

## CHANGES IN U. S. NAVY REGULATIONS, 1920—NO. 26

NAVY DEPARTMENT,  
Washington, D. C., 16 July 1945.

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.

FORRESTAL,  
*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 VIII.<sup>1</sup> Under "Chapter 47" change line 4 to read: "Sec. 4.—Art. 1777-1778. Procurement of foreign moneys ----- 574-577"; opposite "Sec. 5" change "578" to "577".

### INDEX:

Page 2. Under "Account(s)" beneath "pay" insert "vessel separated from supply officer handling ----- 1887 (2)".

Page 4. Under "Administration and Discipline" insert "civilian personnel ----- 1562".

Page 7. Line 5—Delete "Applications and examinations for civil positions ----- 1569".

Page 11. Line 10—Delete "Bills of exchange ----- 1776-1778".

Line 11—Delete "negotiation of ----- 1777".

Line 12—Delete "proceeds of, accounting for ----- 1778".

Line 13—Before "health" insert "Bills of".

Line 20—Delete "labor ----- 1570".

Line 21—Delete "labor, duties of ----- 1570".

Page 26. Line 6—Delete "for injury, civil employees ----- 1575".

Page 27. Line 26—Delete "1566".

Line 27—Delete "political ----- 1564".

Page 30. Between lines 28 and 29, insert "Currency, foreign, procurement of ----- 1777-1778".

Page 39. Under "Dry docks" beneath "refuse in..." insert "ships in, examination of outboard valves ----- 1361(1)".

Page 40. Line 34—Delete "labor board ----- 1570".

Page 43. Line 15—Opposite "inspections" add "1361 (1)".

Page 44. Line 7—In parentheses delete "Service".

Page 45. In next to last line delete "bills of ----- 1776" and substitute "rate of ----- 1777"; between last two lines, under "Exchange" insert "proceeds of, accounting for ----- 1778".

Page 48. Line 34—Opposite "of a ship" add "1361 (1)".

Page 53. Line 26—Delete "for naval attachés ----- 1778 (6)"; under "Funds", beneath "naval communication service", insert "procurement of foreign ----- 1777-1778".

Page 55. Line 20—Opposite "Gifts and contributions" delete "1566".

Page 63. Line 1—Delete "labor" and insert "personnel matters"; line 43, opposite "Inventory(s) equipage" delete "(8)".

Page 70. Between lines 22 and 23, insert "enlisted men, promotions of ----- 614".

Page 70. Line 39—Delete "vacancies ----- 614".

Page 74. Line 43—Delete "Membership dues or fees ----- 1567".

Page 75. Line 1—Delete "Memorandum pay rolls ----- 1887 (2)".

Page 76. Line 1—Delete "Military duty, civil employee, leave for ----- 1576"; under "Money" beneath "deposits by men with officers" insert "foreign, procurement of ----- 1777-1778".

Page 84. Under "Officer(s)" beneath "promotion of" insert "Public Health, serving with Coast Guard ----- 157 (3)".

Page 88. Under "Pay accounts", beneath "transfer hospital patients" insert "vessel separated from supply officer handling ----- 1887 (2)".

Page 89. Line 23—Delete "rolls, memorandum ----- 1887 (2)"; line 32, delete "Paying, civil employees, during working hours ----- 1574"; line 33, insert "Paying" before "crew"; line 34, delete "yard employees ----- 1574").

Page 90. Under "Personnel", beneath last line, add "civilian, administration of ----- 1562".

Page 91. Last line—Delete "Political campaigns ----- 1564".

Page 92. Line 1—Delete "Political contributions ----- 1564"; line 2, delete "Politics and religion of labor ----- 1564-1567".

Page 96. Under "Public" between lines 3 and 4 insert "Health officers serving with Coast Guard ----- 157 (3)".

Page 100. Line 32—Delete "Religion and politics of labor ----- 1564-1567".

Page 106. Line 35—Delete "cash for suggestions ----- 1577".

Page 115. Line 2 from bottom of page—Delete "civil employee ----- 1579".

Page 121. Line 3—Delete "cash rewards for ----- 1577".

Page 126. Line 3—Delete "promotions, etc., civil employees ----- 1571".

Page 128. Line 31—Delete "Vacancies, marines afloat ----- 614".

Page 129. Line 20—Delete "regulations, politics and religion ----- 1564".

Page 131. Line 33—Delete "Work and pay, overtime and holiday ----- 1573".

#### TEXT:

Page 25<sup>r</sup>. Art. 76 (14) (c)—In line 2, between "designated" and "courier" insert "State Department". In line 3, change the comma after the word "envelopes" to a period; capitalize the word "the"; delete "one being"; after "inner" insert "envelope will be".

### III

Page 59. Art 157 (3)—In line 2, between "service" and "shall" insert "and commissioned officers of the Public Health Service detailed for duty with the Coast Guard". Change reference in parentheses to read "(Acts 29 August 1916; 1 July 1944)". In line 5, between "Guard" and "except" insert "or Public Health Service".

Page 118. Art. 304 (2)—In line 2, change "foreign" to "foreign".

Page 160. Art. 484 (8)—In line 3, before "employed" insert "force".

Page 163. Art. 492—In next to last line change "iin" to "in".

Page 173. Art. 552 (5)—In line 3, place a period after the word "direct".

Page 179. Art. 564 (3)—In line 2, delete "executive officer of the Personnel Department" and insert "Assistant Director"; in line 3, delete "that Department in order of seniority" and insert "the Personnel Department as directed by the Director of Personnel, Marine Corps."

Page 199. In chapter index, opposite "Sec. 2" after "vessels" delete period and add "and district craft."

Page 257. Art 853 (6)—In line 3, between "duplicate" and "keys" insert "magazine".

Page 260. Art. 862 (3)—In line 8, change "of" to "or".

Page 261. Art. 864—In line 2, delete "874 (3)".

Page 276. Art. 922—In line 4, change "these" to "those".

Page 425. Art. 1404 (2)—At the end of the first sentence change the period to a comma and add "and for such other administrative purposes incident to the operation of ship's stores as authorized by the Bureau of Supplies and Accounts".

Page 518. Art. 1618 (12) (c)—In line 3, change "commissiary" to "commissary".

Page 520. Art. 1619 (1)—In lines 1 and 2, change "commissiary" to "commissary".

Page 587. Art 1804 (1)—Change side note of paragraph (1) to read: "Pay accounts to accompany men when transferred"; insert the following side note for paragraph (2): "Pay of men without pay accounts".

Page 628. Art. 1887—In side note of paragraph (2) delete "Memorandum pay rolls" and substitute "Pay accounts of vessel separated from pay officer".

Page 722. In section heading, change "SHORF" to "SHORE".

Page 731. Sec. 9 (c)—Opposite "NAVMED I", under "Copies" delete "1 to BuPers".

Page 732. Sec. 9 (e)—Opposite "NAVMED I", under "Copies" delete "1 to BuPers".

Page 738. Sec. 24—Opposite "NAVPERS 605b, enlisted passengers", under "When" change "frome" to "from".

#### NEW PAGES:

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

TABLE OF CONTENTS—Pages VII and VIII.

INDEX—Pages 17, 18, 41, 42, 59, 60, 65, 66, 111, 112, 113, and 114.

#### IV

##### TEXT:

Pages 31-34<sup>2</sup>—Reprinted to correct pagination; no change in text. The new pages supersede old pages 30<sup>1</sup> to 34<sup>1</sup>.

Art. 238—Modified in reprint of pages 87-88.

Arts. 613 and 614—Modified in reprint of pages 193-194.

Art. 652—Modified in reprint of pages 205-206.

Art. 689—Paragraph (3) modified in reprint of pages 211-212. Remove page 212<sup>1</sup>.

Art. 908—Paragraphs (4), (5), and (6) modified; paragraph (8) deleted; paragraphs (9) and (10) renumbered as (8) and (9); and new paragraph (10) added in reprint of pages 271-274.

Art. 972—Paragraph 67 (3) modified in new page 294<sup>2</sup>. New pages 289-294<sup>1</sup> contain the material formerly printed on pages 288<sup>1</sup>-293, and were reprinted to correct pagination.

Art. 1022—Paragraphs (3) and (6) modified in reprint of pages 313-314.

Pages 403-404—Typographical errors corrected in reprint.

Pages 415-416—Printer's error corrected in reprint.

Chapter 42—Chapter revised to consist of Art. 1562, only. (Remove pages 491-498.)

Art. 1638—Paragraph (3) modified and paragraph (6) added in reprint of pages 525-526<sup>1</sup>.

Art. 1671—Paragraph (2) modified in reprint of pages 540<sup>5</sup> and 540<sup>6</sup>.

Art. 1776 deleted, and Arts. 1777, 1778, and 1779 modified in reprint of pages 573-578.

Pages 617-618—No change in text; reprinted to eliminate ink changes made by C. N. R. 25.

Art. 2025—Paragraph (4) added in reprint of pages 691-694<sup>1</sup>.

Art. 2068—Paragraph (f) added in reprint of page 716<sup>1</sup>.

The following advance changes in U. S. Navy Regulations, 1920, have been issued, all of which are incorporated in Change 26:

Arts. 972-67 (3) and 1022 (3) (6) by CNO Serial 318513, No. 44-1172, N. D. Bulletin of 15 Oct. 1944.

Art. 1671 (2) by CNO Serial 407013, No. 44-1440, N. D. Bulletin of 31 Dec. 1944.

Art. 76 (14) (c), 613 (1), and Chap. 54, Sec. 9 (c) and 9 (e), by CNO Serial 61313, No. 45-20, N. D. Bulletin of 15 Jan. 1945.

Arts. 564 (3), 614, 689 (3) (a) (b), 1404, and 1638 (3) (6), by CNO Serial 183813, No. 45-244, N. D. Bulletin of 15 Mar. 1945.

Arts. 238, 853 (6) and Chap. 42, by CNO Serial 224213, No. 45-423, N. D. Bulletin of 30 April 1945.

Art. 157 (3) and 2068 (f), by CNO Serial 225313, No. 45-488, N. D. Bulletin of 15 May 1945.

Arts. 908, 1778, and 1779, by CNO Serial 333313, No. 45-639, N. D. Bulletin of 15 June 1945.

Arts. 652, 1776, 1777, and 2025 (4), by CNO Serial 336813, No. 45-795, N. D. Bulletin of 15 July 1945.



CHAPTER 39.—QUARTERS AND MESSES OF OFFICERS ON BOARD SHIP:		Page
Sec. 1.—Art. 1426-1434.	Officers' quarters.....	431-432
Sec. 2.—Art. 1435-1440.	Officers' messes.....	432-435
Art. 1442.	Ship's service activities.....	435-436
Art. 1443.	Welfare fund.....	436
CHAPTER 40.—QUARANTINE; PILOTAGE; CONVOY; TRANSPORTATION ABOARD GOVERNMENT VESSELS; COORDINATION OF THE ARMY AND NAVY; THE AMERICAN NATIONAL RED CROSS:		
Sec. 1.—Art. 1451-1453.	Quarantine.....	437-438
Sec. 2.—Art. 1454.	Pilotage.....	438
Sec. 3.—Art. 1455-1457.	Transportation aboard Government ves- sels.....	438-441
Sec. 4.—Art. 1458-1460.	Transportation services.....	441-443
Sec. 5.—Art. 1461.	Operations requiring coordination of the Army and the Navy.....	443
Sec. 6.—Art. 1470.	The American National Red Cross.....	443-449
CHAPTER 41.—SHORE ESTABLISHMENTS:		
Part I.—Naval districts:		
Sec. 1.—Art. 1480.	Establishment and limits.....	452-453
Sec. 2.—Art. 1481-1484.	General administration.....	453-455
Sec. 3.—Art. 1485.	Organization.....	456
Sec. 4.—Art. 1486.	Coast defense.....	456-457
Part II.—Naval bases:		
Sec. 1.—Art. 1487.	General administration.....	457-458
Part III.—Navy yards and naval stations:		
Sec. 1.—Art. 1488-1502.	General administration.....	458-462
Sec. 2.—Art. 1503-1508.	Ships at a yard or station.....	462-465
Sec. 3.—Art. 1509.	Commissioning and delivery of ships.....	465-466
Sec. 4.—Art. 1510.	Ships going out of commission and ships out of commission.....	466-468
Sec. 5.—Art. 1511-1515.	Personnel, civil and naval.....	468-468 <sup>2</sup>
Sec. 6.—Art. 1516.	General organization.....	469
Sec. 7.—Art. 1517.	Captain of the yard.....	470
Sec. 8.—Art. 1518-1531.	Officers in charge of departments and divisions.....	471-474
Sec. 9.—Art. 1532.	Engineer officer.....	474-475
Sec. 10.—Art. 1533.	Construction officer.....	475
Sec. 11.—Art. 1534.	Public works officer.....	475-476
Sec. 12.—Art. 1535-1536.	The inspection officer and assistant inspectors.....	477-478
Sec. 13.—Art. 1537.	Supply officer.....	478
Sec. 14.—Art. 1538.	Disbursing officer.....	478-479
Sec. 15.—Art. 1539.	Accounting officer.....	479-480
Sec. 16.—Art. 1540.	Commissary officer.....	480
Sec. 17.—Art. 1541.	Medical officer.....	480
Sec. 18.—Art. 1542.	Work done by one department or division for another.....	480

