be forwarded via the escort of the remains, or else via registered mail or express to the legal representative, or in default of such, the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representative or of heirs at law, the articles mentioned and other similar effects (but not clothing) shall be sent to the Field Branch, Bureau of Supplies and Accounts, or to the Commandant of the Marine Corps, as the case may be, for safekeeping. Should the above-described property be unclaimed for a period of two years after the death of the owner thereof, all articles and effects so deposited shall be sold at auction to the highest bidder, and the proceeds of such sale shall be deposited in the Treasury as miscellaneous receipts.

C. N. R. 12.

(7) If at any time during the two years such above-described property is in the custody of naval authorities the legal representative of the deceased person shall apply for his effects, all shall be delivered to him.

C. N. R. 25.

(8) The commanding officer shall exercise his discretion in causing the effects of deceased enlisted men to be sold at auction at the mast, or retaining them for transmission to the heirs, relatives, or friends. In exercising this discretion he shall be governed by the wishes of the heirs, relatives, or friends, if possible to learn them. If sold at auction, the proceeds of sale shall be disposed of in the same manner as moneys found in their effects.

C. N. R. 13, 18.

(9) He shall cause the accounts of all deceased persons to be transferred to the Field Branch, Bureau of Supplies and Accounts, together with the will, if any can be found.

C. N. R. 25.

(10) Payment of death gratuity will be made by the Bureau of Supplies and Accounts.

C. N. R. 10, 20, 25.

909

The commanding officer shall sign the descriptive lists on all certificates of death, certificates of ordinary disability, and certificates of pensions.

Certificates of death, disability, and pension.

910

The commanding officer, when it is discovered that any person is a straggler, shall cause his effects to be collected and inventoried and placed in safe-keeping. These effects shall be sold at public auction when the man is declared a deserter, except that in the cases of men whose records are closed out by desertion due to absence from his ship when it is about to sail, effects shall not be sold until a reasonable time after the ship's arrival at the next port. The proceeds of the sale shall be credited on the deserter's account, either on board or, in the excepted case, at the deserters' roll.

Effects of stragglers.

911

The effects of persons captured or missing shall be collected, inventoried, placed in the custody of the supply officer of the ship, and disposed of in the same manner as provided by Article 908.

Effects of persons captured by an enemy.

912

(1) The commanding officer of a ship shall require all officers of his command to embrace every opportunity to improve themselves in their profession and to increase their knowledge.

The instruction of officers.
C. N. R. 12.

(2) He shall require ensigns, not regular watch and division officers, to keep a journal containing observations of a professional nature and essays on professional subjects or descriptions of nautical and professional material which they may desire or may be directed to prepare. He shall examine these journals on the last day of every month and upon the day of relinquishing command and make such endorsement thereon as he may deem proper. He shall also require them to keep a navigation notebook, including a track chart of the cruise and daily positions of the ship.

Ensigns.
C. N. R. 12.

C. N. R. 25.

C. N. R. 12, 14. (3) On board battleships and cruisers in full commission and other vessels where there are more than four ensigns in the junior officers' mess, he shall appoint the navigator, the gunnery officer, or one of the senior watch officers to have general supervision of the junior officers, to act as their adviser and assist them to a proper understanding and performance of their duties. The officer so detailed must inform himself of the individual peculiarities, character, and disposition of the junior officers and of their special inclinations and capabilities for the different branches of their profession. He must endeavor to cultivate in them a seamanlike and military spirit, a proper sense of duty and honor, and careful observance of professional etiquette, so as to develop in them the well-rounded character of a naval officer. He shall not supervise other officers in the instruction of their juniors, but he will endeavor to have instruction so equalized as to make the practical training of each junior line officer well balanced and thorough. He will supervise the administration of the junior officers' mess and be a permanent member of the board for auditing its accounts.

NOTE.—Article 913 deleted by C. N. R. 1.

914

Special reports
on petty
officers.
C. N. R. 24.

The commanding officer shall make a special report to the Chief of Naval Personnel of any petty officer who may show marked ability for the position of chief petty officer or for a rating higher than that in which serving; also of men and apprentice seamen specially qualified for instruction as seamen gunners, petty officers, electricians, yeomen, or for ratings in the engineer's force.

915

To deliver
orders and
communications.

The commanding officer shall not withhold any orders or other communication received from a senior for any person under his command, except for good and sufficient reasons, which he shall at once report to said senior.

916

Effects de-
stroyed to pre-
vent spread of
disease.

If it becomes necessary to destroy clothing or other personal effects of officers or crew to prevent the spread of disease, the commanding officer shall order a survey as provided in article 1915.

917

Books, records
and returns
concerning the
crew.
C. N. R. 24.

(1) The commanding officer shall carefully examine the books, records, and returns pertaining to the crew, and shall have them kept and made in strict accordance with the regulations and with

C. N. R. 25.

such instructions as may be issued by the Bureau of Naval Personnel.

(2) He shall require the division and other officers to report in writing such information as may be necessary to enter in these books, records, and returns.

918

If any officers are absent when the ship is about to sail from a home port, the commanding officer shall report their names to the Chief of Naval Personnel, with such particulars concerning their absence as he may be able to furnish.

Officers absent when the ship is about to sail.
C. N. R. 24.

919

The commanding officer shall give to the executive officer frequent opportunities for handling the ship while getting underway and coming to anchor, while going alongside of or leaving docks, and while maneuvering in company with other ships and elsewhere.

Executive officer to have opportunities for handling ship.

920

Commanding officers of vessels shall notify the Commissioner of Immigration or inspector in charge of the nearest port of entry in sufficient time prior to the discharge within the United States of every enlisted man who is not a citizen of the United States to permit the commissioner or inspector to take such steps as they may deem appropriate; and shall also at once notify the commissioner or inspector whenever a man who is not a citizen of the United States deserts within the United States and furnish him a description of such deserter. Except with respect to Chinese, natives of Puerto Rico, the Philippines, and Guam, this does not apply to enlisted men of the Navy who are natives of our insular possessions.

Discharge or desertion of aliens.

921

(1) To permit the issue of certain necessities to enlisted men in a nonpay status, including those in debt to the Government for any reason, commanding officers are authorized to direct, in writing, the transfer from the ship's store stock to the clothing and small stores account for issue as contemplated by article 1108, paragraph 2, of such articles as may be necessary for the health and comfort of the men requiring such issue. The value of issues of such articles to any one person shall not exceed \$3 in any one month.

Issue of toilet supplies, etc., to men in debt.
C. N. R. 7.

(2) These transfers from the ship's store account to the clothing and small stores account shall be covered by the usual transfer invoices prepared monthly and approved by the commanding officer.

(3) In instances where there is no ship's store, purchase of the necessary items may be made on approved open-purchase requisitions under the "Clothing and small stores fund" in the usual manner and without the necessity for prior reference to the department for approval.

(4) Articles so transferred or purchased shall be issued and charged to the account of the man concerned in the same manner as other items of clothing and small stores usually carried in stock.

(5) The provisions of the foregoing paragraphs of this article apply with equal force to enlisted men of the Navy or Marine Corps held for trial who may not be in a pay status by reason of indebtedness to the Government or for other cause.

922

Chapter applicable to commanding officers of vessels in reserve.
C. N. R. 25.

The applicable portions of the articles of this chapter shall apply to the commanding officer of a *vessel in commission in reserve* and likewise to the commander of a *subdivision of inactive ships* for these vessels or craft *out of commission or out of service in reserve* assigned to the subdivision of which he has command (Art. 642.)

NOTE.—There are no Articles 923-930.

84. When using director train while firing at gunnery exercises, an observer from the firing vessel for each gun or turret shall cause the firing circuit to be broken whenever the gun or turret is trained dangerously near any object other than the designated target.

85. Except in action or when specifically authorized, antiaircraft guns shall not be fired at elevations greater than those prescribed in the current Orders for Gunnery Exercises. When firing antiaircraft guns as such, all personnel not required to be exposed shall be kept under cover.

86. Except in action, whenever a circuit breaker becomes so sensitive as to function due to the shock of firing, the circuit breaker shall be either overhauled or replaced and shall not be tied or fixed in position so as to be inoperative for the purpose for which designed.

87. The covers of switches, circuit breakers, etc., shall be kept securely closed while powder is exposed in the vicinity.

88. Whenever the guns of a vessel are fired, the fire hose shall be connected and pressure shall be maintained on the fire main. This does not require water to be running through the hose.

89. Turret and handling room sprinkling systems shall be tested and all tanks of these systems filled before firing.

90. All immersion tanks shall be filled to proper level before firing. Tanks into which turret drains lead shall be filled with water to cover the ends of the drain pipes before firing.

C. N. R. 16.

91. (a). Before firing any gun, other than a saluting gun, in time of peace, the recoil cylinders shall be inspected and filled in the presence of the gunnery officer or assistant gunnery officers, and such officer shall check the pressure being carried by the pneumatic counter recoil cylinders and verify that the air systems are properly charged and that the valves of the gas ejector system operate freely; and a report thereof shall be made to the commanding officer.

C. N. R. 20.

(b) Whenever there is a possibility of action, the commanding officer shall require all recoil and counterrecoil systems to be kept ready for immediate use and inspected as frequently as safety demands.

(c) These provisions do not apply for firing blank charges.

92. After filling recoil cylinders not fitted with expansion tanks, the prescribed amount of liquid necessary to allow for the expansion of the liquid due to heat, and no more, shall be withdrawn.

93. Before firing primers, the division officer will see that gun tompons are removed and mushroom vents clear. In preparing the battery for firing he shall, in addition, see that the gas-ejector system, and the turret-blower system are working satisfactorily and that the bore of the gun is in satisfactory condition.

C. N. R. 15.

Bore constriction.
C. N. R. 11.

94. Steel constrictions of the bore, usually caused by the gun liner overriding the retaining shoulders in the tube, are a source of possible danger in firing. It is not always possible to distinguish copper constrictions from steel constrictions. Therefore no gun shall be fired in target practice unless the bore gauge will pass through the entire bore without undue forcing. After target practice the gauge shall be tried in each gun and the bore enlarged, if necessary, until the gauge will pass.

Torpedoes.
C. N. R. 11.

95. Torpedo air flasks shall never be charged above the pressure designated on the flask, even when subsequent cooling will reduce the pressure to that designated. When the working pressure is for any reason reduced, the new pressure designated shall be stamped on the flask near the charging valve.

96. The artificial cooling of torpedo air flasks after charging by spraying with water or by flooding the torpedoes in the tubes is prohibited.

97. Any cutting of torpedo air flasks, accumulators, piping, or other receptacles for compressed air is prohibited.

C. N. R. 25.

98. Torpedo air flasks in a fully charged condition shall not be transported, hoisted from one deck to another, struck below, etc., except when it is not possible to perform the operation efficiently and expeditiously with the air flasks partially charged. Torpedo air flasks shall be transported (and this includes shipment by government or commercial carrier) with sufficient air to hold the air flask bulkheads on their seats. This will normally be in the vicinity of 100 pounds per square inch. Boxes shall be plainly stenciled and torpedoes tagged with a statement as to the existing air flask pressure in pounds per square inch when shipment or transfer was effected.

99. In recovering a torpedo in the water the propeller lock shall be put on at the first opportunity and kept on until the torpedo is safely landed.

100. Leaky or punctured torpedo torch pots may supply the flame to ignite combustible gases. Therefore—

(1) Torch pots of any sort shall not be stowed below decks.

(2) Torch pots on vessels with submerged tubes shall not be taken below until just prior to firing.

(3) Torch pots shall not be taken on board submarines except when it is contemplated to fire torpedoes. They shall be habitually stowed on the tender or at the base.

(4) Torch pots shall, when practicable, be kept at least 20 feet from gasoline containers.

Mines, depth charges, aircraft bombs, and smoke boxes.
C. N. R. 11.

101. Current instructions prescribe effective measures to prevent the accidental arming or launching of mines, depth charges, and aircraft bombs in storage or in handling. Mines, depth charges, and aircraft bombs shall at all times be handled and treated as if armed.

C. N. R. 25.

102. Fuzes, firing mechanisms, or primer mechanisms normally kept in bombs, depth charges, or mines shall not, except as covered by special orders or current instructions of the Bureau of Ordnance, be removed, disassembled, repaired, or in any way altered.

103. (a) Bombs containing (1) detonators, or (2) fuzes having detonators or other explosive components shall not be stowed in or near magazines containing explosives.

Bombs.
C. N. R. 16.

(b) Bomb fuzes containing integral detonators or other explosive components shall be stored only in specially designated fuze magazines which shall not be located adjacent to magazines containing high explosives.

(c) Detonators for bombs, or other detonators which are not assembled integrally with fuzes, shall be stored only in standard type detonator lockers located in approved places. In large surface craft and submarines, these places shall be below the water line or protective deck; in small surface craft, these places may be above the weather deck or in the mast.

(d) Electric detonators shall not be located in the same compartment with or near radio apparatus or antenna leads.

104. Bombs shall not be fuzed (or in the case of fuzes having separate detonators, the detonators shall not be inserted into fuzes or bombs) in or near a magazine, nor until just prior to or after loading bombs on to bomb-racks preparatory to drops. This fuzing (or inserting of detonators) may be done while the bomb is on the bomb-rack, or in specially designated bomb handling rooms, which must be well removed from all magazines.

C. N. R. 16.

105. Bomb-arming devices shall not be removed from the unarmed position until just before dropping. Safety pins or other devices requiring removal before flight shall not be removed until loading the bomb racks and not until after the arming pin has been put in place. Bombs not dropped shall be made "safe" at the first opportunity by replacing the transportation arming wire before the arming pin is removed. When unarming an accidentally armed fuze, the prescribed procedure shall be carefully followed.

106. Defective bombs, depth charges, and mines shall be turned in to an ammunition depot at the first opportunity. (See par. 17.)

107. Smoke boxes which misfire or have been in the water shall not be taken on board ship or inside buildings or structures on shore. Gas masks shall be worn when entering concentrated smoke clouds.

108. Current instructions prescribe effective measures for the safe employment and service of catapults and their guns. In addition, all safety precautions in this article (972), unless manifestly inapplicable, apply to catapult guns and their ammunition.

Catapults and
catapult guns.
C. N. R. 11.

109. In launching planes or in firing dead-load shots, no other

than the regularly designated charge for the particular combination of catapult, gun, load, and launching speed shall be used.

110. In firing small arms, machine guns, and submachine guns, whenever a blowback occurs the bore shall be examined for foul bore before firing another round.

C. N. R. 15, 25.

111. When a misfire occurs in small arms, machine guns, or submachine guns, another attempt may be made to fire the weapon provided it can be recocked without opening the bolt. The bolt should not be opened until at least ten seconds have elapsed after the last attempt to fire the weapon, except in types of aircraft machine guns where the automatic gun charger opens it automatically in a shorter interval or in those installations, such as distant control in aircraft, where the opening of the bolt of the weapon would not endanger personnel.