## VIII

### CHAPTER 41.—SHORE ESTABLISHMENTS—Continued:

	Page
Part III.—Navy yards and naval stations—Continued.	
Sec. 19.—Art. 1543. Employment of labor at navy yards.....	480
Sec. 20.—Art. 1544. Floating drydocks.....	481-482
Sec. 21.—Art. 1545. Visits to vessels building.....	482
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.....	483-484
Sec. 23.—Art. 1550. The Navy Yard, Washington, D. C.....	484
Sec. 25.—Art. 1552-1553. Regulations for the control, de- fense, and protection of Pearl Harbor, Hawaii, and defense of the Panama Canal.....	485-487
Sec. 26.—Art. 1554-1559. Relations of Commander in Chief, U. S. Fleet, with Naval air stations at which fleet aircraft are based.....	488-489

### CHAPTER 42.—ADMINISTRATION OF CIVILIAN PERSONNEL:

Sec. 1.—Art. 1562. Administration of civilian personnel matters..	489
---	-----

### CHAPTER 43.—STORES ASHORE:

Sec. 1.—Art. 1592, 1594-1595, 1597. Custody, care, and issue....	499-507
Sec. 2.—Art. 1598, 1599. Shipments.....	507-510
Sec. 3.—Art. 1604, 1607, 1608. Requisitions and purchases ashore..	510-517
Sec. 4.—Art. 1611-1614, 1616. Inspections.....	517-519
Sec. 5.—Art. 1618-1619. Commissary store.....	519-521

### CHAPTER 44.—APPOINTMENTS, PROMOTIONS, AND RETIREMENTS:

Sec. 1.—Art. 1631-1649. Appointments.....	523-529
Sec. 2.—Art. 1650-1664. Promotions.....	529-538
Sec. 3.—Art. 1665-1671. Retirements.....	538-540

	Article
Chief pharmacists and pharmacists .....	1266
photographers and photographers .....	1265
radio electricians and radio electricians .....	1260
ship's clerk and ship's clerk .....	1263
torpedomen and torpedomen .....	1258
Chronometer record .....	1020
Chronometers and clocks .....	1020
Cigar mess, wardroom, aboard ship .....	1438 (4)
provisions of, Article 1439 applicable to .....	1439 (8)
Circles recoil, gun, painting of .....	972 (71)
Circuit breakers, turret guns .....	972 (86)
Cities, United States, not to be saluted by naval ships .....	311
Citizenship, American, necessity for in Navy .....	1631 (4)
rights lost by deserters .....	18, 1705
Civil employees .....	1512, 1562
injury .....	1185, 1511
overpayment .....	1538 (3)
sale of clothing and small stores .....	1597
engineers .....	1252, 1253, 1534, 1659
appointments .....	1640
courts, conviction of men in .....	1689 (4)
Officials, correspondence with .....	2044
death of .....	332, 346
honors and personal flags .....	232, 302
personnel .....	1511-1515
Civilian passengers, subsistence of .....	1826 (2)
visitors .....	128½
witnesses, allowances .....	1840
Civilians committing offenses on naval reservations .....	1515 (3)

	Article
Claims against United States for damage or injury from using navy yard	
floating equipment.....	1995 (8)
disclosing of information to aid or assist in	
prosecution of.....	113 (3)
allowances of expenses for travel.....	1811 (2)
dental services.....	1189 (7)
pay and allowance.....	1869 (2)
Classes of correspondence, general.....	2005
mail, correspondence.....	2005
publications.....	76
public works.....	483 (1)
Classification of vessels.....	164
Cleaning and painting, ship's bottom.....	1361 (2)
naval stations.....	492
propellers.....	1363 (5)
Cleanliness, magazines.....	972 (34)
ship.....	1319
Clearing, lower decks.....	1344
ships for action.....	4 (16)
Clemency.....	51
Clerks, mail.....	2063
Clocks and chronometers.....	1020
setting of.....	1031
Close aboard, definition of.....	246
Closed harbors.....	78
mail, handling of, under provisions of Postal Convention.....	2065
Closing naval station gates.....	1498
Clothes, equipment, etc., selling of.....	122 (2)
Clothing. ( <i>See also</i> Effects.)	
accounts, marines afloat.....	617
and arms, marines afloat.....	605
small stores.....	1405
account.....	1865 (4, 5)
issue of.....	1108, 1405
to men sentenced to loss of pay.....	1835
sale of to civilian employees.....	1597
bad-conduct discharge, confiscated.....	1836 (3)
bedding, belonging to another person.....	122 (3)
furnished prisoners on discharge.....	1836
inaptitude discharge.....	1836 (3)
inspection of.....	1108, 1319 (3)

	Article
Duty (duties), officer of the deck, danger of collision.....	1063 (10)
manner of performing.....	1071
re boats.....	1074
entries in log.....	1078
honors.....	260, 262 (1), 1065, 1066
lifeboats.....	1063 (12)
safety of ship.....	1063
salutes and honors.....	1065, 1066
signals.....	1063 (9)
receiving stores.....	1073
officers, orders to.....	87
passengers assigned to.....	174 (2)
period of, commander in chief.....	679 (2)
presence of officers for, marines afloat.....	602
relieving commanding officer from.....	184, 186
reporting for.....	133
report of.....	131
request for.....	105, 2016
re ships engineering records.....	997
restoration to, temporary.....	206 (4)
sea and shore.....	161
sea, officer returning from.....	136
senior officer present.....	798-809
ships, correspondence re.....	2028
special, detail to of marines afloat.....	613
squadron commander.....	764
staff of commander in chief.....	786
standing by, heads of departments.....	1729
subordinates.....	90
supply officer, in wreck or fire.....	1230
restored to duty.....	209 (2)
survey officer.....	1911
suspension from.....	207
upon receipts of orders, officers.....	132
war time, commander in chief.....	703-716
commanding officer.....	869-875
watch staff officers afloat.....	1729 (6)
yard accounting officer.....	1539
construction officer.....	1533
disbursing officer.....	1538
engineer officer.....	1532
medical officer.....	1541

	Article
Duty(duties), yard public works officer.....	1534
supply officer.....	1537

## E

Economy, commander in chief responsible for.....	731
in expenditures, commanding officer responsible for.....	890
fuel.....	731 (2)
stores.....	1397
Effects, absent and deceased men. (See Clothing.).....	1342
deserters, sale of.....	1342 (4)
deceased persons.....	20 (4) 908 (4-10)
destroyed to prevent spread of disease.....	916, 1915
disabled persons.....	126
persons captured by enemy.....	911
stragglers.....	910
Electrical log, commanding officer to inspect.....	1317
officer.....	1295 (6)
Embarkation, marines afloat.....	603
Embezzlement, punishment for.....	1753
Emergency landing, aircraft in foreign jurisdiction.....	276 (4b)
Employees, civil.....	1512, 1562
overpayment.....	1538 (3)
yard, pay of.....	1538 (2)
Employment of pilots.....	881, 1454
yard labor.....	1543
Endorsement of court-martial record by medical officer.....	1148
orders.....	133 (2)
Endorsements affecting pay, correspondence, etc.....	2043 (23) (24) (25)
Enemy, intercourse with.....	4 (4)
ship strikes flag.....	874 (3)
Engaging in trade.....	85 (2)
Engine revolutions, logging of.....	1078 (3f)
Engines turning over when not under way.....	1068
Engine-room, log and bell book.....	997, 1091 (8), 1317 (4)
watch, duties.....	1090, 1091
warrant officers.....	1295 (3)
officers of.....	1090-1093
petty officers.....	1295 (3)
responsibility.....	1295 (5c)
Engineer's bell book.....	997

	Article
Honors, shore stations.....	231 (4), 235, 270
side, instructions.....	261, 262
side, dispensed with.....	262
table of, boat salutes.....	254
boats, passing close aboard.....	253
foreign officials.....	243
civil officials.....	232
naval and military officials.....	238
Federal, State, and Foreign Service officials.....	232
ships passing close aboard.....	249
visit of commanding officer, unit commander or chief of staff.....	241
Hospital(s) cases, where there is no Government hospital.....	1189 (6)
Corps, enlistments in.....	1713
military duties prohibited.....	121
correspondence of.....	2038 (9)
Hot Springs, Ark., admission to.....	1830
naval, outside United States, C. in C. to inspect.....	691
officer(s) admitted to.....	1190
patients, value of one ration deducted.....	1827
other than naval, patients in.....	1203 (3)
patients, accounts of.....	1203
in private hospital, accounts.....	1203 (2, 3)
held for treatment after expiration of enlistment.....	1190 (4)
pensions of.....	1188
removal of sick to.....	1141, 1142, 1203
ships.....	665-668
cognizance of.....	665
commanding officer of.....	668
designation of.....	665
duties of.....	665
how governed.....	667
passengers on.....	666
special attendants in.....	1193
transfers to.....	1141, 1142
Hours of messing.....	1320 (4)
Household effects, transportation.....	1815
Hull board.....	1359
inspection of fuel tanks.....	1360 (3)
book.....	1359 (3)
inspections of.....	1359 (4)
preservation of.....	1359-1368
Hydrographic information, commanding officer to report.....	886
reports.....	1023 (1)
surveys.....	888, 1012, 1013

## I

	Article
Identification of ships meeting.....	803
tags.....	140
Illegal payments, objection to by supply officer.....	1748
Immediate action on conduct reports.....	1292 (4)
Important letters from foreign stations, duplicates.....	2035
Importing dutiable goods in public vessels.....	12
Imprisonment in lieu of death.....	7
Improvements, commander in chief's suggestions for.....	701
Inadequate quarters.....	1819 (9)
Inaptitude discharge, clothing.....	1836 (3)
Incapacitated, commander in chief.....	682
Increase in yard force prior to elections.....	1565
Incurring mess debts.....	1439 (7)
Independence Day, celebration of.....	327, 330
Industrial yards, accounts.....	1864
Infected ports, anchoring in.....	741 (4)
Infectious disease, duty of commanding officer re.....	1452
report of.....	699 (3e)
Inferior crew, duties of commanding officer.....	825
Inflammable, medical stores.....	1347 (5)
stowing of.....	1347
Influence upon legislation.....	92
Information furnished attorneys, agents, etc.....	397
health, foreign ports.....	741 (2)
naval, forbidden.....	113 (1)
posting on bulletin boards.....	1290
Injured civil employees.....	1185 (9)
compensation.....	1575
Injuries, logging of.....	1078 (3e)
Injury to civil employee.....	1511
Inquiry, interpretation of orders and regulations.....	76½ (3)
court of.....	55-60
oaths.....	58
into complaints of misconduct.....	197
Insignia of duty, officer of the deck.....	1072
Inspection(s) of (by) (See Examinations).	
accounts.....	1868-1877
at shore stations.....	1868 (1)
foreign shore stations.....	1868 (3)



	Article
Keys, ship's.....	1048
to storehouse ashore.....	1537 (3), 1590 (2)
Killed and wounded in battle, report of.....	1138
Kites, barrage, cognizance of.....	545

## L

Labor and material, yard, unauthorized use of.....	1488 (3)
rolls, yard.....	1538 (3)
yard, employment of.....	1543
Lading, bills of.....	1401, 1599, 1600
Lamp, smoking.....	1328
Lamps, oil, test of.....	1309 (13)
Landing, armed forces.....	721 (2)
aircraft emergency in foreign jurisdiction.....	276 (4b)
spare parts.....	896
boats at.....	268 (1)(2)
Language, abusive.....	97
reflecting upon a superior.....	96
used in reports and complaints.....	198
Laundry, medical.....	1167
Law and decisions on rank and command.....	180-186
international.....	469 (5)
Federal, State, etc., observing.....	1515 (1)
Lead, drift.....	1069
lines, examination of.....	1021
Leave, absence over.....	8 (19), 1692
without.....	8 (19), 1692
and duty, requests for.....	2016
liberty.....	1722-1731
commander in chief to regulate.....	697
computing.....	1727
during coaling.....	1730 (2)
enlisted men.....	1729 (10), 1731
for commander in chief or commandant.....	1723

	Article
Leave, from duty abroad .....	1727 (2)
granted .....	1724
by commanding officer .....	1726
manner of computing .....	1727 (3)
mess bill during .....	1440 (3)
not granted when under sailing orders .....	1726 (2)
of absence, defined .....	1725
officers, marine brigade .....	577
numbers to go on, from ship or station .....	1729 (8), 1729 (9)
pay .....	1791
report of to Bureau of Naval Personnel .....	1727
return from, reporting .....	1726 (3)
sick .....	1728
Leaving ship, heads of departments .....	1729
persons, report to officer of the deck .....	1067
station .....	4 (9)
Legal opinions and decisions .....	470
Legislation, influence upon .....	92
proposed, duty of the Judge Advocate General .....	469 (4)
Lending money .....	85 (1)
Length of service, officers, computing .....	1666
Letter(s) ( <i>see also</i> Correspondence.)	
arrangement of sheets of .....	2042
forms .....	2043
of advice not to accompany returns, etc. ....	2032
of commendation .....	103
Liability accounts against limit of cost of repairs to ships at yards .....	1990
statement of, repairs .....	1977
Liberty and leave .....	1722-1731
in ports, precautionary measures .....	741 (2a)
lists .....	950, 1321
marine detachments .....	592
marines afloat .....	616
men having communicable disease .....	1319 (2)
number crew to remain aboard .....	1729 (10)
patrol .....	698
foreign port .....	698 (2)
Library, ship's .....	1028
Lifeboats .....	1063, 1288 (3)
duty officer of the deck re .....	1063 (12)
Life buoys, readiness of .....	1332
watches at sea .....	1322
Life-saving medals .....	1709 (1)

	Article
Selection, officers eligible for, rights of .....	1654 (6)
Self-preservation, force necessary .....	723
Selling of clothes and equipment .....	122 (2)
yard stores .....	1488 (4)
Senior(s) and juniors, entering and leaving boats .....	268 (4)
relations .....	268
juniors to give way to .....	268
line officer, authority of .....	150
in boat .....	109
officers' pennant .....	294 (2)
officer present, business, how conducted .....	808
diverting forces not under his immediate command .....	801
duties specified .....	807
general duties .....	798-809
reports to commander in chief .....	805
requesting permission of to perform evolutions .....	800
files of .....	809
juniors to show orders .....	799
Seniority, members courts and boards .....	180
Sentence, confirmation of .....	53
death .....	4, 50
how determined .....	50
mitigation and remission .....	54a
of courts, power of Secretary of the Navy .....	54b
court-martial, remitted .....	33
Summary court martial, execution .....	32
Sentinels, detail of, marines ashore .....	587
marines afloat .....	611
Sentries at gangways to salute officers .....	263
Separate forces, meeting .....	658
Separation of flag officer from commander in chief .....	759, 769
Servants, marines employed as .....	553
Service, officers appointed from civil life .....	1790
divine .....	2
in grade necessary for promotion .....	1654 (7) (8)
length of, officers, completing .....	1666
Marines afloat .....	552 (3), 597-631
of the gun, safety precautions .....	972 (48-66)
publications, definition .....	76 (9)
ship's, activities .....	1442
Serving of meals .....	1320 (3)
Setting, clocks .....	1031
Shears, cranes, and derricks .....	484 (17)
Sheathed ship, mooring near .....	1363 (3)

	Article
Shellac, use of.....	1368 (3)
Shifting of flag of flag officer.....	760
Ship(s) ('s)	
accidents to, reports of.....	700
accounts.....	1866
at yard.....	1500
acting singly, correspondence.....	2032 (5), 2036
active status.....	639
in commission or in service.....	639 (1) (a)
in reduced commission or reduced service.....	639 (1) (b)
adhering to allowance books.....	1966
alterations to.....	1501, 1984
appearance of.....	1047
arrival and departure from yard, reporting of.....	1504
reports, repairs at navy yards.....	1986-1987
at navy yards.....	699 (6)
yard or station.....	1503-1508
authority over.....	1503 (1)
correspondence.....	2036
authorized to salute.....	303, 304
boats under sail, precautions for.....	1076
use of.....	1310
building, record of weights in.....	1531
visitors on.....	1545
cleanliness.....	1319
clearing for action.....	4 (16), 946
commanding officer of.....	819-921
coding board.....	1035
commissioning of.....	821, 1509
and delivery of.....	1509
condition at 8 p. m., report to commanding officer.....	1329 (2)
of, commander in chief responsible.....	687
customs examination of.....	844
damaged, inspection.....	1973
defects, report of.....	862 (2)
delivery of stores to.....	1595 (7)
determination of tactical data.....	832 (2), 833
disposition of, procedure.....	1510
docking of.....	1505
docking in other than United States navy yard.....	1022 (10)
draft, logging of.....	1078 (3g)
taking.....	880 (1)
dragging, duty of officer of the deck.....	1069
duty, correspondence regarding.....	2028

Ship(s)('s)	Article
equipment, defects in.....	827
expeditions, command of.....	150 (3)
fitting out at navy yard.....	1499
commanding officer.....	820-828
delivery to commanding officer.....	1509
first lieutenant.....	1046
stores for.....	1595
flying flag and commission pennant.....	638
force to assist in repairs.....	1508 (1)
repairs by.....	892, 1966, 1968
going in and out of commission, inspection of.....	1530
into commission, commanding officer.....	821, 1219
out of commission.....	1170, 1510
supplies and allowance lists.....	1595 (12, 13)
inspection of.....	1510 (3)
ordnance material.....	854
having general supply system.....	1394 (1)
no general supply system.....	1393, 1394, 1866
supply officer.....	1233, 1234
hospital.....	665-669
inactive status.....	640
in commission or in service in reserve....	640 (1) (a)
out of commission or out of service in reserve.	640(1)(b)
yard, repairs to.....	1507
dock, responsibility for.....	1505 (3)
squadron out of station.....	1062 (2)
waters adjacent to a navy yard authority over.	1506
not under commandant.....	1506
inspected by commander in chief.....	689
commanding officer.....	1298 (6)
inspections of.....	689, 690, 765, 866
details of.....	690
inspection of, reports.....	2032 (7)
keys.....	1048
library.....	1028
log, changes in.....	1317 (3)
etc., disposition of, vessel decommissioned.....	1022 (3), 2040 (e)
instructions.....	1019 (7), 1022
preparation of.....	1022
loss of.....	841, 865
action of commanding officer.....	841
lost in foreign country, crew and stores.....	841 (4)
marriages on board.....	847
material condition on leaving yard after overhaul.....	1508 (3)

C. N. R. 26

Ship(s) ('s) material	Article
readiness for war, reports.....	858
meeting foreign president, sovereign, or member of royal family.....	317
identification of.....	803
medical officer.....	1132-1177
movement orders to by commander in chief.....	693
movements.....	433 (5), 700B, 859
moving at yard.....	1504 (4-6)
new, turning over command.....	1509 (3)
plans for.....	403
inspection of.....	1509
newly commissioned, inspection.....	1509
not at yard, repairs.....	1991
in commission, commanding officer.....	820
on foreign station sailing for home.....	744
orders to, changing by senior officer present.....	801
organization.....	1287-1295
out of commission.....	638, 639, 640, 1510
at yard.....	1517 (5)
care of.....	1510
repairs to.....	1973 (3)
supervision of.....	1510 (9)
painting of.....	1368
passengers aboard.....	861, 1455
passing honors.....	248
during maneuvers, honors.....	250
permission to leave.....	1730
plans.....	1985
police.....	945
police regulations.....	829
position of, reports.....	1018
prisons, dimensions of.....	215
recommissioned, supplies and allowance lists.....	1595 (14)
routine.....	1296-1349
sea and port.....	1297
sailing, absentee list.....	1701
searching of.....	845
service activities.....	1442
sheathed, mooring near.....	1363 (3)
status of.....	637-643

writing, his readiness to unite with him in the responsibility for the care of the treasure or other valuables. When a commander in chief does not participate in a division, two-thirds shall inure to the commanding officer of the ship and the remainder shall be deposited into the Treasury as miscellaneous receipts.

C. N. R. 18.

## 87

No officer shall order into service or assign to duty any officer who may be on leave of absence or on furlough, or make any change in the distribution or arrangement of officers or enlisted men established by the Secretary of the Navy, except where required by the exigencies of the service on a foreign station; all such changes and the reasons therefor shall be reported to the Navy Department without delay by the officer ordering them.

Officers ordered to duty by the Secretary of the Navy.

## 88

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

When visiting a command.

## 89

(1) Orders issued by the Secretary, Under Secretary, or Assistant Secretary of the Navy direct to any commandant or other officer shall be promptly executed and the proper bureau or senior officer concerned immediately notified thereof.

Execution of orders.  
C. N. R. 22.

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

An order received contradicting or conflicting with another.

C. N. R. 26

## 90

Duty of subordinates.

All persons in the Navy are required to obey readily and strictly, and to execute promptly, the lawful orders of their superiors.

## 91

An officer diverting another from his duty.

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

## 92

Combinations for certain purposes forbidden.

Combinations of officers for the purpose of influencing legislation, remonstrating against orders, or complaining of details of duty, are forbidden.

## 93

Not to delay reporting in obedience to orders.

An application for the revocation or modification of orders to proceed will not justify any delay in their execution, if the officer ordered is able to travel; and no person shall delay obedience to an order for the purpose of making remonstrance or complaint.

## 94

All communications to Congress shall pass through the department.

All petitions, remonstrances, memorials, and communications from any officer or officers of the Navy or Marine Corps, whether on the active or retired list, addressed to Congress, or to either House thereof, or to any committee of Congress, on any subject of legislation relating to the Navy or Marine Corps, pending, proposed, or suggested, shall be forwarded through the Navy Department, and not otherwise, except by authority of the department.

## 95

Dealings with Congress.

No bureau, office, or division chief, or subordinate in the Navy Department, and no officer of the Navy or Marine Corps shall apply to either House of Congress, or to any committee of either House of Congress, or to any Member of Congress, for legislation, or for appropriations, or for congressional action of any kind, except with the consent and knowledge of the Secretary of the Navy; nor shall any such person respond to any request for information from either House of Congress, or any committee of either House of Congress, or any Member of Congress, except through, or as authorized by, the department; except as provided in sections 102, 103, 104, and 859 of the Revised Statutes.



## 96

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

Language reflecting upon a superior.

## 97

Superiors of every grade are forbidden to injure those under their command by tyrannical or capricious conduct, or by abusive language. Authority over subordinates is to be exercised with firmness, but with justice and kindness.

Exercise of authority.

## 98

If any persons in the Navy considers himself oppressed by his superior, or observes in him any misconduct, he shall not fail in his respectful bearing toward him, but shall represent such oppression or misconduct to the proper authority. He will be held accountable if his representations are found to be vexatious, frivolous, or false.

Oppression by or misconduct of superior.

## 99

Any application for redress of wrong shall be made in writing through the immediate commanding officer to the commander in chief of the fleet or squadron, or to the senior officer present, and it shall be the duty of the latter to take such action in the matter as, in his judgment, justice and the good of the service demand.

Application for redress.

## 100

(1) All votes, resolutions, or publications in praise or censure of any person in the naval service are forbidden.

(2) No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. (Sec. 1784, R. S.)

Testimonials and presents forbidden.

(2) No officer or other person under the Navy Department shall solicit subscriptions for the purpose of making a gift to a member of the immediate family of an officer of the naval service.

101

Gratuities from contractors.

No person employed in the Navy or under the Navy Department shall take or receive, directly or indirectly, any emolument or gratuity from any contractor or other person furnishing supplies, or act as agent or attorney for such person. (Secs. 1781, 1782, R. S.)

102

Officers shall not act as attorneys against the United States.

An officer of the Navy, either on the active or retired list, who acts as agent or attorney to prosecute a claim against the United States is liable to the penalty of a fine or imprisonment, or both. (Sec. 5498, R. S.)

103

Certificates of officers.

No officer shall give certificates to inventors whose works he may have examined, nor to persons with whom he has had official dealings, except that he may give letters to employees of the Navy who are to appear before examining boards and to former enlisted men seeking positions on shore, setting forth the character of service performed by such persons and their efficiency and conduct while under his observation.

104

Dealings with enlisted men.

Officers shall not borrow money nor accept deposits from nor have any pecuniary dealings with enlisted men, except as provided in article 1779, for deposits with the supply officer.

105

Applications for orders.

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

Details, transfers, etc., how made.

(2) Appointments, details, transfers, and assignments shall be made on the basis of official records.

106

Exchange of and absence from duty.

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

107

Orders involving travel.

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

(2) All such orders to enlisted men of the Navy or Marine Corps must state on their face the cause or necessity therefor.

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

## 108

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

Boat service  
not detached  
duty.

## 109

Nothing in article 108 shall be construed as relieving the senior line officer in a boat from the responsibility for its safety and management under all circumstances.

Senior line  
officer in boat.

## 110

Commanding and other officers shall afford facilities for inspecting the accounts of officers of the Supply Corps.

Inspection of  
accounts.

## 111

No service shall be regarded as sea service except such as shall be performed at sea under the orders of the department and in vessels employed by authority of law. (Sec. 1571, R. S.)

Sea service.

## 112

If any officer of the Navy, except an officer on the retired list, accepts or holds an appointment in the diplomatic or consular service of the Government, he will be considered as having resigned his place in the Navy, and it shall be filled as a vacancy. (Sec. 1440, R. S., as amended by the act of 2 March 1929, 45 Stat. 1482.)

Appointment in  
diplomatic or  
consular service.  
C. N. R. 13.

## 113

(1) No person belonging to the Navy or employed under the Navy Department shall convey or disclose by oral or written communications, publications, or any other means, except as may be required by his official duties, any information whatever concerning the naval or military establishment or forces, or any person, thing, plan, or measure pertaining thereto, when such information might be of possible assistance to a foreign power in time of peace, or to an enemy in time of war; or, except by proper naval authority, any information contained in the official records of the Government or otherwise acquired which for

Information  
that might  
aid a foreign  
power forbidden.

C. N. R. 1, 10,  
13, 14, 24.

Articles on  
professional  
subjects.

reasons of public policy should not be disclosed to persons not of the naval or military establishments.

(2) Officers and other persons in the naval service desiring to publish articles on professional, political, or international subjects in accordance with the provisions of this article and article 114 shall cause their signatures to appear, together with a statement to the effect that the opinions or assertions contained therein are the private ones of the writer and are not to be construed as official or reflecting the views of the Navy Department or the naval service at large. Immediately upon the acceptance of such articles for publication, the writer shall forward a complete copy thereof to the Secretary of the Navy for the files of the Navy Department.

Subject to the requirements and restrictions of this article and of article 114, officers and others in the naval service are at liberty to publish articles without further permission from higher authority.