(2) It shall muster at quarters at a place designated by the commanding officer.

C. N. R. 11.

(3) The supply officer shall command the supply division and shall make the usual report in regard to absentees. He shall be responsible that the requirements of chapter 30 are complied with.

(4) In battle, the members of the division shall be stationed by the commanding officer where they will be of the greatest service.

(5) For the issue of money, small stores, and clothing, the enlisted men of this division shall be under the supply officer in the same manner as the men of the gun divisions are under the gun division officers.

1218

Care of storerooms and stores.
C. N. R. 23.

(1) The officers of the Supply Corps shall have charge of the storerooms and other spaces assigned to the supply department. Storerooms shall not be locked if such procedure will interfere with the control of battle damage. Unlocked storerooms will be safeguarded by sentry or patrol when their contents indicate such action to be necessary. Such officers shall see that storerooms and other spaces under their charge are clean, dry, well ventilated, and in good order, and that they are prepared for inspection at the same time as other parts of the ship.

(2) They shall see that no private articles are stowed in these rooms, and that they are not used as sleeping apartments without the knowledge and authority of the commanding officer.

(3) They shall see that stores in their charge are properly cared for, as provided by the Navy regulations.

(4) In the event of discovering deterioration, loss, or destruction of any of the public property in their charge, they shall immediately report the fact to their commanding officer.

Loss of or damage to public property.

1219

Ship going in commission.

Upon joining a ship fitting out, the supply officer shall carefully examine the supply office, storerooms, and other spaces allotted for the stowage of provisions and supplies in his charge, and shall report in writing to the commanding officer their capacity and any defects or deficiencies in their arrangement.

1220

Evening inspection.
C. N. R. 11.

The supply officer of the ship shall, every evening, satisfy himself that everything in his department is in a satisfactory condition for the night. At 8 p. m. he shall report the condition to the executive officer.

C. N. R. 25.

1221

The officers of the Supply Corps shall, when necessary, make written suggestions or reports to the commanding officer concerning supplies and stores for the ship. **Suggestions.**

1222

(1) The supply officer of the ship shall take a yearly inventory of equipage and supplies in his custody, reporting their condition to the commanding officer and correcting the accounts in accordance with the quantities found to be on hand. The supply officer shall also correct his accounts by survey for "Equipage in use" to agree with the certified inventory taken by the respective heads of departments. (Art. 1393.) **Annual inventory. C. N. R. 18, 21, 23, 24.**

(2) The supply officer shall notify the heads of departments in advance of the date upon which he will begin his inventory of equipage, and such inventory shall be completed within one month and undertaken at such time as to insure its completion before the end of the third quarter of the fiscal year.

1223

The supply officer of the ship shall be informed by the head of each of the ship's departments, in writing, whenever it is anticipated by such head of department that the requirements for any item of stores or supplies will exceed the quantity ordinarily carried in stock. Should differences of opinion arise between any head of department and the supply officer of the ship as to the quantities to be carried, the commanding officer shall decide the question. **Supplies for ship departments. C. N. R. 18.**

Articles 1224, 1225, 1226 and 1227 deleted by C. N. R. 24.

1228

(1) In case of the death, unauthorized absence, or mental incapacity as determined by competent medical authority, of any officer of the Supply Corps on duty, or if necessary to relieve him from duty for any other cause, the commanding officer of the ship or station shall immediately take possession of the safe and of the keys of the storeroom of such officer, and report all the facts in the case to the senior officer present. The latter shall, without delay, direct a board of officers to take an inventory of the papers, money, and stores then on hand; and shall appoint a suitable person to take charge of the same, and to perform the duties of such officer of the Supply Corps until otherwise directed by competent authority. (Art. 209.) **Death or incapacity of a supply officer afloat. C. N. R. 20.**

(2) The senior officer present shall also appoint another suitable person to complete the vouchers, transfer the accounts, close up the books, and to have the custody of the same and of all papers necessary to the complete settlement of the account of such officer of the Supply Corps, and to be responsible for their proper transmission to the department.

(3) Both the above-named appointees shall be present when the above inventories are taken, and shall be furnished with copies thereof; which copies, duly certified, shall be considered satisfactory vouchers for the money and stores thus ascertained to be on hand.

CHAPTER 37

CARE AND PRESERVATION OF HULLS OF SHIPS AND
MECHANICAL CONTRIVANCES PERTAINING THERETO

Sec. 1.—Art. 1359–1368. General instructions.

SECTION 1.—GENERAL INSTRUCTIONS

1359

(1) The commanding officer of every ship in commission shall appoint a hull board consisting of three officers, one of whom shall be an officer of the engineer department of the ship, for the purpose of examining and reporting upon her condition semiannually, especially as regards deterioration of the inner bottom, and vertical bulkheads of boiler compartments, corrosion at the water line, and of the underwater exterior of the ship, including valves, propellers, rudder, and all other fittings each time they are accessible. The board shall also examine and report upon all parts of the top sides, inner hull, void tanks, and double bottoms, at some time during the six months; the interval between two successive inspections to be not more than eight months. The board shall also report upon the efficiency of all power and hand pumps within the ship, requiring them to be tested, both for draining the bilges and for fire purposes. Report shall also be made upon the efficiency of all auxiliaries.

Hull board.
C. N. R. 15.

(2) The officers composing this board shall be assisted by such other persons as may be necessary for the efficient performance of their duties. The reports of the board shall be forwarded to the Bureau of Ships, within 10 days of the end of the six months covered, on form NAVSHIPS NBS 176, 177, 178, for surface vessels, or form NAVSHIPS NBS 179 for submarines, and in accordance with the detailed instructions contained thereon, special care being taken to see that all blank spaces for entries are properly filled in.

C. N. R. 21.

(3) The commanding officer shall cause a hull book to be kept, in which shall be entered, by the officers making them, reports, duly signed, required by this article, and such other detailed records as may be directed by the Bureau of Ships in connection with instructions relative to hull books.

(4) The semiannual hull inspections shall be made by hull boards as follows:

Semiannually.

(a) *Vessels in commission*.—The commanding officer shall appoint a hull board consisting of three officers, one of whom shall be an engineer officer of the vessel.

Vessels in
commission.

C. N. R. 25.

Vessels not in
commission.
C. N. R. 25.

(b) *Vessels and craft out of commission or out of service, in reserve.*—The commander of the subdivision of inactive vessels or craft charged with their custody shall appoint a board of three officers, requesting the necessary officers from the immediate superior in command when sufficient officers are not available in the subdivision.

District craft.
C. N. R. 25.

(c) *Vessels or craft in service.*—The immediate superior to which the craft are assigned shall appoint a board of three officers.

Vessels loaned
to States.

(d) *Vessels of the Navy loaned to States for use as nautical school ships or for other purposes.*—The commandant of the district in which the vessels are located, shall appoint a board of three officers, one of whom shall be a construction officer.

1360

Inspection of
compartments,
etc.
C. N. R. 15, 21.

(1) All compartments except those used for carrying fuel oil, fresh water or other liquids, and those designated as voids, double bottoms and cofferdams on ship's plan, shall be inspected weekly by an officer. Compartments may be grouped for this purpose by divisions or other convenient inspection units, depending on the size and organization of the ship. Inspecting officers shall submit, except for the last weekly inspection in each calendar month, a report at the completion of these inspections that the inspections have been made and shall include in these reports statements of any important conditions disclosed which require immediate attention. The reports of the inspections for the last week of each calendar month shall be submitted on forms and in accordance with the procedure prescribed by the Bureau of Ships for keeping hull books. The foregoing reports shall be submitted to the commanding officer via the engineer officer, first lieutenant, or other head of department having cognizance of the upkeep of the compartments in question. The engineer officer, first lieutenant, or other head of department shall make inspections of all compartments which may be under their cognizance for upkeep from time to time as a check on the inspections made by inspection officers. The first lieutenant, navigating officer, and engineer officer shall inspect weekly all mechanical devices for the management and safety of the vessel for which each is specially responsible, and shall make to the commanding officer, after each inspection, separate written reports on the condition of the parts of the ship and of the mechanical devices thus inspected. Unless special inspections thereof are necessary at more frequent intervals on account of unusual conditions, the unused double-bottoms, tanks, voids, and cofferdams of the vessels shall be inspected once each six months and report of the results of such inspections shall be made to the commanding officer on the hull-book forms prescribed

Marine Corps stores shall be accounted for by the medical and marine officers, respectively. Ammunition, ammunition containers, and ammunition details shall be invoiced to and accounted for by the gunnery officer under the appropriation purchases account, Title X. Articles that are not shown on the allowance book of any bureau shall not be carried in stock.

1394

On board vessels to which no officer of the Supply Corps is assigned as supply officer, equipage and consumable supplies will be requisitioned and accounted for as prescribed in current instructions issued by competent authority.

C. N. R. 7, 22,
23, 24.

Articles 1387, 1388, 1390, 1391 1395, 1396, and 1397 deleted by C. N. R. 24.

Article 1389 deleted by C. N. R. 19

Article 1392 deleted by C. N. R. 14.

SECTION 2.—REQUISITIONS AND PURCHASES FOR SHIPS

1398

(1) Excepting when purchase is to be made by an officer of the Supply Corps on the staff of a unit commander under the direction of the unit commander, commanding officers have supervisory authority over the purchase of supplies, and in approving requisitions for purchase shall be guided by the actual needs of their commands, taking into consideration the nature of the service in which they are engaged, the probability of being able to obtain the supplies from other ships or from a yard or station.

Duties of commanding officers in approving requisitions.
C. N. R. 12, 22.

(2) No purchase shall be made by the commanding officer of any vessel not carrying a supply officer where it is practicable for the purchase to be made by a supply officer afloat or ashore.

C. N. R. 12.

(3) Officers in charge of departments shall keep themselves informed of the needs of their respective departments and shall meet such needs by timely requisitions.

(4) No article shall be purchased in the absence of a properly approved requisition.

C. N. R. 12, 19.

1399

Medical supplies, surgical instruments, and "instruments of precision" shall be selected by officers representing the departments requiring them.

Instruments and medical supplies to be selected.

1400

Inspection of
purchased
articles.
C. N. R. 17.

(1) Articles purchased shall be delivered subject to inspection and approval as to quantity and quality by the head of department requiring them; in the case of fresh provisions for the general mess or for the ship's store, an officer of the Supply Corps, or a pay clerk, or other officer, designated by the commanding officer shall inspect as to quantity and a medical officer as to quality. (Arts. 1159, 1320, 1613.)

(2) All inspections of supplies shall be made by the officers of the ship to which they are delivered.

(3) Should the decision of an inspecting officer be questioned, the commanding officer shall order a board of at least three competent officers to inspect the supplies. The report of this board, if unanimous, shall determine the acceptance or rejection of the supplies; if not, the final decision shall rest with the commanding officer.

(4) Each delivery of stores shall be accompanied by a list of the articles.

1401

Shipment of
stores.

In order to prevent the transportation by Government vessels of articles intended for other than Government use, it is directed that no commanding officer of any vessel accept for shipment any freight which is not covered by bill of lading issued by the officer authorized to make shipment.

SECTION 3.—SHIP'S STORES

1402

Authorization
afloat.
C. N. R. 12, 24,
25.

(1) The commanding officer of each naval vessel to which an office of the Supply Corps is regularly attached as head of the supply department shall require the operation of a ship's store for the sale of authorized items. In addition the following activities or such of them as the commanding officer may authorize shall be operated under the ship's store: fountain, laundry, barber shop, photographic shop, cobbler shop, and tailor shop with cleaning and pressing facilities.

(2) The Chief of the Bureau of Supplies and Accounts may authorize the commanding officer of a vessel to which an officer of the Supply Corps is not attached as head of the supply department to establish a ship's store and the ship's store activities designated in paragraph (1).

(3) No ship's service activity may be established or operated on vessels operating a ship's store.

(4) Detailed instructions as to the operation of the ship's store shall be promulgated in the Bureau of Supplies and Accounts Manual.

NOTE.—Pages 419-424 are blank.

1403

(1) Ship's stores may be established at naval activities ashore for the sale of authorized items and for the operation of fountain, laundry, and shops of barber, cobbler, photographer, and tailor with cleaning and pressing facilities, subject to the following:

Authorization ashore.
C. N. R. 6, 9,
12, 25.

(a) Within geographical limits of naval districts and river commands as now or hereafter established, the operation of ship's stores may, on request, be authorized by the Bureau of Supplies and Accounts. If service activities other than the retail store are to be operated by the ship's store, the concurrence of the Bureau of Naval Personnel shall be procured.

(b) All other areas ashore:

(1) Where an officer of the Supply Corps is regularly attached as head of the supply department, the commanding officer may authorize the operation of a ship's store, including the service activities enumerated in this paragraph. No ship's store may be established or operated if a ship's service department is operated.

(2) Where an officer of the Supply Corps is not regularly attached as head of the supply department, the Bureau of Supplies and Accounts may authorize the establishment of ships' stores. If service activities other than the retail store are to be operated by the ship's store, the concurrence of the Bureau of Naval Personnel shall be procured.

(2) Detailed instructions as to the operation of ships' stores ashore shall be promulgated in the Bureau of Supplies and Accounts Manual.

1404

(1) A profit for welfare use not to exceed fifteen per centum may be charged on sales from ships' stores.

Amount of profit.
C. N. R. 2, 7,
12, 25.

(2) A general fund may be maintained by the Bureau of Supplies and Accounts to cover unavoidable losses incurred as a result of flooded store rooms, losses in shipments, or similar causes, which cannot be charged equitably against the profits of an individual ship's store. This fund shall be derived from assessment not to exceed five per centum of allowed profit, as determined from time to time by the Bureau of Supplies and Accounts, and all charges against the fund shall be controlled by that Bureau.

(3) All profits, less the amount necessary to meet fixed obligations as indicated in the Bureau of Supplies and Accounts Manual, shall be available for transfer to the commanding officer for the purpose of making authorized expenditures. The commanding officer will account to the Bureau of Supplies and Accounts for funds so received, as prescribed in the Bureau of Supplies and Accounts Manual.

(4) Expenditures of profits received by the commanding officer may be made by him, in his discretion, for the amusement, comfort, and contentment of the enlisted force except that, afloat and at activities outside the continental United States, but not at permanent shore establishments, regardless of location, expenditures shall be made for the amusement, comfort, and contentment of officers in a numerical proportion of officers to enlisted personnel. Expenditures as authorized by the commanding officer may include, but shall not be restricted to, purchase of supplies and equipment for the operation and maintenance of ship's store activities, emergency loans and payment of extra compensation. Payment of extra compensation shall, however, be only within such amounts and for such purposes as may be authorized by the Bureau of Supplies and Accounts.

(5) Such accumulation of ships' stores profits as may not be required for the purposes authorized in paragraph (4) above, and for maintenance of a reserve fund, shall be made available for expenditure by the Bureau of Naval Personnel for the recreation of enlisted personnel of the Navy. The amount of the reserve fund will be prescribed in instructions issued by the Secretary of the Navy.

SECTION 4.—CLOTHING AND SMALL STORES

1405

Clothing and small stores shall be issued at such times as may be directed by the commanding officer.

NOTE.—Article 1406 modified by C. N. R. 10 and 23, and deleted by C. N. R. 24.

Issues of
clothing and
small stores.
C. N. R. 13,
18, 24.

and no officer shall be excused from such payment except as provided in the succeeding paragraphs of this article.

(2) An officer ordered on detached duty or sent to a hospital shall be entitled to a rebate of the full amount of his mess bill for the period of his absence. An officer ordered temporarily to duty away from the ship to which he is attached, so that he does not avail himself of the privileges of the mess during such absence, is "ordered on detached duty" within the meaning of this paragraph, even though such duty should be "in addition to his present duty."

(3) An officer granted leave of absence for more than ten days, including travel time, shall be entitled to a rebate of one-half the amount of his mess bill for the period of his actual absence; but no such rebate shall be allowed for a period of actual absence of ten days or less.

NOTE—Article 1441 deleted by C. N. R. 13.

1442

(1) (a) The commanding officer of a vessel to which no officer of the Supply Corps is attached as head of the Supply Department may establish ship's service activities consisting of any or all of the following: Ship's service store, fountain, laundry, barber shop, photographic shop, cobbler shop, and tailor shop with cleaning and pressing facilities. None of these activities may be established where there is a ship's store operated as provided in Article 1402.

Ship's service
activities afloat.
C. N. R. 7, 25.

(b) A commissioned officer shall be detailed under the supervision of the executive officer to have direct charge of the ship's service activities, including the collection and disposition of funds. No officer charged with accountability for Government funds shall be connected in any way with the administration or operation of any ship's service activities nor shall he act as the custodian of any ship's service fund except in the manner prescribed for deposits for safe-keeping.

(c) Sales in ships' service stores shall be limited to such articles as are authorized for sale in ships' stores.

C. N. R. 21, 25.

(d) All ship's service activities shall be conducted in accordance with regulations issued by commanders of forces afloat with a view to uniformity in profits. Extra compensation will be paid to ship's service employees afloat only under such regulations as are prescribed by the Chief of Naval Personnel.

C. N. R. 25.

(e) The accounts of the ship's service activities shall be maintained in such manner as will insure complete accountability for all property and funds and will permit of ready and accurate audit. These accounts shall be audited monthly in the same manner as

particular use of any individual to the exclusion of all others. Large reserves are undesirable and should not be accumulated.

(3) The accounts and records of the welfare fund shall be kept in a uniform manner as prescribed by regulations issued by the Bureau of Naval Personnel, and these accounts shall be audited monthly in the same manner as prescribed by Article 1439 for the audit of the accounts of officers' messes.

NOTE.—There are no Articles 1444–1450.

in rank, but they shall not displace the officers regularly attached to the vessel as part of the complement. Similarly, enlisted men shall be messed and quartered in accordance with their ratings or ranks insofar as their assignment in units makes this procedure suitable.

1460

(1) When troops of the Army are to be accommodated on board of naval transports, a joint inspection shall be held, prior to the first voyage of the transport designated to embark the troops, by the commanding officer of the ship or his representative, and the commanding general at the port of embarkation or his duly constituted representative. This inspection is to acquaint the Army authorities with the nature of the provisions which have been made to accommodate troops and to insure that these accommodations are sufficient and suitable under the circumstances for the troops which it is proposed to embark.

Joint inspection of transport.
C. N. R. 22.

(2) After the above preliminary inspection, no further formal inspection by the Army authorities in port is considered necessary or desirable.

(3) The commanding officer of a naval transport carrying Army troops shall, during the voyage, request the commanding officer of troops to inspect the accommodations and arrangements which have been provided for his troops, and shall request the commanding officer of troops prior to disembarkation at the end of the voyage, to submit suggestions as to alterations and deficiencies which he may consider necessary or desirable.

SECTION 5.—OPERATIONS REQUIRING COORDINATION OF THE
ARMY AND THE NAVY

C. N. R. 20.

1461

Operations requiring coordination of the Army and the Navy shall be conducted in accordance with such instructions for joint action as may be promulgated by the War and Navy Departments.

Articles 1462 to 1467, inclusive, deleted by C. N. R. 20.

NOTE.—There are no Articles 1468–1469.

SECTION 6.—THE AMERICAN NATIONAL RED CROSS

1470

(1) The following is quoted from the Charter of the American Red Cross:

“1. Act of incorporation.—The Congress of the United States created the American National Red Cross by the act of January 5,

Status. 1905 (83 Stat. 599), as a corporation with designation and purposes as follows:

C. N. R. 19, 25. "a. *Designation.*—Sec. 2. That the name of this corporation shall be 'The American National Red Cross' * * *

"b. *Purposes.*—Sec. 3. That the purposes of this corporation are and shall be—

"First. To furnish volunteer aid to the sick and wounded of armies in time of war, in accordance with the spirit and conditions of the conference of Geneva of October, eighteen hundred and sixty-three, and also of the treaty of the Red Cross, or the treaty of Geneva, of August twenty-second, eighteen hundred and sixty-four, to which the United States of America gave its adhesion on March first, eighteen hundred and eighty-two.

"Second. And for said purposes to perform all the duties devolved upon a national society by each nation which has acceded to said treaty.

"Third. To succeed to all the rights and property which have been hitherto held and to all the duties which have heretofore been performed by the American National Red Cross as a corporation duly incorporated by an act of Congress June sixth, nineteen hundred, which act is hereby repealed and the organization created thereby is hereby dissolved.

"Fourth. To act in matters of voluntary relief and in accord with the military and naval authorities as a medium of communication between the people of the United States of America and their Army and Navy, and to act in such matters between similar national societies of other governments through the 'Comite International de Secours' and the Government and the people and the Army and Navy of the United States of America.

"Fifth. And to continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same."

(2) The Act of June 29, 1943, is as follows:

"That whenever in time of war, or when war is imminent, the President shall find the cooperation and the use of the American National Red Cross with the land and naval forces to be necessary, he is authorized to accept the assistance tendered by the said Red Cross and to employ the same under the land and naval forces in conformity with such rules and regulations as he may prescribe.

"That when the said Red Cross cooperation and assistance with the land and naval forces in time of war or

threatened hostilities shall have been accepted by the President, the personnel entering upon duty specified in section one of this act shall, when proceeding to their place of duty, while serving thereat, and while returning therefrom, be transported and subsisted at the cost and charge of the United States as civilian employees employed with the said forces, and no passport fee shall be charged or collected for any passport issued to such personnel so serving or proceeding abroad to enter upon such service, and the Red Cross supplies that may be tendered as a gift and accepted for use by the land and naval forces shall be transported at the cost and charge of the United States."

1471

(1) The Chief of the Bureau of Medicine and Surgery shall be designated as a liaison officer with the Red Cross and may serve as a member of its central committee. He, in turn, may appoint such officers as he may consider appropriate as additional liaison officers. Such additional officers shall, however, be limited in their liaison functions to matters pertaining to the Bureau of Medicine and Surgery. At least one of these officers shall liaison for:

Detail of naval medical officers for liaison.

- (a) General cognizance of all American Red Cross activities in hospitals or hospital ships.
- (b) Any matter pertaining to welfare of naval personnel in hospitals or hospital ships.
- (c) Any matter affecting the Navy insofar as the Bureau of Medicine and Surgery is concerned.
- (d) American Red Cross work among convalescent patients.

(2) The liaison officer of the Bureau of Medicine and Surgery with the Red Cross is authorized to make arrangements with the American Red Cross for office space at the national headquarters of that organization for his liaison representatives.

1472

The Chief of Naval Personnel shall appoint a liaison officer with the American Red Cross, who shall be the Navy Department's representative in all matters relating to policy, except those specified in the preceding article.

Liaison officer for Navy Department policy.

1473

In time of peace, pursuant to the request of the Secretary of the Navy, and in accordance with such instructions as he may issue, the Red Cross may conduct a program of home, hospital, and social service for the personnel of the Navy and the Marine Corps.

Duties in peace.

1474

**Duties in peace
and war.**

In time of peace or in time of war, the American Red Cross is authorized to provide the following services:

- (a) Consultation and guidance with regard to personal and family problems.
- (b) Assistance with communications between naval and Marine Corps personnel and their families and with inquiries concerning their location and welfare. Communications concerning patients or with the burial of the dead shall be referred to the Bureau of Medicine and Surgery. Communications concerning the able-bodied, casualties, or administrative matters shall be referred to the Bureau of Naval Personnel or to the Commandant of the Marine Corps.
- (c) Financial assistance by loan or grant to naval or Marine Corps personnel without sufficient funds who need to return home on account of sickness, death, or other emergencies in the immediate family; such assistance to be given only with the approval of the commanding officer and after verification of the need to return home.
- (d) Financial assistance needed by families of naval or Marine Corps personnel.
- (e) Services rendered under (a), (c), and (d) shall not be to the exclusion of services rendered by the Navy Relief Society.
- (f) Investigation of home conditions at the request of commanding officers for confidential information needed in considering discharge, relief from active duty, and furlough. Similar services will be rendered in matters pertaining to allotments and allowances and the civil rights of naval or Marine Corps personnel and their dependents.
- (g) Furnish reports requested by commanding officers regarding social, economic, and health facts pertaining to naval or Marine Corps personnel and their families.
- (h) Reference of naval or Marine Corps personnel or their families to appropriate agencies specializing in legal aid, medical or psychiatric care, or employment, subject to such policies as may be established by other departments of the Government who are charged with these functions.
- (i) In addition, the Red Cross is authorized to furnish the following services as may be requested by the Bureau of Medicine and Surgery:
 - (1) To provide assistance to patients in adjustment of social, economic, and family problems which may threaten to retard their recovery.

- (2) To obtain upon request of medical officers social histories, including medical data, to be used as an aid in determining diagnosis, treatment, and ultimate military disposition of cases.
- (3) To provide comfort articles for those patients who are temporarily without funds or to whom these articles are not accessible.
- (4) To plan and direct medically approved individual and group recreation for bed patients and convalescents.
- (5) To provide and direct the friendly services of trained volunteers, which include errands for patients and participation in recreation activities.
- (6) To provide for the comfort and care of relatives who visit patients, particularly those who are summoned because of serious illness.
- (7) To assist patients who are unable to carry on their own correspondence to maintain communication with their families.
- (8) When authorized by the medical officer in command of a naval hospital, to communicate with the families of patients who are listed as seriously or critically ill, supplementing the notification already sent by hospital authorities to the next of kin with a letter giving such additional details regarding the patient's condition and personal situation as may be approved by hospital authorities, follow-up letters may be sent at suitable intervals; to communicate by letter with the families of men who die in hospital, following the official message of notification of the death, giving only such additional information as may, in the opinion of medical officers, be advisable.
- (9) To furnish information concerning Federal and State benefits available to discharged disabled service men and to dependents of deceased men; to provide forms and to assist in preparing and forwarding applications for pension, as may be requested.
- (10) Loans or grants to patients to enable them to take advantage of furloughs for the purpose of recuperating from illness will be made only upon recommendation of the appropriate medical officers.

1475

(1) In time of war or when war is imminent the Secretary of the Navy, in his discretion, will arrange through the Red Cross for the organization and equipment of such units or personnel as may be required under article 1470 (2) of these regulations, specifying:

**Procurement
of Red Cross
units when
services
required.**

- (a) The character of the services required.
- (b) The Red Cross units desired.
- (c) Material and personnel desired.
- (d) The place or places where the personnel and material shall be assembled.
- (e) Whether the units and personnel are to be employed under the Red Cross or are to become a part of the naval forces.

(2) The appointment or enlistment of Red Cross personnel in the Medical Department shall be governed by the laws and regulations relating to the Naval Reserve.

(3) The American National Red Cross is the only volunteer society authorized by the Government to render medical aid to the armed forces of the United States. Any other organization desiring to render similar service may do so only through the Red Cross.

(4) The Red Cross is authorized to perform the following additional functions in time of war:

- (a) To transmit funds to naval or Marine Corps personnel beneficiaries living in the United States in cases of individual emergencies, and when postal or cable facilities are available.
- (b) To aid military authorities in securing information regarding missing or captured men.
- (c) To furnish comfort articles when need has been established.

1476

Red Cross activities to conform to administrative regulations.

In the theaters of war, and in other areas subject to military jurisdiction, activities of the Red Cross will be governed by such administrative regulations as may be prescribed by, and will conform to, the orders of the naval or Marine Corps commander of the area.

1477

Acceptability of Red Cross.

The Red Cross will furnish the Chief of Naval Operations (Director of Naval Intelligence) with the name and identifying data of each person who is assigned to duty with Navy Department activities, in order that appropriate action may be taken to establish the fact that the personnel so assigned are acceptable to the Government.

1478

Office space. Personal quarters.

(1) Suitable office space will be furnished by the commanding officer of the activity to which Red Cross personnel are assigned. Personal quarters shall be assigned to the personnel when on duty where normal quarters are not available outside the naval or Marine Corps reservation.

(2) When field directors for service with the able-bodied are desired, requests for such field directors will be made to the Chief of Naval Personnel, or to the Commandant of the Marine Corps.

Field directors.

(3) In time of war and in combat areas, commanding officers may make requests upon the Chief of Naval Personnel for the establishment of American Red Cross recreation centers directed by American Red Cross personnel or the Commandant of the Marine Corps.

Request for Red Cross recreation centers.

(4) The Red Cross is authorized to use naval communication facilities for sending and receiving administrative and emergency welfare messages in connection with the activities, functions, and duties prescribed in these regulations. This authorization is subject to the approval, in each specific case, by the commanding officer under whose cognizance the communication facilities come.

Use of naval communications by Red Cross.

1479

(1) By direction of the Department of State, organizations are formed at appropriate points to cooperate under instructions from that department with diplomatic agencies representing American interests in enemy territory, for the relief of Americans who may be detained as prisoners of war therein. To this end there have been established by the War Department in the Office of The Provost Marshal General, a Prisoners of War Information Bureau and an Alien Enemy Information Bureau, to serve as central agencies in this country for the collection and exchange of information concerning prisoners of war and civilian internees. These bureaus will be authorized to communicate lists of prisoners and civil internees direct to the International Red Cross Committee at Geneva, and to receive similar information from that Committee.

American prisoners central committee.
C. N. R. 19,
23, 25.

(2) All persons in the naval service of the United States and all persons accompanying or serving therewith and subject to military jurisdiction will be instructed that, in case of capture by the enemy, they should communicate promptly their names and prison addresses to the International Red Cross Committee, Geneva, Switzerland.

Procedure in case of capture by enemy.
C. N. R. 23.