(3) No person belonging to the Navy or employed under the Navy Department shall, other than in the discharge of his official duties, disclose any information whatever, whether confidential or nonconfidential, or whether obtained from official records or within the knowledge of the relator, which might be of aid or assistance in the prosecution or support of any claim against the United States. (See act of 4 March 1909, sec. 109.)

## 114

Acting as news  
correspondent.  
C. N. R. 24.

(1) In time of peace officers and other persons in the naval service who are not assigned to duty in connection with Public Relations activities of the Navy may act as correspondents of a news service, newspaper or other periodical, and may act as radio news commentators or analysts. In all cases, however, the Navy Department must be informed of the facts.

(2) In time of war no officer or other person in the naval service not assigned to duties in connection with Public Relations activities of the Navy will act as correspondent of a news service or other periodical or as a radio news commentator or analyst except as may be specifically authorized by the Secretary of the Navy.

(3) Officers and other persons in the naval service who are assigned to duty in connection with Public Relations activities of the Navy may act as correspondents of news services, newspapers, or other periodicals, or as radio news commentators or analysts, in time of peace or war, but such service as is rendered while assigned to duty in connection with Public Relations shall be rendered without compensation except in such instances as may be specifically authorized by the Secretary of the Navy.

## 238

Table of honors relative to official visits of naval and military officers

C. N. R. 25

	Uniform	Gun salute		Ruffles and flourishes	Music	Guard	Side Boys
		Arr.	Dept.				
Admiral of the Navy or General of the Armies.	Full dress.	19	19	4	Admiral's March.	Full	8
Fleet Admiral or General of the Army.	Dress	17	17	4	do	do	8
Admiral or General	do		17	4	do	do	8
Vice Admiral or Lieutenant General.	do		15	3	do	do	8
Rear Admiral or Major General	do		13	2	do	do	6
Commodore or Brigadier General	do		11	1	do	do	6
Captain, Commander, Colonel, Lieutenant Colonel, or Chief of Staff if not a flag or general officer.	Undress.					Of the day.	4
Lieutenant Commander or Major, if a commanding Officer.	Of the day (with sword).					do	2
Other Commissioned Officers	do						2

NOTE.—(a) Honors for officers listed above shall be rendered in accordance with the procedure prescribed in article 231 and this table, unless otherwise requested by the officer being honored or directed by higher authority. The crew shall be paraded at quarters when receiving an "Admiral of the Navy" or a "General of the Armies" (arts. 266(2), 307, 316).

(b) The uniform prescribed in this table shall be worn by officers of the Navy and Marine Corps when making or returning official visits to officials indicated. Boat crews shall wear the uniform corresponding to that worn by the senior officer embarked. The prescribed uniform shall also be worn by officers and men on watch on deck and by others participating in the reception of the officer (including the entire crew when they are required to be paraded) if previous notice of the visit has been received. When previous notice has not been received the uniform shall be "Uniform of the Day."

(c) If a flag officer, unit commander, commanding officer, or chief of staff comes on board in uniform but without flag or pennant flying in his boat or automobile, only side honors shall be given on arrival and departure. All persons on the quarter-deck shall stand at attention by command without bugle. Full honors shall be rendered on departure when requested.

Article 239 deleted by C. N. R. 25

## 240

(1) When a flag officer officially leaves or returns to his flagship during the day he shall be given the honors prescribed in article 238

Flag officer leaves or returns to his flagship.

C. N. R. 26

except the uniform shall be as he may prescribe and no salute shall be fired. He shall be attended at the gangway by the commanding officer, deck officers of the watch, and designated officers of his personal staff.

241

Unit commander, chief of staff or commanding officer visits ship

When a unit commander or chief of staff, not a flag officer, or commanding officer of a ship visits officially another ship of the Navy, he shall be attended on his arrival and departure by the commanding officer, and if of or above the grade of lieutenant commander, the guard of the day and side boys shall be paraded in his honor. When a unit commander or chief of staff, or or above the grade of lieutenant commander, not a flag officer, leaves or returns to the flagship officially, the guard of the day and side boys shall be paraded in his honor.

242

Commanding officer leaves or returns to ship.

When the commanding officer of a ship officially leaves or returns to the vessel under his command he shall be attended at the side by the officer who, in his absence, succeeds to the command; and the honors prescribed in article 238 shall be rendered.

C. N. R. 26

guard mounting shall be carried out as nearly as possible as at barracks on shore.

(2) On board ships having more than 20 privates the guard of the day shall consist of 1 noncommissioned officer and 10 privates; and on board those having less than 20 privates it shall consist of 1 noncommissioned officer and 8 privates.

### 611

(1) All permanent or standing orders for sentinels shall be approved by the commanding officer of the ship and shall pass through the marine officer of the ship. When necessary, the officer of the deck shall give special orders for sentinels, and when such orders are of an important character he shall inform the executive officer and marine officer of the ship. In all cases the orders shall be communicated to the sentinels by the sergeant or corporal of the guard. Sentinels.

(2) The marine officer shall visit sentinels frequently and shall satisfy himself that they understand their orders and duties.

### 612

Marines may be detailed for duty as orderlies for flag officers, chiefs of staff, and commanding officers of ships. Orderly duty.

### 613

(1) Noncommissioned officers shall not be detailed as messmen except where privates and privates first class are not available. Assignment of men to other duties.

(2) Marines shall not be assigned to duty as master at arms, yeoman, or chief pharmacist's mate, except in case of emergency, which shall be determined by the commanding officer of the ship. When necessary to make such assignment, it shall continue only until a suitable person can be selected for the required duty. C. N. R. 26.

(3) They shall not be assigned to duty as messengers for the officer of the deck.

(4) In detailing marines for any work or labor not included in their usual guard, post, and deck duties, regard shall be had to the amount of guard and post duty being required of them.

### 614

Enlisted men of the Marine Corps will be promoted in accordance with directives issued by the Commandant of the Marine Corps. Promotions of enlisted men.  
C. N. R. 24, 26

## 615

## Offenses.

Reports against marines shall be entered in the daily report book. Any misbehavior of the marines on guard or on duty as sentinels shall be reported to the executive officer through the officer of the deck and to the marine officer of the ship. The marine officer of the ship, when on board, shall be present at the mast when offenses committed by marines are to be investigated.

## 616

## Conduct and liberty lists.

The marine officer of the ship shall keep the executive officer informed of the proficiency in rating, sobriety, and obedience of the marines, and shall make recommendations to him regarding their liberty.

## 617

## Muster rolls and clothing accounts.

(1) The marine officer of the ship shall keep a muster roll, and clothing and other accounts, and shall forward them, as well as other required returns, through the proper channels.

(2) He shall prepare and submit, in the same manner, and on the same form as is provided for the payment of marines at shore stations, monthly pay rolls, in duplicate, to the supply officer of the ship, retaining a third copy, such rolls to show in the column of "Remarks" all necessary data to support any extra credits appearing thereon; the original will constitute the supply officer's authority for the payment of the roll. After payment has been accomplished he shall make such corrections in the retained roll as are necessary to make it agree with the original as audited and settled by the supply officer, make the necessary entries in the "Service Record Book," obtain the certificate of the supply officer, in the space provided, to the effect that said roll is a copy



the designation and delimitation of any geographic areas which may be placed under the command of the commanders of such units; the Naval Transportation Service; the naval district forces; special duty units; and such other categories of vessels and aircraft as the department may deem suitable. The United States fleet shall be divided into task forces so constituted as to pass with facility from peace to war (art. 657 and 1485).

### 650

(1) Each fleet, force, type organization, flotilla, squadron, and division and each aircraft wing, group and squadron in the organization of the naval forces shall be given by the Department a distinguishing name or number.

Names of units.  
C. N. R. 18.

(2) Each geographic area which is, under the provisions of article 657, designated as a naval command, shall be given a distinguishing name: as "Asiatic Station".

Names of stations.

### 651

The assignment of vessels and the allocation of types and numbers of aircraft in the organization of the naval forces will be made by the Chief of Naval Operations (arts. 639 and 1485).

Assignments of vessels and aircraft.

### 652

(1) The Secretary of the Navy shall authorize certain naval activities to be designated as home yards for naval vessels. The Chief of Naval Operations shall assign each naval vessel in commission and such other naval vessels as he may deem appropriate to a home yard from among those so authorized.

Home yards and home ports.

C. N. R. 16, 26

(2) A port from which a vessel normally operates may be designated by the Chief of Naval Operations as its home port.

NOTE.—There are no articles 653–654.

## SECTION 4.—COMMAND OF NAVAL FORCES

### 655

(1) The officer in command of a fleet shall be designated a commander in chief. In the discretion of the department, the officer in command of a separate squadron may also be so designated.

Title of commander in chief.

(2) The title of a commander in chief shall be formed by prefixing the words "commander in chief" to the name of the fleet or separate squadron under his command.

(3) The title of every other commander of an organization of vessels or aircraft shall be formed by prefixing the word "commander" to the name of the organization under his command (art. 650).

Other titles.

## 656

Command.  
C. N. R. 16.

(1) Command within a fleet or separate squadron shall normally be exercised as follows: By the commander in chief or the commander of a separate squadron, through the task force commanders under his command; by a task force commander, through the task group commanders under his command; by a task group commander, through his subordinate commanders.

Administration.

(2) Administration within a fleet or separate squadron shall normally be exercised as follows, insofar as the agencies named exist within the organization or subdivision in question: By the commander in chief through the force commanders; by a force commander, through the commanders of the type organizations under his command; by such a type organization commander, through the flotilla or aircraft wing commanders under his command; by a flotilla or aircraft wing commander, through the squadron commanders under his command; and by a squadron commander, through the division commanders under his command. The operation of this normal administration shall be subject to such modification as may be necessary to adapt it to the actual organization and disposition of the naval forces concerned.

(3) A commander in chief or other commander may communicate directly, for any purpose, with any commander, subdivision, vessel, or aircraft under his command.

## 657

Geographic  
commands.  
C. N. R. 10

The officer in command of a fleet or separate squadron may be assigned by the department to command within a designated geographic area. In such case, he shall have all necessary authority over all activities of the United States Navy, afloat, and ashore, within the limits of the geographic station thus placed under his command, except such activities as the department may specifically exempt (arts. 649 (3) and 650 (2)).

## 658

Unit arriving in  
or visiting a  
geographic  
command.  
C. N. R. 16, 23.

(1) If the commander of the visiting unit is junior in rank to the commander of the station, but is not assigned to be under his command, the former shall, upon arrival, report to the latter, stating the substance of the orders under which he is operating, together with the composition and intended movements of his unit; except

C. N. R. 26

service should be permitted to interfere with these regular upkeep periods.

(3) In order to promote battle efficiency, gunnery and engineering competitions have been established.

Gunnery and engineering competitions.

(a) The rules and instructions governing the competitions will be issued by the department from time to time, and are confidential.

(b) An unusually poor performance at target practice or in engineering shall be made the subject of investigation by the commander in chief.

C. N. R. 22.

### 688

(1) A commander in chief is charged with the maintenance of discipline in the fleet and is empowered to order general courts martial and courts of inquiry.

CinC may order courts.

(2) He is responsible for the indoctrination, drill, training, and efficient administration and operation of the fleet and the coordination of its various units in strategic and tactical employment.

Responsible for drills, administration and operation of fleet.

(3) He shall make recommendations to the Navy Department as to the composition and organization of the fleet and as to all matters pertaining to its military efficiency and control. He shall submit schedules of employment and cruising itineraries to the department in accordance with its instructions.

Recommendations to Navy Department re fleet.

(4) He shall keep the department advised as to condition and deficiencies of the fleet and its requirements of supplies, material, and personnel.

Keep department advised as to condition of fleet and its requirements.

### 689

(1) The commander in chief, or the commander of any force or unit afloat not operating under the commander in chief, shall cause the following inspections to be made of each ship in his command:

Inspection.  
C. N. R. 22.

(a) An annual military inspection.

(b) An annual material inspection. (This inspection may be omitted if a material inspection by the Board of Inspection and Survey is held during the same 12 months.)

(c) When a ship joins his command for the first time.

(d) Immediately before a ship's departure from his command, if not inspected within the previous 6 months.

(e) Such other inspections as he may deem necessary.

(2) The annual inspections prescribed in this article shall be conducted in a careful and deliberate manner. Reports of these inspections shall not be sent to the Chief of Naval Operations except when they contain information of special interest. Other inspections may be more or less complete, and may be reported or not at the discretion of the commander in chief.

C. N. R. 22, 23.

C. N. R. 18, 22,  
26.

(3) (a) The reports of military inspection shall be forwarded through the chain of command to the type or force commander, whichever is appropriate, with a copy to the commander in chief, unless the reports contain matter on which the commander in chief should comment or take action, or unless the commander in chief desires that the reports be forwarded to him, in which case the reports shall be forwarded to the commander in chief.

(b) The reports of material inspection shall be forwarded through the chain of command to the type or force commander, whichever is appropriate, with a copy to the commander in chief, unless the reports contain matter on which the commander in chief should comment or take action, or unless the commander in chief desires the reports be forwarded to him, in which case the reports shall be forwarded to the commander in chief.

(c) The reports of all other inspections shall be made and forwarded as directed by the commander in chief.

(4) The inspection of ships required by this article normally shall be conducted by division commanders, but in the case of aircraft and destroyers shall be conducted by the officer designated by the commander in chief.