(3) The American National Red Cross will distribute supplies, clothing, and food to persons in the naval service and others who may be prisoners in the hands of any power with which the United States may at any time be at war. Detailed instructions as to distribution and accounting will be issued in time of war or when war is imminent.

Distribution of food and supplies to prisoners.

CHAPTER 41

SHORE ESTABLISHMENTS

PART I—NAVAL DISTRICTS

- Sec. 1.—Art. 1480. Establishment and limits.
- Sec. 2.—Arts. 1481–1484. General administration.
- Sec. 3.—Art. 1485. Organization.
- Sec. 4.—Art. 1486. Coast defense.

PART II—NAVAL BASES

- Sec. 1.—Art. 1487. General administration.

PART III—NAVY YARDS AND NAVAL STATIONS

- Sec. 1.—Arts. 1488–1502. General administration.
- Sec. 2.—Arts. 1503–1508. Ships at yard or station.
- Sec. 3.—Art. 1509. Commissioning and delivery of ships.
- Sec. 4.—Art. 1510. Ships going out of commission and ships out of commission.
- Sec. 5.—Arts. 1511–1515. Personnel, civil and naval.
- Sec. 6.—Art. 1516.—General organization.
- Sec. 7.—Art. 1517. Captain of the yard.
- Sec. 8.—Arts. 1518–1531. Officers in charge of departments and divisions.
- Sec. 9.—Art. 1532. Engineer officer.
- Sec. 10.—Art. 1533. Construction officer.
- Sec. 11.—Art. 1534. Public works officer.
- Sec. 12.—Arts. 1535–1536. Inspection officer and assistant inspectors.
- Sec. 13.—Art. 1537. Supply officer.
- Sec. 14.—Art. 1538. Disbursing officer.
- Sec. 15.—Art. 1539. Accounting officer.
- Sec. 16.—Art. 1540. Commissary officer.
- Sec. 17.—Art. 1541. Medical officer.
- Sec. 18.—Art. 1542. Work done by one department or division for another.
- Sec. 19.—Art. 1543. Employment of labor at navy yards.
- Sec. 20.—Art. 1544. Floating dry docks.
- Sec. 21.—Art. 1545. Visits to vessels building.

Sec. 22.—Art. 1549. Relations of the Commander in Chief, Asiatic Fleet, with the naval stations, Cavite and Olongapo, and other shore activities within the limits of the Asiatic Station.

Sec. 23.—Art. 1550. The navy yard, Washington, D. C.

Sec. 24.—Art. 1551. The navy yards under industrial management.

Sec. 25.—Arts. 1552–1553. Regulations for the control, defense, and protection of Pearl Harbor, Hawaii, and defense of the Panama Canal.

PART I.—NAVAL DISTRICTS

SECTION 1.—ESTABLISHMENT AND LIMITS

1480

C. N. R. 9, 11, 14, 22, 24. (1) The geographical limits of the several naval districts and their headquarters are as indicated in the subjoined table:

Limits.	District No.	States and counties	Headquarters
C. N. R. 22, 24.	1	Maine, New Hampshire, Vermont, Massachusetts and Rhode Island (including Block Island).	Boston.
	3	Connecticut, New York, northern part of New Jersey including counties of Mercer, Monmouth, and all counties north thereof, also the Nantucket Shoals Lightship.	New York.
	4	Pennsylvania, southern part of New Jersey, including counties of Burlington, Ocean, and all counties south thereof; Delaware, including Winter Quarter Shoal Light Vessel.	Philadelphia.
C. N. R. 23, 24, 25.	5	Maryland less Anne Arundel, Princes Georges, Montgomery, St. Marys, Calvert, and Charles Counties; West Virginia; Virginia less Arlington, Fairfax, Stafford, King George, Prince William and Westmoreland Counties; and the counties of Currituck, Camden, Pasquotank, Gates, Perquimans, Chowan, Tyrrell, Washington, Hyde, Beaufort, Pamlico, Craven, Jones, Carteret, Onslow, and Dare in North Carolina; also the Diamond Shoal Lightship and all waters of Chesapeake Bay including its arms and tributaries except waters within the Fourth Naval District and the counties comprising the Potomac River and Severn River Naval Commands west of a line extending from Smith Point to Point Lookout thence following the general contour of the shore line of St. Marys, Calvert, and Anne Arundel Counties, as faired by straight lines from headland to headland across rivers and estuaries.	Naval Operating Base, Norfolk, Va.
C. N. R. 23.	6	South Carolina, Georgia, and North Carolina, except the counties of Currituck, Camden, Pasquotank, Gates, Perquimans, Chowan, Tyrrell, Washington, Hyde, Beaufort, Pamlico, Craven, Jones, Carteret, Onslow, and Dare; and the counties of Nassau and Duval in Florida.	Charleston.
C. N. R. 23.	7	Florida, except the counties of Nassau and Duval and those west of the Apalachicola River.	Miami.
	8	Florida counties west of Apalachicola River, Alabama, Tennessee, Louisiana, Mississippi, Arkansas, Oklahoma, Texas.	New Orleans.
	9	Ohio, Michigan, Kentucky, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas.	Great Lakes, Ill.

C. N. R. 25.

(3) Funds to cover repairs will be allotted to the navy yard by the bureaus concerned direct, or by the commander of the force or unit to which the vessel is attached, from the budgets established by the bureaus for the purpose under his administration.

Funds.
C. N. R. 16.

(4) If during the yard's investigation of work requested, or during the course of the work, conditions develop which render it inadvisable to prosecute work as determined by article 1508 (1), the manager shall inform the commandant, who shall decide on the scope of the work that should be undertaken by the yard. The commandant will inform the commanding officer, the commander of the force or unit handling the budget for the vessel concerned, and the bureaus concerned. If the scope of the work is greater than determined by article 1508 (1) the commandant will request additional funds from the bureaus concerned or from the commander of the force or unit to which the vessel is attached; and if the vessel will be delayed beyond the date set by the Department, the manager shall inform the commandant, who will inform the Chief of Naval Operations, the force or unit commander, the commanding officer, and the bureaus concerned.

Additional
funds.
C. N. R. 16.

(5) When a ship leaves a navy yard after an overhaul, she should ordinarily be in such material condition that there will be no doubt of her ability to carry out her mission under war conditions. The commandant will use every effort to have all authorized work completed during an overhaul.

Conditions
after overhaul.
C. N. R. 16.

SECTION 3.—COMMISSIONING AND DELIVERY OF SHIPS

1509

(1) When vessels are being built or refitted for service, or are to be delivered at a navy yard, or being prepared for commission, the commandant shall appoint a board consisting of officers representing the various departments of the yard, who shall, when the vessel arrives at the yard, or before a vessel is turned over to her commanding officer, make a careful personal examination and inspection of every part of her interior, machinery, and equipment. The board shall note particularly the condition of her double bottoms, compartments, spaces below the firerooms, magazines, chain lockers, holds and tanks, and shaft alleys and see that such spaces are free from all foreign matter and are properly protected with cement or paint; and shall report in detail the result of their inspection and whether or not the ship is ready to receive her outfit and stores.

Commission-
ing and delivery
of ships and
board of inspec-
tion.

(2) When the ship is ready for her officers and crew, and before she is commissioned, the commandant shall furnish the officer ordered to command with a copy of the above report of inspection, and with all the plans necessary to a complete under-

Report of in-
spection.

C. N. R. 22.

standing of all parts of the ship and her more important fittings. The commandant shall also furnish copies of the report to the Chief of Naval Operations, the Bureau of Ships, the Bureau of Ordnance, the Bureau of Naval Personnel, the Bureau of Supplies and Accounts, and, when pertinent, to the Bureau of Aeronautics.

Turning over to officer ordered to command.

(3) When a vessel is ready to be placed in commission and after the officer ordered to command her has received a copy of the report above mentioned, and has been afforded an opportunity to verify its contents and to make such other inspections of the ship as he may desire in company with the captain of the yard, the latter shall, at the time set, place the ship in commission and turn her over to her commanding officer, taking his receipt therefor, which receipt shall state whether or not her condition is satisfactory to the officer assuming command.

SECTION 4.—SHIPS GOING OUT OF COMMISSION AND SHIPS OUT OF COMMISSION

1510

Disposition of vessels, procedure for. C. N. R. 9, 14, 20, 25.

(1) (a) When a vessel or craft is ordered to be disposed of by sale, scrapping, transfer, or return to owner, survey requests, where necessitated by condition of items of supplies and equipage, will be prepared and necessary action will follow in accordance with the course of procedure outlined in Article 1906.

(b) Survey requests will cover all items known to be damaged, deteriorated, obsolete, or beyond serviceable repair and not already covered by repair letters up to the time the work of preparing the vessel or craft for disposal begins.

(c) When in the course of the transfer of supplies and equipage the supply officer of the yard deems that surveys are needed on other items, he shall nevertheless receive them on invoices and shall request yard survey. Likewise the supply officer of the yard shall receive the items of supplies or equipage which on the ship request for survey have been recommended for repair, and he shall request the needed repairs.

(d) Delivery by the vessel or craft of equipage and supplies to the supply department of the navy yard will be made to storehouse designated and in accordance with plan of procedure outlined by the commandant. Items of equipage and supplies, as designated by the Chief of Naval Operations or the bureau concerned which are to remain in the vessel or craft upon disposal, will be invoiced to the supply office of the yard and all copies of allowance lists delivered to him.

(e) When a vessel or craft not carrying a supply officer is ordered to be disposed of in circumstances which make it impracticable to require the vessel or craft to request needed surveys, the commandant shall have the supplies and equipage

C. N. R. 25.

in the several ship departments delivered into the charge of the proper officers and duly surveyed. He shall, if required, detail the necessary officers to supervise the removal of the supplies and equipage.

(2) A vessel or craft to be disposed of shall be preserved in such manner as deemed necessary by the commandant.

(3) When a vessel or craft is to be disposed of in other manner than by scrapping, the commandant shall appoint a board, to consist of the captain of the yard and one or more officers from the Machinery and Hull Divisions of the Industrial Department and from the Inspection and Medical Departments, respectively, which shall, before the ship is turned over by the Commanding Officer, in company with that officer and the heads of the ship's departments, make a careful personal examination and inspection of every part of her interior, and especially of the double bottom, and of every compartment, the spaces below the firerooms, magazines, chain lockers, holds, water tanks, and shaft alleys, and shall see that such spaces are free from all foreign matter and are properly protected with cement or paint; and the board shall report in detail the result of its inspection and that the ship is ready in all respects to be turned over to the commandant.

(4) When a vessel or craft is ready to be turned over to the commandant, and after the commandant has acted on the report above referred to, her commanding officer shall, at the time set turn her over to the commandant, or authorized representative, taking his receipt therefor, which receipt shall state whether or not her condition is satisfactory to the officer receiving her.

(5) When a vessel or craft is to be disposed of, the orders detaching officers shall not be delivered until the vessel's supplies and equipment have all been landed or receipted for, the crew transferred, the ship ready to be turned over to the commandant, and all regulations fully complied with.

(6) Should a vessel or craft to be disposed of be turned over to the commandant before the orders of detachment of one or more of her officers have been delivered, in pursuance of the preceding paragraph, such officers shall immediately report to the commandant for temporary duty at the navy yard or station in connection with the vessel to which they were recently attached, and the department shall be immediately informed."

SECTION 5.—PERSONNEL, CIVIL, AND NAVAL

1511

The commandant shall report all accidents and injuries to civilian employees that occur at the yard or station, and observe the provisions of the act of September 7, 1916.

1512

The appointments, promotions, and removal of civil employees and other matters of administration affecting them, shall be in accordance with chapter 42 of these regulations.

1513

Report of
death.
C. N. R. 2, 12,
18.

(1) The commandant shall report to the Secretary of the Navy, by dispatch, the death of any officer or enlisted person that may occur at the station under his command, giving the information specified in Article 908(2).

C. N. R. 12.

(2) He shall require from the proper medical officer reports of every case of death or disability occurring to persons in the naval service under his command in accordance with the current edition of the manual of the medical department, United States Navy, which reports shall be sent to the Bureau of Medicine and Surgery. (See arts. 1842-1845.)

Within conti-
nental United
States.
C. N. R. 12, 24

(3) At stations within the continental United States he shall inform (by dispatch) the nearest relative or legal representative of the deceased (unless living outside of continental United States) and request him to communicate by telegram with the Bureau of Medicine and Surgery, Navy Department, or the Commandant, Marine Corps, Washington, D. C., regarding disposition of remains: *Provided*, That if the remains have been transferred to a naval hospital, the dispatch may request the next of kin to communicate directly with the commanding officer of such hospital.

Beyond conti-
nental United
States.
C. N. R. 12.

(4) At stations beyond the continental United States notification to next of kin residing in the United States will be sent by the Navy Department.

Escort.
C. N. R. 12.

(5) An escort not to exceed one person may be provided to accompany to place of burial the bodies of officers, enlisted men, or nurses who have lost their lives in the naval service. (Act of 26 May, 1928.) The escort furnished under this authority may be a relative or friend (not in the service) of the deceased.

C. N. R. 20.

(6) If a relative or other civilian is to act as escort for the remains to place of burial, travel orders shall be issued to such civilian escort, stating therein the allowable subsistence expenses for the travel, claim for reimbursement for which will be submitted to the Bureau of Supplies and Accounts (art. 908).

Effects of
deceased
Persons.
C. N. R. 23.

(7) The regulations embodied in Article 908 (4)-(10), inclusive, shall apply equally to deaths occurring at shore stations.

C. N. R. 25.

1514

(1) All enlisted men of the Navy assigned to duty in the navy yard shall be under the command of the officer designated by the commandant. All matters of administration relating to enlisted personnel shall be transacted through him, but the heads of the various units of the organization of the yard to which the men may be assigned shall be responsible for the muster and discipline of the men within their limits.

Status of enlisted personnel.

(2) Service records, pay accounts, and health records shall be lodged as directed by the commandant, and when men are transferred a complete set of transfer papers, records, and accounts shall accompany them.

Custody of records.

(3) All enlisted men received for duty at a shore station shall be compared with their service records for identification as soon as practicable after receipt. In case a discrepancy is found to exist, full report, together with a statement of the man concerned, shall be forwarded to the Bureau of Naval Personnel. The commanding officer shall transmit a report to the Bureau of Naval Personnel covering the corrections that have been made with his approval. (See art. 826.)

C. N. R. 9, 24.

1515

(1) The commandant or commanding officer of any naval station or other naval reservation situated within the limits of any State, Territory, or District, which has been acquired by the United States through purchase or otherwise for naval purposes, and over which the United States has exclusive jurisdiction, shall require all persons within the limits of such stations or reservations strictly to observe all existing Federal laws, including the penal laws creating offenses not otherwise covered by any act of Congress, of the State, Territory, or District wherein the station is located in effect on April 1, 1935, and remaining in effect, which have been adopted as Federal laws by section 289 of the United States Criminal Code.

Observance of Federal, State, Territorial and district laws.
C. N. R. 20.

(2) Offenses committed by persons in the naval service within the limits of such station or reservation shall be punished as authorized by the Articles for the Government of the Navy, the Navy Regulations, and the customs of the service.

Offenses by persons in naval service.

Offenses by
persons not in
naval service.
C. N. R. 20.

(3) Persons not in the naval service who commit offenses within the limits of such station or reservation, including the offenses contemplated by section 289 of the United States Criminal Code, are subject to trial in the United States District Court for the district in which the station is situated.

Reservations in
titles to land.

(4) Care shall be taken by commandants and commanding officers to see that any reservations contained in the instrument conveying title to the United States or the act of legislature ceding jurisdiction to the United States are observed.

(2) He shall pay all civilian employees at the station upon pay rolls certified to and approved in accordance with article 1488 (5). He shall be responsible only for the correctness of the computations on the rolls of civilian employees pertaining to the different departments.

Pay of mechanics and laborers.
C. N. R. 18.

(3) The officer certifying to the correctness of yard labor rolls shall be responsible for errors other than errors made in computation on such rolls, and shall be responsible for overpayments resulting therefrom. In cases where the employee to whom overpayment was made is still in the service when the error is discovered, the disbursing officer shall immediately request the officer preparing the roll on which the account is carried to make the necessary checkage, and such checkage will immediately be made. In cases where the employee is no longer carried on the rolls, the disbursing officer will, immediately upon discovery of the error, notify the officer responsible in order that he may take steps toward recovery.

(4) He shall, when directed by the Bureau of Supplies and Accounts in accordance with article 1604, pay for articles purchased through purchasing officers or otherwise upon requisitions approved by the Paymaster General.

SECTION 15.—ACCOUNTING OFFICER.

1539

(1) Under the direction of the commandant, and in accordance with instructions issued by the department, the accounting officer of the yard shall keep the accounts of all manufacturing and operating expense thereat, which shall include an exact account under each department or division of all material and labor expended upon each job order, from which he shall prepare such reports of all expenditure under each bureau as may be required by the Navy Department. He shall furnish monthly, or as the commandant may direct, to the heads of the yard departments and divisions a statement of expenditures under their departments and divisions. He shall notify the head of any department or division when any allotment of funds for expenditure under the direction of such officer shall be so depleted that it will probably be exhausted before the end of the current month. He shall, when so requested by a head of a department or division, furnish the latter a statement of the cost to date of any outstanding job order; and when a job is completed he shall, as soon thereafter as practicable, furnish the head of department or division concerned a detailed statement of the cost of labor and material and the indirect charges entering into such job. He shall prepare all pay rolls, except those under the cognizance of the Bureau of Medicine and Surgery.

Duties.

(2) The accounting officer shall submit to the several bureaus monthly reports in detail of the cost of work under their cognizance.

SECTION 16.—COMMISSARY OFFICER

1540

Duties
C. N. R. 25.

(1) A commissary officer of a shore station shall have charge of the general mess, including the service of food, and of the chief commissary stewards, cooks, bakers and other personnel detailed for duty in the commissary department. He shall be responsible for the cleanliness and good condition of the galley, bakery, mess hall, issuing room, scullery, and other places under his charge.

(2) It shall be the duty of the commissary officer to administer the general mess in accordance with the following regulations:

(a) All enlisted personnel will be subsisted from one general mess, except that a separate mess may be formed for chief petty officers. Messmen shall be allowed on the basis of the monthly average of persons served daily; one for each twenty persons (or fraction thereof) served, except that where chief petty officers are messed separately, one messman for each fifteen persons (or fraction thereof) served shall be permitted. When the serving of more than three meals per day is necessary due to a 24-hour workday being required or for other special reasons, messmen may be allowed, by specific authority of the Chief of Naval Personnel, on the basis of one for each fifteen persons (or fraction thereof) served. Messes served by enlisted women shall be permitted one enlisted woman as messman per fifteen persons (or fractions thereof) served. Petty officers shall not be detailed as messmen, except where enlisted personnel of lower ratings are not available.

(b) No person employed in the service of the general mess shall be paid ration money or extra compensation except as authorized by law, nor shall any such person accept or receive a money subscription from the crew.

SECTION 17.—MEDICAL OFFICERS

1541

Daily sick
report.

(1) The medical officer shall make a daily report to the commandant of all persons in the naval service attached to the yard who should be excused from duty on account of sickness, and shall furnish to the commanding officer of marines a copy of so much of said report as pertains to the marines.

(2) He shall examine recruits who may offer to enlist in the Marine Corps at the yard, and all candidates for appointment in the Navy who may present themselves under proper authority.

To examine recruits and candidates.

(3) Medical officers shall examine all applicants for pensions under the provisions of sections 4756 and 4757 of the Revised Statutes and give the required certificate on the blanks issued by the department. In cases where naval facilities are not available examinations may be made by the Veterans' Administration, War Department, or Public Health Service.

Applicants for pensions.

C. N. R. 28.

SECTION 18.—WORK DONE BY ONE DEPARTMENT OR DIVISION FOR ANOTHER

1542

Whenever the head of a department or division requires work to be done by another department or division, he shall make a request therefor upon the officer controlling the shops in which the work is to be done, such request to contain a statement of the work required, the job order number, title, and appropriation to which it is to be charged, and the authority for the work. Such work shall at all times be open to the inspection of the head of department or division upon whose request it is done.

How performed.

SECTION 19.—EMPLOYMENT OF LABOR AT NAVY YARDS.

1543

The employment of labor at navy yards shall be governed by the instructions contained in chapter 42 of the Navy Regulations, and by such other instructions as may be issued by the Secretary of the Navy, pursuant to the provisions of law, of executive orders, and of the regulations of the Civil Service Commission.

Regulations governing.

SECTION 20.—FLOATING DRY DOCKS.

1544

(1) Floating dry docks shall be moored, under the direction of the commandant, in such location as the department may select. The design and arrangement of the moorings shall be subject to the approval of the construction officer in so far as they affect the operation and use of the dock.

Floating docks.

(2) The construction officer shall be in immediate charge of the dock and of its crew, and shall be charged with the use, operation, and upkeep of the dock and of its moorings. He shall perform the self-docking and reassembling of the dock when such operation is ordered by the Bureau of Ships.

(3) The routine scaling, painting, and repairing of the dock shall be performed by the crew thereof, as far as practicable. The construction officer shall advise the commandant as to the need for special materials for renewals, and of the necessity for alterations or extensive repairs, in sufficient time to allow the Bureau of Yards and Docks to arrange for their purchase or performance, as the case may be.

Changes.

(4) No material changes or alterations shall be made in a floating dry dock affecting its structural strength or operating mechanism without authority from the Chief of Naval Operations.

Repairs.

(5) When extensive repairs or alterations are required, the necessary plans shall be prepared, and the work, when authorized, shall be carried out by the appropriate division of the industrial department to the satisfaction of the public-works officer.

Tests.

(6) When docking operations do not otherwise provide a test, every floating dry dock shall be tested quarterly, at intervals not exceeding three months between successive tests, by submerging the dock to the maximum depth probably required for docking ships, and by then raising it again. When submerged, the dock shall be observed for listing and for leakage of valves and of the drainage system. Following the above test, at least once in every quarter and in no case at greater intervals than three months, the interior and all accessible exterior portions of the dock and of its machinery and appurtenances shall be thoroughly inspected by a board composed of the engineer officer, the construction officer, and the public-works officer, or of commissioned assistants to these officers. The reports of these quarterly inspections and tests, with suitable recommendations, shall be made to the commandant and forwarded by him to the Chief of Naval Operations.

Precautions.

(7) No floating dry dock shall be submerged below the main or working deck without sufficient steam pressure in the boilers to enable the dock to be immediately pumped up.

(8) No floating dry dock shall be left over night with the main or working deck submerged without special authority from the commandant in each case.

(9) A sufficient number of boilers to insure the safety of the dock shall be kept primed and ready to make steam at all times when a floating dry dock is light and not in use.

(10) On board every floating dry dock there shall always be at least one man on watch, who shall preferably be one competent to fire boilers, start pumps, and manipulate valves. During hours of darkness there shall always be at least two men on board every floating dry dock, at least one of whom shall be awake and vigilant at all times.

(11) Subject to the provisions of these regulations and to the approval of the commandant, the construction officer shall draft

and enforce the necessary rules for the operation and safe use of floating dry docks.

(12) So far as practicable, the regulations governing the docking of ships in masonry dry docks shall also govern in the case of floating dry docks.

SECTION 21.—VISITS TO VESSELS BUILDING.

1545

(1) No visitors shall be allowed to go on board vessels of the Navy under construction except by the permission of the senior naval officer present; and no such permission shall be given to any one not known to be an American citizen of good standing and repute.

Visitors on
vessels under
construction.

(2) Visitors representing foreign governments, or known to be other than American citizens, shall not be permitted to visit such vessels except by authority of the Chief of Naval Operations (Office of Naval Intelligence); and they shall in all cases be accompanied by a naval officer on duty at the navy yard or works where the vessel is building.

Authority for
visits.
C. N. R. 22, 25.

NOTE.—Arts. 1546, 1547, 1548 deleted by C. N. R. 22.

SECTION 22.—RELATIONS OF THE COMMANDER IN CHIEF, UNITED STATES ASIATIC FLEET, WITH THE NAVAL STATIONS, CAVITE AND OLONGAPO, AND OTHER SHORE ACTIVITIES WITHIN THE LIMITS OF THE ASIATIC STATION

1549

(1) The commander in chief of the United States Asiatic Fleet will command and be responsible for all United States naval forces afloat and ashore within the limits of the Asiatic Station. The naval stations at Cavite and Olongapo, as well as all mobile United States naval forces afloat and ashore specially detailed at local defense of any part of the sixteenth naval district, will be under the direct command of the commandant of the district, who will be junior and subordinate to the commander in chief of the United States Asiatic Fleet.

(2) As the United States naval stations at Cavite and Olongapo are naval bases for the Asiatic Fleet, their resources shall be at the disposal of the commander in chief, United States Asiatic Fleet; but other flag officers temporarily visiting these stations shall have the same relations with them as now exist between flag officers afloat and commandants of naval stations within the continental limits of the United States.

(3) The relations of the commandant of the sixteenth naval district to the several Navy and Marine Corps activities within

the district shall be in all respects similar to the relations existing in naval districts elsewhere, subject to the provisions of paragraph (1) of this article.

(4) The commander in chief of the United States Asiatic Fleet, while having full military authority over the naval station at Guam, shall not direct or be responsible for the administration of the naval government of Guam or the technical work of the station. He shall, however, be kept informed of the work in progress at the station, especially of such work as has a bearing on its military effectiveness.

SECTION 23.—THE NAVY YARD, WASHINGTON, D. C., AND
ORDNANCE PLANTS, SOUTH CHARLESTON

1550

**Regulations
governing.**

In view of the character of the work done at the navy yard, Washington, D. C., and at the Naval Ordnance plant at South Charleston, W. Va., and of the necessity for special organization at these places as the result thereof, only those provisions of this chapter which are the result of law shall be considered as of invariable application to these places. Such other provisions of this chapter as the department may direct shall apply to these places, together with such special instructions as the department may issue from time to time in regard to the subject. When no special instructions are issued the provisions of this chapter shall be construed to govern, and in each case in which it shall appear that special instructions are necessary and have not been issued the commandant of the yard shall forward a statement of the case to the Secretary of the Navy with his recommendation. All laws relating to navy yards in general apply to these places also, with full force and effect.

Article 1551 deleted by C. N. R. 10.

duty of seeing that all articles of equipment and supplies are furnished at the proper time.

(9) Equipage, Title B and supplies, Title C, which are included in the Title A construction costs of a new vessel and paid for from "Replacement of Naval Vessels" appropriations, whether "contractor furnished" or "Government furnished," shall be accounted for as prescribed in the Bureau of Supplies and Accounts Manual. In all cases the final charge for this material shall be against "Replacement of Naval Vessels" appropriations.

Title B or C
stores of new
ships.
C. N. R. 9, 19,
24.

(10) Commanding officers of ships shall report to the bureaus concerned wherein the allowance lists are deemed to exceed or to fall short of the requirements for ordinary cruising service. Such reports shall be forwarded via official channels for comment as to the desirability of the change for other vessels and the vessels to which it should apply. The bureaus shall promptly notify those holding copies of the allowance lists of any change to be made. The latter shall make the necessary corrections in their lists, and enter abreast of the correction, over the signature of the officer in charge of the articles, the number and date of the letter authorizing the change, pasting in the back part of the book a copy of the order. Each bureau shall number its changes serially for each ship, and a record by number of all changes will be kept in front of allowance books. In navy yards the standard of reference will be the allowance book in the custody of the supply officer, and he will also have custody of and keep corrected all spare copies of allowance books.

Reports on
allowances.
C. N. R. 6.

(11) When a ship is placed in the *inactive status* either *in commission or in service, in reserve or out of commission or out of service, in reserve* all equipage and supplies shall be retained in the ship, except as specifically approved by the Chief of Naval Operations. For ships operating under the general supply system when *in active status*, all items carried under title X in Naval Stock Account shall be transferred to title B or C, as appropriate for the article in question, in Appropriations Purchases Account.

Supplies of
ships going out
of commission.
C. N. R. 14, 15,
24, 25.

(12) When a ship is placed *out of commission or out of service, in reserve* the commander of the subdivision to which the ship is assigned (Art. 642) shall assume all the duties of a commanding officer with respect to the equipage and supplies retained in the ship. Allowance lists shall remain in the ship.

Allowance
lists of ships
going out of
commission.
C. N. R. 24, 25.

Article 1596 deleted by C. N. R. 24.

1597

Where there is no commissary store, articles of clothing and small stores and Naval Stock Account stock designated by the Bureau of Supplies and Accounts may be sold under such procedure as is prescribed by that Bureau.

Procedure
where there is
no commissary
store.
C. N. R. 11, 15,
19, 22, 25.

SECTION 2.—SHIPMENTS

1598

Authorization.
C. N. R. 12.

(1) Subject to such instructions as may be issued by the Bureau of Supplies and Accounts, supply officers ashore are authorized to make shipments of household effects, Navy material requested by other supply officers, and material required to fill approved requisitions or approved allowance lists. With these exceptions, no shipments at Government expense shall be made by any officer without the specific authority and instructions of the Bureau of Supplies and Accounts.

(2) Packages shall be prepared for shipment by the department or division concerned when the supply officer's force is not adequate or when special packing or crating is necessary.

Preparation of
packages for
shipment.
C. N. R. 2, 19.

(3) Shipments to navy yards, naval stations, and to vessels at such yards or stations shall be consigned to the supply officer of the yard or station concerned. Shipments to vessels not at navy yards or naval stations shall be consigned to the supply officer of the vessel concerned, or, if there be no supply officer, to the commanding officer. Shipments to naval shore activities having no supply officer will be consigned to the officer in charge, i. e., commanding officer, inspector of ordnance in charge, medical officer in command, etc., as the case may be.