(5) Any ship shall be liable to inspection by the commander in chief, force commander, or other senior in the chain of command, at any time.

### 690

Condition and  
efficiency of  
command on  
inspection.

(1) When an inspection of a naval vessel in commission is made by a commander in chief, division commander, flotilla commander, or other officer that may be delegated for such inspection, the report of the inspection shall contain at the end of the "General remarks" a concise statement of the condition and efficiency of the ship and whether special credit or discredit should attach to the commanding officer in connection with her condition and efficiency, and shall name such other officers as have, in the opinion of the inspecting officer or board, derived from their observation of matters under direct charge of such officer, manifestly and notably contributed by their attention to duty, ability, energy, and zeal toward the excellent condition and high efficiency of the vessel, or whose failure in any of the above respects has contributed toward unsatisfactory conditions or low efficiency, stating the duty performed by each of the officers so named.

C. N. R. 9, 12.

(2) A copy of these statements will be taken by the reporting senior of the officer concerned and attached to that officer's current report of fitness. A copy of the statements will also be forwarded to the officer concerned by the reporting senior. Any reply to these statements will also be attached to the report of fitness of the officer concerned.

C. N. R. 26

## 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. C. N. R. 7, 10, 12, 13, 18, 20, 23, 25, 26.  
Report of deaths.

(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).)

(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.

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) The commanding officer shall, upon the death of any person under his command, cause all of the effects of the decedent, including money, articles of value, papers, keepsakes, and other similar effects, to be collected and inventoried. If the deceased was an officer, this shall be done by two officers, if a member of a 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. The commanding officer shall retain one copy of the inventory himself and deliver the other to the supply officer, together with the packages containing the effects. The supply officer will forward the packages containing the effects and copy of the inventory, together with such information as the man's service record contains with respect to designation of next of kin, to the nearest of the Personal Effects Distribution Centers.

Delivery by Personal Effects Distribution Center.

(5) The effects shall be delivered by the Personal Effects Distribution Center to the legal representative or the next of kin of the deceased. Should the effects remain unclaimed for a period of two years after the death, they shall be sold at auction to the highest bidder by the Personal Effects Distribution Center and the proceeds of the sale shall be deposited into the Treasury as Miscellaneous Receipts.

Perishable and deteriorating effects.

(6) If any of the effects are perishable and deteriorating, they may, in the discretion of the commanding officer, be sold at auction and the proceeds of the sale disposed of in the same manner as money found in the effects.

(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.

(8) The commanding officer 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.

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

(10) The provisions of this article may be modified by the Commandant of the Marine Corps or the Commandant of the Coast Guard as may be necessary to adapt them to their respective services.

### 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 deserter's 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. 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.

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 com-  
munications.

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 destroyed  
to prevent  
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.  
C. N. R. 26

(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



Smokeless  
powder.  
C. N. R. 11.

26. Smokeless powder shall not be exposed to the direct rays of the sun. Powder in bulk, in tanks, cartridge cases, ammunition boxes, ready service boxes, or in any other containers shall be protected against abnormally high temperatures (over 100° F.).

27. Whenever smokeless powder has been exposed to adverse storage conditions or treated contrary to the provisions of paragraph 26, it shall be segregated and shall, for purposes of tests, inspections, and reports, be regarded as a separate index; if the ammunition be aboard ship it shall be landed at an ammunition depot at the first opportunity (see par. 17), unless the tests unmistakably show normal results.

28. If any smokeless powder be exposed to temperature higher than 100° F. a special report shall be made to the Bureau of Ordnance immediately, explaining the circumstances in detail and stating the temperature and length of time the powder was so exposed.

29. Smokeless powder which has been wet from any cause whatever must be regarded as dangerous for dry storage. Such powder shall be completely immersed in fresh water and kept immersed and landed at an ammunition depot at the first opportunity. (See par. 17.)

30. Smokeless powder in leaky containers shall be transferred to airtight containers, and these marked "Transferred from leaky containers." If airtight containers are not available or if the container in use cannot be repaired properly, the powder shall be forwarded to an ammunition depot at the first opportunity, the container marked "Leaky container." (See par. 17.)

31. (a) Powder which shows unmistakable signs of advanced decomposition shall be thrown overboard or destroyed. In the event of such deterioration, every section of the index on board shall be examined, and only such sections as contain decomposing powder shall be destroyed. Decomposition in the sense here used is evidenced by—

- (1) Grains being easily crumbled.
- (2) Unmistakable odor of nitrous fumes.
- (3) Very low violet paper and surveillance tests.

The conditions in (1) and (2) must be confirmed by the tests under (3).

(b) Powder found in a soft or mushy condition shall be thrown overboard or destroyed immediately.

(c) Whenever any powder is landed, thrown overboard, or destroyed because of its unstable condition, 8-ounce samples of each index shall always be preserved in airtight containers and forwarded to the Naval Powder Factory, Indianhead, Md., for examination, and the Bureau of Ordnance notified of the shipment and the reasons therefor. Such samples shall not be

packed in water, but shall be segregated to prevent damage to other materials in case of spontaneous combustion.

Magazines.  
C. N. R. 11.

32. Naked lights, matches, or other flame-producing apparatus shall never be taken into magazines or other spaces used primarily as magazines while these compartments contain explosives.

33. Before performing any work which may cause either an abnormally high temperature or an intense local heat in a magazine or other compartment used primarily as a magazine, all explosives shall be removed to safe storage until normal conditions have been restored.

34. Magazines shall be kept scrupulously clean and dry at all times. Particular attention shall be paid that no oily rags, waste, or other materials susceptible to spontaneous combustion are stored in them.

35. Drill charges for bag guns soon become covered with oil and grease, and it is strictly forbidden to store such charges in magazines.

36. Nothing shall be stored in magazines except explosives, containers, and authorized magazine equipment.

37. During firing no other ammunition than that immediately required shall be permitted to remain outside of the magazines.

C. N. R. 16.

38. During action and during target practice magazine blowers shall be shut down and covers of both supply and exhaust branches to magazines shall be closed.

39. Black powder is one of the most dangerous explosives and shall always be kept by itself. Only such quantities as will meet immediate needs shall be taken from the magazine. A container of black powder shall never be opened in a magazine nor in the vicinity of a container in which there is any explosive.

40. Pyrotechnic material shall always be kept by itself in regular pyrotechnic storage spaces, if such are provided, or in pyrotechnic lockers on upper decks. In using it only a minimum amount shall be exposed.

41. Intense heat will detonate cast TNT charges. TNT exudate is explosive and highly inflammable. Therefore the outside of cast TNT containers shall be kept free from exudate, and it shall not be allowed to accumulate on decks nor to come in contact with wood, linoleum, or other materials into which it will soak. TNT exudate shall be removed before it hardens, shall not be scraped off with steel scrapers, and in scrubbing and wiping it up soap or alkaline solution shall not be used. Carbon tetrachloride is a safe and efficient solvent; but if cleared up in time, plain water and a stiff brush will generally remove the exudate from surfaces to which it adheres.

Powder supply.  
C. N. R. 11.

42. When either cartridges or bag charges are outside the magazines, wherever practicable, each flame-proof compartment

C. N. R. 26

or space which forms a stage of the ammunition train, including the magazines and gun compartments (in or out of turrets), shall be kept closed from all other compartments or spaces, except when the actual passage of ammunition requires it to be open. Where practicable, no flame-proof stage of the ammunition train shall be open to both the preceding and the following stages at the same time.

43. (a) In a magazine or handling room in which powder is removed from tanks to be sent to the guns in bags, not more than one charge per gun, for the guns being served by that magazine or handling room, shall be exposed by removal from tanks, by removal of tank tops, or by so loosening the tank tops that the bags may be exposed to flame.

(b) In each subsequent flame-proof stage of the ammunition train, not more than one charge per gun, for the guns being supplied through that stage, shall be allowed to accumulate. For this purpose, the spaces or handling rooms at the tops and bottoms of continuous-chain powder hoists will be considered separate stages (whether or not separated from the hoists by flameproof doors, flaps, or shutters).

(c) In addition to the above, continuous-chain powder hoists may be kept filled; or if hand passing is used, there may be one bag of powder at the station of each man in the train.

(d) It is the intent of this article to permit sufficient powder to be exposed to provide an adequate supply for the guns being served. The maximum amount specified above should be exposed only if a smaller amount will not assure an adequate supply.

44. If flame seals be damaged during firing, except in action, so that they can not fulfill their purpose, the gun or guns concerned shall cease firing until the flame seals are again effective.

45. During gunnery exercises, charges in excess of the amount required to be available for one run shall not be assembled in the vicinity of guns mounted outside of turrets. No charge for a bag gun shall be removed from its tank, nor shall the tops of tanks be removed or so loosened that the bags may be exposed to flame until immediately before the charge is required for loading.

46. As there is an inflammable gas present in the chamber of a gun after firing which, under certain conditions, may constitute a danger by igniting the powder charge which is to be used for the next round, and as smoldering remnants of powder bag may also be present, the following precautions shall be observed:

(1) Bag guns shall not be loaded until a member of the crew has assured himself that the bore is clear of powder gases and remnants and has announced "Bore clear" either by voice or by approved signal, such as a whistle, gong, or horn, except that, when the gas-ejector system does not readily clear the bore, the

C. N. R. 13, 14.

"Bore clear."  
C. N. R. 11.

C. N. R. 26.

combined sponge and rammer (where provided) may be used. It shall be dipped in water for each load.

(2) Until the "Bore clear" signal above described is given, or the projectile is rammed home with the wet combined sponge and rammer, powder shall not be exposed closer than 4 feet to a gun not mounted in a turret.

(3) In turrets fitted with ammunition cars the car and the center of an open breech shall not be allowed within 6 feet of one another until the "Bore clear" signal has been given. In turrets fitted with continuous-chain powder hoists or for hand passing, the powder shall not be exposed in the turret chamber, nor shall the flame seal, shutter, or flap between the turret chamber and the next stage in the powder train be opened or unlocked until the "Bore clear" signal is given.

47. In turrets not fitted with bulkheads between guns, the "Bore clear" signal to the turret crew shall not be given until the guns which have been fired and whose breech plugs have been opened are reported clear, when one signal to the entire turret crew shall be given.

48. Care shall be exercised to see that all sections of powder charges are entered in the chamber with the ignition ends toward the breech, and that the rear section is so placed as to come within 4 inches of the mushroom when the breech is closed.

49. Care shall be exercised to insure projectiles from slipping back from their seats as unseated projectiles may cause abnormally high pressures.

50. The ramming of projectiles in bag guns by interposing, one or more sections of a powder charge between the head of the rammer and base of the projectile is prohibited.

51. Except when using a power rammer, no force greater than that which can be applied by the hand alone shall be used in loading a live cartridge into a gun. Any cartridge which does not freely and fully enter the chamber of the gun shall be carefully extracted and put aside, and in peace time no further attempt shall be made to fire such a cartridge.

52. When firing flat-nosed projectiles from case guns, power rammers shall not be used.

53. As soon as a gun is loaded the breech shall be closed without delay.

54. The breech plug of a gun shall never be unlocked or opened while there is a live primer in the lock.

55. A firing lock into which a live primer has been inserted shall never be opened, either independently or by operation of the breech mechanism, unless the firing circuit is broken externally of the lock or breech mechanism (for example, at local pointer's key or gun captain's ready switch), except when it is

Service of the  
gun.  
C. N. R. 11, 13.

C. N. R. 20.

C. N. R. 26

known that the loaded gun has fired. This applies to the firing of primers at drill, to the operation of loaded guns, and the examination of primers referred to in paragraph 67.

56. The salvo latch shall be removed or made inoperative during any exercise which requires opening the breech, except when firing a loaded gun.

56½. The loading of certain guns does not necessarily insure the functioning of their salvo latches. Care shall therefore be taken in loading, to open the plug sufficiently far to insure that the salvo latch trips into position to make it operative on the succeeding closure of the breech.

C. N. R. 14.

57. Effective measures shall be taken to guard against prematurely opening the breech of a loaded gun, whether or not the gun is fitted with a salvo latch.

58. A bag gun on which the firing pin can be aligned with the primer before complete breech closure shall not be primed except when the breech is fully closed and locked.

59. When priming a lock of the sliding-wedge type, care shall be taken to insure the primer being pushed in beyond the primer catch to prevent the primer coming out or being crushed by the operation of the wedge in closing.

60. On any gun the firing pin of which can be aligned with the primer before complete breech closure the firing lanyard shall not be hooked to the lock until after the breech plug has been closed and locked and the gun primed, nor shall the breech plug of such a gun be unlocked or opened while the lock is cocked or while the lanyard is hooked to the lock. The lanyard shall be hooked just before cocking the lock.

61. The mushroom of every bag gun shall be wiped after each shot with a sponge or cloth dampened with fresh water.

62. In every case gun, except those of the sliding-wedge type, the breech plug shall not be closed until the plugman is assured by *actually feeling* that the front face of the plug is free from any projections, such as a protruding firing pin or fused metal, in order to prevent discharge of the gun when the breech plug is swung to but not rotated.

63. The utmost care shall be taken to insure that the firing pin and other parts of the firing mechanism of a case gun are in good condition and properly assembled in order to prevent premature discharge.

64. To guard against blowing out primers which may fire at the instant of closure, care shall be taken whenever the breech of a bag gun with a live primer in the lock is being closed, that the operating lever is followed through during the last part of its travel, to prevent any opening of the lock due to rebound.