1599

In shipping supplies by Government conveyance the following instructions shall be observed:

(1) (a) The commandant shall inform the supply officer of the probable date of sailing and the destination of every ship scheduled to sail from the yard under his command.

(b) Upon the receipt of such information, the supply officer shall, unless irrevocable shipping arrangements have already been made, use such vessels to the fullest extent practicable for the shipment of material and supplies to the port or ports to which the ship or ships are destined.

(c) Shipments by Government conveyance will be handled in accordance with Navy Department instructions for vessels of the Naval Transportation Service issued by the Chief of Naval Operations and approved by the Secretary of the Navy.

(2) No commanding officer of any vessel will accept for shipment any freight which is not covered by a bill of lading issued by the supply officer of the yard at which the vessel is loading; or, if there be no supply officer at the place of loading, by the officer authorized to make shipment.

NOTE.—Articles 1600, 1601, and 1603 deleted by C. N. R. 24; 1602 by C. N. R. 19.

NOTE.—Pages 505, 506, 507, and 508 are blank.

Supplies
shipped by
Government
conveyance.
C. N. R. 19.

1613

(1) Supplies for a ship obtained by requisition upon a supply officer ashore; if delivered alongside by terms of the purchase before inspection, shall be inspected as provided in article 1400, and a report, in duplicate, of such inspection shall immediately be forwarded by the inspecting officer of the ship to the supply officer upon whom requisition for the supplies was made.

Inspection of supplies delivered directly on board ship.

(2) Commanding officers shall see that all such inspection reports have been forwarded before sailing.

1614

(1) Articles manufactured in the various navy yards shall not be required to pass other inspection, but shall be received into store by the supply officers after the invoices therefor have been verified.

Articles manufactured in navy yards.

(2) The heads of yard departments shall keep such records as will enable them quickly to supply accurate information regarding all inspections made by them.

Records.

(3) When material is furnished to the Navy by other Government departments, inspection at point of delivery shall be made in the usual manner.

C. N. R. 9.

NOTE.—Article 1615 deleted by C. N. R. 17.

1616

The inspection of medicines and other supplies pertaining to the Bureau of Medicine and Surgery shall be made by the medical officer in charge, or by a junior medical officer under his direction.

Inspection of medical supplies.

NOTE.—Article 1617 deleted by C. N. R. 24.

SECTION 5.—COMMISSARY STORE

1618

(1) When authorized by the Secretary of the Navy, commissary stores may be established and administered by the Bureau of Supplies and Accounts. Commandants of activities at which such stores are located will regulate the sale of all articles therefrom.

Authority for establishment. C. N. R. 1, 10, 11, 12, 13, 15, 19, 24.

(2) (a) The following personnel stationed or living near a commissary store are authorized to make purchases therefrom:

Persons authorized to use.

(1) Officers and enlisted men of the Army, Navy, Marine Corps, and Coast Guard, active and retired.

(2) Officers of the Public Health Service, active and retired.

(3) Members of the Nurse Corps (female), active and retired.

- (4) Members of the Naval Reserve and Marine Corps Reserve on active duty or in retired pay status.
- C. N. R. 21.** (5) Members of Fleet Reserve and Fleet Marine Corps Reserve on inactive duty who were transferred thereto from the Regular Navy and Marine Corps upon completion of 16 or 20 years' service.
- (6) Retired emergency officers of Army, Navy, and Marine Corps.
- (7) Officers and crews of Lighthouse Service vessels.
- (8) Light keepers and depot keepers of the Lighthouse Service.
- C. N. R. 19.** (9) Honorably discharged officers and enlisted men of the Army, Navy, Marine Corps, and Coast Guard who are being cared for and are receiving medical treatment from the Veterans' Administration, including such persons when totally disabled and receiving care in a private domicile, in the form of an attendant or aide paid by the Veterans' Administration or when the attendant or aide is a relative and receives compensation through increased allowances granted the patient for this purpose.
- C. N. R. 20, 22.** (10) Widows (who have not remarried) of the following personnel: Officers and enlisted men of the Navy, Marine Corps, and Coast Guard, active and retired, officers of the Naval and Marine Corps Reserve who die in line of duty while on active duty, retired emergency officers of the Navy and Marine Corps, and those listed in subparagraph (5) above.
- C. N. R. 23.** (11) Commissioned officers, ships' officers, and members of the crews of vessels of the Coast and Geodetic Survey.
- C. N. R. 25.** (12) National Guard and Army Reserve officers on active duty.
- (b) When Army, Navy, or Marine Corps personnel on active duty are on duty away from the vicinity of a commissary store, their wives and such dependent relatives as actually and habitually reside with such personnel when they are on shore duty and for whom they maintain a residence when they are on sea duty are entitled to make purchases if residing in the vicinity of a store.
- C. N. R. 23.** (c) At stations outside the continental limits of the United States and in Alaska the privilege of making purchases from the commissary store may under the direction of the commandant or commanding officer be extended to civilian officers and employees of the United States, and to such other persons as may be specifically authorized by the Secretary of the Navy.
- C. N. R. 25.** (d) Commissary store privileges may also be extended to civilian officers and employees of the United States and to such other persons as may be specifically authorized by the Secretary of the Navy at stations within the continental United States, in time of war and not exceeding six months thereafter, when the Secretary of the Navy finds that it is impracticable for the
- C. N. R. 25.**

said civilian officers and employees and other persons to procure such stores from private agencies without impairing the efficient operation of the stations. Request for such privileges shall be submitted to the Chief of the Bureau of Supplies and Accounts.

(e) Mess stewards or other authorized agents of legally constituted organized messes may make purchases for the exclusive use of such messes. C. N. R. 25.

(f) Ship's service activities ashore may make purchases for the purpose of furnishing food service only. C. N. R. 25.

(g) All persons having commissary store privileges, except authorized agents of legally constituted organized messes and ship's service activities, shall confine their purchases to the needs of their immediate families. C. N. R. 25.

(3) All applications for the privilege of purchasing from the commissary store will be made in writing to the officer in charge, who will satisfy himself that the applicant is entitled to the privilege. As a means of identification, a permit will be issued to those allowed the use of the store. A permit is non-transferable, and the person to whom a permit is issued will be responsible for any purchases made on its presentation. The number of the permit and the address of the person to whom issued will be recorded. The officer in charge will cause to be investigated all excessive purchases and will satisfy himself that only those entitled to the privilege of the store are being supplied.

(4) Purchases will be made in person or upon the written request of those entitled to the privilege. Sales at stores within the continental limits of the United States will be made for cash only; at stores outside the continental limits of the United States sales may be for cash or credit at the discretion of the commandant. All sales are to be at prices deemed for the interests of the Government. For information of purchasers, the shelves, bins, and individual food containers will be clearly marked with the current prices. Circulars containing instructions governing the conduct of the commissary store will be issued by the officer-in-charge. C. N. R. 24.

(5) At commissary stores outside the continental limits of the United States, where credit has been authorized by the commandants, accounts will be closed on the last day of each month and payment required by the 10th or the 25th of the following month as may be designated at the discretion of the commandant. Payment will be made in cash, by post office money order, or by check. Failure to make prompt payment will result in the suspension of the individuals concerned of the privilege of the store until all indebtedness is paid. A second failure to make prompt payment will be made the subject of a special report to the Chief of Naval Personnel. C. N. R. 21, 24.

(6) No deliveries of articles purchased from the commissary store will be made beyond the delivery limits established by the commandant. Shipments by freight, express, and parcel post are strictly prohibited.

(7) Commissary stores will be closed for the purpose of inventory for such period at the end of each quarter as the officer in charge finds necessary.

C. N. R. 25.

(8) At naval activities where commissary stores are established, no sales of items carried by such stores shall be made by other supply activities, except as authorized by the Bureau of Supplies and Accounts.

1619

(1) Requisitions for all articles for sale and for use in commissary stores, except provisions and clothing and small stores procurable by transfer from supply officers, will be submitted to the Bureau of Supplies and Accounts.

(2) In fixing the prices to be charged for articles carried for sale, except clothing and small stores, which will be sold at their fixed price, a sufficient addition will be made to the cost to cover losses and the value of all articles used in conducting the store.

C. N. R. 10.

(3) All losses from deterioration or other causes will be made the subject of a report of survey.

Article 1620 deleted by C. N. R. 18. Article 1621 deleted by C. N. R. 11. There are no pages 521 and 522. There are no Articles 1622-1630.

6. When it becomes necessary to sell surplus foreign currency on hand, the gain or loss on the sale will be accounted for in the disbursing account as a gain or loss on exchange. C. N. R. 18.

7. In making pay roll or public voucher disbursements the gain or loss resulting from the conversion of foreign money into United States money shall be entered in the disbursing account as "gain or loss in making payments of fractions of a cent."

(b) Method of accounting for foreign moneys in the possession of naval attachés, conforming to existing regulations for the handling of foreign currency in the hands of military attachés. Accounting by
naval attachés
C. N. R. 19.

1. All foreign currency purchased by naval attachés shall be taken up and carried at the rate at which it was purchased and disbursements therefrom accounted for at the same rate. All money secured at a given rate will be eliminated by disbursement before that purchased at another rate is charged with disbursements. In case it is necessary in the payment of any voucher to use currency purchased at two different rates a notation on the voucher showing the respective rates and amounts shall be made. The amount of foreign currency carried shall at all times be held to a minimum, to avoid possible losses because of exchange fluctuations.

2. Only in case there is gain or loss by actual conversion of foreign money into United States money in making disbursements or closing accounts by deposit or when funds are transferred from one disbursing officer to another will it be necessary to enter a gain or loss in the disbursing account. Such conversion, deposit, or transfer of foreign currency shall be at the current rate of the day, which rate shall be substantiated by consular certificates. The officer expending the foreign money shall take up the gain or charge off the loss involved, and in the case of transfer the relieving officer shall take over these funds at the rate of exchange at which they are invoiced to him. C. N. R. 19.

SECTION 5.—DEPOSITS BY ENLISTED MEN

1779

(1) When so requested, the supply officer, disbursing officer, or the commissioned officer of the Supply Corps designated as assistant for disbursing shall, under proper restrictions as to time, place, and available facilities, to be prescribed by the commanding officer, receive money for safekeeping from naval personnel, to be held and accounted for by that officer in accordance with instructions in the Bureau of Supplies and Accounts Manual. Deposits with
supply officer.
C. N. R. 19, 25.

Deposits with
supply officer at
naval hospitals.
C. N. R. 11,
19, 20.

(2) At naval hospitals and on hospitals ships the disbursing officer or his pay clerk assistant shall receive money and valuables for safekeeping from patients, including Veterans' Administration beneficiaries and naval supernumeraries, to be held and accounted for by such officer in accordance with instructions in the Bureau of Supplies and Accounts Manual.

C. N. R. 18, 25.

(3) At naval prisons and other places of confinement, the disbursing officer or his pay clerk assistant shall receive money and valuables for safekeeping from prisoners, to be held and accounted for by such officers in accordance with instructions in the Bureau of Supplies and Accounts Manual. If impracticable to deposit such money and valuables with the disbursing officer, the commanding officer may designate another officer to have custody thereof and will provide an appropriate audit of his records and the funds and valuables in his custody.

1780

Deposits revert-
ing to United
States.
C. N. R. 25.

All money refunded by minors or others discharged from the service, shall be taken up by the disbursing officer on his account current under "General account of advances."

1781

Deposits by
crew.
C. N. R. 12,
13, 25.

(1) Enlisted men of the Navy and Marine Corps serving afloat or ashore, may, with the approval of the commanding officer, deposit with the officer having custody of their accounts any previously undeposited pay and allowances accruing during the three months preceding date of deposit, including travel and reenlistment allowances and savings deposits plus interest paid on discharge, in sums not less than five dollars, the same to remain so deposited until the enlisted man is discharged, released from active duty, or is furloughed in accordance with the act of August 29, 1916.

Deposits by
checkage.
C. N. R. 12,
13, 25.

(2) No enlisted man shall be compelled to deposit any part of his savings, but when sums shall be due them they may make application to the commanding officer, not oftener than once in every month, to have such sums as they desire, not less than five dollars and for no fractional part of a dollar, charged against their pay account and credited to their deposit account; and this request shall be granted in all cases, unless there shall appear reasons for not doing so, in which case the facts shall be reported to the Navy Department. To effect this transfer, special money requisitions marked "For deposit" shall be prepared. The disbursing officer having the accounts shall check against them the amount deposited.

C. N. R. 25.

(3) Cash deposits may be made at any time, and when so made the depositor shall certify the entry made in the record book of his deposit account by signing his name in the place provided. Except when the deposit is made on the 1st of the current month, all sums accepted for this purpose will be entered in the deposit record book of the individual concerned as of the 1st day of the month following that on which the transaction took place.

Deposits in cash
C. N. R. 23.

(4) For any sum, not less than five dollars, deposited for a period of six months or longer, interest at the rate of 4 per cent per annum shall be credited in the deposit record book of the depositor on date of discharge, release from active duty, transfer to the Fleet Reserve, appointment to warrant or commissioned rank, or furlough in accordance with the Act of August 29, 1916.

Interest.
C. N. R. 25.

(5) All money so deposited shall be accounted for in the same manner as other public funds and shall pass to the credit of the "Pay of the Navy, Deposit Fund," or "Pay, Marine Corps, Deposit Fund," and shall not be forfeited by sentence of court-martial or deck court, but shall be forfeited by desertion, and shall not be paid until final payment on discharge, release from active duty, transfer to the Fleet Reserve, appointment to warrant or commissioned rank, or furlough in accordance with the act of August 29, 1916, or to the heirs or representatives of a deceased depositor, and it shall be exempt from liability for such depositor's debts, including indebtedness to the United States or any of its instrumentalities. The Government shall be liable for the amount deposited to the person so depositing the same.

Deposits, how
accounted for.

C. N. R. 14, 25.

(6) In order to give full effect to the beneficial provisions of the act of August 22, 1912 (37 Stat. 331), upon the first extension of an enlistment the disbursing officer having the accounts of a person who has a deposit account shall close the man's deposit record book in the usual manner to include the date prior to the date on which the extension becomes effective, the total of the deposits and interest thereon to be immediately entered in a new deposit record book as initial deposits effective the first day of the month following the date to which interest was computed in the old book.

Deposits of en-
listed men on
first extension
of enlistment.
C. N. R. 11,
12, 25.

(7) Upon discharge, release from active duty, transfer to the Fleet Reserve, appointment to warrant or commissioned rank, or furlough in accordance with the act of August 29, 1916, the officer having the account of depositors shall make payment in full, with interest, of all sums deposited during enlistment.

Payment on
discharge.
C. N. R. 12, 25.