C. N. R. 26

C. N. R. 22.

65. In loading a gun, neither the gun ready light switch nor the gun firing circuit cut-out switch (which are combined in some installations) shall be in the closed position until the breech is fully closed and all personnel are clear of the recoil.

66. If a gun is loaded at the order "Cease firing"—

- (1) The gun shall remain loaded and shall be pointed and trained in a safe direction;
- (2) The breech mechanism shall be kept fully closed;
- (3) The firing key shall be opened and the firing circuit broken elsewhere;
- (4) The firing lanyard, if detachable, shall be unhooked;
- (5) The primer shall be removed from the lock of a bag gun.

The crew shall never leave a loaded gun until these precautions have been carried out.

Misfires.  
Hangfires.  
C. N. R. 11.

67. The possibility of a serious accident due to opening the breech of a gun too soon after a misfire demands the constant exercise of the utmost prudence and caution. After an unsuccessful attempt to fire a gun, it shall be assumed that a hangfire is under way, and the procedure outlined below shall be followed:

- (1) Keep the gun pointed and trained in a safe direction.
- (2) Continue attempts to fire, if desired, provided such efforts do not involve any movement tending to open the breech.
- (3) Do not open the breech for 30 minutes (10 minutes for field and landing guns on shore) after the last attempt to fire. This, at the discretion of the commanding officer, is not obligatory in time of action; nor is it obligatory with a hot gun if an instruction of the Bureau of Ordnance recommends earlier opening of the breech to prevent a projectile "cook-off" when the gun cannot otherwise be cleared by firing it.

C. N. R. 17, 26.

(4) When the fire of a bag gun is interrupted otherwise than by a misfire and the gun remains loaded, a hangfire from an undetected ember from the last load shall be assumed to be in progress and the procedure above for hangfires shall apply.

(5) In a bag gun the primer may be extracted, using the priming tools supplied for this purpose, taking care to avoid danger from recoil or blowback. For this purpose, or for shifting primers, the firing lock should not be left open longer than necessary. If examination shows that primers have not fired, and the gun has previously not fired within 30 minutes of the time of the unsuccessful attempt to fire or from the time of interruption, the gun may be unloaded if desired.

68. When the primer of a bag gun misfires during gunnery exercises and it cannot later be fired by electricity, it shall be carefully preserved, distinctly marked, and turned in to an ammunition depot for examination. When a case gun misfires

C. N. R. 26

the primer and the other ammunition details shall be disposed of as directed in paragraph 69 (b).

69. Ammunition unloaded from a gun may be reloaded if the service of the gun is resumed within a reasonable time. When it is apparent that the service of the gun will not be resumed within a reasonable time, the powder unloaded from a gun shall be disposed of as follows:

Unloading guns.  
C. N. R. 11.

(a) Powder unloaded from a *bag* gun.

(1) If the gun was warm from firing when loaded, the powder shall be emptied from its bag into fresh water and in that condition turned in to an ammunition depot at the first opportunity.

(2) If the gun was not warm from firing when loaded, the charge shall be carefully examined. If found dry, free from grease, and in good condition, it shall be sent back to its magazine. If injured or slightly greasy, an unstacked charge shall be rebagged and then sent back to its magazine; a stacked charge shall be emptied from its bags into containers, marked and turned in to an ammunition depot at the first opportunity. If grease or moisture has in any

C. N. R. 26

(6) He shall frequently examine all the compasses of the ship and see that they are in good order and ready for use, and that the spare compasses are properly stored.

(7) He shall, when at sea, at least once each day, whenever shore radio stations or radiobeacons or sound stations or buoys are within range, take bearings with the ship's radio direction finder and sound apparatus on such stations and buoys. He shall enter the results obtained in the ship's log, giving the approximate distance at which bearings were taken and the error or deviation found.

C. N. R. 2, 17.

## 1020

(1) The navigating officer shall be responsible for the daily winding of the chronometers and shall carry out such instructions as may be given from time to time concerning their care, comparison, and rating.

Chronometers  
and clocks.  
C. N. R. 15.

(2) He shall have the care of the deck clock and regulate the ship's time.

Deck clock.

## 1021

The navigating officer shall make, or cause to be made, frequent inspections of (a) lead lines to see that they are properly marked and of proper length, (b) all apparatus for taking soundings and for determining the speed of the ship, to see that they are in proper working condition.

Lead lines and  
speed measuring  
apparatus.  
C. N. R. 15.

## 1022

(1) The navigating officer shall have charge of the preparation and care of the ship's log. It shall be his duty, subject to orders from the commanding officer, to see that the watch officers receive instructions relative to the correct manner of keeping the log as may be necessary to insure the proper preparation of same.

Preparation  
of log.

(2) When the ship is commissioned he shall begin the log book by entering and signing the remarks describing that part of the ceremony which takes place previous to the setting of the watch.

On  
commissioning  
of ships.

(3) He shall carefully examine the deck log book, see that it is prepared in accordance with the Navy Regulations and the instructions issued from time to time, and call attention of the watch officers to any inaccuracies or omissions in their entries. He shall then have it accurately copied in the smooth form and placed before the watch officers daily for signature. The rough deck log and the quartermaster's notebook shall be retained on board for a period of three years, except in obedience to a demand for a naval court or board or from the Navy Department. At the end of the three-year period the rough deck log and the quartermaster's notebook shall be destroyed. On decommissioning, the

Examination  
of log.  
C. N. R. 20, 24,  
25, 26.



above records which have not reached the proper age for destruction shall be forwarded to a Naval Records Management Center for disposition. (See Article 1317 (1).) (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.)

Navigational  
data.  
C. N. R. 11.

(4) He shall enter each day in the log the ship's position, the error of the gyrocompass in use, the magnetic variation, the deviation of standard magnetic compass, the amounts of fuel and water expended during the day and the quantity of each remaining on hand at midnight closing the day, and such other data as may be required.

Draft of ship.

(5) He shall immediately before leaving and as soon as possible after entering port cause the draft of the ship, forward and aft, to be carefully taken and entered in the log.

C. N. R. 2,  
24, 26.

(6) The smooth log shall be regarded as the ship's official log. It is to be a correct, certified copy of the deck log book; it shall be typewritten when practicable, and shall be prepared in duplicate. The original of the smooth log shall be forwarded to the Bureau of Naval Personnel at the end of each calendar month by registered mail. The carbon copies shall be retained on board for a period of two years and shall be destroyed at the end of the two-year period. On decommissioning, if the carbon copies have not reached the age for destruction they shall be forwarded to a Naval Records Management Center for disposition. The foregoing sentences of this paragraph refer particularly to cases where the loose-leaf type of log is used. In special cases where a vessel has been authorized by the Chief of Naval Personnel to use some other type of log the foregoing principles shall govern only as far as is applicable to the particular type of log used.

(9) A signal and its meaning shall never be entered together in the ship's log or other record.

(10) When a ship is docked on a foreign station or elsewhere than at a United States navy yard, a copy of the hull board's report shall be entered in the log.

(11) The results of periodical examination of steering gear and a brief statement of steps taken to remedy defects shall be entered in the log.

(12) A copy of a report of action or other report which may be of historical interest shall be entered in the log.

(13) The meeting and adjourning or recessing of courts-martial sitting on board vessels of the Navy shall be entered in the ship's log. The name and rank of the president or senior member shall be entered.

(14) The name of any person whose signature appears in the log shall likewise be typewritten or stamped.

C. N. R. 26

Article 1339 deleted by C. N. R. 25.

### 1340

When a ship arrives at a navy yard for docking or for ordinary repairs, explosives need not be removed unless the work is to be done in the immediate vicinity of the explosives.

High explosives  
not to be  
removed.

### 1341

All spare articles, stores, cables, hawsers, and sails shall be examined each quarter, and oftener if necessary, in order to prevent deterioration and insure their efficient condition.

Examination of  
stores and  
spare articles.

### 1342

(1) The master-at-arms shall take charge of the effects of all absent and deceased members of the crew and hold them until disposed of by order of superior authority. (See also Art. 76 (23) (c)).

Effects of the  
absent and dead  
C. N. R. 25.

(2) He shall take charge of the bag and hammock of anyone who is absent without leave, reporting his action to the executive officer.

(3) He shall take charge of the effects of liberty men when so directed.

(4) He shall be present at the sale of the effects of deserters and deceased persons.

### 1343

When a magazine is about to be opened, all unauthorized lights and fires near the entrance must be extinguished.

When magazines  
opened.

### 1344

When an order is given to clear the lower decks the chief master-at-arms shall see that it is obeyed at once and that no unauthorized persons remain below.

Clearing lower  
decks.

### 1345

The master-at-arms shall see that all dispositions ordered for safety at night, including the securing of storerooms, holds, orlops, water-tight doors, etc., that are closed for the night, are completed by 1930 or before.

Evening  
inspection.

## 1346

First-aid instruction.  
C. N. R. 14, 20.

(1) In order that all officers and enlisted personnel in the naval service may be properly drilled in first aid, instructions therein shall be given to the crew and the divisional officers by the medical officer.

(2) This instruction shall include:

(a) Handling, lifting, and transportation with and without stretcher.

(b) Control of hemorrhage.

(c) Application of occlusive dressings.

(d) Resuscitation of the apparently drowned and of the electrically shocked.

(e) Control of shock and pain.

(f) Emergency treatment of burns and chemical and gas injuries.

(g) Splinting and lifting for fractures of long bones and spine.

(3) This instruction shall be given at frequent intervals but not less than quarterly for the entire crew, and care shall be exercised that all divisions are thoroughly instructed.

(4) The Bureau of Medicine and Surgery will issue detailed information covering the above points. The necessary dummy dressing shall be supplied by the ship or station. Divisional officers shall be cognizant of the degree of first aid knowledge in their divisions.

## 1347

Oil, tallow,  
and waste.  
C. N. R. 11.

(1) Oil, tallow, and cotton waste issued for ready use shall be stowed in metallic tanks, which shall be kept as far from the boilers as possible. Waste and other similar materials saturated with oil or grease shall be destroyed immediately after use.

Oil or painted  
canvas.  
C. N. R. 17.

(2) Canvas or other fabrics, painted with other than Navy Standard preservation formulas, and oiled canvas or other oiled fabrics, shall not be stowed below. When not in daily use, they shall be frequently examined. Caution shall be used when lights are taken into the paint room.

Inflammable  
liquids and oils;  
explosives and  
other dangerous  
stores.

(3) The commanding officer shall not permit any private property in the nature of inflammable liquid or oil, explosives, or other dangerous stores liable to spontaneous combustion, to be placed on board. Private ammunition shall be stowed in the places provided for ship's ammunition of a similar character.

Where stored.  
C. N. R. 11, 18,  
25.

(4) The commanding officer shall exercise due care in the stowage of inflammable liquids, acids, gases, and other dangerous materials as required by the Bureau of Ships Manual, and by other articles of these regulations.

C. N. R. 26

## CHAPTER 38

---

### STORES AFLOAT

- Sec. 1.—Art 1378, 1380–81, 1384–86, 1393–94. Custody, care, and expenditures.
- Sec. 2.—Art. 1398–1401. Requisitions and purchase for ships.
- Sec. 3.—Art 1402, 1404. Ship's stores.
- Sec. 4.—Art. 1405. Clothing and small stores.
- Sec. 5.—Art. 1407–10, 1412–16. Rations.
- 

#### SECTION 1.—CUSTODY, CARE, AND EXPENDITURE

##### 1378

The delivery of supplies to a ship in commission shall not be deemed complete until they have been actually placed on board, or in her boats or other conveyance at the wharf, and receipts have been obtained.

When responsibility for supplies received begins.

Article 1379 deleted by C. N. R. 24.

##### 1380

(1) Supplies in store shall be in the custody of the supply officer of the ship, or, on board ships where the general supply system is not in force, of the respective heads of the departments to whom invoiced.

Custody of supplies.  
C. N. R. 19.

(2) Where a bureau considers it necessary to prescribe a minimum limit of stores to be carried for use under its cognizance, such limit will be fixed by the bureau concerned, and the stock must be restored to this limit at the earliest opportunity.

##### 1381

(1) On delivery to a ship, supplies shall be checked off and receipted for by the head of department concerned, a subordinate under his direction, or such other person as may be designated, provided that stores or supplies for which a supply officer is responsible shall be checked and verified and the invoice, receipt, or bill of lading covering them signed only by that officer or his representative.

Supplies to be checked on delivery.  
C. N. R. 19.

**Care in packing.**

(2) Heads of ships' departments shall exercise care in regard to the condition of articles turned into store, in packing such articles, especially those that are breakable, and no article that is unserviceable shall be so turned in without being first covered by proper survey. When fragile articles, such as thermometers, stop watches, or others supplied in special boxes are received, the boxes shall, if possible, be saved and used in turning in similar articles in future; a tag shall be attached to such articles showing date and number of survey.

Articles 1382, 1383 deleted by C. N. R. 24.

**1384**

Officers shall at all times attend to the care and preservation of all Government property in their charge, and upon proper representation from them the commanding officer shall afford them such assistance as may be necessary to protect and preserve such property from deterioration and waste so far as may be within his power.

**1385**

Supplies not to be appropriated to private use of persons not in distress.

No article of public supplies is ever to be appropriated to the private use of any person not in distress without the consent of the Secretary of the Navy or the order of the senior officer present, who shall give the Secretary of the Navy information of every case that may occur, together with the attending circumstances, and he shall be careful to take the best security for indemnity to the Government.

**1386**

No articles to be sent out of ship.  
No article to be turned in at navy yard.  
C. N. R. 19.

No article for which an officer is responsible shall be sent out of a ship except on the written order of the commanding officer. No article shall be turned in at a navy yard from a ship in commission without the authorization of the bureau concerned, excepting when authorized under approval of survey reports.

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

Article 1389 deleted by C. N. R. 19, article 1392 by C. N. R. 14.

**1393**

General Supply System.

C. N. R. 2, 7,  
11, 13, 14, 18,  
19, 22, 23, 24.

On board vessels to which an officer of the Supply Corps is assigned as supply officer, that officer shall requisition, issue, and account for, as required by current instructions issued by competent authority, all equipage and consumable supplies, except medical stores, Marine Corps stores and ammunition, ammunition containers, and ammunition details. Medical stores and

## CHAPTER 42

## ADMINISTRATION OF CIVILIAN PERSONNEL

SECTION 1, ART. 1562—ADMINISTRATION OF CIVILIAN PERSONNEL  
MATTERS

## 1562

In the administration of civilian personnel matters, persons in the Naval Establishment shall be governed by the following: (a) applicable provisions of law; (b) applicable provisions of proclamations and executive orders of the President; (c) applicable rules and regulations issued by the Civil Service Commission and other authorized agencies of the Government; and (d) detailed instructions, relating to civilian personnel matters, issued by or under the direction of the Secretary of the Navy.

Articles 1563-1580 deleted by C. N. R. 26. There are no articles 1581-1589.

C. N. R. 26.

C. N. R. 26.

## 1635

(1) The assignment of midshipmen to the line of the Navy upon graduation will be made by the Secretary of the Navy, upon the recommendation of the Academic Board from the graduates of the year. They take rank in the order of merit as determined at the Naval Academy.

Assignment of  
midshipmen.

(2) The assignment of midshipmen to the Marine Corps on the completion of the prescribed course at the Naval Academy will be made each year by the Secretary of the Navy, upon the recommendation of the Academic Board, from the graduates of that year who request such assignment. The officers so assigned shall take rank in the order of merit as determined at the Naval Academy.

## 1636

(1) Appointees to the grade of assistant surgeon must be between the ages of 21 and 32 at the time of appointment. Their physical, moral, mental, and professional qualifications must be approved by a board of medical officers.

Candidates  
for assistant  
surgeon.

(2) Acting assistant surgeons may be appointed for temporary service after such examination as the Secretary of the Navy may prescribe.

## 1637

(1) Appointees to the grade of assistant dental surgeon must be between the ages of 21 and 32 at the time of appointment. They must be graduates of standard medical or dental colleges and trained in the several branches of dentistry. Before appointment they must successfully pass mental, moral, physical, and professional examinations before medical and professional examining boards.

Assistant  
dental surgeon.

(2) The professional board shall consist of one medical officer, who shall be senior member thereof, and two officers of the dental corps.

## 1638

(1) A candidate from civil life for original appointment to the Supply Corps of the Navy must be not less than 21 nor more than 26 years of age. His physical, mental, and moral qualifications must be examined and approved by a board of officers of the Supply Corps.

Candidates  
for assistant  
paymaster.

(2) The physical examination of the candidates shall be conducted by a board of medical officers, who shall report the result thereof to the board of officers of the Supply Corps, certifying as to the physical qualifications of the candidate for appointment as assistant paymaster, and such report shall form

a part of the record of said board of officers of the Supply Corps.

Bonds.  
C. N. R. 19,  
22, 26.

(3) Before entering upon the duty of his office, every officer of the Supply Corps shall give good and sufficient bond to the United States, to be approved by the Secretary of the Navy, faithfully to account for all public funds and property which he may receive. Unless otherwise required by the Secretary of the Navy, such bond shall be in the sum of \$10,000. Bonds will not be required of officers of the Supply Corps who are not accountable for public funds or public property unless specifically required by the Secretary of the Navy, except that officers of the Supply Corps on duty beyond the continental limits of the United States shall be bonded at all times regardless of duty to which assigned.

New bond.  
C. N. R. 23

(4) All such bonded officers shall give a new bond, with sufficient surety, every four years, or whenever required to do so by the Secretary of the Navy; and all such bonds shall be examined every two years for the purpose of ascertaining the sufficiency of the surety thereon. (Sec. 1384, R. S.).

(5) A chief pay clerk or pay clerk who is a candidate must be between the ages of 21 and 35. He shall fulfill such requirements as the Secretary of the Navy may prescribe.

C. N. R. 26

(6) The processing and approving of bonds of commissioned officers of the Navy and Naval Reserve, chief pay clerks, pay clerks, and acting pay clerks will be accomplished by the Bureau of Supplies and Accounts. Details in connection therewith are contained in the Bureau of Supplies and Accounts Manual.

### 1639

Candidates  
for chaplain

(1) A candidate for the office of chaplain must be not less than 21 nor more than 35 years of age at the time of his appointment. He must be a regularly ordained minister of good standing in his denomination. His moral character, general fitness, and experience shall be established to the satisfaction of a board of chaplains, which shall conduct a written examination to determine his mental attainments. The physical examination of the candidate shall be conducted by a board of medical officers.

(2) Original appointments shall be made to the grade of acting chaplain after such examination as may be prescribed by the Secretary of the Navy, and while so serving acting chaplains shall have the rank of lieutenant (junior grade).

(3) After three years' service each acting chaplain before receiving a commission in the Navy shall establish to the satisfaction of the Secretary of the Navy by examination by a board of chaplains and medical officers of the Navy his physical, men-



tal, moral, and professional fitness to perform the duties of chaplain in the Navy with the rank of lieutenant (junior grade). Acting chaplains shall be commissioned as chaplains when advanced to the rank of lieutenant.

**1640**

A candidate from civil life for the office of assistant civil engineer must be not less than 22 nor more than 30 years of age, must be a graduate in engineering from a technical school or university of approved standing, and must show evidence that he is proficient in the practice of his profession. He shall be required to pass a physical examination and such mental and professional examinations as the Secretary of the Navy may direct.

Candidates for  
assistant civil  
engineer

**1641**

(1) Appointments as warrant officers shall be made only after competitive professional examination before boards consisting of at least three commissioned officers, from candidates who fulfill all requirements prescribed by the Navy Department.

Appointment  
of warrant  
officers.

NOTE: Art. 1641 continued on page 527.

(3) Brigadier generals of the line may not be adjudged by a selection board as fitted for promotion and when such officers twice fail of selection as best fitted, they are required to be placed on the retired list on June 30 of the fiscal year in which they fail of selection as best fitted the second time, with retired pay at the rate of 75 per centum of their active duty pay.

Retirement of  
Brigadier  
Generals.

(4) Commissioned service of officers of the Marine Corps for purposes of promotion, retirement and discharge comprises all commissioned service on the active list of the Marine Corps, whether under temporary or permanent appointment, and all commissioned service on active duty in the Marine Corps Reserve and National Naval Volunteers.

Credit of service  
in volunteers  
and in reserve.

(5) Warrant officers in the Marine Corps have the privilege of retirement of warrant officers in the Navy.

#### 1671

(1) Members of the Nurse Corps may be transferred to the retired list when found by a board of medical officers to have become disabled in line of duty, with retired pay at the rate of 75 per centum of the active service pay received by them at the time of such transfer.

Retirement of  
nurses.  
C. N. R. 26

(2) Members of the Nurse Corps may be transferred to the retired list for other than physical disability under the conditions stated below and the annual pay of a nurse retired under these conditions shall be 3 per centum of the total annual active duty pay which she was receiving at the time of retirement, multiplied by the number of complete years of service rendered prior to retirement, but not exceeding 75 per centum of such annual active duty pay:

(a) An ensign of the Nurse Corps shall be recommended to the Secretary of the Navy for retirement upon reaching the age of 50 years or when she has completed 20 years of service, whichever shall occur later.

C. N. R. 26

(b) A lieutenant (junior grade) of the Nurse Corps shall be recommended to the Secretary of the Navy for retirement upon reaching the age of 55 years or when she has completed 20 years of service, whichever shall occur later.

(c) A lieutenant or an officer of higher rank of the Nurse Corps shall be recommended to the Secretary of the Navy for retirement upon reaching the age of 58 years or when she has completed 20 years of service, whichever shall occur later.

Removal of  
nurses.

(3) Members of the Nurse Corps may be removed by the Surgeon General with the approval of the Secretary of the Navy.

1672

Age of retire-  
ment.  
C. N. R. 22.

Except as above noted the age of retirement of all officers of the Navy below the rank of vice-admiral, and of the Marine Corps is 64 years.

NOTE: There are no Articles 1673-1680.

C. N. R. 26

(f) For payment of authorized vouchers, stating nature of purchase or service.

(g) For transfer of funds from one officer of the Supply Corps to another.

(h) For remittances by officers and enlisted men on account of pay.

(2) Checks shall be drawn only in favor of the party to whom the money is due from the United States, except in case of duly authorized allotments, and checks issued to officers and men on ships and on foreign stations for their convenience in remitting, in which cases checks may be drawn directly to order of persons by whom they are received from an officer of the Supply Corps. Checks drawn by officers of the Supply Corps to supply themselves with funds for making cash payments must be drawn to their own order and indorsed to the bank or person furnishing the funds.

In favor of whom.

### 1768

The regulations in regard to checks lost, stolen, or destroyed, as established by the Secretary of the Treasury in compliance with sections 3646 and 3647 of the Revised Statutes, are shown in detail in the Bureau of Supplies and Accounts Manual and shall govern in all matters pertaining to such checks.

Original checks lost, stolen, or destroyed.  
C. N. R. 7, 15.

### SECTION 3.—REQUISITIONS FOR MONEY

### 1769

(1) All requisitions for public funds pertaining to the Naval Establishment shall be made upon the Secretary of the Navy through the Bureau of Supplies and Accounts.

Requisitions for money made on Secretary.

(2) Transfers of funds between officers are authorized under the following conditions:

C. N. R. 12, 23, 24.

(a) When specifically approved by the Navy Department.

(b) When the exigencies of the service require, commandants and commanding officers (afloat and ashore) may, at their discretion, authorize transfers of funds from disbursing officers under their command to other disbursing officers.

(c) By fleet, squadron, or division supply officers.

(d) By disbursing officers incident to the renewal of their bonds.

(e) Upon being relieved from duty as provided in article 1764. Articles 1770-1775 deleted by C. N. R. 11.

SECTION 4.—PROCUREMENT OF FOREIGN MONIEYS

Article 1776 deleted by C. N. R. 26.

1777

Procurement  
of foreign funds

C. N. R. 19,  
23, 26

(1) In case of necessity and subject to such foreign funds control as may be in force at the time, all Navy and Marine Corps disbursing officers and special disbursing agents are authorized to obtain foreign currency necessary for official purposes through the issuance of official checks drawn on the Treasurer of the United States or in exchange for United States or other foreign currencies then in their possession.

(2) Permission to negotiate for foreign currencies shall be obtained in writing in advance from the senior officer present or the commanding officer.

(3) In procuring foreign funds pursuant to the preceding paragraphs, disbursing officers and special disbursing agents shall be guided by the following instructions:

(a) They shall first familiarize themselves with regard to the exchange situation in the area, the possibility of obtaining foreign currency of the desired types from other disbursing officers, State Department representatives or other United States officials; the best obtainable legal rate at which such currency can be obtained from commercial sources; and the available facilities for disposing of unexpended balances. Foreign currency shall be obtained from other United States officials, if available.

(b) Treasury checks drawn for the procurement of foreign funds shall be made payable to the order of the officer negotiating the same, and endorsed to the supplier of the funds. Such checks shall be designated as exchange for cash checks.

(c) Foreign funds in excess of requirements should be disposed of by transfer, sale, or deposited in a foreign depository to the credit of the Treasurer of the United States, whichever appears to be in the best interest of the United States.

(4) The Chief of the Bureau of Supplies and Accounts will supplement these regulations with proper accounting instructions.

C. N. R. 26

## 1778

(1) The following instructions as to the proper method of disbursing and accounting for foreign currency shall be observed by all disbursing officers and special disbursing agents of the Navy and Marine Corps.

Accounting  
for proceeds  
of foreign funds  
C. N. R. 6, 18,  
19, 26

(a) When the rate of exchange for a foreign currency is agreed to or established by appropriate United States Government officials or official, such rate should be used in accounting for transactions in such currency or coin. Any change in the rate by official action will be immediately effected in the accounts of the Navy and Marine Corps disbursing officers and special disbursing agents by: (1) if a loss, preparing a public voucher and expending the amount of depreciation as a loss by exchange in accordance with instructions of the Bureau of Supplies and Accounts; (2) if a gain, the amount of the gain will be taken up in the accounts as credited to Miscellaneous Receipts—"Symbol 171400—Gain by Exchange."

(b) When the exchange rate is not established as provided by paragraph (a), foreign currencies shall be expended from disbursing accounts at the actual average purchase rates of such currency on hand. When foreign moneys are added to by purchase or by transfer from another disbursing officer, a new average rate shall be determined by adding the quantity and value in United States currency so received to the quantity and value in United States currency then on hand (see examples in paragraph (c)). The new average rate thus established will be used in making disbursements until the currency on hand is again added to by purchase or transfer, when a new average rate will be similarly established.