(8) If a deposit record book is lost, the depositor shall furnish the officer having custody of his pay account a certificate regarding the circumstances of the loss, that he has no knowledge of the location of his deposit record book and that, if it is recovered by

Procedure in
case of lost
deposit record
book.
C. N. R. 11, 25.

him, he will deliver it to his commanding officer for further transmittal to the General Accounting Office. The certificate shall be forwarded to the General Accounting Office with a request that a statement showing the amount standing to the man's credit as having been deposited be furnished. Upon receipt of such statement, the disbursing officer shall issue immediately a new deposit record book, giving it the same number as the original, and entering therein the deposits shown on the statement, which will be attached to the deposit record book to substantiate the entries. Such deposit record book will be treated in all respects in the same manner as an original deposit record book. When a man is to be discharged, released from active duty, transferred to the Fleet Reserve, appointed to warrant or commissioned rank, or placed on furlough in accordance with the Act of August 29, 1916, and his deposit record book cannot be found, the disbursing officer shall not repay any deposit or interest but shall furnish the man with a statement setting forth all the facts connected with the loss of the deposit record book, together with a certificate that no deposits or interest thereon have been paid, and shall instruct the man to forward such statement and certificate to the General Accounting Office with a claim for the balance remaining due.

Deposits by marines on shore.

(9) Deposits by enlisted men of the Marine Corps serving on shore shall be made as provided in instructions issued in manuals.

SECTION 6.—MONEY ISSUED TO OFFICERS AND ENLISTED MEN

1782

Payments to crew.
C. N. R. 16.

The supply officer, or the commissioned officer designated as the assistant for disbursing if there be one, shall issue money to enlisted men and marines only in such sums and at such times as shall be directed in writing by the commanding officer.

1783

Supply officer to be present at issues.
C. N. R. 11.

Except when prevented by an exigency of the service, to be determined by the commanding officer, the supply officer, or the commissioned officer of the Supply Corps designated as the assistant for disbursing, if there be one, shall be present and personally superintend all issues of money.

C. N. R. 25.

from the failure of such commanding officer to so notify the disbursing officer shall rest upon the former.

(3) Should any person upon whose account such note appears be transferred before his sentence has been approved by the Secretary of the Navy, the disbursing officer shall note the facts on the individual's pay account.

C. N. R. 12, 25.

(4) To insure the carrying out of the provisions of the preceding paragraphs of this article, every officer ordering a court-martial or deck court shall immediately notify the disbursing officer having the accounts of the person to be tried, and such disbursing officer shall make a note on the accounts of such person, in the event of transfer before any checkage of pay that may be awarded has been made, to the effect that such trial has been ordered, but that the final action in regard to possible checkage of pay has not been taken.

C. N. R. 12, 25.

SECTION 8.—ADVANCES

1802

(1) Hereafter, advances of pay, not to exceed three months' pay in any one case, may be made to officers ordered to and from sea duty, and to and from shore duty beyond the seas, under such regulations as the Secretary of the Navy may prescribe. (Act 4 March 1917, 39 Stat. 1181.)

Authority for
advance of pay.
C. N. R. 12.

(2) All officers of the Navy and Marine Corps, provided they are not indebted to the Government for an advance previously made, shall be entitled to an advance of not to exceed three months' pay upon receipt of orders to or from duty at sea; to or from shore duty beyond the seas; from one duty at sea to another duty at sea; or from duty at one shore station beyond the seas to duty at another shore station beyond the seas. For the purposes of this article, the word "pay" shall include only base pay and longevity pay.

Advances to officers
ordered to
foreign duty.
C. N. R. 4, 14,
19, 24.

(3) Any officer of the Navy or Marine Corps presenting to a disbursing officer orders of the type described in paragraph (2) of this article shall be paid this advance at any time not later than 30 days after date of reporting to the final duty station assigned in the orders. Where such orders also involve reporting to intermediate commands or the performance of temporary duty en route (e. g., orders to duty in connection with fitting out of a vessel and on board when commissioned, or orders to report to an intermediate command for transportation or for further assignment) the advance may be paid at any time after date of receipt of such orders but not later than 30 days after date of reporting to the ship, station, or unit to which ultimately assigned under such orders.

By whom paid.
C. N. R. 7, 25.

C. N. R. 25.

(4) The three months' advance of pay authorized by this article may be paid in one, two, or three partial payments. The payment of a portion of the authorized advance will not bar subsequent payment of the remainder, but in no case will more than three payments be made or more than three months' pay be advanced under one set of orders.

Advances charged immediately. C. N. R. 4, 12, 14, 23, 24, 25.

(5) The amount of an authorized advance of pay shall be charged against the account of the recipient immediately, and such amount shall be liquidated within a period of not more than six months by withholding from each day's pay an amount not less than one one-hundred and eightieth of the amount advanced. No allotment in force at the time of payment of an advance shall be allowed to continue if it will prevent liquidation of the advance within six months, and no allotment shall be registered which will prevent such liquidation. When the disbursing officer having the account finds that the advance will not be liquidated by accrued pay and allowances less allotments within this time limit, he shall request stoppage of such allotments as may be necessary to permit liquidation within the prescribed period. Where the advance is made in a series of two or three partial payments, the provisions of this paragraph shall be applied separately with respect to each partial payment.

Duty of officer receiving an advance.

(6) Every officer who, after being ordered to duty, receives an advance of pay shall immediately give notice thereof to the officer taking up his accounts and no officer shall knowingly receive pay which should be checked against such advance.

Advances to enlisted men. C. N. R. 24.

(7) In the cases of enlisted men of the Navy, Marine Corps and Coast Guard who are not furnished quarters or rations in kind, payments of allowances for quarters and subsistence may be made to them not more than one month in advance; except that as to men proceeding to or from a station beyond the continental limits of the United States or in Alaska, such payments may be made not more than three months in advance.

1803

Authority—advance public funds. C. N. R. 12.

(1) The Secretary of the Navy is hereby authorized, in accordance with such regulations as may be approved by the President, to advance public funds to naval personnel when required to meet expenses of officers and men detailed on emergency shore duty: *Provided*, That the funds so advanced shall not exceed a reasonable estimate of the actual expenditures to be made and for which reimbursement is authorized by law. (Act of 22 May 1928.)

Emergency shore duty. C. N. R. 12, 24.

(2) Advances of public funds to naval personnel are authorized to officers, midshipmen, and enlisted personnel on emergency shore duty. Emergency shore duty shall include patrol duty and such

C. N. R. 25.

other cases where naval personnel are despatched for rescue, salvage, police, or other emergency purposes including duty in the Naval Air Transport Service and duty requiring travel by air during periods of war or national emergency. Advances shall not exceed a reasonable estimate for necessary emergency transportation (where government transportation requests will not suffice) and for personal expenses based on rates prescribed for patrol expenses, except that in cases when personnel are in receipt of orders specifying or authorizing per diem, the amount advanced shall be limited to an estimated amount of reimbursement authorized under such orders. In no case shall such advances be made unless reimbursement is authorized by law.

(3) The Director of Naval Intelligence is authorized, in his discretion, to make such advances to naval personnel, from time to time, as he may deem necessary for the collection of information at home and abroad.

C. N. R. 14.

1804

(1) Unless emergency conditions make it impossible to do so, no enlisted men will be transferred without being accompanied by their pay accounts. Commanding officers are particularly enjoined to see that timely notice is given to disbursing officers, wherever possible, of any contemplated transfers. No men will be sent to *foreign* duty without their pay accounts except under the most urgent emergency conditions; and, in all such cases and whenever men are transferred without their pay accounts, it will be understood that their accounts will be forwarded at the first possible moment after their transfer.

Pay of men
without transfer
pay accounts.
C. N. R. 12, 25.

(2) Whenever an enlisted man, who has four or more months remaining to be served in current enlistment or who under existing law may be required to serve during the duration of the national emergency, is received on board a ship or at a station without his pay accounts he may, if he has not received pay for a period of 15 days, be taken up for pay commencing with the day following date of transfer from the ship or station at which he was last known to have been paid, in accordance with instructions in the Bureau of Supplies and Accounts Manual and the Marine Corps Manual. Prior to payment under this authority, the enlisted man shall furnish a sworn statement setting forth the date on which he was last paid, the number and individual amounts of all active allotments and all details pertaining to any other deductions or checkages which should be made in his pay account. In the case of a man received without his service record, his commanding officer shall require credentials sufficient for proper identification and there shall also be included in the required sworn statement, necessary information as to: name, service number, rating, rate of

C. N. R. 23, 25.

pay, total service to date and date of expiration of current enlistment.

C. N. R. 23.

(3) The commanding officer shall issue a written order, accompanied with two certified copies of the man's sworn statement, to the supply or disbursing officer whenever an enlisted man under his command is paid under the authority of this article. The commanding officer shall furnish advice of his action, by the quickest practicable method, to the ship or station at which the man's account was known last to have been carried and to the Bureau of Supplies and Accounts (Allotment Division). He shall cause proper entry to be made in the service record of the man concerned and shall furnish a copy of the man's sworn statement to each of the activities specified above.

C. N. R. 13, 25.

(4) In the event that it becomes necessary to transfer a man before the receipt of his regular pay accounts and who has been taken up for pay under the foregoing conditions, his temporary account will be transferred to his new station.

C. N. R. 23, 24.

(5) A commanding officer may extend application of the foregoing procedure to commissioned and warrant officers and nurses.

SECTION 9.—ALLOTMENTS

1805

Allotments.
C. N. R. 7, 12,
18, 19, 22, 24.

(1) (a) Each person on the active list of the Navy, Marine Corps, and Navy Nurse Corps (female), each person on the retired list of the Navy, Marine Corps, and Navy Nurse Corps (female) when on active duty, and each member of the Naval and Marine Corps Reserve ordered to active duty or to training duty for a period longer than 3 months, shall be allowed to allot such portion of his pay as he may desire for the support of his family or other relatives, for his own savings, or for other similar proper purposes. Except when specifically authorized or directed by the Secretary of the Navy and in the case of payments of insurance premiums and allotments to the Navy Relief Society or American Red Cross, allotments for the purpose of repaying loans or for making installment payments of any kind, either directly or indirectly, shall not be registered, and the grantor of the allotment shall certify over his signature on his request to register allotment that it is not registered for such a purpose.

C. N. R. 9, 19,
22.

When a registering officer doubts that a requested allotment is for a proper purpose, he shall submit the matter to his commanding officer for decision.

C. N. R. 25.

(8) The Act of June 4, 1920 (41 Stat. 824), as amended, authorizes the payment of a death gratuity equal to six months' pay to the following classes of dependents, in the order stated of any officer, enlisted man, or nurse on the active list of the regular Navy or Marine Corps, or on the retired list when on active duty, or of the Naval Reserve or Marine Corps Reserve when on active duty, who dies from wounds or disease not the result of misconduct; (a) widow, (b) child or children, (c) any other dependent relative previously designated, or (d) any grandchild, parent, brother or sister, or grandparent, shown to have been dependent, when there is no widow or child, and no dependent relative has been designated. In the event of the death of any beneficiary before payment of the six months' death gratuity has been made, payment shall be made to the next living beneficiary in the order of succession above stated.

Death gratuity of six months' pay to widow or other designated beneficiary.
C. N. R. 11, 12, 18, 25.

SECTION 14.—PENSIONS

1842

(1) Any disabled enlisted man who has not been discharged for misconduct shall, after 10 years' service as an enlisted man or as an appointed petty officer or both, in the Navy or Marine Corps, be entitled to a pension if a board consisting of three naval officers, one of whom shall be a medical officer, appointed by the Secretary of the Navy, shall recommend it. (Sec. 4757, R. S.; 24 Stat. 353.)

Service pensions to disabled enlisted men.

(2) After 20 years' service as an enlisted man or as an appointed petty officer or both, any enlisted man disabled from sea service by reason of age or infirmity, who has not been discharged for misconduct, shall be entitled to a pension equal to one-half the pay of his rating when last discharged. (Sec. 4756, R. S.; 24 Stat. 353; Act of June 30, 1914, 38 Stat. 398.)

C. N. R. 15.

1843

Commanding officers on shore and afloat shall require from the proper medical officers reports of every case of death or disability occurring to persons in the naval service under their command. These reports, made in accordance with the current edition of the Manual for the Medical Department, U. S. Navy, shall be sent to the Bureau of Medicine and Surgery as evidence of claims for pensions.

Official reports of death or disability.

1844

When any person in the Navy or Marine Corps is accidentally injured and, on account of the absence of the medical officer, or for any other reason, the facts and circumstances are not entered

Report of eye-witnesses to accidents.

in the health record, the commanding officer shall require an officer, or some other trustworthy person who witnessed the accident, to make a written report thereon to the Bureau of Medicine and Surgery, said report to show when, where, and how the accident occurred, and what the injured person was doing at the time. This report shall be as brief as practicable, and the commanding officer in his forwarding indorsement shall state his own opinion thereon, and the matter shall be referred to in the health record.

1845

Judge Advocate
General to
decide if records
are incomplete.

In case of death, injury, or disability, where the official medical record may be incomplete, the office of the Judge Advocate General shall decide whether such death, injury, or disability occurred due to own misconduct.

SECTION 15.—GENERAL INSTRUCTIONS FOR PURCHASES

Article 1846 deleted by C. N. R. 23.

1847

Navy purchases.
C. N. R. 18.

Laws covering Navy purchases, and interpretations thereof, will be published in the Bureau of Supplies and Accounts Manual and Memoranda, which publications will also contain the detailed instructions as to purchase procedure.

Articles 1848, 1849, and 1850 were deleted by C. N. R. 18.

There are no Articles 1851-1859.

Pages 611 and 612 omitted by C. N. R. 19.

1863

Expenditures of funds shall be accounted for by purposes or titles, the definitions and description of which will be found in the Bureau of Supplies and Accounts Manual.

Definitions of titles or purposes.
C. N. R. 9, 12, 23, 24.

SECTION 2.—ACCOUNTING OFFICERS' RETURNS

1864

Accounting officers at industrial navy yards shall render returns as prescribed by the Bureau of Supplies and Accounts.

Returns at industrial yards.
C. N. R. 24.

SECTION 3.—SUPPLY ACCOUNTS ASHORE

1865

Supply officers ashore shall keep the various store accounts as provided for in the Bureau of Supplies and Accounts Manual.

Store accounts ashore.
C. N. R. 10, 15, 18, 19, 22, 24.

SECTION 4.—SUPPLY ACCOUNTS AFLOAT

1866

Equipage Title B shall be requisitioned, invoiced, and accounted for in accordance with the procedure set forth in the Bureau of Supplies and Accounts Manual and Memoranda.

Equipage Title B.
C. N. R. 10, 24.

Note: Article 1867 deleted by C. N. R. 13.