(c) When it becomes necessary to establish a new rate, either on account of a change in the rate established by United States Government officials as provided in paragraph (a), or the funds on hand are added to by purchase or transfer, as provided by paragraph (b), there shall be filed with the account current a certificate signed by the disbursing officer or special disbursing agent showing the revaluation of the foreign moneys, together with a statement of the gain or loss, if any. Before computing new average rates all foreign moneys in the ship's store and post office will be called in and taken up in the accounts at the rate in effect before revaluation. Examples of certificates showing the revaluation of foreign currencies are as follows:

Example No. 1

U. S. S. Blank, Manila, P. I.,  
20 April 1945.

CERTIFICATE OF REVALUATION OF FOREIGN CURRENCY

Total amount of Philippine pesos on hand at the close of business 19 April 1945-----	<i>Pesos</i>	<i>U. S. C.</i>
	2,480.00 at \$0.5218	\$1,294.06
Philippine pesos received this date through sale of Treasury Check No. —, for \$5,000.00—	9,615.38 at \$0.52	5,000.00
	<hr/>	<hr/>
	12,095.38	\$6,294.06
6,294.06 divided by 12,095.38 equals .520369, new rates on Philippine pesos, 20 April 1945-----		\$0.520369

(S) JAMES SMITH,  
Lt. James Smith, SC, USN.

Example No. 2

CERTIFICATE OF REVALUATION OF FOREIGN CURRENCY

Value of French franc changed from \$0.013333 (75 francs to the dollar) to \$0.02 (50 francs to the dollar) as of this date, in accordance with instructions for a change in the established rate.

Revaluation of francs on hand	<i>Francs</i>	<i>U. S. C.</i>
19 April 1945—new rate-----	75,000 at \$0.02	\$1,500.00
old rate-----	75,000 at \$0.01½	1,000.00
		<hr/>
		\$500.00

Gain revaluation

The gain on revaluation of \$500.00 taken up in the Cash Book and entered on the Schedule of Collections as a credit to Miscellaneous Receipts, 171400—Gain by Exchange.

(S) JAMES SMITH,  
Lt. James Smith, SC, USN.

(d) Any expense incurred in connection with the handling, expressing, or maintenance of foreign currency such as bank handling charges, exchange charges, excise stamps, taxes, etc., is not to affect the exchange rate. Such costs are to be charged as an expenditure on a public voucher in accordance with instructions of the Bureau of Supplies and Accounts.

(e) All foreign currency on hand at the close of each accounting period will be shown on the account current under "Analysis of Balance", giving quantity thereof, rate, and the United States equivalent for each kind of money.

(f) Accounts of sale of Treasury checks shall show the precise kind and amount of foreign moneys received. (See Bureau of Supplies and Accounts Manual).

(g) The amounts of foreign currency carried shall at all times be held to a minimum to avoid possible losses because of exchange fluctuations. Gains or losses resulting from the disposition of surplus foreign currency unavoidably acquired shall be handled in accordance with instructions of the Bureau of Supplies and Accounts.

(h) In making current disbursements, the gain or loss in fractional cents resulting from the conversion of foreign money into United States money shall be entered in the disbursing accounts as "Gain or loss in making payments of fractional cents" at the end of the accounting period.

(i) The transfer of funds shall be made at the rate carried by the disbursing officer making the transfer. Any adjustment made necessary on account of such transfer will be effected by the officer receiving the funds, as provided by paragraph (c).

(j) Collections in foreign currency shall be taken up in the accounts of the disbursing officer at the rate effective in his accounts at the time of collection. If no rate has been established as provided in paragraph (a) and the disbursing officer has not previously established an average purchase rate, the rate for collections in foreign currency shall be determined by current market quotations for like exchange.



## 1779

Deposits with  
supply officer.  
C. N. R. 11, 18,  
19, 20, 25, 26.

On all ships and at all shore establishments, the disbursing officer or his pay clerk assistant shall, under such regulations as may be prescribed by the commanding officer, receive for safekeeping money and valuables deposited with him by naval personnel, prisoners, patients, and such other persons as may be designated by the commanding officer, to be held and accounted for in accordance with instructions in the Bureau of Supplies and Accounts Manual. Where it is impracticable to make such deposits with the disbursing officer or such assistant, the commanding officer may designate another officer to receive such deposits and shall provide for 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. 26

## 1869

(1) Any difference of pay or allowances to which an officer or enlisted man is entitled, except as stated in paragraph (2), may be credited by a disbursing officer on his current account: *Provided*, That in cases where such credits are differences noted in the administrative analyses of pay rolls and accounts of the Marine Corps that fact be noted as the authority therefor. The officer making the credit shall note over it why it is made and the period of time that it embraces and shall file as vouchers the orders, letters, or other papers which establish the correctness of the credit.

Credits for differences of pay, etc.  
C. N. R. 11,  
15, 18, 25.

(2) All claims for pay and allowances of enlisted men which accrued during a previous enlistment or for pay and allowances accruing during a period prior to the two fiscal years preceding the current fiscal year or other requests which for any reason an officer of the Supply Corps may decline to grant shall be made the subject of a claim on the General Accounting Office. In such case the claimant shall forward with the claim, in addition to the papers required by paragraph 1, a certificate of the officer carrying his accounts that he has not paid and will not pay the amount claimed.

Claims to be submitted to General Accounting Office.  
C. N. R. 18.

Article 1870, 1871 deleted by C. N. R. 11.

Article 1872 deleted by C. N. R. 15.

## 1873

Whenever an enlisted man is sent to a naval hospital and his accounts are transferred to a receiving ship, his commanding officer shall immediately inform the medical officer in command of the hospital where the accounts of the patient have been transferred.

Notice sent to hospital where accounts have been transferred.

Article 1874 deleted by C. N. R. 11.

## 1875

The disbursing officer shall, upon receiving written orders from the captain, make any necessary changes in his books to correct erroneous entries in the names or description of enlisted men in their pay accounts. Such order shall be filed as a voucher with the accounts.

Correction of books due to error in pay accounts.  
C. N. R. 25.

## 1876

Before the pay accounts of a newly enlisted person can be opened the disbursing officer must receive a written order

Original entry on enlistment.  
C. N. R. 25.

C. N. R. 26

from the commanding officer, giving the name, date, term of enlistment, rating under which enlisted, and rate of pay.

## 1877

Checkage loss of pay due to sentence of court-martial. C. N. R. 5, 24.

(1) Records of deck courts and summary courts-martial, or letters promulgating action upon general courts-martial, shall immediately following publication of the sentences be referred to the officer having the pay accounts of the accused, or, in case of marines serving at shore stations, to the officer or noncommissioned officer preparing and certifying the pay rolls on which the account is borne, and in each such case of a deck court or summary court-martial such officer or noncommissioned officer shall endorse upon the record of proceedings as follows:

"Loss of pay adjudged has been entered on the pay account of this man and will be checked in accordance with the terms of the sentence as approved."

In forwarding the above-mentioned records or promulgating letters, each shall be accompanied by the man's current service record and by an order signed by the commanding officer, made out on the prescribed form issued by the Bureau of Supplies and Accounts (or, in case of marines, on the prescribed form issued by headquarters, United States Marine Corps), directing the deduction of the approved loss of pay. In the case of marines a further copy shall also be furnished the Commandant of the Marine Corps.

## SECTION 6.—DESERTERS AND PERSONS DECEASED

## 1878

Accounts for deserters.

(1) The wages due a deserter are forfeited to the United States. Article 1879 deleted by C. N. R. 24.

## 1880

Rewards paid for deserters, etc. C. N. R. 20, 24.

Money paid for rewards or expenses of deserters or stragglers and checked against their personal accounts is regarded as an authorized overpayment and must in all cases be shown on public vouchers approved by the commanding officer. When such checkages are to be made on the "Deserters' roll," the Bureau of Naval Personnel or the Commandant of the Marine Corps shall approve the public vouchers if practicable.

## 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.

C. N. R. 26

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.

C. N. R. 26

(4) Signing by facsimile stamp or carbon impression if initiated by the officer whose signature the facsimile or carbon impression represents may be authorized for orders covered by paragraphs (2) and (3).

## 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 letter-

C. N. R. 26

head, and the acting chief of the bureau would write "Acting" after his signature. "Acting" shall not be used by officers left in command *aft*. (See art. 2007 (3)).

### 2027

(1) The instructions contained in this chapter covering written communications shall, as far as practicable, be extended to official messages. Definitions of the terms "message," "despatch," "signal," "procedure signal," and "despatch mail" are given in the Communication Instructions.

Messages in general.  
C. N. R. 2, 20.

(2) Radio and visual despatches shall not be employed for official communications except when: (a) Essential to fleet operations; (b) despite the exercise of proper administrative planning and foresight, mail will not answer the purpose.

Messages in lieu of mail.  
C. N. R. 20.

(3) Messages strictly personal or for the convenience or in the interest of the sender shall be paid for by the sender if any charge is involved.

Personal messages.  
C. N. R. 20.

(4) Only general messages are confirmed. The mailing of a confirmation copy of a general message is left to the discretion of the originator. Confirmation of general messages originated by the Navy Department will be as prescribed in Communication Instructions, U. S. Navy. When a message is confirmed, a copy of the message, with identification data, will be mailed immediately to the office of final destination, marked "Confirmation copy", and the routing indicated if practicable. While it is not customary, for security reasons, to encrypt general messages, if their encryption is necessary then the confirmation shall consist of a copy of the encrypted text and not a copy of the translation. When the contents of the encrypted messages must be repeated in correspondence, the instructions for cryptographic security will be observed.

Confirmation of messages.  
C. N. R. 10, 20, 24.

### 2028

(1) All official communications from the Navy Department or other superior authority, dealing with any matter of ship's duty, shall be addressed to the commanding officer. He shall call upon the heads of departments concerned, if necessary, to prepare or assist in preparing for his signature, a suitable reply or endorsement. All official letters addressed to subordinates on board ship shall be forwarded through the commanding officer.

Communications forwarded to or through commanding officer.

(2) Commanding officers shall conduct and sign all correspondence with the Navy Department, their commander in chief, or other superior authority, relating to the efficiency or requirements of their commands.

Correspondence signed by commanding officer.

2029

Reports from subordinates after battle.

Reports from the executive and other subordinate officers, or from any other person, made to the commanding officer of a ship, after a battle or any important service, shall be forwarded to the Navy Department, and the commanding officer shall retain copies.

2030

Force commanders. C. N. R. 20.

Force commanders in a fleet shall communicate directly with the commander in chief in all matters that pertain to administration, except that nothing herein shall be held to conflict with the duties of the senior officer present.

2031

Division commanders. C. N. R. 20.

Division commanders in a fleet or force shall communicate directly with the force commander in all matters that pertain to administration, except in the case of destroyers and submarines when the division commanders shall communicate with the force commander through the flotilla commander. Nothing herein shall be held to conflict with the duties of the senior officer present. Communications which concern only particular vessels which are not of interest to, and which do not require action by, flotilla or division commanders, such as papers dealing with individual enlisted men, etc., shall be forwarded by the force commander direct to the vessel concerned and, if necessary, shall be similarly returned.

2032

Signaled orders to courts to be confirmed.

(1) Changes in the composition of, or instructions to, general courts martial and courts of inquiry may be made by signal, but the signal shall be followed by a written confirmation.

Routine reports.

(2) All routine reports intended for the Navy Department which do not require action or comment by the commander in chief, and are not necessary for his information, shall be forwarded direct by the commanding officer, excepting such as the commander in chief or the division commander may desire to have forwarded through his office.

Unnecessary letters of transmittal.

(3) No letter of advice or transmittal shall accompany returns, requisitions, vouchers, and reports on prescribed forms which are complete in themselves when properly authenticated, and which do not require special explanation.

Papers handled by the chief of staff.

(4) All periodical returns and requisitions (except financial and property returns required of supply officers and requisitions for supplies from ships within the limits of the United States and except such as a commander in chief may direct division com-

manders to act upon and forward direct) and all papers requiring the action of the commander in chief shall be forwarded to the chief of staff. The latter shall, if necessary, refer them to the officers of the fleet staff concerned, who shall return them, with such remarks as are deemed appropriate, to the chief of staff for transmission by him to the commander in chief for disposition.

(5) When ships of a fleet are separated from the commander in chief, all periodical returns and, if information would otherwise be delayed, all reports shall be sent directly to the Navy Department through the senior officer present. Copies of such reports shall be sent to the commander in chief through the administrative chain of command.

Reports from  
ships separated  
from commander  
in chief.  
C. N. R. 20.

(6) Commanding officers of ships shall inform the commander in chief through the administrative chain of command whenever, owing to urgency and to his remoteness, correspondence which would ordinarily pass through him is transmitted direct.

C. N. R. 20.

C. N. R. 26



(e) Ship and Station newspapers will not be mailed in penalty envelopes to other than Government agencies.

(f) Penalty envelopes may be used in connection with the necessary correspondence of ship's service departments, post exchanges, and commissioned, warrant, and chief petty officers' messes ashore, except in soliciting customers, in the delivery of goods, or in returning merchandise to the manufacturers and wholesalers. C. N. R. 24, 26.

**2069**

(1) Official mail matter addressed to foreign countries must be prepaid with postage stamps at the ordinary rates.

Foreign  
postage.  
C. N. R. 11.  
C. N. R. 26