SECTION 5.—INSPECTION OF SUPPLY ACTIVITIES

1868

(1) All supply, accounting, disbursing, purchasing, commissary store, clothing and small stores and ship's store activities ashore within the continental limits of the United States, including receiving ships (or stations), ships of the Naval Transportation Service and other ships on special service, shall be inspected by the General Inspectors of the Supply Corps at such times as the department (Chief of the Bureau of Supplies and Accounts) may direct. An inspection of the accounts of the officer in charge of the Midshipmen's Store at the Naval Academy shall be made quarterly by the General Inspector of the Supply Corps, East Coast, and report made to the Chief of the Bureau of Supplies and Accounts with such recommendations as he may deem necessary (Act of May 13, 1908 (35 Stat. 153)).

Inspection ashore.
C. N. R. 18.

(2) An inspection of the supply and disbursing activities in the fleet (including supply, disbursing, commissary, clothing and small stores, and ship's store functions) shall be made at least once a year. This inspection shall be made by fleet or force supply officers, or by other officers of the Supply Corps, as and when

Inspection afloat.
C. N. R. 18, 23.

directed by the Commanders in Chief or Force or Squadron Commanders; or by a General Inspector of the Supply Corps, when directed.

Inspection of
shore stations
outside of
United States.
C. N. R. 18, 25.

(3) An inspection of all supply, accounting, disbursing, commissary, commissary store, clothing and small stores, ship's store, and War Savings Bond issuing activities ashore beyond the continental limits of the United States shall be made as follows:

(a) *Within Naval Districts.*—At least once a year by officers of the Supply Corps within the command when directed by the commandant; or by officers of the Supply Corps attached to visiting ships on request of the commandant; or by a general inspector of the Supply Corps when directed by the department (Chief of the Bureau of Supplies and Accounts).

(b) *Within All Other Areas.*—At least once a year by officers of the Supply Corps when directed by competent authority, unless the fleet, force, or squadron commander designated by the department to command within the particular geographic area determines such inspection to be impracticable.

(c) *Guam and Samoa.*—By officers of the Supply Corps within the command when directed by the Commandant, or by officers of the Supply Corps attached to visiting ships on request of the Commandant.

Scope of
inspections.
C. N. R. 18.

(4) The scope of inspections and form of report shall be as prescribed by the Bureau of Supplies and Accounts, and the reports shall be transmitted to that bureau. Reports of General Inspectors of the Supply Corps shall be forwarded direct to the Bureau of Supplies and Accounts.

Investigations
by Comptroller
General.
C. N. R. 13.

(5) (a) The Comptroller General shall investigate, at the seat of Government or elsewhere, all matters relating to the receipt, disbursement, and application of public funds, * * * (Sec. 312, Act of 10 June 1921.)

Information
furnished
Comptroller
General.

(b) All departments and establishments shall furnish to the Comptroller General such information regarding the powers, duties, activities, organization, financial transactions, and methods of business of their respective offices as he may from time to time require of them; and the Comptroller General, or any of his assistants or employees, when duly authorized by him, shall, for the purpose of securing such information, have access to and the right to examine any books, documents, papers, or records of any such department or establishment. * * *. (Sec. 313, Act of 10 June 1921.) The Navy Department construes this law to apply to books, documents, and records relating to public funds only.

Inspection of
Fleet or Force
supply officers.
C. N. R. 18, 23.

(6) The inspections of the accounts of the Fleet or Force supply officers shall be made by a General Inspector of the Supply Corps when practicable, or by such officers of the Supply Corps as the Commander-in-Chief or Force Commanders may designate.

C. N. R. 25.

1882

(1) The naval appropriation act approved June 30, 1914, provides, "That the Secretary of the Navy be authorized at his discretion to issue free of cost the national flag (United States national ensign No. 7) used for draping the coffin of any officer or enlisted man of the Navy or Marine Corps whose death occurs while in the service of the United States Navy or Marine Corps, upon request, to the relatives of the deceased officer or enlisted man or, upon request, to a school, patriotic order, or society to which the deceased officer or man belonged."

National flag
used for funeral.

(2) Commandants of navy yards, commanding officers of vessels, or senior officers present, and commanding officers of naval hospitals are authorized to issue these flags to accompany all bodies forwarded or delivered to the next of kin or relatives for private interment, in order that the flags may be available for use at the time of burial. Request for such issue shall be construed as included in application for the body.

(3) Where no request for the flag is made, the commandant, commanding officer, senior officer present, or the commanding officer of a naval hospital will hold the flag (properly tagged with name of deceased and date of funeral) for a period of three months pending receipt of the above-referenced request should it be forwarded. If at the end of three months no request is received, the flag may be returned for issue or use as the case may be. In cases of doubt as to whether the persons making the request are legally entitled to the flag, the matter should be forwarded to the Bureau of Ships for its action prior to issuing the flag.

(4) The value of the flags will be charged under Title V—"Maintenance, Bureau of Ships" of the fiscal year.

SECTION 7.—MISCELLANEOUS

C. N. R. 10.

1883

(1) Every officer who receives public money which he is not authorized to retain as salary, pay, or emolument shall render his accounts monthly or quarterly, as directed, and on detachment.

Rendition of
accounts.

(2) Such accounts, with necessary vouchers, etc., shall be mailed or otherwise sent to the General Accounting Office or Bureau of Supplies and Accounts, as directed, within 10 days for monthly accounts and within 20 days for quarterly accounts of the period to which they relate.

Article 1884 deleted by C. N. R. 18.

C. N. R. 25.

1885

Loss of accounts, duties of supply officers.

In the event of the loss of accounts occurring from the loss or capture of a ship of the Navy, the disbursing officer, on receiving a written order from the commanding officer, shall open other accounts with the survivors, from the date of the disaster, giving to each person the rating he held at the time the accounts were lost; and the accounts so made out shall accompany the survivors on their transfer to a ship or station, the officer carrying the accounts of which is to govern himself by these accounts in making payments or issues, until he receives further instructions from the Navy Department or the General Accounting Office.

1886

Responsibility for payment.

An officer cannot be held responsible for payments to any person who has been removed from the Navy, unless the officer making the payment has received official notification of the fact.

1887

C. N. R. 10, 22, 23.

(1) Subject to instructions issued by Fleet or Force Commanders, any officer of the Supply Corps may, by order of his commanding officer, make purchases for, or issue clothing and small stores or money to, any naval vessel or other naval activity when requested to do so by the commanding officer of the vessel or activity concerned. The senior officer present shall order such purchases or issues if necessary. Any transfers of funds between officers, necessarily involved in making payments to officers and men, is authorized.

Memorandum pay rolls. C. N. R. 22, 23, 25.

(2) When a vessel to which no officer of the Supply Corps is attached is to be separated from the officer normally having custody of the pay accounts of the officers and crew, such pay accounts may be delivered into the custody of the commanding officer in order that payment may be obtained from any disbursing officer with whom in contact.

NOTE.—There are no pages 629 and 630. There are no articles 1888–1896.

2022

(1) All official correspondence of the Navy Department, its bureaus or offices, with other executive departments, which involves matters of policy or which is required by law to be conducted by the head of the department, will be conducted by the Secretary of the Navy.

Correspondence with executive departments. C. N. R. 25.

(2) All communications addressed to the United States Civil Service Commission by officers of the Navy relative to examinations, certifications, appointments, etc., in the classified service of the Navy Department, shall be forwarded through the Secretary of the Navy.

Correspondence with civil Service Commission.

2023

(1) The general formula, "By direction of the Secretary," shall not be used upon orders or communications, except by The Judge Advocate General, the Chief Clerk of the Navy Department, and the official charged with the correspondence relating to pensions or records of service. When it becomes necessary for others in authority, in giving an order or making a communication, to refer to the direction of the Secretary, the reference shall be to a specified authorization.

The formula "By direction of the Secretary." C. N. R. 15.

(2) Officers in charge of sections of a bureau or office and who are authorized to sign mail of their section shall write or stamp the words "By direction" after their signature, and the title of the bureau or office shall appear in the prescribed place at the head of the communication. Chiefs of bureaus and offices shall designate which officers are authorized to sign "By direction": (a) Secret mail and (b) other mail.

By direction. C. N. R. 18, 23.

(3) In addition to the use of the "By direction" formula discussed in paragraph (2) above, it may also be used by aides to commandants, and by officers on the staffs of the Commander in Chief and other flag officers afloat in forwarding correspondence which requires no action or comment on the part of the commandant or flag officer, or is forwarded for information or guidance, or on correspondence which is in accordance with previously announced policies of the Commander in Chief or flag officer. Senior officers authorized by this article to permit their aides to sign "By direction" shall designate to their command (or staff) which officers within their command may sign: (a) Secret correspondence, (b) other correspondence.

C. N. R. 23.

2024

During the absence, disability, or a temporary vacancy in the office of the chief of any bureau of the Navy Department or of the Judge Advocate General of the Navy, when the assistant to

Absence of chief of bureau. C. N. R. 24.

such chief of bureau or the Judge Advocate General is absent or disabled, the heads of the major divisions of such bureau or office shall, unless otherwise directed by the President, perform the duties of the chief of bureau or the Judge Advocate General, in such order as the Secretary of the Navy may direct.

2025

Orders, by whom and how signed.

(1) All communications, orders, bills, requisitions, and papers which by law or regulations are to be signed, approved, or forwarded by an officer commanding a fleet, squadron, division, or station, the commandant of a naval station, the senior officer present, or the commanding officer of a ship, must be actually signed by such officer in his own handwriting, and in his absence by the line officer next in rank and actually in command at the time. The name of the officer shall also be typewritten or stamped.

Orders to disbursing officers.
C. N. R. 18,
22, 23, 25.

(2) Orders to disbursing officers affecting pay and allowances and travel expenses, such as orders pertaining to rating or disrating, entering or closing accounts, credit of extra compensation, special money requisitions, and travel orders to enlisted personnel involving payment of mileage or other travel expenses (in those cases where commanding officers have been authorized to issue such orders), while normally signed by the commanding officer, may be signed by the executive officer by direction of the commanding officer. The commanding officer of a vessel or shore station, or a unit commander designated in Article 764, may authorize other officers within his command to sign such orders in lieu of, or in addition to, the executive officer when he considers such action necessary for the better administration of his command.

C. N. R. 23.

(3) Personnel officers of submarine forces, squadrons, and divisions are authorized to sign orders to their respective disbursing officers insofar as they affect members of the Flag allowances.

2026

Signatures.
"Acting."
C. N. R. 20, 23.

(1) An officer signing for another in whose absence he is in command or in charge shall write or stamp the word "Acting" after his signature; in this case the title of the official from whom the communication emanates, as indicated after the word "From" at the beginning of the paper, shall not be modified; thus, in the absence of the Chief of Naval Personnel, the words "The Chief of Naval Personnel" would still appear in the letterhead, and the acting chief of the bureau would write "Acting" after his signature. "Acting" shall not be used by officers left in command *afloat*. (See art. 2007 (3)).

C. N. R. 25.

procedure prescribed by the Secretary of the Navy for purposes of security will be followed, and in forwarding any samples the provisions of Article 76 strictly apply. Documents having a permanent value or historical interest, the retention of which in the files of vessels of the Navy or at Navy and Marine Corps shore activities are no longer required, shall be listed separately from the lists of useless documents or papers and such lists forwarded to the Secretary of the Navy, through the Chief of Naval Operations, for final disposition in accordance with the instructions of the Secretary of the Navy.

(6) On flagships the flag communication officer shall be responsible under the flag officer for keeping the flag files. The flag files should be separated from the ship's files in such a manner that a transfer of flag will leave the ship's files intact and complete.

Separate ship
and flag files.
C. N. R. 11,
15, 18.

(7) The files of the captain's office and of the flag office over 2 years old which have not been disposed of in accordance with the provisions of paragraphs 4 and 5, and other documents of historical interest, shall be forwarded to the Chief of Naval Operations (Historical Section).

Files over 2
years old.
C. N. R. 18.

2040

(1) When a vessel or craft assigned to the *reserve fleet* is placed *out of commission* or *out of service, in reserve*, the publications, files, records, blueprints, etc., will be disposed of as follows:

Disposition
records, vessel
placed out of
commission, in
reserve.
C. N. R. 11,
24, 25.

(a) Registered secret and confidential, nonregistered confidential and restricted publications distributed by Registered Publications System will be turned in to a Registered Publication Issuing Office, for custody and reissue to the ship upon her being ordered into active status, as prescribed in the Registered Publications Manual.

(b) Other restricted publications and ship's copies of bureau manuals will be retained on board.

(c) Secret and confidential charts will be turned over to the custody of the vessel or craft in the same subdivision which is *in commission* or *in service, in reserve*. All other nonclassified and restricted charts will be retained on board.

(d) All other records, publications, and plans of a secret or confidential nature, the disposition of which is not otherwise prescribed, will be delivered to the vessel or craft *in commission* or *in service, in reserve* in the same subdivision.

(e) Ship's copies of smooth logs and gunnery logs, rough deck log, quartermaster's notebook, rough engineer operating logs, hull book, hull repair record book, current ship's maintenance projects, machinery history, allowance books, indices of ship's plans, litho-print, vandyke and blueprint copies of ship's plans, and other

non-confidential plans, manufacturer's operating instructions, ship's copies of performance records, ship's copies of last reports by Board of Inspection and Survey, division commander's inspection, reports of material readiness for war, watch quarter and station bills, ship organization instructions, and non-confidential general and communication files will be retained on board in their customary place. A list of the more important records and their location in the ship will be given the commander of the subdivision to which the vessel or craft is assigned.

Disposition of records, vessel out of commission to be disposed of.
C. N. R. 25.

(2) When a vessel or craft to be disposed of is placed *out of commission or out of service* the publications, files, records, blueprints, etc., on board will be disposed of as follows:

(a) Registered secret and confidential, non-registered confidential and restricted publications distributed by Registered Publications System will be turned in to a Registered Publications Issuing Office, as prescribed in the Registered Publications Manual.

(b) Other restricted publications and ship's copies of bureau manuals, if in condition suitable for reissue, shall be forwarded by mail to the bureau or office concerned; otherwise they shall be destroyed and report made to the proper bureau or office.

(c) Unless otherwise directed by the Chief of Naval Operations, confidential (or secret) charts will be destroyed by burning. A report of destruction of secret and registered confidential charts only will be made to the Chief of Naval Operations (Hydrographic Office). All other charts and Hydrographic publications will be destroyed.

(d) Classified and non-classified ship's files, plans, operating instructions, specifications, reports, and all other records of a classified or non-classified nature will be disposed of in accordance with the authorized schedule issued to the Fleet. All records that must be retained for a period after a vessel or craft is placed out of commission or out of service shall be handled in accordance with instructions issued by the Secretary of the Navy.

(e) In the event that the vessel or craft is to be disposed of as a ship, those non-confidential plans and records which would be of value to the new owner shall be turned over with the ship. These will include the hull book, hull repair book, machinery index and history, indices of and copies of non-confidential ship's plans, manufacturers' operating instructions and ship's copies of performance records.